

FISCAL YEAR 2020 (FY20) ENLISTED TO WARRANT OFFICER (WO) MARINE GUNNER SELECTION BOARD

Date Signed: 3/8/2019

MARADMINS Number: 149/19

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MARADMIN 149/19

MSGID/GENADMIN,USMTF,2019/CG MCRC QUANTICO VA//

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

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

REF/C/MSGID:DOC/CMC C 469/YMD:20180510//

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

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

REF/F/MSGID:DOC/CMC C 469/YMD:20120180117//

REF/G/MSGID:DOC/CMC C 469/YMD:20171012//

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

REF/I/MSGID:DOC/CMC MMEA-6/YMD:20100908//

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

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

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

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). REF (D) IS MCO P1070.12K, W/CH 1 MARINE CORPS INDIVIDUAL RECORDS ADMINISTRATION MANUAL (SHORT TITLE: IRAM). REF (E) MCO 1020.34H, MARINE CORPS UNIFORM REGULATIONS. REF (F) IS MCO 6100.13A, MARINE CORPS

PHYSICAL FITNESS AND COMBAT FITNESS TESTS. REF (G) IS MCO 6110.3A w/Ch-1, CHANGE 1 TO MARINE CORPS BODY COMPOSITION AND MILITARY APPEARANCE PROGRAM. REF (H) IS NAVMED P117, DEPARTMENT OF THE NAVY, MANUAL OF THE MEDICAL DEPARTMENT (MANMED), CHAPTER 15. REF (I) IS MCO 1040.31, ENLISTED RETENTION AND CAREER DEVELOPMENT PROGRAM. REF (J) IS MCO 1230.5C, CLASSIFICATION TESTING. REF (K) IS MCO 1610.7a, PERFORMANCE EVALUATION SYSTEM (SHORT TITLE: PES). REF (L) IS MARADMIN 052/19, OFFICIAL MILITARY PERSONNEL (OMPF) PHOTOGRAPH GUIDANCE.//

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

GENTEXT/REMARKS/1. The purpose of this MARADMIN is to announce the FY20 Chief Warrant Officer (CWO) 2 Marine Gunner selection board. Marine Corps Recruiting Command (MCRC) will convene the FY20 CW02 Marine Gunner selection board at Headquarters, U.S. Marine Corps on or about 9 July 2019 for approximately 2 weeks to select qualified regular Marines for appointment to the grade of permanent CW02 in Military Occupational Specialty (MOS) 0306 Infantry Weapons Officer. The deadline for submission of applications is 24 May 2019.

2. Per reference (A), the Marine Gunner selection board is designed to provide the Marine Corps with technical specialists who perform duties that require extensive knowledge of a particular MOS, and can be assigned successive tours of duty in their primary MOS. MOS credibility is a key factor for selection. The Commandant has directed that Marine Gunners come from the ranks of infantry senior staff noncommissioned officers, Gunnery Sergeant or above. These Marines must possess combat arms skills, operational experience, extensive knowledge of infantry and combat marksmanship and other such expertise that will make a significant contribution to the warfighting capabilities of their future units and to the infantry/ground combat element advocacy process as a whole. As Infantry Weapons Officers, they will be a source of expertise on all aspects of infantry weapons and combat marksmanship. They will maintain their high degree of expertise with assignments within the operating forces, installations and supporting

establishments. Due to continual operating forces assignments, Marine Gunners should expect to receive Permanent Change of Station orders upon graduation and spend a large amount of time deployed.

3. Infantry Weapons Officers will advise the Commanding Officer (CO) at all levels on the tactical employment of weapons and optics organic to infantry and infantry-like units. Additionally, they will develop, coordinate, and monitor unit training programs designed to quantify the tactical employment and technical aspects of employment and preventative maintenance of infantry organic weapons and to instill and foster combat marksmanship skills throughout the force. Therefore, only experienced infantrymen with primary MOS of 0372, 0369, 0313, and 0321 will be considered. Specific prerequisites and caveats for eligibility are addressed in reference (C). Should E-8 and E-9 Marines in the 8999 MOS choose to apply they must have held the 0369, 0313, 0321, or 0372 MOS prior to the 8999 MOS or be eligible and meet the prerequisites and caveats addressed in reference (C). We recognize that few have the broad scope of knowledge and experience required to become a Marine Gunner. The training track developed for this MOS will build on the selectees present base of experience and produce an officer qualified to carry out the duties of a Marine Gunner. Following the Warrant Officer Basic Course (WOBC), newly commissioned Marine Gunners will attend the Infantry Weapons Officer Course. Interested Marines are highly encouraged to contact their primary MOS monitor prior to formally submitting an application.

4. Marines are encouraged to contact the 0306 Occupational Field Manager, CW05 (Marine Gunner) Wesley Turner for more information to help determine their qualifications for Marine Gunner, at commercial (703) 692-4253, DSN prefix 278 or via email at wesley.a.turner@usmc.mil.

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. In situations where Marines are assigned to a command or institution of another service or country that will locally provide endorsements and evaluations based on their own perceptions and values, consultation with a field grade Marine Corps officer or higher is encouraged. This will ensure clarification regarding the inclusion or exclusion of service unique information. Endorsements from these senior Marines may be included, if appropriate. This does not exclude the requirement of a GO level endorsement. COs must ensure applications are forwarded via the Chain of Command (COC) and include a GO level endorsement.

7. 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 commissioning 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 commissioning, 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 (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 their full Social Security Number and all other Personally Identifiable Information (PII) on the data sheet only. PII is required to track, identify and evaluate Marines throughout the application process.

b. 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 Official Military Personnel File (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 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.

c. 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 warrant officer selection board. CG, MCRC will adjudicate all tattoo issues

provided the applicant receives a favorable endorsement from a GO or equivalent in their COC.

d. Per reference (D), Unit Punishment books (UPB) are only filed in the SRB 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."

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

f. Pre-commissioning physical examination documents must be submitted per chapter 15 of reference (H). Reference (H) can be accessed via the following website: www.med.navy.mil/directives/pages/navmedp-mandmed.aspx. See paragraph 18 of this MARADMIN for additional information regarding submission of medical documents.

Qualifications:

8. In addition to the requirements contained in references (A) and (B), Marines must meet the basic reenlistment prerequisites per reference (I). Applying to the Marine Gunner 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 commissioning date on or about 1 Feb 2020 the Marine will need to coordinate with their respective career planner and CO for guidance.

9. Per reference (A), no age restriction is established. 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 commission. However, the 16 years of active service requirement is waived to be no less than a Gunnery Sergeant with at least one year time in grade on or before the convening date of the selection board and no more than 23 years of active naval service on the date of commission to CW02. Active duty in the U.S. Army

or U.S. Air Force is not creditable as naval service.

10. Per reference (A), Marines must possess a minimum General Technical (GT) score of 110 derived from the Armed Services Vocational Aptitude Battery (ASVAB) or the Army Classification Battery-61. Marines must use the Basic Training Record (BTR) as evidence of a qualifying GT score. Classification test score is located on the test score screen of MCTFS. If score is in MCTFS but does 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 a GT score resident within MCTFS will be accepted as an official score of record for all Marines. GT score is non-waiverable.

11. Those Marines whose test scores do not satisfy the minimum requirements are encouraged to 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 reference (J). These requests may be signed "by direction" from 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 (J), 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 www.manpower.usmc.mil/webcenter/portal/MPA/Testing. Marines should then schedule an Armed Forces Classification Test (AFCT) retest with the nearest base or installation Education Center or authorized Marine Corps test site. Marines are not authorized to take an ASVAB retest at a Military Entrance Processing Station or Military Entrance Test Site. Marines may only take the AFCT twice in a twelve month period. In addition, Marines will not be retested earlier than six (6) months following the most recent retest. Marines filling recruiter billets must follow special instructions that requires approval to retest be granted by MPA prior to retesting. This

authority is not delegated. Recruiters can contact Mr. Jack Jacobs, MCRC G-3 Enlisted Operations, Deputy Head, Enlisted Recruiting Comm: (703)432-9650 or contact MPA Test Control DSN 278-9368 or Comm: (703)784-9368. Exceptions to those requirements can only be authorized by the Commandant of the Marine Corps, MPA. Failure to follow AFCT retesting policy will result in test score invalidation. Marines may submit applications pending AFCT retesting if they are using their GT score to meet the aptitude test score requirements established by reference (A) provided the following conditions are met:

- a. Command must endorse application with a projected date for testing availability and test results for the application to be accepted.
- b. To ensure test score can be recorded and reflected in MCTFS, testing must be completed no later than 60 days prior to the convening of the selection board. Convening date of the board is on or about 9 July 2019; therefore, testing must be completed by 10 May 2019.
- c. 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.

12. Reference (J) 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 authorization, contact MPA Test Control DSN 278-9368 or Comm: (703) 784-9368.

Waivers:

13. Requests for waiver of the eligibility requirements and exception to policy, except those established non-waiverable by law or those specified non-waiverable by this MARADMIN, may be considered on a case-by-case basis by the CG, MCRC. Requests for waiver of disciplinary action requirements will only be considered if appropriate justification is provided in accordance with the

following:

a. 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 a felony-equivalent conviction. Approval of the waiver is dependent on the severity of the crime and the amount of time that has lapsed since the crime was committed.

b. Proof of security clearance or open investigation is required. 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 Information](http://www.mcrc.marines.mil/Marine-Officer/Officer-Naval-Enlisted-Applicants/under%20General%20Information).

14. Per references (D), (K), and (L), each Marine is personally responsible for ensuring the accuracy and completeness of their OMPF and Master Brief Sheet (MBS). Do not delay this review. The most expeditious means of accessing and viewing the OMPF and MBS is through OMPF online via Marine Online (MOL). The MBS can also be obtained through the Manpower Management Records and Performance (MMRP) website. Marines are advised that the OMPF and MBS are distributed to the board room in advance of the convening date. Therefore, it is imperative that Marines review their OMPF and MBS in a timely manner. If deficiencies, missing fitness reports and gaps, or unreadable documents are present in the OMPF, Marines are personally responsible for correcting the problem officially with MMRP.

15. Reviewing photo submission. Marines are responsible for verifying receipt of photo by MMRP. The primary, most expeditious means of confirming 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.

16. 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 copy of the photograph is required as an enclosure to the application for MCRC screening purposes.

17. 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), and Annual Certification of Physical Condition or current Preventative Health Assessment if applicable. Physicals must have been completed within 12 months prior to anticipated date of commissioning (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.

18. 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. 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.
- 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 Photorefractive Keratectomy) 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 (H), section 38, submit an Ear, Nose, Throat or Audiology consultation/evaluation and interpretation.
- f. Ensure all "yes" answers on DD Form 2807-1 are explained in detail in the notes section by both the member and the examiner.

19. 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 Marine Gunner selectee to contact MCRC to ensure that medical requirements are met for commissioning. Select grade to Marine Gunner will not be reflected in MCTFS until selectees have met all medical requirements to accept commission. Orders to the WOBC will not be initiated until selectee(s) are determined to be medically qualified by Bureau of Medicine and Surgery via MCRC. Board Information:

20. To ensure proper filing of separate correspondence addressed to the president of the board 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 Marines leadership qualities and potential for commissioning may be submitted up until the convening date directly to MCRC ON/E, 3280 Russell Road, Quantico, Virginia 22134, or as an enclosure to the application.

21. 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. Selectees are scheduled to be commissioned 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 CG, Marine Corps Combat Development Command to attend the WOBC at TBS in Jan 2020.

22. Selectees from the FY20 Enlisted to Warrant Officer Marine Gunner selection board are tentatively scheduled for commissioning on 1 Feb 2020. Those selected to Marine Gunner will be appointed by commission, by the President, to the grade of CW02, designated Marine Gunner, and authorized to wear the bursting bomb insignia.

23. Lineal control numbers will be determined by the class standing upon completion of the WOBC.

24. Per Title X, U.S. Code, Section 1165, SECNAV may recommend termination of any permanent regular WO at any time within 3 years after the date when the officer accepted commissioning as a CWO. Accordingly, the CO, TBS or any required MOS follow-on school shall request that SECNAV terminate the commission of a CWO who fails the WOBC or any required MOS follow-on school. A Marine whose commission is terminated may, upon request and at the discretion of the SECNAV, be enlisted in a grade not lower than that held immediately prior to commission.

25. Recurring application discrepancies noted on past selection boards include senior endorsers not making definitive recommendations regarding a Marines application; fitness report date gaps; missing fitness reports; award citation write-ups missing from OMPF; photos not submitted or not updated in OMPF; information in the application not documented in the OMPF; 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; letters of recommendation not addressing the Marine's experience in the MOS for which applying. Please pay particular attention to these issues.

26. COs should notify MCRC ON-E in writing, of any changes affecting enlistment status or disciplinary action which occur after submission of an application.

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

28. This MARADMIN is cancelled 28 Feb 2020.

29. 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 telephone number or email brent.reidenbach@marines.usmc.mil

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

