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MARINE CORPS ORDER 1400.31D

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS PROMOTION MANUAL, VOLUME 1, OFFICER PROMOTIONS  
(MARCORPROMMAN, VOL 1, OFFPROM)

Encl: (1) References  
(2) Marine Corps Promotion Manual, Volume 1, Officer Promotions

1. Situation

a. Officers are selected for promotion for their potential to carry out the duties and responsibilities of the next higher grade based upon past performance as indicated in their official military personnel file. Promotions should not be considered a reward for past performance, but an anticipation of excellence in the next higher grade.

b. This Manual is designed to provide detailed information on all aspects of the officer promotion system. The information contained herein is applicable to Regular and Reserve officers. In the event this Manual contradicts higher authority guidance, the latter supersedes this Manual.

2. Cancellation. MCO P1400.31C

3. Mission. To promulgate the basic instructions relating to the administration of officer promotions in the United States Marine Corps.

4. Execution

a. Commander's Intent. To comply with the statutory and regulatory guidelines in regards to promotion selection boards.

b. Key Personnel. MMPR-1-1 is the sponsor of this Order and its content.

c. Summary of Revision. This is a complete revision of the previous Manual and should be reviewed in its entirety. Symbols to denote deleted, revised, or added chapters/paragraphs are not reflected. This volume contains the most recent amendments to the Defense Officer Personnel Management Act (DOPMA), the Reserve Officer Personnel Management Act (ROPMA), the Warrant Officer Management Act (WOPMA), and reference (a).

5. Administration and Logistics

a. 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 to ensure proper

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maintenance, use, accessibility and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the 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.

b. 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.

c. Recommendations. Recommendations for changes to this Manual are invited and should be submitted via email to [officerpromotions@usmc.mil](mailto:officerpromotions@usmc.mil) or by mail to:

Manpower and Reserve Affairs (MMPR-1)  
Headquarters, U.S. Marine Corps  
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Quantico, VA 22134-5104

6. Command and Signal

- a. Command. This Order is applicable to the Marine Corps Total Force.
- b. Signal. This Order is effective the date signed.



M. J. BORGSCHULTE  
Director, Manpower Management Division  
By direction

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References

- (a) Title 10, U.S. Code
- (b) DODINST 1320.04 of Jun 2020
- (c) DODINST 1320.13 of Apr 2021
- (d) DODINST 1320.14 of Dec 2020
- (e) SECNAVINST 1412.8 Series
- (f) SECNAVINST 1412.11 Series
- (g) SECNAVINST 1421.3M Series
- (h) SECNAVINST 1402.1 Series
- (i) DODINST 1320.08 of 23 Oct 2018
- (j) SECNAVINST 1920.7C of 22 Jan 19
- (k) DODINST 1310.02 of Mar 2015
- (l) SECNAVINST 1000.7 Series
- (m) SECNAVINST 1120.9B Series
- (n) SECNAVINST 1301.4 Series
- (o) SECNAVINST 1301.7 Series
- (p) DODINST 1334.02 of April 2020
- (q) SECNAVINST 1420.3 Series
- (r) DODINST 1332.32 of May 2021
- (s) SECNAVINST 1920.8 Series
- (t) SECNAVINST 1412.6 Series
- (u) SECNAVINST 1400.1 Series
- (v) SECNAVINST 1401.4 Series
- (w) SECNAVINST 5200.35F Series
- (x) CJCS Instruction 1330.05B of 6 Jul 2020
- (y) DODINST 1300.19 of 3 Apr 2018
- (z) CJCS Instruction 1331.01D of 1 Aug 2010
- (aa) SECNAVINST 1120.9; Designation of Officers of the Regular Marine Corps  
And Marine Corps Reserve as Marine Corps Judge Advocates
- (ab) MCO P1610.7A; Performance Evaluation System
- (ac) MCO P1070.12K Records Management Manual
- (ad) MCO 1900.16 CH2; Marine Corps Separation and Retirement Manual
- (ae) MCO 1040.42B; Warrant Officer and Limited Duty Officer Accession Programs

CHAPTER 1

GENERAL INFORMATION

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1000. SCOPE. This Manual is applicable to all Marine Corps officers, to include: Regular and Reserve, unless otherwise specified. This Manual is not designed to restate the information contained in other references, but to provide amplification or clarification of the Marine Corps' promotion process. Further, except where noted, this Manual is not directive in nature. Officer promotions are governed by Federal statute, Department of Defense and Secretary of the Navy (SECNAV) regulations.

1001. AUTHORITY. The authority for convening promotion selection boards and effecting promotions for commissioned officers is Title 10, U.S. Code, reference (a). Additional guidance is published in Department of Defense Instructions (DODINST), Chairman of the Joint Chiefs of Staff Instructions (CJCSINST), Secretary of the Navy Instructions (SECNAVINST), and Marine Corps Orders (MCO).

1002. GRADE. Grade is a step or degree, in a graduated scale of office or military rank, which is established and designated as a grade by law or regulation. Marine Corps officer grades in order of seniority are:

<u>GRADE</u>	<u>PAY GRADE</u>
General	O-10
Lieutenant General	O-9
Major General	O-8
Brigadier General	O-7
Colonel	O-6
Lieutenant Colonel	O-5
Major	O-4
Captain	O-3
First Lieutenant	O-2
Second Lieutenant	O-1
Chief Warrant Officer	W-5
Chief Warrant Officer	W-4
Chief Warrant Officer	W-3
Chief Warrant Officer	W-2
Warrant Officer	W-1

1003. ACTIVE COMMISSIONED SERVICE. Service on active duty as a commissioned officer or commissioned warrant officer.

1004. ACTIVE DUTY. Full-time duty in the active military service of the United States. It includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or the SECNAV.

1005. ACTIVE STATUS. A reserve or regular commissioned officer or reserve warrant officer who is on active duty, a member of the Ready Reserve, or on the active status list of the Standby Reserve.

1006. ACTIVE-DUTY LIST (ADL). The ADL is a single list of all officers, other than officers described in section 641 of reference (a), who are on active duty in the Marine Corps. Unrestricted officers shall be carried on the Active-Duty List in order of seniority by rank and grade. Similarly, Warrant Officers (WO) and Chief Warrant Officers (CWO) under section 574 of reference (a) are carried on their own Active-Duty List in order of seniority by grade and rank. The SECNAV maintains the ADL. Those officers excluded by section 641 of reference (a) include the following:

1. Reserve officers on active duty for training.
2. Reserve officers on active duty under section 10211 of reference (a) at the seat of government, and at a headquarters responsible for Reserve affairs, to participate in preparing and administering the policies and regulations affecting the Marine Corps Reserve components.
3. Reserve officers serving as members of the Reserve Forces Policy Board under section 10301 of reference (a).
4. Reserve officers on active duty under sections 10303 or 10304 of reference (a) as members of the Navy or Marine Corps Reserve Policy Boards.
5. Reserve officers ordered to active duty under section 12301(d) of reference (a) in connection with organizing, administering, recruiting, instructing, or training the Reserve components.
6. Reserve officers with cumulative periods of active duty performed that do not exceed 1095 days in the previous 1460 days. In determining this period of active service, the following periods of active service performed by a member shall not be included: (1) while ordered to active duty under section 12301(a), 12302, or 12304 of reference (a), and (2) while on active duty for training.
7. Reserve officers on active duty operational support (ADOS) orders not to exceed the maximum authorized annually by Congress.
8. Warrant officers.
9. Retired officers on active duty.
10. Students at the Uniformed Services University of the Health Sciences.
11. Reserve officers who receive orders to active duty that specify a period greater than three years and are not placed in the Active Reserve (AR) competitive category for promotion, will be placed on the ADL.

1007. RANK, SENIORITY, OR PLACEMENT OF OFFICERS ON THE ADL. According to reference (q), an Officer's grade and date of rank determine their position on the active duty list (ADL) of Marine Corps. Officers are carried on the ADL in order of seniority in the grades in which they are serving. Dates of rank determine seniority among officers of the same grade. An officer whose date of rank is earlier than the date of rank of another officer of the same rank is senior to that officer. The relative seniority of officers is indicated by assignment of an eight-digit active duty precedence number. An officer whose precedence number is lower than that of another officer of the same grade and date of rank is senior to that officer. Officers whose position on the ADL results from service under a temporary appointment (such as temporary limited duty officers (LDO) or temporary warrant officers) or in a grade held by reason of assignment to a position are, at the completion of the appointment or assignment, reassigned to the grade and position on the active duty list that they would have held had they not received that appointment or assignment.

1. Date of Rank. An officer's date of rank is the date the appointment to their grade is made, except when otherwise required by reference (a) as indicated below.

a. Per DODI 1310.01, the date of rank of second lieutenants appointed in May or June of any year, not through service academies, who enter active duty during either of those months, is the date that the class of cadets or midshipmen graduated from one of the Service Academies. Such appointees who enter active duty before the graduation date of the appropriate Service Academy may take precedence over academy graduates. Within such groups of appointees, distinguished military graduates may take precedence.

b. The date of rank of a Reserve commissioned officer who has not been in continuous active duty since original appointment as a Reserve officer (above grade chief warrant officer (W-5)) may be adjusted to a later date which appropriately reflects the qualifications and level of experience attained and maintained in the competitive category in which placed on the ADL. This adjustment is made in 1-month increments up to a maximum of 3 years, and is made on the date of placement on the ADL. Date of rank adjustment for this purpose is not to be made for a break in active service of 6 months or less. An officer with an adjusted date of rank will be placed on the appropriate list after the most junior officer with the same grade and date of rank.

c. The date of rank of Regular officers who, at the time of their original appointments, were Reserve officers are the same as that which they held immediately before appointment as Regular officers if they were on the ADL as Reserve officers at the time of the Regular appointment, or that which the officers would have held had the officers been serving on the ADL as Reserve officers at the time of the regular appointment.

2. Precedence Number. Precedence numbers for Marine Corps officers consist of a five-digit whole number and a three-digit suffix. Suffixes allow additional placement of officers on the ADL in proper precedence order between whole numbers. Precedence numbers are based upon grade, date of rank, and the following policies:

a. Original Appointments. Officers receiving original appointments to grades with the same grade and date of rank are assigned precedence as follows:

(1) Officers commissioned as second lieutenants in the Marine Corps and placed on the ADL will not be assigned a precedence number until completion of at least 1 year of active commissioned service or completion of The Basic School, whichever is later. Until assigned a precedence number, service academy graduates are initially placed on the active duty list in order of their class standing at their Service academies. All other officers are ranked alphabetically by last name behind service academy graduates.

(2) Precedence numbers are assigned to all second lieutenants, including graduates of a Service academy, according to the order of their overall class average (expressed to the nearest thousandth of a percent) at The Basic School. In the event of a tie, officers are ranked among themselves according to their class average in leadership at The Basic School.

(3) Second lieutenants for whom no Basic School class average can be computed are ranked among themselves below all other officers having the same date of rank based upon seniority in order of the following criteria:

(a) Date of appointment.

(b) Regular officers take precedence over Reserve officers.

(c) Date of birth. When two or more officers have the same date of birth, they are ranked alphabetically by last name.

(4) Officers appointed as LDOs on the same day in the Marine Corps are rank-ordered based on their seniority as a warrant officer or enlisted member immediately prior to the effective date of appointment. This standing is used to assign a precedence number.

(5) Officers who are appointed in a grade above second lieutenant whose precedence cannot otherwise be determined will be assigned precedence based upon the following:

(a) Total active commissioned service (other than as a commissioned warrant officer).

(b) Date of appointment.

(c) Regular officers take precedence over Reserve officers.

(d) Date of birth. When two or more officers have the same date of birth, they are ranked alphabetically by last name.

(6) Reserve officers who return to active duty will be placed on the active-duty list in the precedence position that is next junior to the Reserve officer's running mate on the ADL, unless the Reserve officer's date of rank is adjusted under paragraph 1008 a(3).

b. Promotion. Section 624 of reference (a) requires officers to be promoted to the next higher grade in the order in which their names appear on the promotion list for their grade and competitive category. Per section 616 and 14308 of reference (a) as amended by section 504 of the FY19 National Defense Authorization Act, a promotion selection board may recommend officers of a particular merit, from among those officers selected for promotion, to be placed higher on the promotion list. An officer may be recommended to be placed higher on a promotion list only if the officer receives the recommendation of a majority of the members of the board. The board shall recommend the order in which the officers should be placed on the list. Officers of particular merit are those officers whose records contain documented sustained performance consistently superior to the performance of other officers recommended for promotion by this board.

1008. LINEAL PRECEDENCE. Sections 574, 620, and 14002 of reference (a) require the SECNAV to maintain a list of all officers serving in the Marine Corps on active duty (ADL) or in the Reserve Active Status List (RASL). The Promotion Branch (CMC (MMPR-1-1)) is responsible for maintaining the lineal precedence lists and publishes a combined ADL/RASL list each December in Marine Corps Bulletin (MCBul) 1400, Officer Lineal Precedence ("The Blue Book"). Specific information on lineal precedence can be found in paragraphs 5 and 6 of the most recent MCBul 1400.

1009. ORIGINAL APPOINTMENT. Appointment as a regular commissioned officer in the grade of second lieutenant through captain is made by the Secretary of Defense, as delegated by the President. Appointment as a regular commissioned officer in the grade of major through colonel is made by the President, with

the advice and consent of the Senate. Appointment as a Reserve commissioned officer in the grade of second lieutenant through lieutenant colonel in the Marine Corps Reserve is made by the Secretary of Defense, as delegated by the President. Appointment as a reserve commissioned officer in the grade of colonel is made by the President, with the advice and consent of the Senate.

1010. READY RESERVE. Constituted by the Selected Reserve (SelRes) and Individual Ready Reserve (IRR).

1011. REGULAR OFFICER. An officer of the Regular Marine Corps on the ADL serving under a permanent appointment in a grade above Chief Warrant Officer, W5 (CWO-5).

1012. RESERVE OFFICER. An officer in the Marine Corps Reserve on the RASL under section 14002, of Title 10 U.S Code, serving above CWO-5.

1013. RESERVE ACTIVE-STATUS LIST (RASL)

1. The RASL is a precedence list comprised of Reserve officers, in an active status as defined by section 14002 of reference (a), in the Selected Marine Corps Reserve (SMCR), the AR, the IRR, and the Active Status List (ASL) of the Standby Reserve, Individual Mobilization Augmentees (IMA), and Initial Active Duty Training (IADT). Reserve Warrant Officers (WO) and Chief Warrant Officers (CWO), appointed under section 12241 of reference (a) are carried on their own RASL in order of seniority by grade and rank. The RASL contains the names of all Reserve officers who are in an active status other than those on the ADL.

2. The relative precedence among Reserve officers in each competitive category will be based on grade and date of rank. Those officers having the same grade and date of rank shall be placed on the precedence list applying the criteria in paragraph 1008 of this order for precedence of officers on the ADL.

3. The Reserve officer precedence listings for each competitive category will be updated at least annually, in order to establish promotion zones for each category as directed by section 14305 of reference (a).

1014. RUNNING MATE. Section 14306 of reference (a) and reference (q) establish the "Running Mate" system. The running mate system is used to ensure consistency of promotion timing between the ADL and RASL, and to determine the eligibility of RASL officers for promotion to the grades of O-4 through O-8. The annual Reserve promotion plan must state if the running mate system applies and must specify the grades and competitive categories to which it will apply. When the running mate system applies, the following procedures are applicable:

1. The zones shall be established in accordance with reference (a), section 14306.

2. Per reference (a), section 14301, in order to be eligible for promotion, a RASL officer must have served continuously on the RASL, or a combination of the ADL and RASL, for a period of one year immediately preceding the convening date of the board. The RASL officer's active-duty running mate must be in-zone or above-zone for the corresponding active-duty Promotion Selection Board (PSB) in the same grade and competitive category.

3. Promotions will be effected in accordance with section 14308(d) of reference (a).

1015. PROMOTION PLANNING

1. Promotion Plans. A five-year Officer Promotion Plan (updated annually) for each competitive category by grade is prepared by the Manpower Plans and Policy Division (CMC,MPP) for Active Component Officer Boards and Manpower Plans Section, Reserve Affairs Division (CMC {RA}), for all Reserve Component Officer Boards and approved by the Secretary of the Navy at least 45 days prior to the convening date of a PSB. The plan serves as a planning tool for the development of each PSB. The plans contain selection opportunities, zone sizes, numbers authorized to select, authorizes statutory authorities, and provides any skill guidance for each grade and competitive category. Reference (q) provides specific guidance on the requirements associated with promotion plans.

2. Factors. Planning factors that are taken into consideration in developing the promotion plans are:

a. The number of requirements needed to meet the projected vacancies by grade.

b. The estimated number of officers needed to fill vacancies during the period in which it is anticipated that the officers selected for promotion will be promoted and the number of officers authorized by the SECNAV to serve in the grade and competitive category under consideration.

c. The impact of zone size and promotion opportunity on time-in-service promotion flow points to the next higher grade.

d. Critically short MOSs requiring skill guidance in the precept.

e. The forecasted attrition data based on an estimated loss projection by grade, to meet a specified target determined two fiscal years out.

3. Promotion Opportunity. The promotion opportunity is usually a percentage based on the In-Zone population. The following equations are used to determine selection opportunity:

Below general officer:

$$\text{Promotion Opportunity} = \frac{\# \text{ of officers authorized to be selected}}{\# \text{ of officers in the In-Zone}}$$

General Officer:

$$\text{Promotion Opportunity} = \frac{\# \text{ of officers authorized to be selected}}{\# \text{ of officers in the Above and In-Zone}}$$

1016. AUTHORIZED TO SELECT

1. Each selection board is authorized to select to the next higher grade a specific number of officers. The unrestricted portion of the promotion plan

forecasts vacancies for a promotion year. Officer accessions, attrition, requirements, Congressional and Secretarial authorizations, and budgetary constraints all impact this variable. For general officer, Limited Duty Officer (LDO), CWO, and AR CWO PSBs, the number authorized to select is a fixed number that is specified in the precept. Any Above and Below-Zone selections count against the number authorized to select. General and flag officer boards include above-zone eligible officers; all other boards exclude below- and above-zone eligible officers. For all other active and Reserve boards the number to select will fluctuate or "float" if the eligible population changes until the day the board convenes to keep the selection opportunity constant as identified in the promotion plan.

2. Under no circumstance is the board authorized to exceed the "authorized to select" numbers identified within the precept. The total number authorized to select may be selected from the Above, In, or Below-Zone populations. Sections 575, 616, and 14307 of reference (a) limits the number of Below-Zone officers that can be selected to 10 percent of the authorized number to select, unless otherwise specified in the precept. If the number determined under this computation is less than one, then the board may select one officer from the Below-Zone.

1017. COMPETITIVE CATEGORIES. Competitive categories are established under reference (q) and SECNAVINST 1400.1C to provide for separate promotion consideration and career development for groups of officers possessing related skills and experience necessary to meet the mission objectives of the Department of the Navy. The Commandant of the Marine Corps has divided the officer corps into four major categories: Unrestricted, Restricted-- LDOs, WO/CWOs, AR, and Specialist Officers. Officers are considered for promotion within their own competitive category on either the ADL or the RASL, as applicable. For purposes of assigning a running mate, a Reserve officer is considered to be in the same competitive category as that officer on the ADL.

1. Unrestricted Officers. An Unrestricted Officer is an individual in the Marine Corps in the grade of second lieutenant or above, who is not designated as an LDO. All Unrestricted Officers compete among all other Unrestricted Officers of the same grade for promotion to captain through major general via selection boards. Second lieutenants are promoted to first lieutenant based on time-in-grade requirements found in section 619 of reference (a) and as determined by the SECNAV under SECNAVINST 1412.6L.

2. Restricted Officers

a. Limited Duty Officer (LDO). All Limited Duty Officers (LDO) secure appointments as a regular officer in the Marine Corps for the performance of duty in the technical field in which they are proficient. These officers are technically oriented, perform duties that are limited to specific occupational fields, and do not have the normal career pattern of unrestricted officers. Per SECNAVINST 1412.11, LDOs compete within their military occupational specialty (MOS) among other LDOs of the same grade for promotions to major and lieutenant colonel via selection boards. There are no LDOs in the Marine Corps Reserve.

b. Warrant Officers/Chief Warrant Officers (WO/CWO). WOs are promoted to CWO2 based on time-in-grade requirements found in section 573 of reference (a). CWOs compete within their MOS among other CWOs of the same grade for promotion to CWO3 through CWO5 via selection boards.

3. Active Reserve (AR) Officers. AR officers are part of the Selected Reserve and compete with other AR officers of the same grade for promotion to captain through colonel. AR officers are not eligible for consideration for promotion to Brigadier General. An AR colonel who desires to compete for selection to Brigadier General must be released from the AR program at least 60 days prior to the convening date of the Unrestricted Reserve Brigadier General Selection Board. AR warrant officers compete within their same grade and MOS for promotion to CWO3 through CWO5.

4. Specialist Officers. The paramount prerequisite of this category is that the individual possesses unusual talent that would not be available within the Regular Marine Corps in the event of national mobilization. Specialist Officers are appointed to meet mobilization needs and are not required to meet an active duty obligation except in the event of a national emergency.

1018. ZONES

1. The promotion zone is defined as a promotion eligibility category consisting of officers from the most senior to the most junior officer eligible for consideration before a PSB in the same grade and competitive category. Section 623 of reference (a) and reference (q) require that before the convening of selection boards to consider officers for promotion to any grade above first lieutenant, the SECNAV shall establish a promotion zone for officers serving in each grade and competitive category to be considered by the selection board.

2. Company and Field Grade Officers. For promotion to the grades of CWO3 through CWO5 and captain through colonel, three primary promotion zones may exist: Above-Zone, In-Zone, and Below-Zone.

a. Above-Zone (Above the Promotion Zone). Above-Zone officers have been previously considered in the In-Zone population, and failed selection for promotion by a regularly scheduled board. These officers will incur additional failures of selection if not selected by subsequent selection boards.

b. In-Zone (Promotion Zone). In-Zone officers have neither failed of selection for promotion nor been removed from a promotion list. In-Zone officers comprise the primary eligible population for consideration by the selection board. If not selected, the officer will incur a failure of selection. It is common to have officers whose lineal precedence falls within the Above-Zone population, but who are In-Zone officers (Above-Zone, not previously considered). These officers will be given the same consideration as any other In-Zone case. This zone is determined utilizing the authorized number of officers to select and the selection opportunity.

c. Below-Zone (Below the Promotion Zone). Below-Zone officers are junior to the junior officer in the promotion zone (In-Zone). Below-Zone officers are eligible for consideration, but if not selected, they will not incur a failure of selection. The number of Below-Zone officers authorized to be selected may not exceed 10 percent of the total number of officers the PSB is authorized to recommend for promotion; however, where the number authorized by this calculation would be less than one, the board may recommend one Below-Zone officer. Additionally, the Below-Zone population is generally a rough estimate of the following year's In-Zone population.

3. General Officers. For promotion to the grades of brigadier and major general, the three primary promotion zones outlined above exist: Above-Zone, In-Zone, and Below-Zone.

4. Due Course Officer. A due course officer is one that has been on continuous active duty since commissioned as a second lieutenant and that has never been selected for promotion from the above or below zone. Additionally, a due course officer has never been awarded any constructive service credit.

1019. CONSTRUCTIVE SERVICE CREDIT. Constructive service credit is awarded when commissioned service begins after the additional education, training, or experience required for appointment, designation, or assignment in a professional specialty or a specifically designated field is obtained. Constructive service credit provides a person the grade and date of rank comparable to a contemporary who began commissioned service immediately after obtaining a baccalaureate degree.

1. Constructive service credit will only be used to determine initial grade, rank in grade, and service in grade for promotion eligibility.

2. Constructive service credit awarded under this paragraph will be determined in accordance with these guidelines:

a. 1 year of constructive service credit will be awarded for each year of graduate level education to persons appointed, designated, or assigned in an officer category that requires such advanced education or an advanced degree as a prerequisite for appointment. The amount of credit awarded will not exceed the number of years the majority of institutions that award degrees in that field require for completion of the advanced education or award of the advanced degree.

b. Additional day-for-day credit not to exceed 1 year may be awarded for internships or equivalent graduate-level formal professional training required by the Military Service concerned for the professional specialty in which the person is being appointed, designated, or assigned.

c. Additional day-for-day credit not to exceed 1 year may be awarded for each additional year of graduate-level training or experience required for certification in a specialty required by the Military Service concerned.

d. Additional credit for special training or experience in a particular officer career field as designated by the Secretaries of the Military Departments, if such training or experience is directly related to the operational needs of the officer's Military Service.

e. A period of time will be counted only once when calculating constructive service credit.

f. Qualifying periods of less than 1 year will be proportionally credited.

g. Creditable experience cannot predate the receipt of a degree or certificate; experience gained in a volunteer or student status will not be credited.

h. Periods of time spent as a commissioned officer on active duty or in an active status may not be counted when calculating constructive service

credit; however, the secretaries of the military departments may waive this restriction and award constructive service credit to an officer who completes advanced education or receives an additional degree while on active duty or in an active status if, pursuant to Sections 533 and 12207 of Title 10, U.S.C.:

(1) Such education or advanced degree is required as a prerequisite for appointment, designation, or assignment as a commissioned officer in a particular professional specialty; and

(2) The officer completes the advanced education or receives the advanced degree in less than the number of years normally required to do so.

(3) The amount of constructive service credit that may be awarded to an officer who qualifies for a waiver of this restriction is limited to the difference between:

(a) The number of years normally required to complete the educational program or degree; and,

(b) The number of years in which the program or degree was completed by the officer.

1020. CONSTRUCTIVE SERVICE CREDIT LIMITATIONS AND AUTHORITY FOR JUDGE ADVOCATES

1. The total amount of constructive service credit awarded to judge advocates for advanced education may not exceed 3 years.

2. Constructive service credit for training or experience will be awarded in accordance with the above listed guidelines in paragraph 1019(b).

3. When the number of qualified judge advocates serving on active duty in the grades below major is critically below the number needed by a Military Service, the SECDEF may authorize the Secretaries of the Military Departments to award constructive service credit in addition to the amount awarded under to any person receiving an original appointment as a judge advocate.

a. Constructive service credit awarded may not result in an appointment above the grade of captain.

b. The date of rank of such person must be junior to all other officers of the same grade serving on active duty on the date of the appointment.

c. To receive this authorization via (CMC, MPP), the Secretary of the Military Department concerned will submit a request with supporting documentation to the USD(P&R).

CHAPTER 2

PRE-BOARD ACTIONS

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2000. PROMOTION BOARD SCHEDULE. Officer promotion boards are based on a fiscal year schedule. In the second quarter of each fiscal year, the CMC (MMPR-1) will publish the board schedule, via MARADMIN, for the succeeding fiscal year. In addition to the board convening dates, this message will contain information on reviewing and updating an officer's Official Military Personnel File (OMPF) and other administrative instructions that are applicable to all promotion boards.

2001. NOTICE OF CONVENING. Sections 614 and 14105 of reference (a) require that, at least 30 days prior to the date the board is convened, the CMC (MMPR-1) must provide general written notice to eligible officers. This shall be accomplished through a standard naval message (MARADMIN), and at a minimum will include:

1. The convening date of the board.
2. The name and date of rank of the senior officer and junior officer in the in-zone population as of the date of the notice.
3. In addition, the following information will normally be provided:
  - a. The name and date of the junior eligible officer in the below-zone as of the date of the notice.
  - b. Submission of update material to the board.
  - c. Submission of Reserve Qualification Summaries (RQS) to Reserve selection boards.
  - d. Auditing and correcting Official Military Personnel Files (OMPF), see MCO P1610.7A.
  - e. Implementation of any unique regulation such as the 90-day rule or continuation in an active status.

2002. BOARD COMPOSITION

1. General. Detailed instructions on board composition are established in sections 573, 612, and 14102 of reference (a). It is essential that the composition of the board reflects the spectrum of diversity, military occupational specialties, and composition of the Officer Corps.

2. Responsibilities for Membership

- a. Officer Assignments, Plans and Programs, CMC (MMOA-3)
  - (1) Publish annually MCBul 5420, Membership Requirements for Selection Boards, announcing the membership requirements to the Marine Corps.
  - (2) Coordinate with major subordinate commands to ensure only highly qualified officers are nominated to serve as board members.
  - (3) Provide funding and orders to all board members.
  - (4) Provide board membership to the CMC (MMPR-1) 80 days prior to the convening date of a selection board.

b. Nominating Unit

(1) It is essential that commanding officers nominate only highly qualified officers, selected for their performance, maturity, judgment, and integrity.

(2) Once nominated, officers will only be replaced upon approval of the CMC (MM) due to the requirement to seek approval of any precept changes from the SECNAV.

(3) Nominations of officers to serve on selection boards are sensitive in nature; therefore, knowledge of their appointment should be limited to only those individuals who have a need to know. Upon adjournment of the selection board, public dissemination is authorized.

2003. PRECEPT

1. General. The precept is the legal document that orders a selection board to convene. It is in the form of a letter from the SECNAV to the president of the board. The precept provides instructions governing the proceedings of the board and appoints the president, members, and recorders to the selection board. The contents of the precept are derived from a variety of references, but always reflect information the SECNAV deems important for selection of officers to the next higher grade.

2. The CMC (MMPR-1) is responsible for the publication of the precept, based on the promotion plan. The precept will not be released until the board adjourns, so as to protect the membership from improper influence per reference (d).

2004. ELIGIBILITY FOR CONSIDERATION

1. Active Duty Officers. In order to be eligible for consideration by an active duty selection board, commissioned officers must:

- a. Be on the active-duty list;
  - b. Have completed the minimum time-in-grade requirements per ref (a);
- and

c. Be identified in the promotion plan for an opportunity for selection based on grade strength limitations.

2. Reserve Officers. In order to be eligible for consideration by a Reserve selection board, commissioned officers must:

- a. Be on the Reserve active-status list;
- b. Have completed the minimum time-in-grade requirements;
- c. Have continuously performed service on either the RASL or the ADL (or a combination of both lists) for a period of one year; and
- d. Be identified in the Promotion Plan for an opportunity for selection based on grade strength limitations.

3. Both active duty and Reserve officers above the grade of captain who have twice failed of selection to the next higher grade remain eligible for promotion so long as the officers are on the ADL or RASL at the time the board convenes and do not have an established separation or retirement date that is within 90 days after the date the board convenes.

2005. ADVERSE SCREENING. An adverse screening is conducted after every promotion board. See Chapter 5 for a complete discussion of the adverse process.

2006. DEFERRED ELIGIBILITY

1. Deferment of eligibility is intended for officers ordered to active duty, who would have been in zone or above zone, an opportunity to obtain active duty experience, qualifications, and significant evaluation before being considered by an active duty promotion board. Deferment is only applicable to active-duty list boards convened under chapter 36 of reference (a) and in concert with reference (q).

2. Officers who would be eligible for consideration by a PSB as an in-zone or above-zone eligible officer within one year of placement on the ADL shall be informed that their eligibility for such consideration will be deferred unless they specifically request consideration. The officer may waive this deferment and request consideration for promotion, in writing, as specified in the MARADMIN which announced the officer's eligibility. Requests must be received no later than 10 days prior to the convening date of the PSB.

3. The officer's written request can be emailed to officerpromotions@usmc.mil or mailed to:

COMMANDANT OF THE MARINE CORPS (MMPR-1)  
HEADQUARTERS, UNITED STATES MARINE CORPS  
HARRY LEE HALL  
17 LEJEUNE ROAD  
QUANTICO, VA 22134-5104

2007. EXCLUSIONS FROM ELIGIBILITY

1. 90-Day Rule. Sections 577, 619, and 14301 of reference (a) provide the service Secretary the option to preclude from consideration by a selection board those officers with "an established separation date that is within 90 days after the date the selection board is convened." The selection board's plan and precept must clearly state that this provision will be implemented. For those boards where it is implemented, officers with an approved separation or retirement date that is within 90 days after the date the selection board is convened will be deleted from the eligible population. Modifications to separation or retirement dates established after a board convenes will not change an officer's promotion eligibility. This rule does not apply to captain selection boards.

2. Reserve 1-Year Rule. Per section 14301 of reference (a), Reserve officers are only eligible for consideration if: the officer is on the Reserve active-status list, and during the one year period ending on the date of the convening of the selection board the officer has continuously performed service on either the Reserve Active-Status List or Active-Duty List (or a combination of both lists). This provision is applicable to Reserve CWOs per SECNAVINST 1412.9B.

2008. CONTINUATION

1. ADL officers in the permanent grades of CWO2 through CWO4, or captain and above who are subject to involuntary retirement or discharge for years of service or failures of selection for promotion may be continued on the active-duty list per policies and procedures established by sections 580 and 637 of reference (a).

2. The SECNAV will convene continuation boards whenever the needs of the Marine Corps so require, based upon the recommendations of the Commandant of the Marine Corps.

a. Regularly scheduled selection boards may be directed by the SECNAV to reconvene as continuation boards.

b. The report of a continuation board shall be forwarded to the SECNAV for approval.

c. The CMC (MMPR-1), for active duty only, executes the continuation board based on the promotion plan and with the eligible population provided by Separations and Retirement Branch (CMC (MMSR)). CMC (MMPR-1) provides administrative oversight of the nomination package and delivers the results to CMC (MMSR). CMC (MMSR) is responsible for administering the results of continuation boards and will notify officers selected for continuation. An officer who is selected for continuation shall be afforded an opportunity to accept or decline the continuation. Those officers not selected for continuation will be notified by official correspondence from the CMC (MMSR), that they are required to separate no later than the first day of the seventh month, following approval of the board. The separation of an officer who declines continuation will be considered as an involuntary separation under sections 580 and 637 of reference (a), unless the officer voluntarily resigns prior to the involuntary separation date.

3. Officers on the RASL will be continued under procedures prescribed by CMC (MMSR).

4. Continuation Period. Officers will be continued according to the guidelines provided in the promotion plan and precept.

CHAPTER 3

BOARD PROCEDURES

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3000. CONVENING. There is no prescribed procedure for convening a selection board; however, the accomplishment of the following actions is required to constitute a legally convened board:

1. The SECNAV must sign the promotion plan and precept.
2. A copy of reference (d) must be provided to each member and recorder of the board. The text of reference (d) pertaining to communication with and among the board shall be read to the president, each member, and each recorder of the board.
3. The oaths of office contained in the precept must be administered to the president, each board member, each recorder, and all administrative support personnel.

3001. INFORMATION PROVIDED TO SELECTION BOARDS

1. Sections 576, 614, 615, 616, 14106, and 14107 of reference (a), reference (d), and reference (q) regulate the types of information that may be furnished to selection boards. Authorized information, as outlined below, is the only information that can be placed before, requested by, or reviewed by members of the selection board. Documents received by selection boards from eligible officers will be recorded in an update material log.

2. Authorized Information. Law and implementing regulations strictly govern the type of information that can be provided for consideration to selection 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 MCO P1070.12K. Further details on information that can properly be furnished to selection boards is contained in reference (d) and reference (q).

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 an officer's record.

c. Written Communication by Eligible Officers (board correspondence)

(1) All eligible officers are authorized to send communication to the President of the selection board, per sections 614 and 14106 of reference (a). This information can call attention to any matter that the officer considers important to their case. All information, to include third party letters, certificates, etc. must be submitted under cover letter to the President of the selection board and endorsed (signed) by the eligible officer. Any material received without the officer's endorsement will not be submitted to the board. The CMC (MMPR-1) must be in physical receipt of update material before midnight (Eastern Time) ten days prior to the board convening, per sections 614 and 14106 of reference (a). Material can be mailed to:

COMMANDANT OF THE MARINE CORPS (MMPR-1)  
ATTN: PRESIDENT, (SPECIFIC BOARD)  
HARRY LEE HALL  
17 LEJEUNE ROAD  
QUANTICO, VA, 22134-5104

(2) Officers are encouraged to ensure CMC (MMPR-1) has physically received such information. Verification can be accomplished via the Officer Promotion website as noted in the convening MARADMIN for the board. Update material does not become part of the officer's OMPF. After a board report has been approved, update material is destroyed; therefore, officers are strongly encouraged to submit all OMPF documents to the CMC (MMRP) as a first course of action. You can also email to: [officerpromotions@usmc.mil](mailto:officerpromotions@usmc.mil).

d. Discrepancy Notices. Discrepancy notices are written requests from board members for clarification or amplification of information found in an officer's OMPF. The Commandant of the Marine Corps (MMRP) is the sole agency authorized to furnish information related to discrepancy notices. The CMC (MMPR-1) is responsible for ensuring all information requested by or furnished to a promotion board is in compliance with sections 614 and 14107 of reference (a), reference (d) and reference (q) and 1412.9B. In addition, the following guidance will be adhered to:

(1) Board members are the only individuals authorized to submit discrepancy notices.

(2) Discrepancy notices can only be answered if they pertain to information included in an officer's OMPF per MCO P1070.12K.

(3) Any discrepancy notice that requests information not found in an officer's OMPF cannot be lawfully answered or furnished to the selection board.

(4) The selection board president, members, recorders, and MMPR-1 personnel are prohibited from contacting officers or commands relating to discrepancy notices.

(5) Information furnished to the board must refer to performance or actions that occurred prior to the convening date of the board.

e. Reserve officers are required to submit a Reserve Qualification Summary (RQS) (NAVMC 10476) to the board per paragraph 3003. AR officers are not required to submit an RQS.

f. Factual summaries of information already present in the OMPF, to include the MBS and Career Retirement Credit Report (CRCR) for Reserve officers.

3. Unauthorized Information. The following information is not authorized for consideration by a selection board:

a. Open-source information not contained in the OMPF, such as school and command screening messages. Any information that is not part of an officer's OMPF is strictly prohibited.

b. Current separation or retirement status, unless provided by the eligible officer as update material sent to the President of the board.

c. Current medical status, unless provided by the eligible officer as update material sent to the President of the board.

d. Any information received from third parties not endorsed or forwarded by the eligible officer.

e. Any information regarding an action that was completed after the date the board convened (e.g. awards certificates, fitness reports, disciplinary actions, etc.).

3002. REQUEST FOR NON-SELECTION. Some eligible officers on the active-duty list may intend to leave active duty and therefore submit a written request not to be selected for promotion to the board president. Any officer In or Above-Zone who submits a request for non-selection will still be considered by the board, but will incur a failure of selection if not recommended for promotion by the board. Per section 1174 of reference (a), an officer discharged for twice failing of selection is not entitled to separation pay if either (or both) of those failures of selection was the action of a selection board to which the officer submitted a request in writing not to be selected for promotion or who otherwise directly caused his/her own non-selection through written communication to the board. Accordingly, selection boards convened under sections 611a of reference (a) are required to include in the board report the names of those officers who fall into this category. All requests for non-selection must be received within ten calendar days of the board convene date per 10 U.S.C. section 614.

3003. RESERVE QUALIFICATION SUMMARY (RQS). Reserve officers (except AR officers) are required to submit an RQS to selection boards for which they are eligible. This document provides valuable information regarding the officer's activities when not actively participating in the Reserve Marine Corps. Additional information pertaining to the RQS requirement is outlined in the annual Board Schedule MARADMIN.

3004. ASSIGNMENT OF CASES. Assignment of eligible officers' cases to each board member is accomplished randomly by computer amongst the board members. Board presidents will be assigned half the number of cases as other board members to account for the additional administrative duties associated with their position.

3005. CASE PREPARATION AND BRIEFING. The officer selection process is composed of four phases, thus ensuring each officer's record is thoroughly reviewed, briefed, considered, and voted on by the selection board.

1. Case Preparation. The first step of the process is a thorough preparation of each eligible officer's record. Board members' first review and prepare their In-Zone cases. This provides the board member a solid sense of the competitiveness of the In-Zone population. Upon completion of the In-Zone cases, board members review all Above-Zone cases, then Below-Zone cases. When preparing Above-Zone and Below-Zone cases, the member determines if the officer's record is competitive with or comparable to those officers in the In-Zone population. As outlined below, this will prepare the selection board for the first executive session.

2. In-Out Session for Above-Zone and Below-Zone. Once all cases are prepared, the selection board enters executive session to brief all Above-Zone cases. Executive session is the term used to describe evolutions of briefing or voting cases. Only board members and recorders are allowed in executive session, and a recorder must be present during all executive sessions. All Above-Zone cases must be briefed and voted upon in lineal precedence order, as they will incur a failure of selection if not selected. During this process,

board members determine if an eligible officer's record is competitive enough to merit being a premier case. A premier case is an Above-Zone or Below-Zone officer whose case will be briefed and voted on with the In-Zone population. The criterion to become a premier case is one affirmative vote from any member of the selection board. Below-Zone cases may be reviewed in the same manner as the Above-Zone population, or may be briefed by exception, as these officers do not incur a failure of selection if not selected.

3. Full Case Preparation. Upon completion of the In-Out session, time is allotted to thoroughly prepare any premier cases as necessary.

4. Full Briefing and Voting. Once board members have completed all case preparation, the final executive session commences. Each eligible In-Zone and premier officer receives a full brief from the member assigned his/her case. If adverse information is present in an officer's record, it must be briefed to the entire board regardless of when the adverse information occurred. Adverse information not documented in an officer's record cannot be briefed, even if it is known to the briefer or another board member. Board members will be provided an opportunity to comment as necessary after each eligible officer is briefed. When all cases have been briefed, each member determines for which officers they desire to vote "yes". The number of "yes" votes a board member can cast is based on the number of officers authorized to select (see paragraph 1018). Selection boards are not required to select to allocation.

3006. SPECIAL CONSIDERATION. Within the precept of the selection board the SECNAV may provide special consideration for items deemed important for consideration:

1. Skill Guidance. Any MOS that is designated as critically short of requirements in the promotion plan may be identified as a skill shortage in the precept for the grade being considered for selection.

2. Joint Duty. Reference (a) directs the Chairman of the Joint Chiefs of Staff to review certain selection board reports to determine if the boards acted in a manner consistent with Secretary of Defense guide-lines under section 615(b) of reference (a) and reference (d). The Chairman reviews board results to determine if the boards gave appropriate consideration to the performance of officers in joint duty assignments who are serving in, or have served in, such assignments. Additionally, the Chairman reviews board results to assess whether the board met or failed to meet the promotion considerations set forth in section 662 of reference (a), CJCSINST 1330.02B, and CJCSINST 1331.01C.

3. Acquisition. Section 1731 of reference (a) requires that the qualifications of officers selected for the Acquisition Professional community are such that those officers are expected, as a group, to be promoted at a rate not less than the rate for all non-acquisition Marine Corps officers (both in-zone and below-zone) in the same grade. Consequently, the Commandant of the Marine Corps must submit, in the board report, a statistical analysis of the selection rate for acquisition officers in accordance with DODINST 1320.4 and reference (d).

4. Although the categories listed above are given consideration by a selection board, precepts clearly establish that the selection standard for all eligible officers is "best and fully qualified" for promotion to the next higher grade.

3007. SHOW CAUSE

1. Selection boards shall report the name of any officer whose record, in the opinion of a majority of the members of the board, indicates that the officer should be required to show cause for retention in the service, because of the officer's substandard performance of duty, misconduct, moral or professional dereliction, or because that officer's retention is not clearly consistent with the interests of national security.

2. CWO selection boards shall report the name of any officer whose record and/or reports established, in the opinion of the a majority of the members of the board, the officer's unfitness or unsatisfactory performance in his or her warrant officer grade, or that his or her retention on active duty is not clearly consistent with the interests of national security.

3. The selection board shall provide, under separate cover, a supplemental memorandum containing a brief explanation of the basis for the board's opinion, which shall be signed by the president and the senior recorder.

CHAPTER 4

POST-BOARD ACTIONS

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4000. BOARD REPORT. Upon completion of deliberations, the CMC (MMPR-1), in accordance with reference (d), will prepare a selection board report. The board report contains a list of all selectees and the following administrative documents as specified in the precept: statistical analysis, precept, a list of the officers eligible for consideration for promotion, officers selected for merit reorder; notice of convening, promotion plan, and sampling of records. The board report must be signed and certified by each board member and recorder. Board reports will be maintained per SECNAV-M 5210.1 record schedule 1000-13.

4001. UNAUTHORIZED RELEASE OF BOARD PROCEEDINGS. Reference (a), reference (d), and reference (q) prohibit the disclosure of the proceedings of selection boards to any person not a member or recorder of a board. In addition, reference (q) further states that no member or recorder of a selection board may counsel officers who failed of selection by that board. Board presidents are charged to brief the members and recorders of the board, both upon convening and immediately prior to adjournment, that proceedings, deliberations, materials, and any other information pertaining to the board are not releasable except as authorized by the SECNAV, the Secretary of Defense, or the President. Officer counseling and evaluation, CMC (MMRP-50), for both active duty and reserve officers, may counsel officers who fail of selection boards. Reserve officers may contact Reserve Affairs and receive counseling and evaluations from the Career Management Team (CMT).

4002. FAILURE OF SELECTION

1. Definition. An officer in a grade below colonel who is in or above the promotion zone established for the grade and competitive category under sections 574, 623, and 14302 of reference (a) and is considered but not selected for promotion by a selection board convened under section 573, 611(a), and 14101(a) of reference (a) shall be considered to have failed of selection for promotion.

2. Effects. Such officers will continue to be considered by subsequent selection boards until they retire, separate, or are selected for promotion. First lieutenants who twice fail of selection to captain will be separated and not considered by subsequent boards, or moved to the Reserve active-status list and be considered by the appropriate Reserve promotion board. Officers who have twice failed of selection for promotion may be subject to mandatory separation, retirement, or removal from the Reserve Active-Status List unless they are continued (see paragraph 2007).

3. Carry Over. Failures of selection do not carry over between competitive categories (i.e. active duty failures do not carry over to the Reserve component). Once an officer has failed of selection in one competitive category, that failure of selection is maintained in that same competitive category.

4003. SAMPLING OF RECORDS. Per reference (q), the sampling of records is included as part of the administrative documents contained in the board report. Sample select and non-select records are chosen for possible future use at special selection boards and special selection review boards. The record will be maintained as it looked the date the board convened, to include any update material sent by the eligible officer. See Chapter 7 for information on special selection boards and special selection review boards.

4004. SHOW CAUSE. As outlined in paragraph 3008, a letter from the board president to Deputy Commandant, Manpower and Reserve Affairs that contains a paragraph detailing the basis for the board's findings will be forwarded.

4005. ADVERSE SCREENING. An adverse screening is conducted prior to, for General Officer promotion selection boards, and after adjournment for every other promotion board. An adverse screening is also completed prior to the release of each month's promotion MARADMIN. See Chapter 5 for a complete discussion of the adverse process.

4006. NOMINATION PACKAGE. Senate confirmation is required for all officers on active duty selected for promotion to the grades of major or above, and colonel or above for Reserve boards, before an officer may be promoted or frocked. Approval by the SECDEF or his or her designee is required for active CWOs and Reserve officers selected for promotion to the grades of captain through lieutenant colonel before an officer may be promoted or frocked. Upon completion of the adverse screening, the CMC (MMPR-1) prepares a nomination package for all boards requiring Presidential and Senate approval. Reference (d) outlines the preparation procedures and specifies what documents must be contained in the nomination package.

4007. BOARD APPROVAL PROCESS. Once the members of a board sign the board report and the CMC (MMPR-1) has prepared the nomination package, both packages are forwarded to the final approval authority. All selection boards must be endorsed, first by the Commandant of the Marine Corps, and second by the Office of the Judge Advocate General of the Navy, before being forwarded to the SECNAV. Figure 4-1 contains a detailed chart, which indicates the offices the board report, and, when applicable, the nomination package must be routed through prior to release of the results and ultimate board approval authority.

#### 4008. NOTIFICATION OF BOARD RESULTS

1. Advance Notification. The Commandant of the Marine Corps, in keeping with the Marine Corps principle of caring for our own, has established an advance notification system which reduces the insensitiveness of notification through message traffic. This advance notification will be sent only to General Officers and Senior Executive Service (SES), tasked with notifying selected/non-selected officers. It provides leadership options in addressing the obvious disappointment of officers not selected for promotion. General Officers may delegate notification authority to regimental/group and battalion/squadron commanders. For General Officers serving in HQMC or other external staff assignments, notification authority may be delegated to deputies or executive assistants. The advance notification will be in the form of a P4 (personnel for, distribution list) and will be treated as close hold until the selection list ALNAV has been released. The P4 will be sent upon board approval authority action and will contain the following:

a. Alphabetical lists of all officers selected and In-Zone non-selected officers.

b. Notification list, by general officer, of all selected officers sorted by the general officer responsible for the notification.

c. Notification list, by general officer, of all In-Zone officers not selected for promotion sorted by the general officer responsible for the notification.

2. ALNAV. After allowing sufficient time for personal notification, the CMC (MMPR-1) will coordinate with the SECNAV for public release of the message listing all selected officers.

4009. PROVISIONS FOR DELAYING AND WITHHOLDING OF PROMOTIONS  
Refer to Chapter 5 for procedural guidance in this regard.

NOMINATION/BOARD REPORT ROUTING

	<u>SECNAV</u>	<u>SECDEF</u>	<u>PRESIDENT</u>	<u>SENATE</u>
ACTIVE MAJGEN	YES	YES	YES*	YES+
RESERVE MAJGEN	YES	YES	YES*	YES+
ACTIVE BGEN	YES	YES	YES*	YES+
RESERVE BGEN	YES	YES	YES*	YES+
ACTIVE COL	YES	YES#*	YES	YES+
ACTIVE RESERVE COL	YES	YES#*	YES	YES+
RESERVE COL	YES	YES#*	YES	YES+
ACTIVE LTCOL	YES	YES#*	YES	YES+
LDO LTCOL	YES	YES#*	YES	YES+
ACTIVE RESERVE LTCOL	YES	YES#**+	NO	NO
RESERVE LTCOL	YES	YES#**+	NO	NO
ACTIVE MAJ	YES	YES#*	YES	YES+
LDO MAJ	YES	YES#*	YES	YES+
ACTIVE RESERVE MAJ	YES	YES#**+	NO	NO
RESERVE MAJ	YES	YES#**+	NO	NO
ACTIVE CAPT	YES	YES#**+	NO	NO
ACTIVE RESERVE CAPT	YES	YES#**+	NO	NO
RESERVE CAPT	YES	YES#**+	NO	NO
ACTIVE CWO	YES#*	YES+	NO	NO
ACTIVE RESERVE CWO	YES#*	YES+	NO	NO
RESERVE CWO	YES#*	YES+	NO	NO

- A "YES" indicates the nomination must be processed by that specific level of command.

- "\*" DENOTES THE APPROVAL AUTHORITY WHICH AUTHORIZES RELEASE OF THE ALNAV ANNOUNCING THE RESULTS.

- "+" DENOTES THE APPROVAL AUTHORITY WHICH AUTHORIZES PROMOTIONS.

- "#" DENOTES THE APPROVAL AUTHORITY WHICH AUTHORIZES PROMOTIONS AND THE RELEASE OF THE ALNAV ANNOUNCING THE RESULTS OF A SPECIAL SELECTION BOARD.

Figure 4-1.--Nomination/Board Report Routing

CHAPTER 5

ADVERSE PROCESS

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5000. INTRODUCTION. The officer promotion process is founded upon the selection and promotion of the best and fully qualified Marines. Selection boards utilize the information authorized by law to be furnished to them in order to determine which Marines meet the best and fully qualified standard; however, potentially adverse information is not always available to promotion boards. Officers who are already selected and nominated but not yet promoted may commit acts that call into question their suitability for promotion. In order to ensure officers to be promoted meet the highest standards of conduct, the CMC (MMPR-1), in coordination with the Staff Judge Advocate to the Commandant of the Marine Corps (SJA to CMC), manages the officer promotion adverse process.

5001. ADVERSE INFORMATION AVAILABLE TO PROMOTION BOARDS. Reference (a) and reference (d) give specific guidance on how promotion selection boards must treat adverse (or potentially adverse) information. If adverse information appears in information authorized to be furnished to a promotion board, that information must be briefed to the board. This information can be briefed because, by virtue of its appearance in the officer's record, the officer has had the opportunity to respond to that information. Information of an adverse nature not contained in the officer's record cannot be briefed because the officer has not had the opportunity to respond to that information.

5002. ADVERSE SCREENING AND SPECIAL SELECTION REVIEW BOARDS (SSRB). Section 505 of the National Defense Authorization Act (NDAA) for Fiscal Year 2021, added sections 628a and 14502a to reference (a) that requires the Secretary of the Military Department concerned to convene a SSRB to consider credible information of an adverse nature, including any substantiated adverse finding or conclusion, that was not furnished to a PSB convened under reference (a) sections 611(a) and 14101(a). Additionally, the Office of the SECDEF requires a "robust adverse review" off all officer promotion boards, not just boards where officers are confirmed by the Senate.

Any SSRB convened, whether for a regular or reserve officer, to a grade at or below the grade of major general, would, to the greatest extent practicable, apply the same standards used by the PSB that originally recommended the officer for promotion and would consider the record of the officer as presented to the original PSB, along with the newly adjudicated adverse information. The SSRB will be conducted so as not to indicate or disclose the officer, or officers, for whom the board is convened, as statute prohibits any affirmative action to label/identify the record for whom the SSRB is convened. The members of the SSRB are to apply a competitive process to determine whether or not to sustain the original promotion recommendation of the officer(s) at issue. An officer whose promotion is recommended for sustainment by a SSRB would be appointed, pending the review and confirmation process, to the next higher grade, as soon as the Record of Proceedings (ROP) is approved, and, upon appointment, would have the same date of rank as the officer would have had pursuant to the recommendation of the original PSB. If a SSRB does not sustain a recommendation for promotion of an officer, that officer will be considered to have failed selection for promotion.

5003. POST-BOARD SCREENING/WITHHOLD PROCESS. Upon adjournment of a promotion selection board, a review of investigative files is conducted to determine if any of the selected officers have potentially adverse information. If this review uncovers such information, the officer will be reviewed for withholding from nomination. The Staff Judge Advocate to the Commandant (SJA to CMC) conducts the review of the potentially adverse information and provides information to the Commandant of the Marine Corps. Based on the individual

case, the Commandant of the Marine Corps will make a recommendation to the SECNAV on whether to support the officer's nomination, or to recommend withholding the officer's name pending further review. If the decision is to nominate, the officer's name remains in the nomination package and on the ALNAV. If not, the officer is withheld and notice and comment procedures are initiated when the board results are released.

1. Notice and Comment Procedures. If the SECNAV withholds an officer's name from nomination, the officer shall be notified in writing of such action and be afforded the opportunity to submit a written statement to the SECNAV via the chain of command. If the officer declines to make a statement, the officer shall submit a signed statement to that effect. After a review of the officer's statement, the Commandant of the Marine Corps will recommend either that the officer be promoted, in which case the officer is required to be sent to a SSRB, as discussed in paragraph 5002, or that he/she be removed from the promotion list. Furthermore, an officer may be withheld pending an investigation. If the investigation is unsubstantiated, the Commandant of the Marine Corps may recommend to promote the officer without a SSRB (there is nothing adverse for a SSRB to consider.)

2. Resolution-Withholds

a. Promote. If the decision is that the officer should be promoted, a separate nomination package containing the officer's name shall be forwarded to the Secretary of Defense (for USMC CWOs and Capts, and USMCR Capts - LtCols), the President or the Senate (for USMC Majs - MajGen and USMCR Col-MajGen), as appropriate. Officers who are nominated after a period of withholding, who have passed the date when they would have been promoted, will receive their original date of rank upon approval, as appropriate, unless the SECNAV determines that the officer was unqualified for promotion for any period of time during the official delay. In such cases the SECNAV may adjust the date of rank to reflect periods of non-qualification.

b. Remove. An officer whose name is removed from a promotion list per section 629 of reference (a) incurs a failure of selection (unless selected from the below zone) and continues to be eligible for consideration for promotion. If the officer is recommended for promotion by the next selection board, and the SECNAV approves the report of the board, the officer's name shall be placed on the promotion list without prejudice. Per sections 629 and 14501 of reference (a), an officer once removed is considered for all purposes as having twice failed of selection for promotion to the next higher grade upon the following: the officer is not recommended for promotion in the approved report of the next selection board; the officer is so recommended, but the President, or the SECNAV acting for the President, removes the officer's name from the promotion list; or if the Senate rejects the officer's appointment.

5004. MONTHLY SCREENING/DELAY PROCESS

1. Adverse Review Delays. Prior to the release of each month's promotion MARADMIN, an additional review of investigative files is conducted on the officers identified as promotees for that month. Monthly screenings will also be conducted for any second lieutenants eligible for promotion to first lieutenant by virtue of completing time-in-grade requirements. If this review uncovers potentially adverse information, the officer will be reviewed for possible delay of promotion. Decision-making authority on finding a second

lieutenant qualified for promotion rests with the Commandant of the Marine Corps.

2. Command Delays. Each monthly promotion MARADMIN contains a paragraph charging commanding officers with ensuring that officers to be promoted are mentally, physically, morally, and professionally qualified for promotion. This includes the baccalaureate degree and annual physical health assessment for Reserve officers. In cases where officers are not qualified, the commanding officer can initiate a delay of promotion.

a. Written notice

(1) Commanding Officers must give written notice to an officer outlining the grounds for the delay before the effective date of the appointment (see figure 5-1), unless impracticable to do. If extenuating circumstances exist, written notice shall be given as soon as practicable. This notice must give the officer the opportunity to make a statement.

(2) The command must notify the CMC (MMPR-1) and SJA to CMC of its intent to delay the officer's promotion in writing. This will ensure that an officer's promotion is not effected. The notification shall include a report of the circumstances, a copy of the letter provided to the officer concerned of the intent to delay that officer's promotion, and a written acknowledgment of receipt from the officer (to include his or her decision on submitting a statement). The report of the delay action shall be submitted within 10 days of knowledge of the circumstances warranting the delay.

b. Command/Officer Responses. After notifying the CMC (MMPR-1) and SJA to CMC of the intent to delay, the command must forward the officer's response (if he/she chooses to submit one) as well as any additional information regarding the officer's case that was not previously submitted.

4. Resolution-Delays

a. Promote. If the decision is that the officer should be promoted, the officer will receive the original date of rank he/she would have had if no such delay had occurred; however, per reference (a), sections 624 and 14311, the SECNAV has the authority to adjust the date of rank of an officer if the Secretary believes the officer was unqualified for promotion during any part of the period of delay. For second lieutenants promoted to first lieutenant, and warrant officers promoted to chief warrant officer 2, date of rank adjustment authority rests with the Commandant of the Marine Corps.

b. Remove. Removal decision actions for promotion delays are the same as for promotion withholds (see paragraph 5003.2.b).

5005. ELIGIBILITY IMPLICATIONS. While an officer is in a withhold or a delay status, he/she is not eligible for any subsequent promotion boards. Sections 619 and 14301 of reference (a) preclude from consideration an officer whose name is on a promotion list for that grade as a result of selection at a previous promotion board (or eligibility for promotion as a result of achieving time in grade requirements).

5006. SPECIAL SELECTION BOARDS (SSBs) AND SPECIAL SELECTION REVIEW BOARDS (SSRBs). Post-board screening for officers selected for promotion by an SSB or SSRB is conducted in accordance with the procedures outlined in paragraph 5002 and 5003.

5007. SECOND LIEUTENANTS (O-1). All second lieutenants appointed during a calendar year are screened for qualifications for promotion to first lieutenant and their names are forwarded to the Secretary of Defense for approval prior to appointment to first lieutenant. Officers with adverse material will follow the same procedures listed above with regard to the opportunity to comment and subsequent qualification for promotion decision.

5008. WARRANT OFFICERS (W-1). All W-1s appointed during a calendar year are screened for qualification for promotion to chief warrant officer 2 and their names are forwarded to the Secretary of Defense for approval prior to appointment to chief warrant officer 2 (CW02). Officers with adverse material will follow the same procedures listed above with regard to the opportunity to comment and subsequent qualification for promotion decision.

CUI

1400  
CO

From: Commanding Officer  
To: First Lieutenant John R. Marine EDIPI/0123 USMCR

Subj: NOTIFICATION OF PROMOTION DELAY

Ref: (a) 10 U.S. Code  
(b) SECNAVINST 1420.3

Encl: (1) Nonjudicial punishment ltr dtd xx Jan XX  
(2) Acknowledgment of Notice

1. On 1 June XXXX, you were scheduled for promotion to the grade of captain.
2. Prior to the release of the promotion authority, you received nonjudicial punishment for disobeying a lawful order and fraternization as stated in enclosure (1).
3. After careful consideration of the information, your promotion has been delayed. This action is being taken under the provisions of the references.
4. You are entitled to submit matters for consideration in response to the promotion delay.
5. Enclosure (2) is an acknowledgment of receipt. Please note your decision and return this acknowledgment upon your receipt of this letter. Enclosure (2) and any statements you wish to submit should be addressed, via your chain of command, to the Commandant of the Marine Corps (JPL), Headquarters, U.S. Marine Corps, 3000 Marine Corps Pentagon, Washington, DC 20350-3000. Any statement or information you wish to provide must be submitted within 10 days of receipt of this letter.

I. M. NOTIFIED

Copy to:  
CMC (MMPR-1)

CUI

Figure 5-1.--Sample Promotion Delay Letter

CHAPTER 6

PROMOTIONS

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6000. ANNOUNCING PROMOTIONS. Promotion plans authorize the selection of officers for promotion based on estimated vacancies in that grade. Promotion of selected officers will be authorized on a monthly basis to fill vacancies for that grade in that month. The Commandant of the Marine Corps is responsible for authorizing the promotion of all officers below the grade of brigadier general within the Marine Corps. This is accomplished by release of a promotion authority MARADMIN. This promotion authority MARADMIN provides specific information to commanding officers and individual officers being promoted on the associated requirement of accepting or effecting a promotion. This chapter provides detailed guidance on this subject.

6001. PROMOTION AUTHORITY MESSAGES (MARADMINS). Monthly promotion MARADMINS are published to announce promotions of selected officers for the first of the month and a forecast of promotions for the upcoming month, which will not normally change. A separate MARADMIN is published each month for first lieutenant promotions and the date of rank for each first lieutenant. The MARADMIN is the authority to promote, not the corresponding commission (promotion warrant). The CMC (MPP/RAP) is responsible for establishing the number of officers to be promoted each month to a certain grade. Additional promotion authority messages are periodically released for individual promotions (e.g., resolution of delays or withholds) or group promotions (e.g., late confirmation of approved selection board results), as required.

6002. EFFECTING PROMOTIONS. A promotion is considered effected as of the date identified in the promotion authority MARADMIN; unless the commanding officer delays the officer's promotion per paragraph 5004 or the officer expressly declines promotion, per paragraph 6004. Subsequent action by the command or selected officers will not nullify the promotion. The promotion is considered effected and the officer will incur any associated service requirements for retirement purposes, if applicable, per MCO 1900.16F. CMC (MMPR-1) will make unit diary entries in MCTFS for officer promotions.

6003. PROMOTION QUALIFICATION. Commanding Officers are responsible for effecting promotions as outlined in the promotion authority message and this chapter. Commanders can delay an officer's promotion if that officer is not mentally, physically, morally, or professionally qualified for promotion. Commanders can also delay the promotion of a Reserve officer who does not have at a minimum, a baccalaureate degree or has not completed the annual physical health assessment. Detailed guidance on command delays can be found in paragraph 5004 of this Manual.

6004. ACCEPTING AND DECLINING PROMOTIONS

1. An officer is considered to have accepted the promotion unless the officer expressly declines the promotion in writing before the promotion is to take effect (see paragraph 6002).

2. Should a second lieutenant, eligible for promotion under provisions of the references, decline an appointment to first lieutenant, the appointment terminates and the officer shall be released from active duty upon the completion of any obligated service incurred.

3. Written declination of promotion must be sent either by email to officerpromotions@usmc.mil or by mail to:

COMMANDANT OF THE MARINE CORPS (MMPR-1)  
HEADQUARTERS, UNITED STATES MARINE CORPS  
HARRY LEE HALL  
17 LEJEUNE ROAD  
QUANTICO, VA 22134-5104

4. Any indication of acceptance, such as wearing the rank insignia, forever waives an officer's right to decline that promotion. Further, absence of a specific request to decline a promotion will be considered acceptance of that promotion.

5. Officers who submit a written declination will incur a failure of selection and the failure will be deemed as voluntary. Figure 6-5 is a sample promotion declination letter.

#### 6005. TRANSFERRING PROMOTIONS

1. Inactive Status List. Per section 14317 of reference (a), Reserve officers on the RASL that transfer to an inactive status after having been recommended for promotion to the next higher grade shall be and treated as if the officer had not been considered recommended for promotion. In addition, such officers will not be placed on the same promotion list or promoted to the next higher grade if returned to active status.

2. Transfer between Active-Duty List and Reserve Active-Status List. Per section 14317 of reference (a) officers selected from a board convened under section 14101(a) of reference (a), chapter 36 of reference (a), or a special selection board, and not promoted to the next higher grade before transferring to either the active-duty list or Reserve active-status list shall be placed on the appropriate promotion list of officers of the same competitive category.

#### 6006. COMMISSIONING OATH

1. Per sections 578, 626, and 14309 of reference (a), no oath is required if the officer has served continuously since the officer originally accepted his/her commission.

2. If the officer has not served continuously, the officer is required to take the oath of commissioning as follows:

"I (state your full name) do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God."

#### 6007. PROMOTION CEREMONIES

1. There is no formal ceremonial process associated with an officer's promotion; however, typical promotion ceremonies have evolved through

tradition and practice. A standard officer promotion ceremony may be conducted in the following manner:

a. The commission (promotion warrant) is read. A constructive promotion warrant may be read in the event the original promotion warrant has not been received.

b. The officer reaffirms the oath (see paragraph 6006) from the presiding official.

c. Presiding officials should be senior to the officer being promoted.

d. The officer's new rank insignia is pinned on by individuals of the officer's choosing.

2. Per paragraphs 6001, the commission is not the legal authority to promote.

3. Under no circumstances will an officer be promoted prior to the effective date, regardless of what day of the week the effective date should happen to fall.

6008. FROCKING

1. Background. Frocking is defined as the administrative authority from SECDEF (O7 and above) or SECNAV (O6 and below) granting officers selected for promotion and, if required, confirmed by the U.S. Senate but not yet promoted, the right to wear the insignia and uniform and assume the title of the next higher grade. The Marine Corps may frock an officer per the references provided they meet one of the criteria listed in paragraph 6008.3.

2. Responsibility. The Officer Assignments Branch (CMC, MMOA-3) is responsible for the management and disposition of all active component officer frocking requests, except general officers. In accordance with reference (1), CMC (MMOA) must submit semiannual frocking reports to Office of the SECDEF. Reserve Affairs (CMC, RAM) is responsible for the management and disposition of all reserve component frocking requests. The Senior Leaders Management Branch (CMC, MMSL) is responsible for the management and disposition of both active and reserve component general officer frocking requests.

3. Eligibility. All officers shall either be serving, or have permanent change of station orders to serve, in a higher grade position and already have detached from the previous position; additionally, officers with PCS orders shall begin serving in the position of the higher grade within 60 days of the requested frocking date. If extended delays in reporting are expected during PCS, CMC may frock officers in grades O-8 and below for no more than 120 days before they begin serving in the higher grade position. In this case, frocking may occur no earlier than the date that an officer detaches from the previous duty station. In addition, requests for frocking must meet at least one of the criteria below without exception.

a. Billets with the title of Defense Attaché, Marine Attaché or Naval Attaché.

b. Billets attached to the immediate staffs of the Offices of the President and Vice President of the United States.

- c. Joint Duty Assignments List (JDAL) billets JD1 or JD2 coded billets.
  - d. Select Service Headquarters billets including, but not limited to, billets attached to immediate staffs of the Service Secretaries, Service Under Secretaries and Assistant Service Secretaries as defined in sections 3014 b(1) & (2), 5014 b(1) & (2), & 8014 b(1) & (2) of reference (a).
  - e. Billets with the title Commanding Officer (CO).
  - f. Billets with the title Executive Officer (XO).
  - g. Acquisition Corps major program manager billets (ACAT I).
4. Not Eligible for Frocking
- a. Officers who elect not to be frocked, or decline promotion.
  - b. Enlisted personnel selected for officer appointment.
  - c. Officers not confirmed by the Senate, where Senate confirmation is required by statute.
  - d. Officers who do not meet Marine Corps weight or body fat standards.
  - e. Officers being considered for removal from a promotion list or who are being considered for promotion delay.
  - f. Second Lieutenants and Warrant Officers within the grades of W-1 through CWO-5.
5. Limitations. Per reference (a), field grade officer frocking is limited to 1% of major and lieutenant colonel end-strength; 2% of colonel end-strength.
6. Guidelines. The following guidelines apply:
- a. DOD precedence for frocking officers to grades major through brigadier general is:
    - (1) Positions in the international environment.
    - (2) Joint duty positions.
    - (3) Command positions.
    - (4) Other unusual circumstances, as SECNAV determines.
  - b. Frocking does not authorize increased disciplinary powers under Article 15, Uniform Code of Military Justice (UCMJ).
  - c. A grade change (GC) fitness report is required per MCO P1610.7.
  - d. No unit diary entry is required.

e. The officer will not receive any pay, allowances or entitlements to the frocked grade until the officer is actually promoted.

f. Commissions are not to be read at frocking ceremonies. Only the authority to frock may be read.

g. Frocking requests for officers in each competitive category of the RASL shall prescribe to the same statutory limitations specified for officers on the ADL.

7. Authority

a. General Officers. SECNAV via MMSL.

b. Field Grade Officers. CMC, Director, Manpower Management/Reserve Affairs (Dir, MM) for respective component.

c. Captains. First General Officer in the chain of command.

(1) General Officers are authorized to frock first lieutenants to captain and chief warrant officers selected for the limited duty officer (LDO) program based on the below:

(a) Must meet one of the criteria in paragraph 6008.3 above.

(b) Must be serving in or within 30 days of serving in a captain's billet.

(c) Within the criteria above, there are no restrictions on the number of captain selects the Marine Corps is authorized to frock. Officers may be frocked after the appropriate authority has approved the selection list that contains the officer's name.

(2) Commands must notify CMC (MMOA-3) by naval message or correspondence of all officers frocked to the grade of captain and the criteria met according to 6008.3 above.

8. Requests. In every case, frocking must be essential to the officer's maximum effectiveness to perform the assigned duties and must clearly serve the best interest of the Marine Corps.

a. Requests may be submitted via naval message or naval correspondence and must contain endorsement from the chain of command. Requests must contain (figure 6-1):

(1) Name, EDIPI, MOS of officer being frocked.

(2) Grade to which frocking is desired.

(3) Date Time Group (DTG) of ALNAV which announced the officer's selection for promotion.

(4) Command Name.

(5) Billet for the higher grade to which the officer occupies, or to which the officer is ordered which may qualify for frocking. Include the title, monitored command code (MCC), and billet identification code (BIC).

(6) Requested frocking date.

(7) Justification (must cite the specific criteria from paragraph 6008.3 above and detail description of how compliance is met).

b. Requests for active component frocking should be submitted to:

COMMANDANT OF THE MARINE CORPS  
ATTN: MMOA-3  
HEADQUARTERS U.S. MARINE CORPS  
3280 RUSSELL RD  
QUANTICO, VA 22134

PLAD:  
CMC WASHINGTON DC MRA MM MMOA3

c. Requests for reserve component frocking should be submitted to:

COMMANDANT OF THE MARINE CORPS  
ATTN: RA  
HEADQUARTERS U.S. MARINE CORPS  
3280 RUSSELL RD  
QUANTICO, VA 22134

PLAD:  
CMC WASHINGTON DC MRA RA

9. Defrocking. An officer's frocking will be rescinded prior to the time the actual promotion is effected if it is determined that potential adverse information exists, as specified in chapter 5. In such instances, commanding generals or commanding officers must immediately notify the CMC (MMOA) and SJA to CMC for further guidance.

UNCLASSIFIED/  
FM CG 1ST MARDIV/G-1/  
TO CMC WASHINGTON DC MRA MMOA-3  
CC HQSVCBN MCB CAMPEN  
MSGID/GENADMIN/  
SUBJ/REQ FOR FROCKING ICO CAPT (MAJ SEL) I. M. MOTLEY EDIPI/0302 USMC/  
REF/A/MCO 1400.31D/  
AMPN/MARCORPROMAN, VOL 1, OFFPROM/  
POC/A. B. SMITH/CAPT/ADJ/MCB CAMPEN CA/DSN:365-1234/  
EMAIL:ALLAN.B.SMITH@USMC.MIL/  
RMKS/1. IAW THE REF A, THE FOL IS PROVIDED:  
1 A. I. M. MOTLEY 000 00 1234/0302  
2 B. MAJ  
3 C. ALNAV 012/21  
4 D. 3RD BN 1ST MAR, 1ST MARDIV, CAMPEN  
5 E. BATTALION XO, MCC V31, M1113100003  
6 F. 1 FEB 22  
7 G. SNO WILL ASSUME DUTIES AS EXECUTIVE OFFICER OF 3RD BN 1ST  
MAR ON 1 FEB 22. BILLET MEETS THE CRITERIA IN PAR 6008.3.F OF  
THE REF/

Figure 6-1.--Sample Request for Frocking

6009. COMMISSIONS

1. Appropriate commissions will be mailed to parent commands after the promotion MARADMIN is released (examples of commissions are shown in figures 6-2 through 6-5). If an officer has recently transferred from the parent command, it is the command's responsibility to forward the commission to the officer's new duty station.

2. If the commission is damaged or incorrect, officers can seek new or replacement commissions by sending an email to the Officer Promotion Section organizational mailbox at: officerpromotions@usmc.mil or by written request to:

COMMANDANT OF THE MARINE CORPS (MMPR-1)  
HEADQUARTERS, UNITED STATES MARINE CORPS  
HARRY LEE HALL  
17 LEJEUNE ROAD  
QUANTICO VA 22134-5104

3. Requests must include name, EDIPI, command with address, and the rank associated with the damaged or incorrect commission.

6010. PROMOTION AFTER WITHHOLDING OR A PERIOD OF DELAY. Per paragraphs 5003 and 5004, the dates of rank for officers recommended for promotion after being withheld from nomination or after being delayed will normally be the date of rank and lineal control number he or she would have held if not for the delay; however, the date of rank and lineal precedence may be adjusted if the SECNAV, or Commandant of the Marine Corps for warrant officers and second lieutenants, determines that the officer was unqualified for promotion for any period of time during the official delay.



To all who shall see these presents, greeting:  
 Know ye that, reposing special trust and confidence in the patriotism, valor, fidelity  
 and abilities of *Officer's Name* I do  
 by and with the consent of the Senate, appoint this officer a  
**Maj/LtCol/Col/BGen/MajGen** in the  
**United States Marine Corps**

To rank as such from the **promotion day** day of **promotion month** year promoted.  
 This officer will therefore carefully and diligently discharge the duties of the office to which appointed by doing  
 and performing all manner of things thereunto belonging.

And I do strictly charge and require these officers and other personnel of lesser rank to render such  
 obedience as is due an officer of this grade and position. And this officer is to observe and follow orders and  
 directions, from time to time, as may be given by the President of the United States of America, or other  
 superior officers acting in accordance with the laws of the United States of America.

This commission is to continue in force during the pleasure of the President of the United States of  
 America under the provisions of those public laws relating to officers of the **Armed Forces of the  
 United States of America** and the regulations thereof in which this appointment is made.

Done at the City of Washington, this **certification day** day of **certification month**  
 in the year of our Lord **year it was printed**, and of the Independence of the United States of America,  
 the two hundred forty-fourth.

By the President



Commandant of the Marine Corps

Secretary of the Navy

DD FORM 1300 (1406)

Figure 6-2.--Regular Field Grade Commission



To all who shall see these presents, greeting:  
Know ye that, reposing special trust and confidence in the patriotism, valor, fidelity  
and abilities of *Officer's Name* I do  
appoint this officer a

**WO-CWO5/ 1stLt/Capt** in the  
**United States Marine Corps**

To rank as such from the **promotion day** day of **promotion month** year **your promoted**.  
This officer will therefore carefully and diligently discharge the duties of the office to which appointed by doing  
and performing all manner of things thereunto belonging.

And I do strictly charge and require those officers and other personnel of lesser rank to render such  
obedience as is due an officer of this grade and position. And this officer is to observe and follow orders and  
directions, from time to time, as may be given by the President of the United States of America, or other  
superior officers acting in accordance with the laws of the United States of America.

This commission is to continue in force during the pleasure of the President of the United States of  
America under the provisions of those public laws relating to officers of the **Armed Forces of the  
United States of America** and the component thereof in which this appointment is made.

Done at the City of Washington, this **certification day** day of **certification month**  
in the year of our Lord **year it was printed**, and of the Independence of the United States of America,  
the two hundred forty fourth.

By the President



By command of the Marine Corps

Secretary of the Navy

DD FORM 1300 (10/99)

Figure 6-2.--Regular Company Grade and CWO Commission



To all who shall see these presents, greeting:  
Know ye that, reposing special trust and confidence in the patriotism, valor, fidelity  
and abilities of *Officers Name* I do  
by and with the consent of the Senate, appoint this officer a  
Colonel in the

### United States Marine Corps Reserve

To rank as such from the **promotion day** day of **promotion month** year promoted.  
This officer will therefore carefully and diligently discharge the duties of the office to which appointed by doing  
and performing all manner of things thereunto belonging.

And I do strictly charge and require those officers and other personnel of lower rank to render such  
obedience as is due an officer of this grade and position. And this officer is to observe and follow orders and  
directions, from time to time, as may be given by the President of the United States of America, or other  
superior officers acting in accordance with the laws of the United States of America.

This commission is to continue in force during the pleasure of the President of the United States of  
America under the provisions of those public laws relating to officers of the **Armed Forces of the  
United States of America** and the component thereof in which this appointment is made.

Done at the City of Washington, this **certification day** day of **certification month**  
in the year of our Lord **year it was printed**, and of the Independence of the United States of America,  
the two hundred forty fourth.

By the President



Commandant of the Marine Corps

Secretary of the Navy

DD FORM 1300 (1-19)

Figure 6-4.--Reserve Colonel Commission



*To all who shall see these presents, greeting:*  
 Know ye that, reposing special trust and confidence in the patriotism, valor, fidelity  
 and abilities of *Officers Name* I do  
 appoint this officer a  
**WO-CWO5/1stLt/Capt/Maj/LtCol** in the  
**United States Marine Corps Reserve**

*To rank as such from the promotion day day of promotion month year promoted.*  
 This officer will therefore carefully and diligently discharge the duties of the office to which appointed by doing  
 and performing all manner of things thereto belonging.

And I do strictly charge and require those officers and other personnel of lesser rank to render such  
 obedience as is due an officer of this grade and position. And this officer is to observe and follow orders and  
 directions, from time to time, as may be given by the President of the United States of America, or other  
 superior officers acting in accordance with the laws of the United States of America.

This commission is to continue in force during the pleasure of the President of the United States of  
 America under the provisions of those public laws relating to officers of the **Armed Forces of the  
 United States of America** and the component thereof in which this appointment is made.

Done at the City of Washington, this **certification day** day of **certification month**  
 in the year of our Lord **year it was printed**, and of the Independence of the United States of America,  
 the two hundred forty-fourth.

*By the President*



*Commandant of the Marine Corps*

*Secretary of the Navy*

DD FORM 1300 (SEP 03) (1425)

Figure 6-5.--Reserve Company Grade, Maj, LtCol, and CWO Commission

1400  
code  
date

From: Chief Warrant Officer J. Q. Marine EDIPI/0000, USMC/USMCR  
To: Commandant of the Marine Corps (MMPR-1), Headquarters,  
U.S. Marine Corps, Harry Lee Hall, 17 Lejeune Road,  
Quantico, VA 22134-5104  
Via: Commanding Officer, my command

Subj: DECLINATION OF PROMOTION TO CHIEF WARRANT OFFICER X

Ref: (a) MCO 1400.31D  
(b) MARADMIN XXX/XX (this is the promotion authority)

1. Per reference (a), I decline my promotion to Chief Warrant Officer X offered in reference (b).
2. I have an approved retirement date of XXXXXX. (or other justification)
3. I understand by declining my promotion, I will incur a failure of selection, deemed as voluntary.

I. M. DECLINING-PROMOTION

Figure 6-6.--Sample Declination of Promotion Letter

CHAPTER 7

SPECIAL SELECTION BOARDS

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7000. AUTHORITY. Special Selection Boards (SSB) are authorized under sections 628 and 14502 of reference (a) and SECNAVINST 1420.1.

7001. ELIGIBILITY. SECNAVINST 1402.1 provides specific criteria identifying those eligible to request an SSB. An officer must be on the active-duty list, Reserve active-status list, retired, or a former officer to be eligible for consideration.

7002. GROUNDS. An officer must have a basis for requesting an SSB. Sections 628 and 14502 of reference (a) identify the conditions that must exist in order for an officer to have grounds for requesting an SSB. These conditions fall into two main categories:

1. Administrative Error. Administrative error exists when an officer was eligible for consideration by a promotion selection board, but whose record was not in the eligible population viewed by that board.

2. Considered in an Unfair Manner. There are four subcategories in which an officer may have been considered in an unfair manner.

a. Board Acted Contrary to Law. The board violated statutory rules governing the conduct of promotion boards.

b. Material Error of Fact. There was material information in the officer's record that was erroneous and should not have been considered by the board.

c. Material Administrative Error. There was a material error in the administrative functioning of the board.

d. Absence of Material Information. There was material information missing from the officer's record.

7003. REQUESTING AN SSB. Per SECNAVINST 1402.1, all applications for special selection boards under paragraph 7002.2 must be received no later than three years after the date the contested board results were made public. Applications received more than three years after the date the contested board results were made public will be treated as untimely and will be denied.

1. Administrative Error. The SECNAV shall, upon determination that an administrative error occurred, convene a SSB to consider the record of the officer concerned. Normally, the CMC (MMPR-1) will identify administrative errors; however, officers who believe they were not appropriately considered should contact CMC (MMPR-1). Upon verification of the error, CMC (MMPR-1) will notify the eligible officer. The officer must acknowledge notification of eligibility in writing. Figure 7-1 is a sample acknowledgment letter.

2. Considered in an Unfair Manner. The SECNAV is the approval authority for requests under this category. An officer must have been considered by a regularly scheduled selection board, and not selected. In the request, the officer must detail the circumstances in which the unfair treatment existed. Further, in cases where an officer is applying under "Material Error of Fact" or "Absence of Material Information," additional justification will be required. Because officers are personally responsible for their own record in accordance with reference (q), officers must include a detailed account of the actions they took to promptly identify and correct the problem prior to the convening of the promotion board that did not select them. It is critical

that the request explain, in detail, how the officer demonstrated reasonable diligence in identifying and correcting the error that caused the failure of selection prior to the board's convening. "Reasonable diligence" is defined as fair, proper, and due degree of care and activity, measured with reference to the particular circumstances; such diligence, care and attention as might be expected from a man/woman of ordinary prudence and activity. Requests which fail to show the officer demonstrated reasonable diligence to identify and correct the error prior to the promotion board will not normally be approved by the SECNAV. Figure 7-2 is a sample request for an SSB in this category.

3. Per SECNAVINST 1402.1, in cases where an error existed spanning multiple promotion boards, the officer shall normally request an SSB for the earliest board where the error existed, unless the officer specifies the particular board for which relief is sought. Requests of this type must indicate the circumstances that make relief at a subsequent board more appropriate.

4. Requests for an SSB can be forwarded directly via email to [officerpromotions@usmc.mil](mailto:officerpromotions@usmc.mil) or by mail to:

COMMANDANT OF THE MARINE CORPS (MMPR-1)  
HEADQUARTERS, UNITED STATES MARINE CORPS  
HARRY LEE HALL  
17 LEJEUNE ROAD  
QUANTICO, VA 22134-5104

5. It is essential that all SSB requests include the following information:

a. The reason the officer is requesting an SSB as outlined in paragraph 7003.

b. The specific board the officer is seeking relief from (i.e. FYXX USMC (or USMCR) (Grade) Promotion Selection Board).

c. The request should include all supporting documentation.

d. The interactive nature of SSBs necessitates continuous dialogue. Therefore, it is essential the CMC (MMPR-1) is advised of the officer's current work telephone, address, and email address.

7004. PRE-BOARD REQUIREMENTS. SSBs follow the same guidelines as established for regularly scheduled selection boards. Chapters 1 through 5 of this Manual are applicable with the following exceptions:

1. Number Authorized to Select. The prescribed number to select is not subject to the promotion percentage limitations ordinarily imposed upon regular selection boards. Specific guidance for each board is contained in the SSB's precept.

2. Selection Standard. Per sections 628 and 14502 of reference (a), an eligible officer's record will be compared against the sampling of records, and the following selection criteria will be applied:

a. Is fully qualified when compared to the selected officers whose sample records were considered; and

b. Is better qualified for promotion than all of the officers who failed to be selected for promotion before the regularly scheduled promotion selection board; and

c. Is comparable to those officers who were selected for promotion by the regularly scheduled promotion selection board.

3. 90-Day Exclusion Rule. This regulation is not applicable to SSBs.

4. Membership. Sections 628 and 14502 of Title 10, U.S. Code require that SSB membership follow the same guidelines as regularly scheduled boards, with the exception that all members serving on an SSB should, by SECNAV's policy, have previous officer selection board experience.

5. Providing Records to SSBs

a. The records of eligible officers will be redacted to exclude all material received or any performance indicated after the date the regularly scheduled board convened.

b. As identified in paragraph 4003, sample records will appear as they appeared the date the petitioned board convened.

c. Update material may be submitted by the eligible officer per paragraphs 3001, 3002, and 3004. Any update material provided to the SSB cannot contain information about or refer to events that took place after the convening date of the petitioned board. Any update material must be received prior to ten calendar days before the board.

7005. SAMPLING OF RECORDS. Pursuant to reference (q) and per paragraph 4003, all regularly scheduled promotion selection boards identify a sampling of records of the eligible population that are retained for each grade and competitive category. The eligible officer's record will be compared against these records per paragraph 7004.

7006. BOARD ACTIONS

1. Case Preparation and Briefing. Case preparation and briefing will be conducted as outlined in paragraph 3006 of this manual.

2. Ranking. Once briefed, all sample selects and non-selects cases will be ranked from strongest to weakest as selects and non-selects (1-5 and 6-10 if there are 10 sample records).

3. Comparison and Voting. The eligible officer's record will be compared against the least competitive of the selects and the most competitive of the non-selects. In order for the officer to be selected for promotion, the officer's record must be better than the most competitive non-select and comparable to the least competitive select.

7007. POST-BOARD ACTIONS. The post board procedures for an SSB parallel those outlined in Chapter 4 of this Manual, with the following exceptions:

1. Promotions. An officer selected by a SSB shall, upon approval by appropriate authority (see figure 4-1) and with Senate confirmation, if applicable, have the same date of rank, the same effective date for pay and

allowances of that officer's grade, and the same position on the active-duty list or Reserve active-status list as the officer would have had if the officer had been recommended for promotion by the petitioned selection board. This is accomplished by release of a naval message and a unit diary entry into the Marine Corps Total Force System (MCTFS). The promotion procedures outlined in paragraphs 6002- 6004 of this Manual pertain to effecting and accepting of an SSB promotion.

2. Senate Confirmation. Per Chapter 4 of this Order, active duty officers who are considered for promotion by an SSB and selected by the board for the grade of major or above, and Reserve colonel or above, may not be promoted or frocked until confirmed by the Senate.

3. Failure of Selection. An officer who was not considered for promotion by a regularly scheduled selection board (administrative error) and is not recommended for promotion by the SSB shall be considered to have failed of selection for promotion to the next higher grade; however, an officer who fails of selection by a regularly scheduled selection board because the board considered the officer in an unfair manner, and is not recommended for promotion by a special selection board, will not incur an additional failure of selection.

7008. SPECIAL SELECTION REVIEW BOARDS (SSRB)

1. Section 505 of the FY21 NDAA, added sections 628(a) and 14502(a) to reference (a) that requires the Secretary of the Military Department concerned to convene a SSRB to consider credible information of an adverse nature, including any substantiated adverse finding or conclusion, that was not furnished to a PSB convened under reference (a), sections 611(a) and 14101(a).

2. Any SSRB convened, whether for a regular or reserve officer, to a grade at or below the grade of major general, will, to the greatest extent practicable, apply the same standards used by the PSB that originally recommended the officer for promotion and would consider the record of the officer as presented to the original PSB, along with the newly adjudicated adverse information. The SSRB would be conducted so as not to indicate or disclose the officer or officers, for whom the board is convened, as statute prohibits any affirmative action to label/identify the record for whom the SSRB is convened. The members of the SSRB are to apply a competitive process to determine whether or not to sustain the original promotion recommendation of the officer or officers, at issue. An officer whose promotion is recommended for sustainment by a SSRB would be appointed, pending the review and confirmation process, to the next higher grade, as soon as the Record of Proceedings (ROP) is approved, and, upon appointment, would have the same date of rank as the officer would have had pursuant to the recommendation of the original PSB. If a SSRB did not sustain a recommendation for promotion of an officer, that officer would be considered to have failed selection for promotion.

3. The SSRB process is as follows:

a. For timeline purposes, upon completion of any investigation and related action, Judge Advocate Division will notify the officer that their case is closed, be it through the officer disciplinary notebook or Inspector General, and provide the officer an opportunity to submit matters (section five of this Order). The Commandant of the Marine Corps, after review of the

officer's matters, will than recommend the officer be removed from the list or make a request, to SECNAV, to convene a SSRB. If a SSRB is directed, MMPR-1 will notify the officer and provide the officer 30 days to respond. Such notice will include a copy of the adverse information summary, if the adverse material is not already in the officer's OMPF. After the thirty day response time period, members are appointed for the SSRB and the precept is routed for SECNAV approval. At that point, the SSRB can convene and, after adjournment, the ROP is forwarded through the Commandant of the Marine Corps (CMC), the SECNAV, the Secretary of Defense (SECDEF), and then to the President and Senate, as appropriate.

b. The name of any officer recommended for promotion, who is subject to review by a SSRB, shall not be disseminated or publicly released on the list of officers recommended for promotion, and shall not be forwarded to the SECDEF, the President, or the Senate, as applicable, until the SSRB has made its recommendation.

c. In considering any officer recommended for promotion, and whether the recommendation for promotion of the officer should be sustained, a SSRB shall be furnished, and consider, the record and information concerning the officer furnished to the PSB that recommended the officer for promotion, to include any credible information of an adverse nature on said officer,. However, before the adverse information is furnished to the SSRB, SECNAV (or his or her designee) shall ensure that the information is made available to the officer and that said officer is afforded a reasonable opportunity to submit comments on such information to the SSRB, usually thirty days.

d. The SSRB shall compare the officer's record, including adverse information, with an appropriate sampling of the records of those officers of the same competitive category who were recommended for promotion by the PSB that recommended the officer for promotion, and an appropriate sampling of the records of those officers who were considered by, and not recommended for, promotion by that PSB. As noted previously, the records and information shall be presented to a SSRB in a manner that does not indicate or disclose the officer for whom the SSRB was convened.

e. The recommendation for promotion of an officer may be sustained only if the SSRB determines that said officer is more competitive than the non-select sample records said officer is comparable to the select sample records. A recommendation for promotion is only sustained by a vote of a majority of the members of the SSRB. If a SSRB does not sustain a recommendation for promotion of an officer under this section, the officer shall be considered to have failed of selection for promotion.

MCO 1400.31D  
28 Oct 2021

1401  
DD MMM YYYY

From: Captain John Q. Marine EDIPI/0302 USMC  
To: Commandant of the Marine Corps (MMPR-1)

Subj: SPECIAL SELECTION BOARD CONSIDERATION ACKNOWLEDGMENT

Ref: (a) SECNAVINST 1402.1  
(b) Phoncon btwn MMPR-1 and SNO

1. Per the references, I understand that I am eligible for consideration by a special selection board based on administrative error.

2. I understand I am to keep the Commandant of the Marine Corps (MMPR-1) informed of contact information and that I will be notified in writing of the convening and results of the board.

#### I. M. ACKNOWLEDGING

Figure 7-1.--Sample Special Selection Board Consideration

1401  
DD MMM YYYY

From: Captain John Q. Marine EDIPI/0302 USMC  
To: Commandant of the Marine Corps (MMPR-1)

Subj: REQUEST FOR SPECIAL SELECTION BOARD

Ref: (a) SECNAVINST 1402.1

Encl: (1) Copy of my request to BCNR dtd 4 Mar 20XX  
(2) Subject fitness report CH 1 Jan 20XX  
(3) BCNR's response to my request dtd 6 Jun 20XX  
(4) Request letter to MMRP dtd 9 Jul 20XX  
(5) Copy of my OMPF and Master Brief Sheet dtd 15 Jul 20XX  
(6) Request email to MMRP dtd 21 Jul 20XX  
(7) Copy of my OMPF and Master Brief Sheet dtd 5 Aug 20XX  
(8) Request email to MMRP dtd 12 Jan 20XX  
(9) Copy of my OMPF and Master Brief Sheet dtd 17 Jan 20XX  
(10) Chronology of Events

1. I am requesting a special selection board because of material error of fact on the FYXX USMC Major Promotion Selection Board.

2. I petitioned to BCNR on 4 Mar 20XX to remove one fitness report that contained unauthorized comments and which the Reporting Senior would not correct when brought to his/her attention, see enclosures (1) and (2). BCNR granted relief to my petition on 6 June 20XX directing the fitness report be removed, see enclosure (3). I requested and reviewed my OMPF and MBS on 15 Jul 20XX, and the subject fitness report had not been removed, see enclosure (4) and (5). On 21 Jul 20XX I requested MMSB remove the fitness report per BCNR's decision and provide a copy of my OMPF and Master Brief Sheet, see enclosure (6). I received another copy of my OMPF and Master Brief Sheet (dated 5 Aug 20XX) on 27 Aug 20XX and the fitness report was still included. I then called MMSB to have the fitness report removed and I was told it would be prior to the board. The FYXX USMC Major Promotion Selection Board convened on 1 Sep 20XX, and did not select me to the grade of Major. I contacted the Career Counselor at MMRP-50, who pointed out that the fitness report BCNR directed to be removed was still present in my record. I again requested my OMPF and MBS on 12 Jan 20XX, and the subject fitness report was present, see enclosures (8) and (9). I have again requested the subject fitness report be removed. Despite my efforts, the report was still in my record following the selection board. I believe this report impaired my competitiveness before the board and was erroneously placed before the board.

3. I took every reasonable step to ensure the accuracy and completeness of my record prior to the convening of the board, yet, my record was in error before the board.

4. I can be reached at (910) 451-1234 or DSN 751-1234, and my address is 402 IceBrook Lane, Somewhere, OK, 22344.

I.M. REQUESTING

Figure 7-2.--Sample Special Selection Board Request

CHAPTER 8

SPECIAL PROMOTIONS

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8000. U.S. MARINE BAND APPOINTMENTS

1. The U.S. Marine Band is comprised of one director, two assistant directors, and other personnel in grades and numbers the SECNAV deems appropriate. Appointments are made without the requirements of a formal selection board process.

a. The SECNAV may designate the director and assistant directors of the Marine Band from among qualified members of the Marine Corps. A member so designated may be appointed by the President, by and with the advice and consent of the Senate, to a commissioned grade in the Regular Marine Corps. Such appointments shall be temporary and the Secretary of the Navy may revoke any designation as director or assistant director of the Marine Band. Temporary appointments do not change the permanent status of the officer with regard to promotion or appointment.

b. Per section 6222 of reference (a), the initial appointment to a commissioned grade of a member designated as director of the Marine Band shall be in the grade of first lieutenant, except that a member who, at the time of the designation, holds an appointment in a higher grade may be appointed in that higher grade, but not above the grade of lieutenant colonel. The initial appointment of a member designated as assistant director shall be in a grade of first lieutenant.

c. The SECNAV shall prescribe regulations for the appointment and promotion of officers of the Marine Band. Other members of the Marine Band will be appointed as follows:

(1) The SECNAV may make temporary appointments, not above the grade of captain, per section 5596 of reference (a).

(2) Appointments above the grade of captain shall be made by the President, by and with the advice and consent of the Senate, under sections 5596 and 6222 of reference (a).

d. The date of rank and effective date of appointment for members of the Marine Band shall be determined by the SECNAV.

e. The SECNAV may revoke the appointment of any officer of the Marine Band. When a member's appointment is revoked, the appointment to a commissioned grade under this section terminates and the officer is entitled, at the officer's option:

(1) To be discharged from the Marine Corps; or

(2) To revert to the officer's permanent grade and status held at the time the temporary appointment is terminated.

2. Upon receipt of a request for appointment from the Commanding Officer, Marine Barracks, 8th and I, Washington, DC, via the chain of command, appropriate action will be taken by the CMC (MMPR-1).

a. The request shall be staffed within Headquarters Marine Corps for approval or disapproval.

b. Upon approval of the request the following action shall be taken:

(1) The appropriate nomination package shall be prepared and forwarded via, (1) the Judge Advocate General of the Navy for legal review, (2) the SECNAV, and (3) the Secretary of Defense for recommendation and approval prior to submission to the President for appointment and to the Senate for confirmation; and

(2) Upon approval of the appointment, a commission shall be prepared and forwarded to the officer via the chain of command.

c. In the case of requests that are disapproved the originator will be informed by official correspondence.

8001. U.S. MARINE DRUM AND BUGLE CORPS APPOINTMENTS

1. The U.S. Marine Drum and Bugle Corps shall be comprised of one commanding officer and other personnel in grades and numbers the SECNAV deems appropriate. Appointments are made without the requirements of a formal selection board process.

a. The SECNAV may designate the commanding officer and other members from qualified members of the U.S. Marine Drum and Bugle Corps. Such appointments shall be temporary and the SECNAV may revoke the appointments at any time. Temporary appointments do not change the permanent status of the officer with regard to promotion or appointment.

b. The SECNAV shall prescribe regulations for the appointment and promotion of officers of the U.S. Marine Drum and Bugle Corps. Members of the U.S. Marine Drum and Bugle Corps will be appointed as follows:

(1) The SECNAV may make temporary appointments, not above the grade of captain, per section 5596 of reference (a).

(2) Appointments above the grade of captain shall be made by the President, by and with the advice and consent of the Senate.

d. The date of rank and effective date of appointment for members of the U.S. Marine Drum and Bugle Corps shall be determined by the SECNAV.

e. The SECNAV may revoke the appointment of any officer of the U.S. Marine Drum and Bugle Corps. When a member's appointment is revoked, the appointment to a commissioned grade under this section terminates and the officer is entitled, at the officer's option:

(1) To be discharged from the Marine Corps; or

(2) To revert to the officer's permanent grade and status held at the time the temporary appointment is terminated.

2. Upon receipt of a request for appointment from the Commanding Officer, Marine Barracks, 8th and I, Washington, DC, via the chain of command, appropriate action will be taken by the CMC (MMPR-1).

a. The request shall be staffed within Headquarters Marine Corps for approval or disapproval.

b. Upon approval of the request the following action shall be taken:

(1) The appropriate nomination package shall be prepared and forwarded via, (1) the Judge Advocate General of the Navy for legal review, (2) the SECNAV, and (3) the Secretary of Defense for recommendation and approval prior to submission to the President for appointment and to the Senate for confirmation; and

(2) Upon approval of the appointment, a commission shall be prepared and forwarded to the officer via the chain of command.

c. In the case of requests that are disapproved the originator will be informed by official correspondence.

8002. PRESIDENTIAL PROMOTION POLICY FOR ASTRONAUTS

1. Historically, Presidential policy provides that astronauts may receive a one grade promotion up to the rank of colonel as a direct result of lunar or interplanetary space flight.

2. The President reserves the prerogative to promote those who demonstrate the exceptional qualities of skill, ability, and knowledge while participating in any space flight. Also, astronauts participating on flights that are unusual, unique, dangerous or significantly more difficult will be considered for promotion on a case-by-case basis.

8003. ASSISTANT JUDGE ADVOCATE GENERAL OF THE NAVY

1. The officer appointed to this position will hold the grade of colonel and may be retired as a brigadier general upon completion of at least 12 months in the position.

2. This billet will be filled by a judge advocate in accordance with section 5149(c) of reference (a), the officer may be selected by a selection board convened in accordance with, in so far as practicable, the procedures of Chapter 36 of reference (a) and qualification requirements of section 5148(b) of reference (a).

8004. STAFF JUDGE ADVOCATE TO THE COMMANDANT OF THE MARINE CORPS

1. The officer appointed to this position holds a regular appointment as a Major General.

2. This billet will be filled by a judge advocate who fulfills the eligibility requirements of section 8046 of reference (a) and is selected by a selection board convened in accordance with, in so far as practicable, the procedures of Chapter 36 of reference (a).

8005. POSTHUMOUS COMMISSIONS AND WARRANTS

1. Chapter 77 of reference (a) establishes provisions to issue posthumous commissions and warrants. The following criteria apply:

a. Commissioned Officers. Commissioned officers may be appointed, by the President, to the next higher grade if:

(1) The officer had been appointed to a commissioned grade but was not able to accept the appointment due to death in the line of duty.

(2) A candidate successfully completed the Officer Candidate School and was recommended for appointment to a commissioned grade but was not able to accept the appointment due to death in the line of duty.

(3) The officer was officially recommended for appointment or promotion to a commissioned grade and approved by the SECNAV but was not able to accept the appointment due to death in the line of duty.

b. Warrant Officers. Warrants may be issued, by the SECNAV, if an officer was officially recommended for appointment or promotion but was not able to accept the appointment due to death in the line of duty.

2. The officer's name shall be carried on the records of the Marine Corps as if the officer had served in the grade in which posthumously commissioned or issued a warrant from the date of the approval of the board report to the date of death.

3. No beneficiary is entitled to any bonus, gratuity, pay, or allowances by virtue of a posthumous promotion.

4. Upon receipt of a personnel casualty report, the CMC (MMPR-1) will prepare a nomination package for approval by the President. Upon approval of the posthumous promotion, a commission/warrant for the Commandant and SECNAV's signature will be prepared. An official letter to the next of kin signed by the Director, Manpower Management Division, shall be prepared by the CMC (MMPR-1). Both shall be delivered to Casualty Assistance Branch, Personal and Family Readiness Division (MRC) for delivery to the next of kin.

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Special Consideration.....3007  
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Transferring Promotions.....6005

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Unauthorized Release of Board Proceedings.....4001  
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Warrant Officers.....1019.3  
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Zones.....1020