



DEPARTMENT OF THE NAVY  
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MARINE CORPS BULLETIN 1300

From: Commandant of the Marine Corps  
To: Distribution List

Subj: SERGEANTS MAJOR SLATING PROCESS

Ref: (a) MCO 1300.8 Change 1  
(b) SECNAV Notice 5210  
(c) SECNAV M-5210.1 Change 1  
(d) MCO 5210.11F  
(e) 5 U.S.C. 552a  
(f) SECNAVINST 5211.5F  
(g) DoDI 1320.14 Change 2, "Commissioned Officer Promotion Program Procedures," December 16, 2020

1. Situation. The Sergeants Major (SgtsMaj) Slating process exists to ensure the assignment of the best qualified SgtsMaj leadership and experience to High Visibility Billet (HVB) and General Officer-Level (GO-Level) commands, by providing an enhanced vetting process for the purpose of making assignment recommendations to the Commandant of the Marine Corps (CMC) via the Sergeant Major of the Marine Corps (SMMC). Additionally, it is to ensure all eligible SgtsMaj receive fair and equitable consideration for those assignments within the published requirements. This Bulletin is in accordance with references (a) through (g).

2. Mission. Identify the current HVB and GO-level billets that require assignment of a slated SgtMaj, list the standard timeframes that slates will normally be conducted, and outline the requirements and process of the SgtsMaj Slate.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Ensure the assignment of the best qualified SgtMaj leadership and experience to HVB and GO-level commands through a consistent, forecastable slate process.

(2) Concept of Operations

(a) The Director, Manpower Management Division (Dir MM) is the governing authority for all SgtsMaj Slate policy.

(b) The following listed O-6 billets are designated as HVBs and will be assigned via the slate process:

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MCC	Unit
1ET	11th Marine Expeditionary Unit
1ES	13th Marine Expeditionary Unit
1FR	15th Marine Expeditionary Unit
1FT	22nd Marine Expeditionary Unit
1ER	24th Marine Expeditionary Unit
1FS	26th Marine Expeditionary Unit
1EP	31st Marine Expeditionary Unit
069	Officer Candidate School
078	The Basic School
080	Manpower Management Enlisted Assignments
233	Marine Barracks Washington, DC
016	Recruit Training Regiment, MCRD Parris Island
017	Recruit Training Regiment, MCRD San Diego
KAK	School of Infantry, West
KAB	School of Infantry, East
TZB	Staff Noncommissioned Academy, Quantico
JAB	Staff Noncommissioned Academy, Camp Pendleton
JBF	Staff Noncommissioned Academy, Camp Lejeune
JBG	Staff Noncommissioned Academy, Okinawa
130	Headquarters 3 <sup>rd</sup> Marine Littoral Regiment

(c) The following listed O-7 and O-8 GO-level billets are designated as Major Subordinate Command Level (MSC) billets and will be assigned via the slate process:

MCC	Unit
1EE	Marine Corps Forces Europe and Africa
TMH	Marine Corps Forces Korea
TMG	Marine Forces Central Command
1RA	Marine Corps Forces Cyber Command
121	1st Marine Division
122	2nd Marine Division
124	3rd Marine Division
SA5	4th Marine Division
145	1st Marine Aircraft Wing
142	2nd Marine Aircraft Wing
143	3rd Marine Aircraft Wing
S8F	4th Marine Aircraft Wing
1Y1	1st Marine Logistics Group
15A	2nd Marine Logistics Group
1CE	3rd Marine Logistics Group
SR2	4th Marine Logistics Group
082	Marine Corps Recruiting Command
017	Marine Corps Recruit Depot San Diego/WRR
016	Marine Corps Recruit Depot Parris Island/ERR
087	Training Command
068	Education Command
015	Marine Corps Air Ground Task Force Training Command
094	Marine Corps Forces Special Operations Command
063	Marine Corps Logistics Command
SIJ	Force Headquarters Group
1FV	Marine Corps Installations Command
1FU	Marine Corps Installations Pacific

097	Marine Corps Installations East
098	Marine Corps Installations West
080	Manpower Management Division
QBN	Manpower Plans and Policy Division
TF4	Inspector General of the Marine Corps
070	Marine Corps Systems Command
1DX	5 <sup>th</sup> Marine Expeditionary Brigade
068	First Sergeant/Sergeant Major Academy

(d) The following listed O-9 GO-level billets are designated as Force Level billets and will be assigned via the slate process:

MCC	Unit
QAE	Manpower and Reserve Affairs
086	Training and Education Command
1FZ	Marine Forces Reserve
1C0	I Marine Expeditionary Force
1F1	II Marine Expeditionary Force
1C1	III Marine Expeditionary Force
111	Marine Forces Command
110	Marine Forces Pacific Command
007	Combat Development & Integration

(e) HVB and GO-level slates are normally conducted during the following months throughout the Fiscal Year based on the needs of the Marine Corps:

October
April
July (if necessary)

(f) Targeting the months listed in paragraph 3(2)e, Dir MM will release a MARADMIN announcing HVB and GO-level SgtsMaj billet vacancies. The following eligibility criteria are established and will be based on the announced tentative report dates for each specific billet vacancy listed in the MARADMIN. SgtsMaj must meet all of the following requirements to be considered for the billets.

(g) O-6 High Visibility Billet (HVB) Level Billet Slating Requirements

1. Must have a minimum of 36 months Time in Grade (TIG) on the reporting date for the announced billet. To ensure a fair and equitable opportunity within the published requirements for assignment to a HVB O-6 billet, and provide a standard and objective metric of experience to aid in the management of HVB O-6 billets, frocked time will not be considered for TIG under any circumstance.

2. Must have or obtain obligated service of at least 28 months for all Continental United States (CONUS) assignments, and 40 months for Outside Continental United States (OCONUS) accompanied and unaccompanied assignments prior to the mandatory 30 year retirement based on the reporting date for the announced billet. Enlisted Career Force Controls (ECFC) waivers will not be considered.

3. Must have a minimum of 24 months at Present Unit Join Date (PUJD) on the reporting date for the announced billet.

4. Must meet body composition standards and present a suitable military appearance.

5. Must have passed the most recent required Physical Fitness Test or Combat Fitness Test (PFT/CFT).

6. Must be worldwide deployable.

7. Must not be approved for transfer to the Fleet Marine Corps Reserve or retirement.

(h) O-7/O-8 Major Subordinate Command Level (MSC), General Officer-Level (GO-Level) Billet Slating Requirements

1. Must have a minimum of 60 months TIG on the reporting date for the announced billet. To ensure a fair and equitable opportunity within the published requirements for assignment to a MSC GO-level billet, and provide a standard and objective metric of experience to aid in the management of GO-level billets, frocked time will not be considered for TIG under any circumstance.

2. Must have or obtain obligated service of at least 28 months for all CONUS assignments, and 40 months for OCONUS accompanied and unaccompanied assignments prior to the mandatory 30 year retirement based on the reporting date for the announced billet. Unaccompanied and dependent restricted tours will not normally be considered for SgtsMaj with dependents. ECFC waivers may be considered based on the needs of the Marine Corps, and when considered will be listed in the announcing MARADMIN.

3. Must have been assigned to an O-6 level billet for at least 24 months prior to the report date for the announced billet. This requirement is considered met for SgtsMaj who were previously slated and selected to be assigned at the O-7/O-8 level.

4. Must have a minimum of 24 months PUJD on the reporting date for the announced billet or must have a minimum of 18 months PUJD on the reporting date if at a second or subsequent O-6 assignment or GO-level slated billet. Exceptions are HVB level, the requirement remains at 24 months for those on subsequent O-6 assignments. Dir MM has the authority to waive the PUJD requirements.

5. Must meet body composition standards and present a suitable military appearance.

6. Must have passed the most recent required Physical Fitness Test or Combat Fitness Test.

7. Must be worldwide deployable.

8. Must not be approved for transfer to the Fleet Marine Corps Reserve or retirement.

(i) O-9 Force General Officer-Level (GO-Level) Billet Slating Requirements

1. Must have been assigned in an O-7 or O-8 level billet for at least 24 months prior to the reporting date for the announced billet.

2. Must have a minimum of 24 months PUJD on the reporting date for the announced billet if at the first GO-level slated billet. Must have a minimum of 18 months PUJD on the reporting date if at a second or subsequent GO-level slated billet. Dir MM has the authority to waive the PUJD requirements.

3. Must meet body composition standards and present a suitable military appearance.

4. Must have passed the most recent required Physical Fitness Test or Combat Fitness Test.

5. Must be worldwide deployable.

6. Must not be approved for transfer to the Fleet Marine Corps Reserve (non-ECFC mandated limit). SgtsMaj who are approved for retirement due to ECFC limitations may be eligible and considered for assignment to O-9 level billet slating upon request and submission of a SgtMaj Slating package. Required ECFC waivers will be automatically granted by Manpower Management Separations & Retirements (MMSR) and Manpower Management Enlisted Assignments (MMEA) for all O-9 level billets.

7. Must not have been already approved for an ECFC waiver (i.e. granted an ECFC waiver to serve at the O-9 level or on a joint O-9 level billet). Example 1: a SgtMaj is approved to serve at the Force level with an ECFC waiver would not normally be eligible for another ECFC waiver to compete for a USMC O-9 level billet. Example 2: a SgtMaj granted an ECFC waiver to serve 36 months at DLA would not be eligible for another ECFC waiver to compete for a USMC O-9 level billet.

(j) Joint General Officer-Level (GO-Level) Billet Slating Requirements

1. Joint GO-level billets and criteria will be announced by the Office of the Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff (SEAC) via the Manpower and Reserve Affairs (M&RA) SgtMaj.

2. For joint O-10 billets, any eligible SgtMaj (or Master Gunnery Sergeant (MGySgt) as applicable) may submit a nomination package to the M&RA for forwarding to the SMMC for consideration. The Marine Corps nominee will be informed by the SMMC on his/her selection to be submitted to the SEAC. The nominee(s) not selected for submission to the SEAC will be notified by the M&RA SgtMaj.

3. For joint O-7, O-8 and O-9 billets, designated Force-level SgtsMaj will serve as voting members to nominate the best qualified SgtMaj (or MGySgt as applicable) for submission to the SMMC. The Marine Corps nominee will be informed by the SMMC on his/her selection to be submitted to the SEAC. The nominee(s) not selected for submission to the SEAC will be notified by the nominee(s) respective Force-level SgtMaj.

4. ECFC waivers will only be considered for Joint O-9 and O-10 level billets. ECFC waivers will not be considered for Joint O-8 and below GO-level slated billets.

(k) Due to periodic fluctuations in available slate billets relative to eligible population, Dir MM may on a limited basis, adjust the PUJD and time served at O-6 and GO-level command requirements listed above. All requests to waive such requirements will be initiated by the SMMC's office.

(l) Marines serving in specialized billets with tour control factors of less than 24 months, such as certain joint billets and students at resident schools, will be considered when they meet all other eligibility requirements as determined by MM Division.

(m) The obligated service required to be considered for a slate board as described above is not only to meet current assignment policy, but also to ensure consistency in the slating and replacement of currently slated SgtsMaj. Therefore, any requests to retire by SgtsMaj serving in HVB and GO-level billets prior to meeting the obligated tour as described above, if approved, will be aligned to a regularly scheduled slate board which may delay the requested retirement date.

(n) Sergeant Major (SgtMaj) Slating Package Submission Requirements

1. SgtsMaj meeting slate eligibility requirements as published above will be notified of their eligibility by their Force Level SgtMaj. Eligible SgtsMaj must submit an AA form (NAVMC 10274) requesting either consideration or non-consideration. SgtsMaj that request non-consideration will not normally be eligible for consideration for any future slated billets and will not be assigned to any billets of greater responsibility than they hold when requesting slate non-consideration. Examples of current slating packages can be found at [www.manpower.usmc.mil](http://www.manpower.usmc.mil), Active Marine, Manpower Management, "SgtsMaj Slate". Examples of current slating packages may also be requested to the SgtMaj, MM. Unsolicited slate packages will not be accepted or considered.

2. SgtsMaj meeting the established criteria and requesting consideration may also be considered for any additional billet vacancies that become available during the conduct of slating.

3. MM Division will automatically address any required time on station waivers.

(o) Sergeant Major (SgtMaj) Slating Package Submission Process

1. SgtsMaj slating packages must be submitted to HQMC\_Dir\_MM@usmc.mil, prior to the submission deadline date listed in the announcement MARADMIN.

2. Eligible SgtsMaj serving in joint billets and all other SgtsMaj not functionally aligned under one of the Force-level commands will be assigned to a designated advocate for the purpose of the slate board.

3. SgtsMaj Slating packages will consist of the following items only. No additional information will be accepted.

a. NAVMC 10274 (AA Form) listing all announced billets in preference order.

b. Professional Resume

c. Career Biography

4. GO-level (O-7 through O-9) packages will be endorsed by the immediate commander up to the first GO within the chain of command. Endorsements should comment on the suitability of the SgtMaj to serve at the GO-level or provide clarification on those SgtsMaj that are not currently recommended to serve at the GO-level.

5. HVB-level (O-6) packages will be endorsed by the immediate commander up to the first GO within the chain of command. Endorsements should comment on the suitability of the SgtMaj to serve at the HVB-level or provide clarification on those SgtsMaj that are not currently recommended to serve at the HVB-level.

6. General Officers with multiple slate submissions must numerically rank each eligible SgtMaj in their endorsement.

7. General Officer endorsement must include height and weight statement. "As requested, I have verified his/her height and weight as 68 inches (height) and 172 lbs. (weight).

8. SgtsMaj serving on joint assignments are required to request from their joint higher headquarters a letter of recommendation from the headquarters commander in the form of the required endorsement letter to Dir MM.

(p) Conduct of the Sergeants Major (SgtsMaj) Slate Board

1. The CMC is the overall convening authority to conduct a slate board to consider all eligible SgtsMaj. As the governing authority, Dir MM will promulgate and issue the precept and supplemental guidance for the conduct of the board to the board president and assigned board members.

2. A copy of reference (g) must be provided to each member and recorder of the board. The text of DoDI 1320.14 pertaining to communication with and among the board members shall be reviewed by the president, each member, and each recorder of the board.

3. The SgtsMaj Slating Board President is the SMMC.

4. The board members will consist of the designated O9/O10 level SgtsMaj for Force Level and MSC billets and designated O7/O8 level SgtsMaj for all HVB's.

5. The MM Division and MMEA SgtsMaj will serve as board recorders.

6. The oaths contained in the precept must be administered to the president, each board member, each recorder, all administrative support personnel, and any additional personnel allowed access to the board proceedings.

(q) Information Considered by Selection Boards

1. Implementing regulations strictly govern the type of information that can be provided for consideration to slate boards. This authorized information includes:

a. Official Military Personnel File (OMPF). The primary source of information furnished to a selection board is the OMPF, which contains fitness reports, awards, and other information specified in relevant publications.

b. Master Brief Sheet (MBS). The MBS is a factual summary of the OMPF and is used as a tool by board members to assist in reviewing a Marine's record.

c. SgtsMaj Slating Package. The SgtsMaj Slating package consists of written communication provided by the eligible SgtsMaj and allows the chain of command an opportunity to provide endorsements and recommendations to the board members. SgtsMaj Slating packages will be submitted in accordance with procedures listed within this Bulletin.

2. Unauthorized information will be defined by the Dir MM and the definition will be listed within the precept and supplemental guidance to the President of the board.

(r) Assignment, Preparation, and Briefing of Slate Packages. The SgtsMaj Slating process is normally composed of four phases, thus ensuring each Marine's record is thoroughly reviewed, briefed, considered, and voted on by the selection board.

1. Assignment. Eligible SgtsMaj cases will be randomly assigned by the recorder to board members for preparation and briefing.

2. Preparation. The board recorders will provide all eligible and qualified candidate SgtsMaj Slating packages, to include fitness reports, MBS, and OMPF to the board members for screening, processing, and briefing. Board members will then review and prepare their cases for the briefing session.

3. Briefing Session. Board members will convene to a Digital Board Room to brief and vote on all cases. Only sworn in personnel are allowed in this briefing session, and a recorder must be present during all briefing sessions. The board members will carefully consider each Marine's adherence to height and weight standards, performance, and potential to successfully serve in the billet being considered for assignment. SgtsMaj Slating packages are intended to provide information necessary to assist the board members in making informed recommendations to the President of the board for the CMC's decision.

4. Special Consideration. Within the precept of the selection board, the Dir MM may provide special consideration for items deemed important for consideration for the specific billet being considered for assignment.



(s) Post Board Actions and Announcement of High Visibility Billet (HVB), and General Officer Level (GO-Level) Sergeants Major (SgtsMaj) Slate Selections

1. Following the adjournment of the slate board, Dir MM will generate a package consisting of a board report listing the names of each SgtMaj nominated for the vacant billets considered during the conduct of the board and a draft announcement message for routing and approval by CMC.

2. Once approved by CMC, HVB-Level Billet and GO-Level Billet selections will be announced via All Marines Message (ALMAR) following all required notifications.

b. Subordinate Element Missions

(1) Director, Manpower Management Division (Dir MM). Manage the SgtsMaj HVB and GO-level slate process ensuring compliance with this Bulletin and reference (a).

(2) Sergeant Major of the Marine Corps (SMMC). Serve as the President of all SgtsMaj Slate Boards and ensure compliance with procedures outlined in reference (a).

(3) Commanding Generals/Commanding Officers (CGs/COs)

(a) Ensure all eligible SgtsMaj are educated on the requirements of this Bulletin and eligible SgtsMaj submit accurate and complete slate packages.

(b) Provide comprehensive endorsements on all eligible SgtsMaj for use by the Slate Board.

c. Coordinating Instructions. SgtsMaj selected by a Slate Board that refuse orders or fail to obtain the required obligated service to execute orders will submit for retirement with transfer to the Fleet Marine Corps Reserve effective not later than the last day of the month the orders were effective.

4. Administration and Logistics

a. Recommendations. Questions and recommendations regarding the SgtsMaj Slating process should be directed to the Sergeant Major, Manpower Management Division. SgtsMaj with specific concerns that may affect their future slating and assignment should communicate with Sergeant Major, Manpower Management Division.

b. Records Management. Records created as a result of this directive shall be managed according to National Archives and Records Administration (NARA)-approved dispositions per SECNAV M-5210.1 CH-1 to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Records disposition schedules are located on the Department of Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to MCO 5210.11F for Marine Corps records management policy and procedures.

c. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a) and implemented per SECNAVINST 5211.5F.

5. Command and Signal

- a. Command. This Bulletin is applicable to the Active Component only.
- b. Signal. This Bulletin is effective the date signed.



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By direction

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