

CAREER NEWSFLASH



MMEA-64

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Counseling Team

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EDITORIAL



Since the publication of the previous newsletter, there have been a few changes that we have made mention of in this issue, most significant of which is the changes to the E8/E9 Selection Board schedule for 2004. We have also recently bid farewell to GySgt Jeffrey G. Covino who successfully completed a superb tour as a Career Counselor. Bravo Zulu for a job well done! We are also happy to welcome two new members to our Counseling Team. GySgt Fernando O. Cabral (MOS 0369/Infantry) has joined us or actually has been aggressively recruited by us after serving as an Enlisted Monitor for the 0311 MOS. We felt this addition would bring to the Counseling Team assignment experience and a perspective that would add to the knowledge base of the Counselors. GySgt Anthony S. Payne (MOS 6434/Avionics) has also joined our team from MCAS Yuma, where his superb MOS credentials were much sought. Welcome aboard to both.

During the last three months, we have been on the road quite a bit and still find that a majority of Marines are not using the MRO Worksheet as directed by CMC (PES Appendix-D). Let me

assure you this is not just another piece of administrative paperwork, but a great tool for understanding what is expected of you by the Reporting Senior (RS) in that reporting period. As we have mentioned in earlier newsletters, it is required to be given to each Marine Reported On (MRO) within the first 15 days of the RS/MRO relationship. During an initial counseling, it is a great opportunity for Marines to understand not only what is expected but also the performance standards expected, from the RS for superior performance. In this issue, we will discuss 'How To Be Counseled', as this is as much a technique as 'How To Counsel', and not commonly used.

The Marine Corps User's Guide To Counseling (NAVMC 2795) has also recently underwent a rewrite and is pending final approval. Look for this to be released in the near future. In this useful guide, you will find a merge between the Marine Corps Counseling Program (MCO 1610.12) and the counseling requirements in the PES, with the implementation of the MRO Worksheet.

Another observation during our interaction with Marines is that in too many cases many are not being provided a 'Signed Copy' of the fitness report by the RS. The

RS is required to provide the MRO a signed copy of the fitness report on the day that he/she signs the report as certified by the RS in Section-J of the fitness report on Page-5. This is important. If for some reason you incur a date gap, you can easily forward your signed copy to the RS for certification and it will reduce the time spent reconstructing a report from notes by the RS. Ensure that you are being provided a 'Signed Copy' of your fitness report (it is also a requirement by the PES).

In this issue, we have also included the first of two articles on Enlisted Career Force Controls (ECFCs) by Major David L. Ross, Enlisted Career Force Planner with Manpower Plans and Policy, MPP-20. The next issue will have the second part in this series and will complete a comprehensive understanding of policy that is important to your career in an easy to read and understand format.

In our last issue we announced the dates of the MMEA trips to all major commands. The updated and detailed schedule can be found on

our website in the 'Schedule Page'. Please visit this page frequently, as we will update you on all scheduled trips. Aside from presenting the most updated briefs on all career issues, you should take full advantage of one-on-one time with your MOS Monitor and the Career Counselors. Individual Commands can request a Career Counselor visit and we have had great success with this program. Contact MSgt Lund, Head of the Counseling Unit at DSN 278-9241 for details and coordination for all requests. Plan early as the Counselors keep a very busy schedule.

All of our back issues are available for download from our website. We encourage you to keep them on file as they contain a wealth of knowledge and information. If you have any issues that you would like to see written about in future newsletters, please contact MSgt Lund with your feedback. We look forward to seeing you all on our series of road trips commencing 13 October 2002.

Semper Fidelis

Enlisted Career Counselors, HQMC

CY02 STAFF SERGEANT SELECTION BOARD ROLLUP

In our previous issue, we discussed the outcome of the CY02 Gunnery Sergeant Selection Board. The CY02 Staff Sergeant Selection Board has just adjourned. Here is a brief rollup of the board.

From Maradmin 293/02 (60 Day Message) to Maradmin 333/02 (30 Day Message) to Maradmin 532/02 (Final Message/Selection List), we saw significant changes to both zones and allocations. The learning point here is to always be proactive with the eligibility requirements in order to be 'Fully Qualified'. Remember that one of the precepts to the Selection Board is to select the 'Best and Fully Qualified'. Failure to have the required PME complete is a sure way to be

less than fully qualified.

For this board, there were Marines submitting their promotion photographs while the Selection Board was deep in session. Though MMSB did a superb job in providing the Selection Boards with late photographs, there is an important point. It is your responsibility and a *requirement* to submit a photograph in accordance with the MCO P1070.12K, Individual Records and Administration Manual (IRAM). In the first MCBUL 1430 or Maradmin announcing the convening of each



CY02

- **IZ Selection Rate: 73.1%**
- **Photo Submission: 85.7%**
- **PME Completion: 94.9%**

respective selection board, there is verbiage already stating that Commanders are required to ensure that each eligible Marine submits a photograph in accordance with IRAM. With the digital photographs having a 12 month shelf life, there is absolutely no reason for this not to happen in a timely manner.

Marines eligible for selection in this board did much better with their PME completion at 94.9% (Above Zone & In Zone). Still, there were Marines who did not have their PME complete before the convening date of the board; this needs to improve. Put quite simply, this is a leadership issue, as the completion of required PME can be directed and required of our Marines on being selected to a new grade.

During our debrief by the CY02 SSgt Selection Board, the Board Members consistently emphasized that Marines need to do a better job of routinely auditing their official records. This is not a difficult task, especially since ordering your

official records has become so much easier by ordering them via e-mail and over the internet. Please see MMSB's website for details. After all, it is your career and your official records represent you completely. Your record is your professional resume and can be as accurate as you choose to make it. It is not the responsibility of someone else or your administrative section to take care of this.

The selection boards are provided certain rosters as extracts from MCTFS, such as PME completion rosters that are provided by MCI, rosters that show any adverse information, or assignment to the Body Composition Program and the Military Appearance Program. All other information should be visible in your OMPF and MBS. In our previous newsletters and current handout that are available on our website, we provide detailed checklists for auditing your records, we recommend you audit your OMPF and MBS annually.

COUNSELING AND BEING COUNSELED

The subject of counseling has been addressed many times. There are different types of counseling as the process serves many ends across the spectrum. At one end, you have counseling designed to correct behaviors or deficiencies - on the other end, counseling takes on the shape of mentoring. Performance counseling is usually done within the leadership structure of a unit to correct or develop, and usually the Marine being counseled understands that this process is both necessary and a responsibility of the senior Marine. This does not make individual performance counseling any less significant. Corrective counseling focuses both on the past and the short term future, where as performance counseling looks deeper into the future towards unleashing performance to meet the needs of the unit and the current mission.

On the other hand, mentoring is a one-on-one process where the individual being mentored seeks out the person he or she can look to for guidance and wisdom. Those who seek mentoring place explicit trust in their mentors. They see in them not only achievements and standards that are worth emulating, but also the qualities that have

enabled them to be successful. Mentors are sought and studied carefully as each phase of their lives provides a teaching tool of some sort. The central theme here is not studying one area, but looking at a mindset and character, the 'stuff' the mentor is made of.

Whereas mentoring is a continuous process of study and growth, performance counseling needs preparation from both the junior and senior Marine. Though there is attention paid to the process of performance counseling, very little if any attention is given to teaching Marines 'How to be Counseled'. Let us then examine the performance counseling process in this article and focus more on being counseled. In the next issue, we will also discuss mentoring.

Ask any leader and you will hear the old echo of counseling being 'continuous', that it is always happening within the unit and that great things occur as a result. Though this may be true, for the most part the counseling referred to is either corrective counseling or performance counseling. Sometimes both these seem to be merged in one process, as they offer both

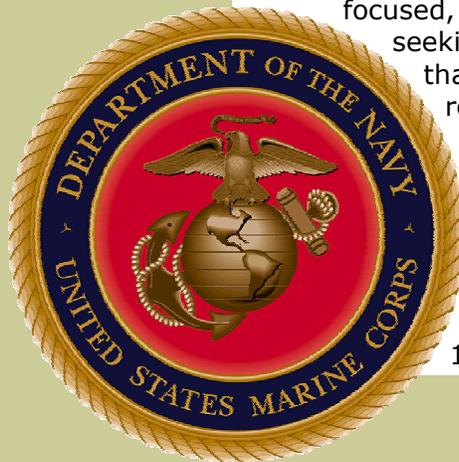
something positive as reinforcement, and bring to the attention of the junior Marine some deficiencies that can be improved upon. There is nothing wrong with this process, but it offers a shallow depth and has limits to the possibilities that can come about. It is important to think outside the box and consider the concept of 'Developmental Counseling'. This term is used to emphasize a process that needs to happen free of evaluations or corrections, a process that explores the possibilities for the unleashing of potential to the fullest measure. This process simply uses past performance as a known reference point and shoots anchors into what could be, based on talent displayed. It is a process of discipline, which serves as a catalyst, forging talent into ability. In this process, much preparation is needed. 'Counseling' and 'How to be Counseled' both become equally important.

The Marine Corps User's Guide to Counseling (NAVMC 2795) is presently under review and rewrite for the first time since 1984 and shall soon be released. This excellent guide has some very useful information on individual counseling techniques that can be used for all types of counseling, from corrective to performance and developmental counseling. It has information on different techniques of counseling, the goals of counseling, and the preparation needed from the senior Marine. There is, however, an equal need for preparation from the junior Marine where counseling is concerned.

"What preparation is really needed from the Marine being counseled and why?" The best way to answer this is to liken the process to coaching a professional athlete. Coaching and knowing how to be coached are both equally important and best done when outside the stressors of an impending game; though the game is never far out of sight, it is not the focus of the process--basics and individual plays are.

The basic skills and drills enhance plays and these plays, when in concert with others, form patterns that synergize as team plays, strategies, and eventually fill the repertoire with possibilities that can be shaped as best needed.

It may also be useful to consider the process of counseling as important and perhaps more useful when considered outside parameters of evaluations (though they are never really away from them, they are simply not anchored in them). Just as the athlete being coached should candidly ask the coach about weaker plays, how to make his or her performance more focused, and how to improve, Marines seeking counseling should anticipate that counseling which both be required to be given as well as unfettered from the parameters of the past and near future as there is little room from one to another.



During performance counseling, being told what is expected is only one part of the process, the more important part is knowing how your performance is being evaluated, it is then that you clearly know how you are performing.

The Marine Corps Counseling Program (MCO 1610.12) clearly states how and when counseling is required for all grades through the rank of Colonel. Aside from the Initial Counseling Session (ICS), it states that Marines in the rank of Corporal through Colonel must be counseled every six months, or more often if needed. The precedence here is to counsel

somewhere in the middle of a reporting period, in accordance with this order. Therefore counseling outside the parameters of impending evaluations seems both necessary and directed.

With this direction and precedence, it is even more important to see the value in how to be counseled, as it is this counseling amidst evaluations that will eventually lead to coaching or counseling unhindered by pending evaluations. During performance counseling, being told what is expected is only one part of the process and the smaller part of the equation. What is more important and necessary is in all that was/is expected. The standards that the Reporting Senior (RS) measures the Marine Reported On (MRO) based on the Reporting

Seniors evaluation profile. This may sound like a restricted area to enter into but face it - the Master Brief Sheet will contain the information anyway. It will put into perspective the grades given by the RS in comparison to his/her average and high grades for Marines of the same rank. The same is true for the Reviewing Officer (RO), who evaluates the Marine's potential on the Comparative Assessment on the fitness report.

Understanding where one falls according to the RS or RO should allow the MRO to know exactly where they are in the performance evaluation curve and precisely what needs to be done to improve in specific areas in the future. The standard 'You're doing fine' or 'You're coming along', does not say anything at all and cannot truly be called counseling as it neither shows what needs improvement nor how performance is being evaluated. This will be seen as radical thinking by some, but counseling is coaching and in coaching, one needs brutal honesty. In keeping with the axiom that 'Grades are not given but earned', it is not wrong to know what one has to demonstrate or do to earn them. Performance counseling is a process that should be eagerly anticipated by both, the MRO and the RS as it develops and shapes performance. It is a win-win situation for all. Nothing is given away or compromised, but much can be improved and attained. Effective leaders know this truth and are brutally honest in the counseling process. This builds trust within the leadership and cultivates loyalty at the same time. This further leads to an improved morale and higher productivity within the unit. Perhaps this is what General Lejeune had in mind when he superbly articulated that in the relationship between Enlisted and Officer, the same theory applies to all levels of leadership.

In closing, asking a focused question is not by any means defiance to authority but a means to achieve some level of clarity that should be encouraged at all levels of leadership.

Here are some questions that should be asked in the counseling process by Marines who really want to improve and know how they are performing.

FOCUSING COUNSELING...

- 1. How have I performed compared to your expectations?*
- 2. In the areas that I will be evaluated in, what are my strong points and what are my weak points?*
- 3. What do I need to demonstrate or do to improve in the relatively weaker areas to make them as strong as the stronger areas?*
- 4. What do I need to demonstrate or do to improve on the areas of performance that are already relatively stronger than others?*
- 5. What have others that you observed demonstrated or done to achieve higher evaluations than I may have?*
- 6. What are the areas or aspects of performance that you consider most important and what needs to be demonstrated or done in those areas to show improvement?*

By MSgt Anil Lund

Head, Enlisted Career Counseling Unit

ENLISTED CAREER FORCE CONTROLS (ECFCs)

This article will include a history of Enlisted Career Force Controls (ECFCs), what the ECFC program is, what it is not, and a more in-depth explanation of a few of the key programs that fall under the ECFC umbrella.

In the early 1980's, the USMC saw an increase in retention as we had never seen before. A result of this retention increase was an increase in the number of Marines in our Career Force. (Career Force is defined here as any Marine who has reenlisted at least once.) Because we are funded to fill only a certain number of Sergeants, Staff Sergeants, Gunnery Sergeants etc., there was great concern over promotion stagnation for Marines.

In 1985, in an effort to curb our escalating Career Force growth, the Marine Corps implemented a comprehensive force management strategy called Enlisted Career Force Controls (ECFCs). The goals of this new program were two-fold:

1. To actively shape the inventory of Marines by grade and MOS to the requirements of the Marine Corps.
2. To control retention in order to standardize promotion tempo across all MOSs to predetermined Time in Service (TIS) targets.

The ECFC program is not and was never intended to be used as a force draw-down tool. Rather, ECFCs were designed as a comprehensive approach to balance the inventory of Marines by grade and MOS to meet Career Force requirements. As such, the ECFC program should be considered an ever-changing plan as we strive to maintain the maximum flexibility in meeting ECFC goals while operating in a dynamic manpower environment.

The Marine Corps' ECFC policy is not a single program, but rather consists of several major manpower programs that are rolled up into one document. Every year the ECFC policy is announced in a MARADMIN at the beginning of the Fiscal

Year (FY) (October). As policies change, programs under the ECFC umbrella are added and or deleted. Current programs include: promotion by MOS, variable first time In-Zone selection opportunity, enlisted grade shaping, restrictions on prior service accessions, control of meritorious promotions, the First Term Alignment Plan (FTAP), the Subsequent Term Alignment Plan (STAP), voluntary early transfer to the FMCR program/ Enlisted Selective Early Retirement Board (ESERB), and service limits. This article will cover enlisted grade shaping, the First Term Alignment Plan (FTAP) and the Subsequent Term Alignment Plan (STAP).

ENLISTED GRADE SHAPING

Enlisted grade shaping is done to ensure each MOS has a pyramid-shaped structure requirement. This pyramid-shape attempts to make certain that Marines are being promoted at the TIS targets for each grade across all MOSs. Grade shaping also has the purpose of defining a logical career path that is achievable through the manpower process. When an MOSs grade shape is such that there are very few Gunnery Sergeants required and many Staff Sergeants, Marines will have very little opportunity for promotion. Grade shaping's goal is to marry up the manpower requirements with a structure that supports standardized promotion timing for all MOSs.

The last enlisted grade shaping conference occurred in 1996 and has become somewhat outdated. Currently Headquarters Marine Corps is in the process of updating and revising the 1996 enlisted grade shape by MOS. The results of this grade shape will start to be phased in during FY04 and fully phased in by FY06. If you have any questions or concerns about grade shaping, call your occupational field sponsor for the latest information.



The First Term Alignment Plan (FTAP) serves as a "control valve" for the enlisted Career Force. It identifies the number of first

The Subsequent Term Alignment Plan (STAP) was first designed and implemented in FY02. The goal of the STAP is to **move** the enlisted Career Force inventory closer to the Career Force requirement. The STAP reenlistment targets are generated by inventorying the current MOS manning levels; projecting how many Marines in each MOS will reenlist; and for undermanned MOSs, generating a reenlistment target that is higher than what we project we will obtain.



Sergeant James Pruitt, Quality Control NCOIC at ELMACO's Computer Section, 3rd MRB, 3rd FSSG, made a lateral move from the Infantry to his present MOS after over five years as an 0311.

term Marines by primary MOS that the Marine Corps must reenlist to meet career force requirements. The number of boat spaces are based on career force structure and projected inventory levels. Future inventory levels are produced by looking at historical continuation rates in each specific Occupational Field (OCCFLD).

The FTAP ensures that further promotion stagnation does not increase in over-manned MOSs and assists in alleviating shortages in under-strength MOSs. It does this by requiring some first term Marines in over-manned MOSs to laterally move to under-strength MOSs, in order to reenlist. After a Marine reenlists for an FTAP boat space, they are considered a Career Force Marine and will be allowed to reenlist 365 days prior to their End of Active Service (EAS) date up to service limits, provided they continue to maintain the high standards the Marine Corps requires.

Marines at the eight and twelve year of service marks as compared to historical average continuation rates.

STAP does not attempt to instantly fix a MOS's inventory level, but is designed to "move" inventory levels closer to the requirement. An initial look at the results of FY02's STAP is showing a significant increase in continuation rates of Marines who are between 10-14 years of service. FTAP is also stabilizing to manageable levels.

If you have any questions regarding any aspect of Enlisted Career Force Controls, please feel free to contact Major David L. Ross at rossdl@manpower.usmc.mil or phone DSN 278-9362.

By Major David L. Ross

Enlisted Career Force Planner

Manpower Plans & Policy (MPP-20)

INFORMATION ON MARADMIN 447/02

The Enlisted Selection Board schedule has undergone some significant changes beginning with the FY04 Selection Board cycle. In 2004, the Enlisted Promotion Board schedule will change from a Calendar Year (CY) schedule to a Fiscal Year schedule (FY). The CY03 Sergeant Major through Master Sergeant Board will convene during the first quarter of calendar year 2003, on 6 January 2003, as previously announced. The following E8/E9 Selection Board will convene during the first quarter FY04 on 20 October 2003 for 9 weeks. The FY04 Reserve SNCO promotion board will then convene on 12 January 2004, 15 months after the 2002 board scheduled for this October.

IMPORTANT NOTES

Marines submitting a digital photograph for the 2003 E8/E9 Selection Board may be able to use the same photo for both boards, provided the date the photograph was taken covers the adjourning period of the next board since the digital photographs are good for 12 months. Please carefully calculate the date of your photograph to ensure that it does cover both boards. For example, digital photographs taken in either November or December of 2002, will cover both boards, as the convening date of the now FY04 E8/E9 Selection Board is on 24 October 2003. Marines submitting a hard copy photograph for the CY03 E8/E9 Selection Board will have to submit another photograph for the FY04 E8/E9 Selection Board, as hard copy photographs do not get written into your OMPF.

Be proactive in the completion of your PME. With the two boards so close together, the time Marines have to complete their required PME has been reduced. Ensure that the completion of your required and any additional PME completed is reflected correctly in MCTFS and in the header data of your Master Brief Sheet. MCI provides a roster of all completed PME for Marines being considered for promotion to each selection board.

Another important thing to remember is that with two boards convening within 12 months, Marines who are not selected on the board scheduled to adjourn on 23 March 2003 will only have seven months to prepare (and

quite possibly receive only 1 fitness report) before the next board. Discuss this with your Reporting Senior and Reviewing Officer to avoid delay in submitting your completed fitness report to MMSB.

For Gunnery Sergeants eligible for selection to the next rank, it is important to double check that their preference of 1stSgt or MSgt is marked on Section-A of their last report before the convening of the respective board is your stated preference that really matters for the board. We have come across some cases where the last report before a selection board was left blank by error or oversight. In this case, the Marine will only be considered for MSgt if eligible for the same.

MMSB is currently assessing their processing requirements and will publish the necessary changes to the PES (MCO P1610.7E) in the near future as Change-5 to the PES. Be sure to watch for this upcoming change as it will likely reflect changes in the ending date of the reporting periods.



HIGHLIGHTS

- CY 2003 E8/E9 Selection Board will convene on 6 January, 2003 for 9 weeks as announced earlier.
- FY 2004 E8/E9 Selection Board will convene on the 20 October 2003 for 9 weeks.
- There will be no Reserve SNCO Selection Board in CY 2003.
- The FY 2004 Reserve SNCO Selection Board will convene on 12 January, 2004.

By MSgt Gail S. Horn

Enlisted Career Counselor

A WORD ON ASSIGNMENTS

When you are thinking about changing your duty station, there are two things you should consider. What is my long term objective, and what short term goals do I need to set in order to achieve that objective. Is your objective to make a career in the Marine Corps or just to serve a little longer and then choose a career in a different area? If you decide to stay Marine, then decisions should be based on what you can do to advance in the career you have chosen. As you advance in rank, try to think about the direction you want to go. A question to ask yourself shortly before reaching the rank of GySgt is, 'If I want to be a 1stSgt or a MSgt?' There are certain billets that can assist you achieve your goals. Remember, though certain billets allow you to show strength in certain areas, it is your performance in those billets that will set you apart from your peers as you compete towards the goals you have.

Marines should take advantage of all the tools available to help them along the way. Headquarters Marine Corps has a subordinate unit called Manpower and Reserve Affairs under which falls Manpower Management Enlisted Assignments. Here you will find your Enlisted Assignments Monitors, Retention Specialists and Enlisted Career Counselors - all of which have very useful websites that can be accessed through the Marine Corps website. Today the internet is available to most Marines from either their work, home or other public sources such as libraries etc. Marines are encouraged to visit these websites to obtain information concerning Duty Stations, Reenlistments and Career-related issues.

Having served successfully as a monitor, I am able to provide details regarding Enlisted

Monitors. Monitors are Marines who have been hand-selected from amongst their peers to assume the responsibility of ensuring Marine Corps units are properly staffed. Each Monitor is equipped with several tools to assist them in accomplishing their mission. The first is the Special Enlisted Assignments Listing (SEAL). This tool provides a list of all the units and what their Authorized Strength Requirement (ASR) and B-Billet requirements are.

The information is segregated by PMOS and Monitored Command Codes (MCCs). It also includes the information of every Marine currently at a specific MCC (i.e. Rank, Name, SSN, EAS, DCTB, AFADBD etc.). Marines are always enlisting, reenlisting and EASing, making this is a never-ending cycle. Monitors are aware of Marines that are outbound and then ensure that a Marine is inbound by issuing orders to make sure that the unit does not fall below ASR or what it rates. If the PMOS is at less than 100% strength overall then units will be staffed according to the level of priority (i.e. Priority Command, Excepted Command or Shared Command). The second tool is

MCO P1300.8R, the Enlisted Assignments manual. This is the policy the Commandant of the Marine Corps has established for enlisted assignments. Monitors use this tool as the rulebook for accomplishing their mission and all assignments are in accordance with this Manual. Monitors use the aid of computers and specific programs which allow them to access additional information about Marines in their PMOS, input information to establish reports and analysis, and route requests for reenlistment, separation, and retirement.

Marines are encouraged to contact their Monitor. The best time to do so would be 9 to 12 months before reaching the minimum Time On

PLAN AHEAD

- Marines are encouraged to contact their Monitor. The best time to do so would be 9 to 12 months before reaching the minimum time on station (36 months) or 9 months before the assigned return date from overseas (RTD).
- This would allow the Monitor time to find a replacement, issue orders, provide sufficient turnover time and prevent short fuse orders.

Station (TOS) of 36 months or 9 months before the assigned Rotation Date (RTD) from overseas. This would allow the Monitor time to find a replacement, issue orders, provide sufficient turnover time and prevent short fuse orders. There are several methods in which a Marine can communicate with their monitor. The formal and most desired way is through submission of an Administrative Action Form (AA Form). This would include the required command endorsements and a copy of any screening check-list which may be needed for a special duty assignment, lateral move or any billet that requires a command screening. The other methods for contacting your monitor are by phone or e-mail, keeping in mind that these methods are not legal documents and are less desired. Nevertheless, submitting an AA Form, allowing it time to be processed (3-6 wks), and then following it up with a phone call or e-mail would not be a bad idea. Marines should request a minimum of three duty stations or billets from the most desired to the least desired. A Marine should include a major command, as it may increase the opportunity to obtain the billet of choice. Major commands may communicate with the monitors via Naval Message. Prior to contacting the monitor, Marines should keep their chain of command informed and updated on their situation and intentions.

It is understood that if you put Marines where they want to be, then the performance will be of a higher caliber and in compliance with the Commandant's intent of saying "yes" to Marines. Attempts are made to fulfill the Marine's desires. The monitor will look to see first if the billet or duty station in question rates to have a Marine of that rank and PMOS? Is or will there be a vacancy in the near future and does the Marine have the seniority for the billet in question (senior Marine = senior billet)? If the monitor cannot assign the Marine to the first billet choice or duty station then the same effort will be devoted to the Marine's second and third choices. Releasing authority is requested from the monitor for any Marine desiring a Special Duty Assignment (SDA) or B-Billet. If the monitor recommends disapproval, a senior officer within MMEA may overrule the monitor and issue the releasing authority. However, most monitors are required to release a certain number of Marines for Special Duty Assignments. The number to be released depends on the total strength of that Primary

MOS.

The Enlisted Assignments Branch personnel work hand in hand with the Career Retention Specialists to retain the best qualified Marines in our career force. Throughout the year, Monitors will accompany Career Retention Specialists and Career Counselors on Retention Assist Visits. This is where they travel to different Commands through out the Marine Corps to assist the Commanders in retention and to provide counseling for individual Marines. During these visits, Marines have the opportunity to sit down and talk to their Monitors. First term Marines considering a reenlistment may be offered a Duty Station, Bonus and/or lateral move. Marines reenlisting a subsequent time may be offered a choice of geographical preference. Because of these options, nearly every reenlistment package is routed to the monitor. Once a monitor makes a decision, they put it in writing, which then becomes part of the reenlistment contract. Any Marine submitting for reenlistment who has derogatory documents or citations on their records may be subject to review by the different levels of command within MMEA. The chain of command will make a recommendation on the future potential of Marines submitting for reenlistment. Waivers may be obtained from the unit's Commanding General if the Marine is not within retention standards. All requests for retirement will also be routed through the individual's PMOS monitor. HQMC (MMEA) will make the final decision on whether a Marine is to be retained or discharged from our Corps.

Most Marines are aware of the different duty stations that rate their PMOS, so it becomes a matter of qualifications and timing. A Marine should be in constant communication with their monitor to find out what needs to be done and when to do it. Marines should take advantage of the organizations that are in place to assist them in making the best decision. Remember that short term goals should be geared toward your long term objectives. The sooner you identify these goals and objectives, the better your chances are for achievement. Make the best of where you are, always do your best and seek self improvement.

By GySgt Fernando O. Cabral

Enlisted Career Counselor

REQUESTING YOUR OMPF AND MASTER BRIEF

Marines can order their OMPF (Official Military Personnel File) and/or MBS (Master Brief Sheet) by writing or faxing a request to MMSB-12. Ensure that you include your rank, full name, SSN, mailing address and work phone number and send your request to the address below.

By Mail	Headquarters, United States Marine Corps (MMSB-12) 2008 Elliot Road, Quantico, VA 22134-5030
By Fax	DSN Telefax: 278-5792 Commercial Telefax: (703) 784-5792
By Email	MMSBOMPF@manpower.usmc.mil

MINIMUM PME REQUIREMENTS

FOR STAFF SERGEANT

MCI - 03.3K, Marine NCO (Old)	Either of the courses listed will serve as the minimum requirement.
MCI - 7000/8000, NCO Non Resident Program (Old)	
MCI - 8010, Sergeants Distance Education Program	

FOR GUNNERY SERGEANT

MCI - 7100, SNCO Distance Education Program	This is the minimum requirement.
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FOR MASTER SERGEANT

MCI - 7200, SNCO Advanced Distance Education Program	Both courses are required.
MCI - 7400, Warfighting Skills Non Resident Course.	

FOR FIRST SERGEANT

MCI - 7100, SNCO Distance Education Program	Either of these and all that are mentioned below.
The SNCO Career Resident Course	
MCI - 7200, SNCO Advanced Distance Education Program	Either of the above courses and all that are mentioned here.
The SNCO Advanced Resident Course	
MCI - 7400, Warfighting Skills Non Resident Course.	



MMEA-64

Enlisted Career Counseling Unit

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WE ARE ON THE WEB,

GO TO...

WWW.USMC.MIL

THEN TO THE

CAREER LINK

THEN TO

ENLISTED CAREER COUNSELING

We welcome your suggestions on topics for future newsletters and are interested in knowing what you may want to read more about. Feel free to send us your suggestions by email.

QUICK AUDIT OF YOUR RECORDS

BASIC INFORMATION

- Basic Individual Record in the MCTFS and the header data of your MBS. You can correct this by unit diary locally.
- Make sure that the information in your Record Of Emergency Data (RED) is correct, as that is what the recorder may use to contact your for any missing information.

TRAINING

- PFT (Semi Annually) Basic Training Record in the MCTFS. You can correct this by unit diary locally.
- Rifle/Pistol Range (Annually) Basic Training Record in the MCTFS. You can correct this by unit diary locally.

PME

- Ensure all PME shows completion as a complete course in your Basic Training Record in the MCTFS. This is inputted by MCI, call MCI at (800) MCI-USMC.
- A good idea to ensure a copy of the MCI course completion certificate for all resident and non-resident PME is in your OMPF. You can submit updated material for the OMPF to MMSB-20.

AWARDS

- Awards Screen in the MCTFS by unit diary locally.
- Ensure your awards are legible in the C-Folder of your OMPF. Submit update material to MMSB-20 for input.

OFF DUTY EDUCATION

- Education Screen in the MCTFS. You can correct this by unit diary locally; also make sure your grade level reflects appropriately.
- Ensure you send a certified copy of diplomas, completion certificates and college transcripts to MMSB-20 for input into your OMPF.

FITNESS REPORTS

- Though there are many ways to check this for both the old and new reports, it is best to ensure all reports are in your MBS and OMPF.
- If you have a question regarding the reports in your record, call MMSB-20 at DSN 278-3952/3907.

PHOTOGRAPH

- It is a requirement to submit a promotion photograph. Ensure a sharp appearance with correct information on it.
- Units with a CIVIC can submit digital photographs that are entered in the X-Folder of your OMPF and have a shelf life of 12 months from the date taken.
- Digital photo receipt can also be verified on MMSB's website at www.mmsb.usmc.mil.

REMEMBER

- Your official records are your professional resume and personal representative to the selection board.