

# CAREER NEWSFLASH



## MMEA-64

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### Counseling Team

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## YOUR RECORDS AND PROMOTION UNDERSTANDING THE OMPF

The Official Military Personnel File (OMPF) is a history of the Marine's career from entrance into the Marine Corps or Marine Corps Reserve, until severance from the Marine Corps or Marine Corps Reserve by discharge, retirement, resignation, or death. Administrative materials or documents to support the chronology of events for the Marine's history are incorporated at HQMC, code MMSB-20.

The OMPF is structured into the following areas:



### S-FOLDER

(SERVICE FOLDER)

Consists of contract information, discharge documents, general administrative and service documents used to compute service time for benefits, programs, or retirement.



### C-FOLDER

(COMMENDATORY & DEROGATORY FOLDER)

Contains documents on civilian and military education, personal awards, court-martial, nonjudicial punishments, and other material reflecting significant personal achievement or adversity that is pertinent to making decisions for purposes of selection, assignment, and retention. Effective



### P-FOLDER

(PERFORMANCE FOLDER)

1 October 2001, Course Completion Certificates of all PME Courses will also be digitally included in this folder.

Contains fitness reports and standard addendum pages for all Sergeants and above. Date gaps are periods of observation not covered by a fitness report. On the old style fitness reports, a date gap is a period not covered of 45 days or more. On the new style fitness reports, a data gap is a period not covered of 31 days or more. If you have determined that you do have a date gap, seek the assistance of your leadership to resolve all them prior to the convening date of the board.



### X-FOLDER

(RECENTLY ACTIVATED)

HQMC does not require any hard copy photos for selection boards as long as a digital photograph is electronically sent to CMC (MMSB) for filing in the OMPF.

**Maradmin 463/01** states, "Effective 1 October 2001, Commands with CVIC's will submit digital color photographs electronically to CMC (MMSB) at the following website address: [mmsbcvic.mmsb.usmc.mil](http://mmsbcvic.mmsb.usmc.mil)".

upcoming selection boards must be transmitted and received at CMC (MMSB) at least two weeks prior to the convening date of the applicable board, and not more than twelve months prior to the convening date. Note: The requirement for a photo has been changed from within six months prior to a selection board convening to twelve months. A photo taken for any selection board convening within a twelve month period will meet the photo requirement for all boards convening which the Marine may be eligible for during that twelve month window.

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If digital photographic equipment is not available, a hard copy photo will be submitted directly to the president of the applicable board per the guidance in MCO P1070.12K Individual Records and Administration Manual (pending update following this Maradmin) for Polaroid photographs.

The digital photograph will be taken with the Marine at 3/4 view, displaying the Marine standing in the prescribed uniform, with left shoulder forward. The digital image will be color corrected and cropped at 4 in. By 5 in., 200 dpi, maximum file size 70 kilobytes. The image file will be named by the Marine's SSN and must have the extension ".jpg" and saved as a jpeg file using a 5 for image quality and baseline (standard) format option, example 123456789.jpg.

Title board on the photo will be included containing the Marine's last name, first name, middle initial(s), rank, primary MOS, complete SSN, height in inches and weight in pounds separated by a slash, body fat percentage if it exceeds height/weight standards, date photograph was taken (YYMMDD), and an

abbreviated billet assignment description and unit (for example, S-1 HQSVCN 2d FSSG). For those Marines who require display of body fat percentage, certification by the senior leadership (CO/XO/SgtMaj/1stSgt) of the command is required per paragraph 2002.3e of the ref. The Marine will have in their possession a certification from their CO/XO/SgtMaj/1stSgt and the CVIC will include in the text box on the photo "certified by (name of CO/XO/SgtMaj or 1stSgt, command title)", e.g. "Col J M Smith, CO, HQBN, HQMC.



#### **NOTE**

All OMPFs that are necessary for selection or promotion boards are provided to the board sponsor approximately one to two weeks prior to the convening date of the respective board. If your record is to appear before a board it is recommended that you review your record at least three months prior to its convening date. To review the promotion board schedules, visit the Promotion Branch (MMPR) website. After review of your OMPF, submit any missing documents immediately to CMC (MMSB-20), 2008 Elliot Road, Quantico, VA 22134-5030. Ensure your rank, full name, and SSN is on each document.

If there are other problems with your OMPF, please contact MMSB-20 AT DSN 278-3952/3974/5671 or Commercial at (703) 784-3952/3974/5671.

### **2002 Enlisted Active Duty Boards**

- E-9/E-8 Selection Board convenes from 28 January to 24 March 2002.
- E-7 Selection Board convenes from 22 April to 14 June 2002.
- E-6 Selection Board convenes from 15 July to 13 September 2002.

# NEW INFORMATION ON THE MBS AND OMPF FROM MARADMIN 466/01



Maradmin 466/01 announces additional information that will be included on the Master Brief Sheet (MBS) and overlaid on Page-5 of the fitness report form when entered into the Official Military Personnel File (OMPF) beginning 1 October 2001.

The report summary column on the MBS will contain a new Raw Score average that complements the "at-processing" and "cumulative relative value" scores. The Raw Scores reflect three values:

REPORT SUMMARY							
COM	ADV	RPTS @PROC	RELVAL @PROC	#RPTS CUM	RELVAL CUM	RO CONCUR	
						Y	N
		1	NA	2	NA	X	
FITREP AVG: 2.86		RS AVG: 3.11		RS HIGH: 3.36			

1. The average of this fitness report.
2. The average of all fitness reports written by this Reporting Senior (RS) on Marines of the same grade.
3. The highest score of a fitness report written by this RS on Marines of the same grade.

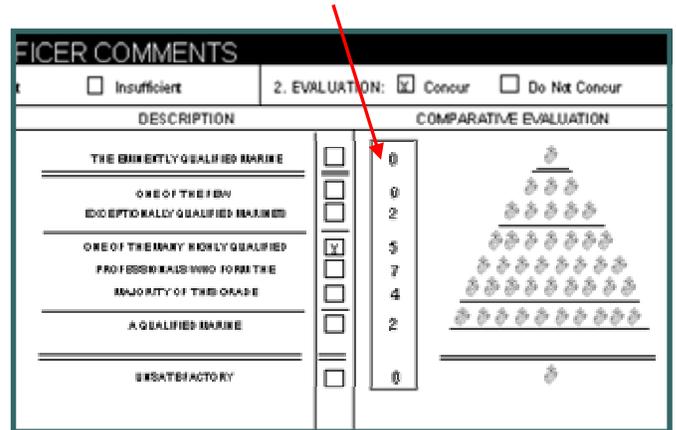
These numbers will help identify the range of the fitness report scores for this particular RS and this specific fitness reports relative standing (placement) among those written by the RS.

MISSION CHARACTER				LEADERSHIP				INTELLECT				EVAL		PROMOTION	
PER	PRO	COU	EFF	LEA	DEV	SEL	ENS	COM	EMR	DEC	JUD	RESP	YN	NA	ACC
D	C	B	C	D	B	C	B	C	B	C	D	C	X		
RO: 0/1 0/2 0/3 1/4 1/5 0/6 0/7 0/8															

A comparative assessment of the Reviewing Officer's (RO) rankings for Marines of the same grade will also be included on the MBS. This information will show the cumulative Comparative Assessment (Christmas Tree) marks of all Marines of the same grade evaluated by this RO, with the assessment of this fitrep highlighted. Each number represents how many

fitness reports this RO has marked in each category (for Marines of the same grade), followed by the assessment rank, starting with "1" for the *Unsatisfactory Marine* to "8" for the *Eminently Qualified Marine*. This information will be displayed on a new row beneath the line of fitrep attributes in line with the RO name, and will be updated as additional fitness reports are processed with the same RO.

When the fitness report is initially processed into the OMPF, a one-time snapshot of the RO profile will be electronically overlaid on Page-5 of the fitness report. This information will



be captured at the time of processing and will not change. The numbers indicate the number of times the RO has marked Marines of the same grade on that portion of the Comparative Assessment (Christmas) Tree. This information will only show up on the OMPF and digital boardroom copies of the fitness report.

- You can also call MMSB's PES Help Desk Hotline for all Performance Evaluation System related questions toll free at (877) 301-9953.
- For additional information on upcoming changes to the MBS and OMPF, refer to MMSB's website at: <https://www.mmsb.usmc.mil>.

## PRE-SELECTION BOARD CHECKLIST

WHAT TO CHECK	WHERE TO CHECK
<b>Administrative Information</b> (DOR, AFADBD, PEBD, PMOS, IMOS)	Basic Individual Record in the MCTFS and the header data of your MBS. You can correct this by unit diary locally.
<b>Training</b> (PFT/Range etc.)	Basic Training Record in the MCTFS. You can correct this by unit diary locally.
<b>PME</b>	<p>Though you can verify this in many places, it is best to ensure all PME shows completion as a complete course in your Basic Training Record in the MCTFS. This is inputted by MCI, for corrections, call MCI toll free at (800) MCI-USMC.</p> <p>It is also a good idea to ensure a copy of the PME course completion certificate for all resident and non-resident PME is in your OMPF. You can submit update material for the OMPF to MMSB-20.</p> <p>For PME requirements for promotion, please see the Enlisted Promotion Manual, Volume-II.</p>
<b>Awards</b>	<p>Awards Screen in the MCTFS to ensure it is in the system and in your OMPF (C-Folder) to ensure your citations have been inputted for the selection board to read.</p> <p>Very often, we find it is in the MCTFS, but not in your OMPF. Input in MCTFS via unit diary entry and send the citation to MMSB-20 for input into your OMPF.</p>
<b>Civilian Education</b>	<p>Education Screen in the MCTFS. You can correct this by unit diary locally; also make sure your grade level reflects appropriately in your MBS if applicable. Send a certified or true copy of diplomas or completion certificates to MMSB-20 for input into your OMPF (C-Folder).</p>
<b>Fitness Reports</b>	<p>Ensure you have no date gaps and all of your 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.</p>
<b>Promotion Photograph</b>	<p>It is a requirement to submit a promotion photograph. Ensure a sharp appearance with correct information on it.</p> <p>Maradmin 463/01 states, "Effective 1 October 2001, Commands with CVIC's will submit digital color photographs electronically to CMC (MMSB). Commands without CVIC's, may submit Polaroid photographs in accordance with MCO P1070.12K.</p>

## NEARING RETIREMENT, HERE IS WHAT YOU SHOULD KNOW... (MCO P1900.16F)



### ELIGIBILITY FOR TRANSFER TO THE FMCR

An enlisted member of the Regular Marine Corps or Marine Corps Reserve who

completes 20 or more years of active service in the Armed Forces may request transfer to the FMCR. Marines will not be authorized service beyond Enlisted Career Force Controls (ECFC) service limits to meet minimum time-on-station (TOS)/rotation tour date (RTD). The approval or disapproval of these requests is based on the needs of the service. For Marines serving in a critical MOS, transfer to the FMCR will be delayed until their EAS or the earliest possible date consistent with the needs of the Marine Corps. Deferment of transfer to the FMCR is on a case-by-case basis.

### OCONUS Marines

Marines serving on an overseas tour will not be approved for transfer to the FMCR before completion of their tour as prescribed in MCO P1300.8R, Marine Corps Personnel Assignment Policy, unless subject to ECFC. The following applies:

Marines serving at an overseas duty station and desiring to transfer to the FMCR:

- Who will be fully eligible for such transfer at RTD or within 60 days after RTD, are required to transfer to the FMCR at RTD or the last day of the month in which the Marine becomes fully eligible;
- Who accept PCS orders to the CONUS are required to complete 1 year at the CONUS duty station, regardless of eligibility or EAS;
- Who have less than 1 year to attain eligibility or until EAS, may request an overseas tour extension until the desired transfer date.

Qualified Marines desiring transfer to the FMCR at their completed RTD may return to the CONUS (MCC W95) to effect the transfer at any one of the specified locations in paragraph 1006.5, and must indicate their selection (MCC) in the request. See paragraphs 1006.7 and 1010

for separation leave requirements;

For Marines (not serving an unaccompanied tour) assigned to an overseas location the following applies:

- If, at RTD, the Marine is within 6 months of transfer to the FMCR, the Marine's tour will be involuntarily extended to transfer to the FMCR; and
- Tour lengths will not be involuntarily extended if the Marine extends/reenlists for a period of time sufficient to enable the Marine to serve 12 months or more upon arrival at a new duty station.

### Service-in-Grade (SIG)

Also called time-in-grade (TIG). Marines in the grade of gunnery sergeant or above must serve 2 years in their current grade or to service limits, whichever occurs first, before transfer to the FMCR. Waiver of this requirement may only be approved by the Secretary of the Navy and only in instances of humanitarian or hardship situations. Marines in the grade of gunnery sergeant and above are required to extend or reenlist to have sufficient obligated service to serve the minimum time-in-grade of two years before promotion to the new grade is effected.

### Time On Station (TOS)

Whenever PCS orders are issued (no cost, low cost, or fully funded) and those orders result in a change of geo-location, the member incurs the requisite obligated TOS requirement per MCO P1300.8R, unless the Marine is subject to ECFC.

### Education Programs

Marines who have attended a military or civilian course lasting 20 weeks or more will not be approved for transfer to the FMCR before the completion of 24 months of active duty following completion of the course, or after they were terminated from the course, if attendance was in compliance with official orders. Marines who have successfully completed a military or civilian course less than 20 weeks in length will not be approved for transfer to the FMCR before the completion of 12 months active duty following completion of the course.



## MMEA-64

### Enlisted Career Counseling Unit (MMEA-64)

#### Toll Free

800-833-2320

#### Commercial

703-784-9241

#### DSN

278-9241/42/43/44

#### Fax

703-784-9835

**WE ARE ON  
THE WEB,  
GO TO...**

**WWW.USMC.MIL  
THEN TO THE  
CAREER LINK  
THEN TO  
ENLISTED  
CAREER  
COUNSELING**

#### **NEXT ISSUE**

- **LATERAL  
MOVES**
- **B-BILLETS  
AND SDA**
- **PROMOTION  
ALLOCATIONS**
- **SNCO  
PROMOTIONS**

## DISABILITY - DO'S AND DON'TS BY MMSR-4



Many Marines are not familiar with the right procedures involving disability; they either follow incorrect procedures or wait till it is too late. The Separation and Retirement Branch Section dealing with disability (MMSR-4), has provided us a very useful list of Do's and Don'ts in straight conversational talk, which will assist you in understanding this topic.

1. DO call CMC (MMSR-4) at DSN 278-9308/09, Commercial (703) 784-XXXX, if in doubt.
2. DO request that CMC (MMSR-4) initiate Medical Evaluation Board (MEB) proceedings if:
  - Marine cannot perform ALL duties.
  - Marine has been off full duty for more that 60 days without a MEB and not on limited duty (LIMDU) (ensure Marine has documentation of assignment to LIMDU).
  - Marine has been repeatedly on light duty for the same condition or is continually on light duty for a variety of conditions.
3. DO identify (enter duty limitation code in MCTFS) and track all LIMDU personnel.
4. DO notify CMC (MMSR) when a Marine pending retirement/transfer FMCR (MMSR-2), Reserve retirement (MMSR-5), or separation (MMSR-3) is found not fit to separate/retire/transfer FMCR.
5. DO send a unit rep to the medical treatment facility (MTF) to make liaison and coordinate.
6. DO address duty status on reenlistment requests.
7. DO document failure to take PFT on fitness reports.
8. DON'T hide sick Marines. It does them a disservice and it does the Marine Corps a disservice.
9. DON'T forget to remove duty limitation code when a Marine is found fit.
10. DON'T fail to schedule Marine for reevaluation 60 days prior to the end of a period of LIMDU.
11. DON'T let Marine miss scheduled appointments.
12. DON'T fail to ask Marine and/or MTF for appropriate documentation ensuring that someone who is authorized has signed all paperwork.

Finally, DON'T hesitate to contact CMC (MMSR-4) if the system is not working the way you think it should be, if you have questions, or if you are having difficulty with an MTF.