

HEADQUARTERS, UNITED STATES MARINE CORPS

Enlisted Career Counseling and Performance Evaluation Unit
3280 Russell Road, Quantico, VA 22134-5103

ENLISTED CAREER COUNSELORS HANDOUT

THE CAREER COUNSELING TEAM

- Head Master Sergeant Baker
- Chief Counselor Gunnery Sergeant Lund
- Career Counselor Gunnery Sergeant Horn
- Career Counselor Gunnery Sergeant Covino
- Career Counselor Gunnery Sergeant Fuller
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CONTACTING US

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- Commercial Fax: (703) 784-9835
- E-Mail/Web Site: www.usmc.mil (via the career link)

CAREER COUNSELING

OUR MISSION: To support the future of our Corps by assisting enlisted career Marines in improving their performance for retention and their competitiveness for promotion through performance evaluation and career counseling.

We counsel all Sergeants and above on active duty. While the Career ***Counselors provide an evaluation of performance, they cannot provide specific reasons for failure of selection to the next higher grade.*** Requesting a career counseling session after failing selection is not the optimal time to receive advice or recommendations to increase one's competitiveness. To maximize the benefit of counseling, be proactive by calling 24 months before entering the in zone or before making career decisions such as a lateral move or an assignment request.

ADDITIONAL TASKS

1. Conduct counseling and evaluation of performance.
2. Provide information for congressional correspondence.
3. Review/recommend reenlistment requests.
4. Provide formal briefs to Marine Corps Schools.
5. Provide briefs to commands (commands must provide funding for the trip).
6. Review/recommend Separations Pay requests per ALMAR 191/91.

For more information on our mission, read MARADMIN 381/99.

WHEN IS IT BEST TO CALL US

1. It is optimal to call us at least two years before entering the "In Zone" for selection. Improving performance does not happen overnight and takes time. This proactive approach will allow maximum opportunity to make the changes in your career if needed to enhance promotion opportunity.
2. Before making major career decisions such as Lateral moves and when seeking a 'B-Billet' to include Special Duty Assignments.
3. Calling us upon failing selection to the next higher grade is the least preferred option, as it may not allow you the time to make the changes recommended during counseling.

WHY YOU SHOULD CALL US

1. As leaders of Marines, having a good understanding of the retention and promotion process will enable you to take care of your Marines better. Simply said, we are your supporting arm.
2. During the promotion process, you compete with your peers. Since we counsel all Career Marines, we are aware of what they are doing and can advise you on what you should do to maintain a competitive edge.
3. Counselors stay up to date on all promotion and retention issues, this helps eliminate rumor control.

WHAT WE DO DURING COUNSELING

1. Provide advice on improving individual competitiveness and career progression. We focus on reports received while in Primary MOS, schools and 'B-Billets'.
2. Perform an administrative screening of your records by reviewing the Marine Corps Total Force System (MCTFS/3270), Master Brief Sheet (MBS) and Official Military Personnel file (OMPF) if required.

WHAT WE LOOK AT DURING COUNSELING

MASTER BRIEF SHEET

1. Header data to ensure the accuracy of individual information.
2. 'Section-B' markings in the old report and the 'Section D-G' markings on the new report.
3. Value and Distribution marks on the old report and the Repot Summary on the new reports.

OFFICIAL MILITARY PERSONAL FILE

1. 'Section-C' comments and Peer Breakout on the old reports
2. Billet accomplishments, Individual Grades, 'Section-I' remarks, Comparative Assessment and Reviewing Officer Comments on the new reports

MARINE CORPS TOTAL FORCE SYSTEM (MCTFS/3270)

1. Your Basic Training Record and Basic Individual Record for all your basic qualifications and requirements.

PROFESSIONAL MILITARY EDUCATION (PME)

1. Almar 26-96 clearly states that the Marine who does not complete the required PME, will not be selected for promotion, and ultimately be required to separate under the 'Enlisted Career Force Controls'.
2. Enlisted Promotion Manual (MCO P1400.32_) clearly states the enlisted PME requirements, which Marines (Sgt - GySgt) who are eligible for selection, must complete before the convening date of the board. The following are the minimum PME requirements:

SERGEANT TO STAFF SERGEANT

1. The Marine NCO (MCI 03.3K) **OR**
2. The NCO Non-Resident Program (MCI 7000) **OR**
3. The Sergeants Non-Resident Program (MCI 8000)

STAFF SERGEANT TO GUNNERY SERGEANT

1. The SNCO Non-Resident Program (MCI 7100)

GUNNERY SERGEANT TO MASTER SERGEANT

1. The SNCO Advanced Non-Resident Program (MCI 7200) **AND**
3. The Warfighting Skills Non-Resident Program (MCI 7400) **AND**
4. The SNCO Advanced Resident Course (Though Maradmin 398/00 states that effective FY-2002 Promotion Board the Advanced Resident Course will be required, this change has not been made to the Enlisted Promotion Manual do date. We still encourage all GySgt's to attend this course to improve competitiveness for promotion and avoid any rush to attend should the Enlisted Promotion Manual be changed at a later date.)

GUNNERY SERGEANT TO FIRST SERGEANT

1. The SNCO Non-Resident Program (MCI 7100) **OR**
2. The SNCO Resident Course
3. The SNCO Advanced Non-Resident Program (MCI 7200) **AND**
4. The SNCO Advanced Resident Course **AND**
5. The Warfighting Skills Non-Resident Program (MCI 7400)

EQUIVALENCY CODES

Almar 156/96 States, "If a Marine has successfully graduated Recruiter, Drill Instructor or MSG School, and has completed the Non-resident PME requirements for promotion to the next grade, the listed codes can be entered into the MCTFS as substitution for the resident schools."

- Sergeants Course Equivalency - L87
- SNCO Career Course Equivalency - L86
- SNCO Advanced Course Equivalency – L77

ENLISTED CAREER FORCE CONTROLS (ECFC)

The ECFC Program was never intended as a force drawdown program, rather it is a comprehensive approach to balancing the inventory of Marines by Grade and MOS to meet Career Force Requirement, this ensures that we have the right Marines by Grade and MOS. In the big umbrella of ECFC, there are many policies and programs that are implemented to ensure this happens as the First Term Alignment Plan (FTAP) and Service Limits.

SERVICE LIMITS

- Sergeants 13 YOS (2P Policy does not apply)*
- Staff Sergeants 20 YOS (2P Policy does not apply)
- Gunnery Sergeants 22 YOS**
- First/Master Sergeants 27 YOS**
- SgtMaj/MGySgt 30 YOS**

NOTE:

* *Maradmin 313/01 Change to the Up-or-Out Policy for Sergeants.*

** *Providing the Marine has never failed selection and is maintaining retention standards.*

Enlisted Career Force Controls (ECFC) actively shape the inventory of Marines by Grade and MOS to the requirements of the Marine Corps. They control retention in order to standardize Promotion Tempo across all MOS's to reach Time in Service (TIS) Promotion Targets.

PROMOTION TEMPOS

- SGT 4.5 YEARS
- SSGT 8 YEARS
- GYSGT 12 YEARS
- 1STSGT/MSGT 17 YEARS
- SGTMAJ/MGYSGT 22 YEARS

B- BILLETS & SPECIAL DUTY ASSIGNMENTS

Consideration must be given to the timing leaving the MOS mainstream. If possible, you must consider if you have been able to show quality performance in professional maturity. You must also consider the choices available to you and which may make you most competitive.

A B-Billet is any billet working outside your Primary MOS (8000-9998). However, there are only four B-Billets that are considered special duties:

- Recruiting Duty
- Drill Instructor Duty
- Marine Security Guard Duty
- Security Forces Duty

Special Duties can be a good way to enhance to your record. Those who are on or have successfully completed any of the four Special Duties will be precepted as *'Highly Competitive'*. This does not mean that one can rely solely on the strength of a Special Duty to make him/her more competitive. If you have shown strength in your primary duties, a Special Duty can be like a *'Force Multiplier'* that will definitely accelerate your overall record.

There are many other billets outside of the MOS mainstream that one could seek, though they may be B-Billets they are not considered 'Special Duties'. If your MOS does not allow a Special Duty due to current needs and strength, you could indicate that you are seeking one by consistently indicating it as your first choice in 'Section-A' of your fitness report. This way, those who review your OMPF will see that you have at least been seeking the challenge.

PROMOTION MESSAGES

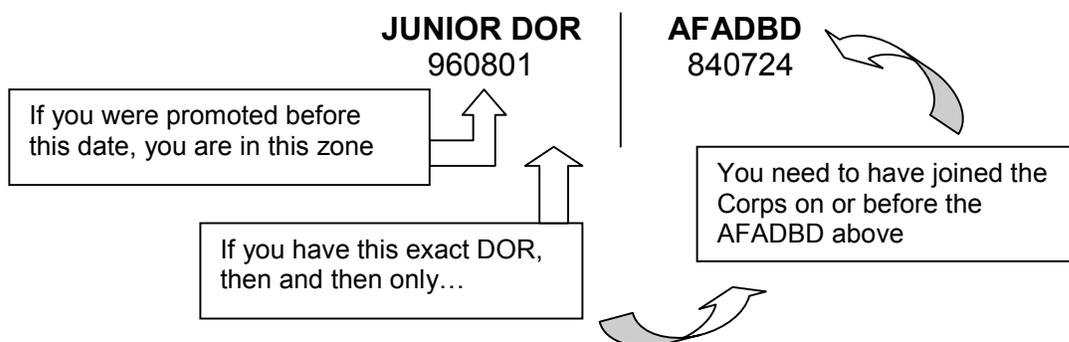
1. The first Maradmin is released approximately 60 days before he convening date of the board, this is probably the most important message as it contains the initial zones and supplemental information that is never repeated in following messages.
2. The second Maradmin is released approximately 30 days before he convening date of the board; it will only contain the changes to the zones applicable.
3. The third Maradmin is released after the board lets out, it announces the names of the Marines selected and will also include any changes to zones while the board was in session.

PROMOTION ZONES

There are three zones in the promotion process, they are:

1. Below Zone: Projected to be in the 'In Zone' next year.
2. In Zone: Primary zone for promotion based on DOR and AFADBD.
3. Above Zone: Have previously been seen in the 'In Zone'.

HOW TO READ THE PROMOTION ZONES



THE PROMOTION BOARD



The Promotion Process has changed significantly in 1999 and now consists of 21 Board Members. The process takes place at the Enlisted Promotions Branch at Harry Lee Hall, aboard MCB Quantico, Virginia. All your records are maintained electronically and each board member has complete access

to all eligible Marines records.

Board Members are sworn to secrecy as they begin a very arduous process of finding the 'Most Qualified to assume responsibility of the next higher grade'. They are not required to nor do they provide any lists that provide reasons for non-selection. When the Promotion Board lets out, all that is released is the roster showing those Marines that were selected.

We have this process in place to keep our Corps healthy as competitiveness drives the Marines to high standards. Marines performing to lower standards will find themselves consistently out-competed by those who continue to excel.

BOARD ACTIONS

1. **PREP CASE** - Digital OMPF's are used and case files consist of the MBS, Photo and any Update Material if applicable.
2. **BRIEF** - A maximum of three minutes are allowed for an individual brief. The Marines entire record is briefed to include all adverse material.
3. **VOTE** - All voting is conducted by secret ballot and selections are to allocations only. The board selects 'The Best and Fully Qualified'.

WHAT THE PROMOTION BOARD LOOKS AT

1. Your Photograph (Should be certified)
2. MCTFS (3270)
3. Master Brief Sheet (MBS)
4. Digital Official Military Personnel File (OMPF)
5. Additional Rosters
 - PME Roster from MCI
 - NJP Roster
 - Weight Control/Military Appearance Roster

YOUR BRIEF

- Name
- Minimum PME Complete (Additional PME)
- Rifle/Pistol/PFT scores
- Combat Experience (Y/N)
- Personal Decorations
- Photo submitted (Y/N)
- Height/Weight/Body Fat (within standards)
- Weight Control/Military Appearance Program assignments
- Education (Civilian/Military)
- Letter to the Board (Y/N)
- Adverse Information (Page 11's, NJP, DUI)
- Special Tours (Recruiting, Drill Instructor, MSG, MCSF)
- Section "B" Marking trends (other than OS marks)
- RS/RO Comments
- New Fitness Report Information
- Fitness Report Information: Observed Reports, Number of Reporting Seniors, Number of One-on-One Reports, Numbers of Peers Above/With/Below

PREPARING FOR PROMOTION

The promotion system provides a process whereby Marines within each grade and MOS/Occupation Field compete for promotion to the next grade. The basic goal is to advance the *best and fully qualified* Marines to higher grades. This ensures MOS/Occupation Field vacancies in the enlisted structure will be continuously occupied by Marines who are *fully qualified* (i.e., have fulfilled their minimum PME requirements) and *best qualified* to perform and to assume the responsibilities of the next higher grade.

Your record is your personal representation at all selection boards for promotion. It is imperative as a Career Marine, you fully understand all the moving parts of your record and know how to keep it updated. As we review records to evaluate performance during counseling, we routinely come across poorly managed records. We find records not updated with important items such as PME, Fitness Reports and awards missing. Failure to project all information in your record may not present a full picture of your performance and potential.

Ensuring your record is current and complete is your responsibility and not anyone else's. *"If a selection board determines that a Marine's case is incomplete, but sufficient information is available to make a valid recommendation, the Marine will be considered for selection. Marines in this situation are not entitled to remedial consideration based on the missing material which has been updated subsequent to the adjournment of the selection board (MCO 1400.32C)."*

It is neither difficult nor time consuming to ensure you have a current and updated record. The focus of this article is to give you a snapshot of the important elements of your record as they pertain to promotion. Afterwards, sources are listed to enable you to correct your record if needed. You should use this checklist to review the accuracy of your record. Don't procrastinate and wait until the last hour.

YOUR OMPF (OFFICIAL MILITARY PERSONNEL FILE)

The OMPF is seen by the promotion board digitally and available to individual Marines upon request in the plastic microfiche format. It is a set of three individual folders printed in a run-on sequence on microfiche and contains the information listed below.

FOLDER	CONTENTS
Service Folder	Consists of contract information, discharge documents, general administrative and service documents used to compute service time for benefits, programs, or retirement.
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 pertinent to making decisions for purposes of selection, assignment, and retention.
Performance Folder	Contains fitness reports and standard addendum pages for all Sergeants and above.

YOUR MBS (MASTER BRIEF SHEET)

Your MBS is a snapshot of administrative data, duties and grades given based on your fitness reports. The old style MBS will have no further entries beyond the closing date of the old Performance Evaluation System, and no further updates to the header data at the top. You will have a new style MBS for all reports received under the present Performance Evaluation System.

KEEPING YOUR RECORD CURRENT

Here is a simple checklist that will be a good tool to ensure accuracy and update of your records for the promotion process.

WHAT TO CHECK	WHERE TO CHECK
Administrative Information (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.
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	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, call MCI at (800) MCI-USMC. See Note-1 for more on PME. See Note-2 more on Equivalency Codes. Also ensure a copy of the MCI completion certificate for all resident and non-resident PME is in your OMPF. You can submit update material for the OMPF to MMSB-20
Other Training Requirements (Swim, BST)	Basic Training Record in the MCTFS. You can correct this by unit diary locally.
Awards	Awards Screen in the MCTFS to ensure it is in the system and in your OMPF (C-Fiche) to ensure your citations have been inputted for all to read. 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.
Civilian 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 or true copy of diplomas or completion certificates 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. See Note-3 for more on Date Gaps.
Promotion Photo	It is a requirement to submit a promotion photograph. Ensure a sharp appearance, correct information on it and always get it certified by your command. To ensure receipt, submit it by certified mail. You can also check MMPR-2's website for confirmation of photograph receipt. See Note-4 for more on Photographs.

CORRESPONDING WITH THE BOARD

Marines can send correspondence to the President of a Selection Board. It is recommended all correspondence sent be of a nature to explain and not complain. Be chronological, factual and to the point. This is especially useful when explaining details or circumstances not otherwise known by examining a record. Letters of recommendation, PME completion certificates, and other material deemed relevant by the individual Marine may also be included. Mail all correspondence to the address below.

COMMUNICATING WITH THE PROMOTION BOARD	
President, (Specific Board) Headquarters, United States Marine Corps Harry Lee Hall (MMPR-2) 17 Lejeune Road Quantico, VA 22134-5104	Fax: DSN 278-9884 Commercial: 703-784-9884 Phone: DSN 278-9712/3 Commercial: 703-784-9712/3

REQUESTING YOUR RECORD

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. Marines in the Quantico area can request their OMPF/MBS in person at MMSB-20, Customer Service.

REQUESTING YOUR OMPF/MBS	
Headquarters, United States Marine Corps (MMSB-12) 2008 Elliot Road, Quantico, VA 22134-5030	DSN Telefax: 278-5792 Commercial Telefax: (703) 784-5792

NOTE-1

We recommend Marines increase their competitiveness by doing as much PME as possible to include all resident courses at the SNCO Academy. Your PME requirements (MCO P1400.32C, Enlisted Promotion Manual) must be shown as completed at least one day before the convening date of the selection board. Additionally, ensure you have remarks on fitness reports for reading books from the Commandant's Reading Program.

The board does not see your BTR/BIR, which reflects the correct unit diary entry from your unit and an appropriate entry into the MCTFS. The board will see your MBS and Marines should ensure that all PME also appears in the header data of the MBS. Additionally, it is a good idea to send copies of certificates for 'Required PME' to the board. This will serve as a good source document to show completion of required PME, just in case the source document from MCI or MCTFS is incorrect.

NOTE-2

"Successful completion of Drill Instructor, Recruiter or Marine Security Guard school in the grades of Corporal through Gunnery Sergeant can replace the

requirement to complete resident PME courses, including the SNCO Advanced Resident course, provided the Marine has also completed the appropriate nonresident program (MCO 1400.32C)." The individual Marine is required to ensure the equivalency code is run by unit diary and the same is reflected in your Basic Training Record, this does not get accomplished automatically. The Equivalency Code for the Advanced Resident Course is L77, which is a requirement for promotion to First Sergeant (and, beginning in 2002, to Master Sergeant), for further details, read MCO 1553.4A, (PME). Though there are two additional equivalency codes in the Codes Manual, they are for resident courses that will not help Marines for promotion to 1stSgt (or MSgt, starting CY-02).

NOTE-3

In the old fitness reports, date gaps were for periods not covered for 45 days or more. In the new reports, date gaps are for periods not covered for 31 days or more. There is no grandfather clause.

NOTE-4

"Marines being considered for promotion regardless of zone, are required to send a Promotion Photograph to the selection board (MCO 1070.12J)." Photographs must be taken within six months from the convening date of the board and be in the service "C" uniform. If your service "C" uniform is not available due to deployment, submit a photograph in the most appropriate uniform available.

CLOSING REMARKS

1. Be proactive; call the Career Counselors at least two years before reaching the 'In Zone'. Improving performance takes time, it does not happen overnight.
2. Your overall performance is what counts. Does your record paint a compelling picture of you? Constantly seek counsel with your reporting seniors and reviewing officers to find ways to improve performance and thereby your evaluations.
3. Your record is your responsibility, failing to keep your record current and updated will in most cases not constitute justification for remedial consideration. The checklist provided in this handout will guide you through the process.

YOUR RESOURCE CENTER

ENLISTED RETENTION AND COUNSELING SECTION (MMEA-6)

DSN: 278-9238/9239/9240

Reenlistments/Extensions per MCO P1040.31_

- Lateral Moves per MCO 1220.5.
- Career Planning Force.
- Decisions made by MMEA-6 are based on a review of your Official Records.

ENLISTED ASSIGNMENT MONITORS (MMEA-8)

- Combat Arms Monitor Unit DSN 278-9245/9246/9248/9249
- Service Support Monitor Unit DSN 278-9226/9227/9250
- Aviation/Communication Monitor Unit DSN 278-9254/9255/9337
- Special Assignment Monitor Unit DSN 278-9263/9264
- Humanitarian Section DSN 278-9331/9332

PERFORMANCE EVALUATION REVIEW BRANCH (PERB)

DSN: 278-9204

PERB action per MCO 1610.11_

- Any request/petition dealing with fitness reports should be mailed to PERB not BCNR.
- It is the Marine's responsibility to prove his/her case.

ENLISTED PROMOTIONS BRANCH (MMPR-2)

DSN: 278-9718/9716

Enlisted Promotions per MCO P1400.32_

Remedial Promotion per MCO 5420.16_

(If you were not selected and subsequently received favorable PERB/BCNR action, your request for remedial promotion must be submitted within 12 months of the date PERB/BCNR action was taken)

SEPARATIONS AND RETIREMENT BRANCH (MMSR)

Separations and Retirements per MCO P1900.16_

- Disability (MMSR-4) DSN: 278-9308
- Inactive Reserve Unit (MMSR-5) DSN: 278-9306
- Retirement Section (MMSR-2) DSN: 278-9324

SUPPORT BRANCH (MMSB)

This is your source when requesting your OMPF or MBS.

- Customer Service/Help Desk MMSB-12 DSN: 278-3622/3623
- Fitness Report Correction MMSB-31
- MBS Correction (fitrep data only) MMSB-31
- OMPF Questions MMSB-20 DSN: 278-3950

RELATED MARINE CORPS ORDERS, ALMARS AND MARADMIN

- MCO P1400.32_ Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (Remedial Promotion Process and PME requirements for promotion)
- MCO P1040.31_ Enlisted Career Planning and Retention Manual
- MCO 1610.11_ Performance Evaluation Appeals
- MCO 1600.10_ Weight Control and Military Appearance
- MCO P1900.16_ Marine Corps Separations and Retirement Manual
- MCO P1300.8_ Assignment Policies
- MCO 1600.12_ Marine Corps Counseling Program
- MCO 1326.6_ Selecting, Screening and Preparing Marines for SDA's
- MCO P1610.7_ Performance Evaluation System
- Maradmin 474/99 Change-1 to Performance Evaluation System
- MCO 5420.16_ Enlisted Remedial Selection Board
- Maradmin 381/99 Career Counseling
- Almar 026/96 Relationship between PME and Promotion and Retention
- Maradmin 514/00 Enlisted Career Force Controls
- Maradmin 266/01 Selection Boards for Calendar Year 2002
- Maradmin 313/01 Change to the Up-or-Out Policy for Sergeants

TOLL FREE NUMBERS TO THE ENLISTED CAREER COUNSELORS

Australia	1 (800)124-615
Bahamas Island	1 (800) 685-5064
Barbados	1 (800) 534-2309
Belgium	0 8001-1119
Canada	800-677-5019
Denmark	801-7286
Dominican Republic 1	(800) 751-6400
France	05-90-0629
Germany	0130-8-17342
Greece	00800-12-2759
Guam	1 (800) 800-0286
Hong Kong	800-8537
Indonesia	001-800-011-0417
Ireland	1 (800) 55-7423
Israel	177-150-1752
Italy	167-8-73467
Japan	0031-123608
Luxembourg	0800-6319
Netherlands	06-022-3697
Norway	800-15785
Singapore	800-120-0734
Sweden	020-79-2581
Thailand	001-800-12-066-0395
Trinidad/Tobago	1 (800) 685-5064
Turkey	00-800-151-0104
Uruguay	000-413-598-0502

RESERVE COUNSELING

The Reserves (AR, SMCR and IRR), have their own Counseling Section called the Career Management Team. They can be reached at the following numbers:

DSN 278-9128/9129

Toll Free 1 (877) 415-9275 (Use Option 5)