



DEPARTMENT OF THE NAVY
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MCO 1070.1
MMRP
14 May 2019

MARINE CORPS ORDER 1070.1

From: Commandant of the Marine Corps
To: Distribution List

Subj: OFFICIAL MILITARY PERSONNEL FILE (OMPF)

Ref: (a) DoDI 1336.08, "Military Human Resource Records Life Cycle Management," November 13, 2009
(b) Marine Corps Manual CH-1-3
(c) U.S. Navy Regulations CH-1, September 14, 1990
(d) MCO 1610.7A
(e) Online MCTFS Personnel Reporting Instructions User Manual
(f) SECNAV M-5510.30
(g) MCO P1400.31C CH-1
(h) MCO P1400.32D CH-2
(i) MCO 3104.1B
(j) MARADMIN 570/18
(k) MCO 6110.3A CH-1 & ADMIN CH
(l) ALMAR 022/16
(m) SECNAV Notice 5210
(n) SECNAV M-5210.1 CH-1
(o) MCO 5210.11F
(p) 5 U.S.C. 552a
(q) SECNAVINST 5211.5E

Encl: (1) Official Military Personnel File (OMPF) Guidance

1. Situation. This Order provides guidance and policy regarding the creation, maintenance, and contents of the Official Military Personnel File (OMPF). This Order complies with references (a) through (q).

2. Mission. Reference (a) prescribes the policies and procedures for implementing a military human resource record. Reference (b) provides policy and guidance regarding the maintenance and custody of Marine Corps personnel files. The Marine Corps OMPF is the military human resource record and documents the career of each officer and enlisted Marine from time of entry into service until final separation.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Marine Corps OMPF shall contain information about the accession, training, education, performance, discipline, decorations and awards, casualty status, retention, and separation / retirement of the Marine. Compensation, physical condition, medical treatment, and non-service related documents may be maintained as a

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part of the OMPF if deemed necessary and appropriate by Manpower Management Records and Performance Branch (MMRP). During service these records are used by the Marine Corps to manage the Marine's assignment, training, retention, advancement, and separation. Upon completion of the Marine's obligated service, the OMPF is used for a variety of purposes but primarily to protect the legal and financial rights of veterans, their families and survivors, and the U.S. government.

(2) Concept of Operations

(a) Marines are responsible to ensure their OMPFs are current and contain documents authorized for the OMPF that adequately describe their Marine Corps service.

(b) Through MMRP, the Director, Manpower Management Division, and commanders will assist Marines in the upkeep, review, and content of the OMPF.

b. Subordinate Element Missions

(1) Manpower Management Records and Performance Branch (MMRP) shall:

(a) Create and maintain the OMPF.

(b) Determine the contents of the OMPF.

(c) In accordance with the disposition schedule of the OMPF, determine the best means to transfer ownership of the OMPF from the Marine Corps to the National Archives and Records Administration (NARA).

(2) Sponsors of DD Forms, SF Forms, other miscellaneous forms shall:

(a) Determine relevancy of form contents regarding pertinence to a Marine's career.

(b) If the new form is believed to contain information pertinent to a Marine's career, route a copy of the form to the Branch Head, MMRP for review and decision. Include justification for placement in the OMPF addressing why the document is a permanent record vice a temporary record.

4. Administration and Logistics. Recommendations concerning the contents of this Order may be forwarded to Headquarters Marine Corps (HQMC) (MMRP) via the appropriate chain of command.


a. Records Management. Records created as a result of this Order shall be managed according to NARA approved dispositions per references (m) and (n) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Refer to reference (o) 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 (reference (p)) and implemented per reference (q).

5. Command and Signal

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



G. C. CRENSHAW
By direction

DISTRIBUTION: PCN 10200142000

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OFFICIAL MILITARY PERSONNEL FILE (OMPF) GUIDANCE

Chapter 1

Contents of Headquarters Files

1. General

a. Every Marine has an OMPF maintained by HQMC. The OMPF provides the career history from accession into the Marine Corps or the Marine Corps Reserve, until separation from the Marine Corps or the Marine Corps Reserve by discharge, retirement, resignation, or death. Administrative materials or documents to support the chronology of events for a Marine's history is incorporated in the OMPF at HQMC, as required. The authority for insertion of these materials into the respective records is provided by this Order. As needs and records management techniques change, certain forms may become obsolete and be replaced by new forms or automated recording procedures. When this occurs, documents filed as a result of the old requirement will not be removed from the OMPF.

b. Each document forwarded to HQMC (MMRP-20) for inclusion in the OMPF must contain the full name and Department of Defense Identification Number (DoD ID) of the Marine.

2. Official Military Personnel File (OMPF) Structure. The OMPF is structured into the following areas:

a. Service folder contains contract information, discharge documents, reserve documents, and general administrative and service documents.

b. Commendatory/Derogatory folder contains documents on civilian and military education, personal awards information, courts-martial/Non-Judicial Punishments (NJP), and other material reflecting significant personal achievement or adversity that is pertinent to making decisions for purposes of selection, assignment, and retention.

c. Performance folder contains performance evaluations and standard addendum pages for sergeants through major general. The Performance folder may contain memoranda originated by HQMC (MMRP) as necessary to record historical or administrative information.

d. Field folder is a scan of the paper Officer Qualification Record (OQR) or Service Record Book (SRB). During 2011 an initiative began to scan the paper field records to the OMPF. Enlisted accessions into the Marine Corps will have a paper service record created until such time that the accession package becomes electronic during the recruiting process. New accession paper Field records will be scanned into the OMPF at the first Permanent Duty Station (PDS). Field records that have been scanned into the OMPF reside in the Field folder.

e. Health folder contains the documents from a Marine's health and dental records in certain circumstances as described below:

(1) From 2000 through 2013, health and dental records were scanned into the electronic OMPF whenever a Marine was assigned to the Temporary Disability Retired List (TDRL).

(2) Since January 2014, Installation Personnel Administration Center (IPAC) separation sites (IPAC/Admin RUC) serve as the primary administrative control point for submission of health and dental records, hereafter known as Service Treatment Records (STR). All IPAC/Admin RUCs shall comply with processing timeliness in order to ensure transfer of STRs to the VA no later than 45 calendar days from the date a Marine is separated from service, transfers to the Individual Ready Reserve or from the date a Reserve Component member, who is not separating, files a claim with the Veterans Administration. All STRs will be submitted to the following address: Deputy Commandant of the Marine Corps for Manpower and Reserve Affairs, Attn: STR Central Cell, 3280 Russell Rd, Quantico, VA 22134.

(3) Health and dental records of Marines discharged or retired from 1994 to December 2013 were sent to the Department of Veterans Affairs, Records Management Center, St Louis, MO.

(4) Health and dental records of Marines discharged or retired prior to 1994 were sent to the National Personnel Records Center, St Louis, MO.

3. Official Military Personnel File (OMPF) Documents

a. MMRP-20 is responsible for the creation, maintenance and update of the OMPF. MMRP-20 maintains a document list that indicates specific documents that are authorized for inclusion and/or have been determined will not be added to the OMPF. The document list is in addition to the general list of documents contained in the reference. The document list will change as new forms / documents are created within the Marine Corps community.

b. When a document is submitted for inclusion in the OMPF and it is not contained on the MMRP-20 document list, the MMRP-20 Section Head and MMRP-20 management analyst will review the contents of the document in order to recommend a disposition in regards to the OMPF. This recommendation will be based on the guidance provided in this Order as well as the guidance provided by the references.

c. Certain limitations exist regarding the kinds of material authorized for inclusion in the OMPF and the specific locations (data areas) within the record. The following guidelines apply in determining whether or not certain documents are placed in the OMPF:

(1) Extraneous Material. HQMC (MMRP) will not file material which is not relevant to the documentation of the Marine's history of service.

(2) Duplicate Material. HQMC (MMRP) will destroy material identified as duplicate of documents already in the OMPF without notifying the forwarding command or individual.

d. Adverse Material. Documents that reflect unfavorably upon a Marine's mental, moral, or professional qualifications. All relevant adverse material is filed in the OMPF subject to the following rules:

(1) Performance Evaluations. Article 1122 of reference (c) provides that adverse material shall not be placed in officer or enlisted performance evaluations, or appended as an addendum, unless the Marine being reported on has had an opportunity to make either a statement regarding the adverse material or a statement that the Marine does not choose to make a statement.

Refer to reference (d) for performance evaluation preparation and submission procedures.

(2) Other Reports, Statements, or Correspondence of a Military Nature

(a) HQMC (MMRP) will file correspondence containing adverse material that the Marine reported on has had the opportunity to contest, explain, or rebut, whether at a personal hearing or by statement, without additional referral to the individual. Examples include:

1. Punitive letters of censure.
2. Medical surveys where hospitalization is due to the Marine's own misconduct.
3. Reports and related correspondence reflecting final approved civilian convictions.
4. Reports of nonjudicial punishment, courts-martial convictions, boards of inquiry, boards of review.
5. Relevant memoranda prepared at HQMC resulting from official correspondence sent to and received by the Marine reported on, the reporting senior, or the reviewing officer.
6. Relevant correspondence documenting a Marine's removal from a promotion selection board report or a promotion list, and other correspondence related to the promotion process.
7. Any other matter that bears or reflects on the character, performance, professional qualifications, and fitness of the Marine.

(b) HQMC (MMRP) will file documents containing adverse material of an official military nature without referral to the individual concerned, if no purpose would be served by such referral. Examples include:

1. Substandard conduct/duty proficiency marks.
2. Forwarding endorsements on requests for special duty, special training, reassignment, transfer, or discharge, when such endorsements are derogatory or recommend disapproval.
3. Denials of requests for special duty, special training, reassignment, transfer, or discharge.
4. Requests by a commander for the reassignment of a Marine when such request reflects unfavorably on the individual concerned, to include approved relief for cause packages.

(c) HQMC (MMRP) will file documents containing adverse material of an official military nature without referral to the individual concerned when the Marine is unavailable for comment because of misconduct. Examples include:

1. Reports of absentees and deserters, and related correspondence.

2. Reports and correspondence relating to administrative discharge action where the Marine is in an unauthorized absentee status at the time or is otherwise unavailable for statement because of the Marine's own misconduct.

(d) HQMC (MMRP) will file letters issued by the CMC (MMOA or MMEA) to an officer or enlisted Marine concerning failure(s) to meet Marine Corps standards of professional performance and/or conduct.

(e) HQMC (MMRP) will not file documents related to law enforcement investigations conducted by the Naval Criminal Investigative Service (NCIS), Criminal Investigation Division (CID), or by any other military or civilian law enforcement agencies. However, HQMC (MMRP) may insert summaries of substantiated misconduct/adverse information extracted from law enforcement investigations prepared by the CMC (JA). Likewise, summaries of substantiated misconduct/adverse information extracted from non-criminal investigations by the DONIG/IGMC may be inserted in the OMPF. Such summarized material may be entered in the OMPF only after providing the Marine an opportunity for comment and/or rebuttal.

(3) Documents Consisting of Adverse Material Matters of a Civilian Nature. As a general rule, the HQMC (MMRP) will not place adverse matters of a civilian nature in the OMPF until referral of such matters to the Marine concerned for comment.

c. Commendatory Material. Commendatory material is any document which reflects favorably upon a Marine's mental, moral, or professional qualifications, and which impacts on the mission of HQMC staff agencies or the military career of the Marine. Examples include:

(1) Copies of service award certificates (Good Conduct Medal, Selected Marine Corps Reserve Medal).

(2) Certificates of commendation (when the certificate addresses the Marine by name).

(3) Letter of Appreciation.

(4) Meritorious Mast.

(5) Copies of approved personal award recommendations.

(6) Copies of personal award citations.

(7) Aviation safety awards.

(8) Exceptions to the above include the Combat Action Ribbon, the Humanitarian Service Medal, and the Military Outstanding Volunteer Service Medal as explained below.

(a) Combat Action Ribbon documentation is not uploaded into the OMPF, nor is there a certificate. Manpower Management Military Awards Branch (MMMA) maintains the approved list of awardees. Upon approval, the Combat Action Ribbon is recorded in Marine Corps Total Force System (MCTFS) and will appear on the Master Brief Sheet (MBS).

(b) Humanitarian Service Medal documentation is not uploaded into the OMPF nor is there a certificate. MMMA maintains the approved list of awardees. Upon approval, the Humanitarian Service Medal is recorded in MCTFS and will NOT appear on the MBS.

(c) Military Outstanding Volunteer Service Medal does not have a certificate; however, commanders are required to complete a naval letter in absence of the certificate for inclusion in the OMPF. The Military Outstanding Volunteer Service Medal will be recorded in MCTFS; however, it does NOT appear on the MBS. The NAVMC 11533 (USMC), OPNAV 1650 (USN), or a Memorandum (Joint) regarding the Military Outstanding Volunteer Service Medal will be added to the OMPF.

(9) Certificates of scholastic achievement. Certificates of scholastic achievement should not be confused with formal school completion certificates.

(10) Completion of formal courses of instruction.

d. Appointment and Designation letters. Appointment and designation letters are assignments that are temporary in nature in the sense that they apply to the unit or command the individual is assigned to, and not transferable when assigned to a new unit. Appointment, assignment, and training letters are to be properly documented and commented in the performance evaluation of the Marine and will not be added to the OMPF. Examples include but are not limited to:

- (1) Flight training / appointment letters.
- (2) Assumption of command.
- (3) Assignment as rear element commander.
- (4) Flight Lead.

e. Marines may receive recognition or public acknowledgement for a specific event or endeavor; however, not all recognition is acceptable for inclusion in the OMPF as commendatory material. For example, a Marine may have an article published in a professional magazine. Although noteworthy, a copy of the published article would not be appropriate for the OMPF. Instead, the Reporting Senior should make comments regarding the article in the next performance evaluation.

f. The MCTFS electronically maintains data regarding pay and personnel information. In some cases, if the information resides in MCTFS, the documentation/information will not reside in the OMPF. Examples include but are not limited to:

- (1) Annual training certificates (e.g., PII, Records Management, Human Trafficking).
- (2) Promotion Warrants.

g. High school diplomas are received as part of the enlistment accession package and filed in the OMPF. Unrestricted officers are to ensure a complete copy of college transcripts are included in their OMPF. College

transcripts for continuing education of Marines will be added to the OMPF to show civilian education progress.

h. Marines attend formal schools that are hosted by other Military Services. In some cases, the Service school will issue an academic performance evaluation on a Service specific performance evaluation form. In such cases, the following actions shall occur:

(1) If the academic performance evaluation from the other Service accompanies a Marine Corps performance evaluation that covers the same time period, add the other Service's academic report to the end of the Marine Corps performance evaluation in the Performance folder of the OMPF.

(2) If the academic performance evaluation is NOT accompanied with the Marine Corps performance evaluation, add the other Service's academic performance evaluation to the Marine's "Commendatory or Derogatory" folder, "Other Schools and Training" subfolder. (In most cases these courses are for a short duration and a corresponding Marine Corps performance evaluation may not be processed until the next reporting occasion, which could occur several months later.)

i. MCTFS allows for language abilities to be reported based on either the Defense Language Aptitude Battery or self-profession via Marine Online (MOL). If applicable, the OMPF shall contain certificate and/or institutional validation such as high school or college transcripts for each language listed.

j. All material forwarded to the HQMC (MMRP-20) 2008 Elliot Road, Quantico, VA 22134-5030 for inclusion in the OMPF must contain the full name and DoD ID of the Marine on each document. Telephone inquiries concerning OMPF contents may be made by calling DSN: 278-3623/5640 or commercial at (703) 784-3623/5640.

k. Personal awards that individuals find missing from the OMPF shall be forwarded via HQMC (MMMA) for verification and filing in the OMPF.

l. Supporting documentation such as birth certificates, marriage certificates, diplomas, that are authorized for inclusion in the OMPF but are not in English must have an English translation included with the document.

4. Identification Number. On 1 January 1972, the Marine Corps began using the Social Security Number (SSN) as the official identification number. This identification number was previously recorded on all forms, correspondence, documents, and official records which previously required a military service number.

a. To the best extent possible, use the DoD ID for record identification in place of the SSN. The format will be ten digits "1234567891".

b. Acceptable uses of the SSN are those that are provided by law, requiring interoperability with organizations beyond the DOD, or are required by operational necessity. Operational necessity may be the result of the inability to alter systems, processes, or forms due to cost or unacceptable levels of risk. Forms that still require the use of the SSN include, but are not limited to, DD Form 4, DD Form 214, and DD Form 215.

5. Interservice Transfer. When a Marine has transferred to the Marine Corps from another Service, if applicable, the following types of documents will be obtained from the other Service and placed in the Marine's OMPF:

a. Service computation documents such as DD Form 214, contracts, reserve retirement credit reports.

b. Awards and decoration certificates and summaries.

c. Performance evaluations. An "admin filler" covering the performance evaluations from the other branch of service will be created and placed in the Performance folder with a "DC" occasion code. The other branch of service performance evaluations will be placed immediately following the admin filler, sequenced from most current time period to oldest time period.

Chapter 2

Audit and Correction of the Official Military Personnel File (OMPF)

1. Audit. The OMPF is the primary record used by selection and promotion boards. It is the Marine's responsibility to ensure the OMPF accurately reflects his or her career. Marines can view their complete OMPFs via the My OMPF tab on MOL. Marines should review their OMPFs as follows:

- a. At least once every year.
- b. At least 12 months prior to the convening of a selection or promotion board when it is anticipated that the Marine will be in the eligibility zone.
- c. At least 12 months prior to applying for programs such as Warrant Officer or Marine Corps Enlisted Commissioning Education Program.
- d. If access to the OMPF via MOL is not available, Marines may receive a copy of their OMPFs by submitting a written request to HQMC (MMRP-10). The request can be on Standard Form 180 or in letter form but must include the individual's name, grade, DoD ID, signature, and complete mailing address.

2. Corrections to the Official Military Personnel File (OMPF)

a. If information not pertaining to the Marine is found in the OMPF during the audit, the Marine should request removal of the documents by submitting a written request to the HQMC (MMRP-20) via email to smb.Manpower.MMRP@usmc.mil. Organizational mailboxes are unable to receive encrypted email, any sensitive information or PII should be sent encrypted via alternative means, e.g. Safe Access File Exchange(SAFE).

b. OMPF documents which the Marine considers erroneous, inaccurate, unjust, not in compliance with this order, or the policies and procedures contained in other Marine Corps directives based upon subjective decisions (such as evaluations and counseling entries), may petition the Board for Correction of Naval Records (BCNR) for removal of the documents. Petitions to the BCNR must be initiated by the individual using DD Form 149 (Application for Correction of Military Records). Completion of the form is self-explanatory; however, the petition must include supporting documentary evidence pertaining to the inaccuracy or injustice with a copy of the erroneous document that is contained in the OMPF.

c. There are occasions in which documents may be administratively removed from the OMPF. As described in the examples below, requests shall be sent to the MMRP organizational mailbox: smb.Manpower.MMRP@usmc.mil.

(1) If documents are found to be in the wrong OMPF, send the Marine's name, DoD ID, and identify/describe the image that needs to be removed. MMRP will review the record and take appropriate action.

(2) Duplicate documents.

(3) The Manual for Courts-Martial authorizes NJP authorities to set aside all or part of an NJP previously imposed upon a Marine in their units. Setting aside NJP has the effect of voiding the punishment and restoring the rights, privileges, and property of which the Marine was deprived. Accordingly, all entries pertaining to the set-aside punishment must be

removed from the Marine's OMPF. Provide a copy of the set aside letter to MMRP via smb.Manpower.MMRP@usmc.mil for review and adjudication. The letter must specifically identify the Marine, the date of the NJP that is being set aside, and indicate whether all or a portion of the NJP is being set aside. If the Marine was formally counseled by administrative remarks (page 11) regarding the NJP, the Commander should request those entries relative to the NJP be removed as well. If the page 11 concerns a 6105 counseling and reasons other than the NJP are recorded, the BCNR must approve the removal of the entry before HQMC (MMRP) can take corrective action. If the Marine was a Sergeant or above at the time of the NJP and received an adverse performance evaluation as a result of the NJP, the Marine must petition the Performance Evaluation Review Board (PERB) and request removal of all or portions of the performance evaluation.

(4) When a Commander vacates all or a portion of a previous NJP, the following information shall be provided to MMRP so that appropriate actions can occur:

(a) Provide a letter regarding the vacating of sentence imposed from previous NJP.

(b) Provide a copy of updated Unit Punishment Book (UPB).

(c) Command letter and updated UPB will be placed in OMPF, and the original UPB will be removed from the OMPF.

3. Fitness Report Audit Program (FRAP). Reference (d) establishes policy and procedures for the FRAP and provides administrative instructions for the audit, correction, or appealing of individual performance evaluations contained in the OMPF.

4. Name Changes

a. A Marine's name is the first and most commonly used method of identification. It is recorded on all the Marine's identification and service records, and on all correspondence regarding the Marine. Extreme care must be taken to ensure that the name and signature are correctly placed on all documents and records.

b. For purposes of name and signature entries in official records, a name is comprised of a first name, middle name or initial (if the Marine has one), and a surname (last name). Suffixes like "junior" or "senior," or Roman numerals I, II, III, are as much a part of the Marine's name as are the first or last name. For example: if the format for the name is first name, middle initial, last name, enter "John A. Marine Jr."; if the format for the name is last name first, enter "Marine Jr., John A.".

(1) When the first name consists of a single letter only, and the first name is required in the entry, follow the initial with a period.

(2) When the middle name consists of a single letter only, and a full middle name is required in the entry, follow the initial with a period.

(3) If the document requires only a first and/or middle initial, always follow the initial(s) with a period.

(4) When the Marine has more than one middle name, or a middle initial reflected on the enlistment/reenlistment document or appointment acceptance and record, and the entry requires inclusion of middle name(s) or initial(s), enter all middle names and/or initials.

(5) When there is no middle name or initial, make no entry.

c. An official change of name is considered only at the request of the Marine concerned. While a member of the Marine Corps, the request should be submitted to the commanding officer with original supporting documentation (e.g., a court order, marriage certificate, divorce decree, birth certificate, or other acceptable forms of identification required by a court of competent jurisdiction where the Marine is currently residing as evidence of authority for legal change). Use the following instructions to change/correct a name or name suffix on official records after it has been officially recorded:

(1) The enlistment/reenlistment document, record of induction, or appointment acceptance and record is the source document for verification of name (and name suffix, if applicable). If, after a review of source documents, a Marine's name/name suffix has been erroneously recorded on OMPF documents, the reporting unit must report a correction by unit diary entry per reference (e). After correctly recording the Marine's name in MCTFS, notify MMRP-10 of the error on the official documents in the OMPF. MMRP-10 will place appropriate documentation in the Marine's OMPF to note the name change; however, the documents contained in the OMPF with the error will not be changed.

(2) Marriage exception. A Marine may change the surname after marriage by submitting a copy of the marriage document as supporting evidence. The Marine may use the maiden name as a middle name when requesting an official change of name. Upon divorce, a Marine may resume the use of the maiden name as the official name only if the divorce decree so stipulates. Divorce laws vary from state to state, therefore be sure to verify with the state where the Marine currently resides and comply with applicable laws and rules of the local jurisdiction. OMPF documents containing the surname will not be changed/updated to reflect the name change.

(3) To effect a change of name, Marines must petition a court of competent jurisdiction to obtain the necessary court documents. Once obtained, Marines may request that the official service records be changed accordingly. The procedure described at paragraph 4.c applies when making such requests. Marines must execute the Social Security Administration Form SS-5 whenever changes of name or dates of birth occur.

d. The records of Marines that have been completely separated from the Marine Corps and/or Marine Corps Reserve will not be modified to reflect an official change of name. In cases in which official records do not reflect the Marine's true name during the period of military service, documentation must be provided that proves the veteran's name was erroneously recorded upon enlistment, appointment, or induction into the Marine Corps. In cases in which the separated Marine changes his or her name after service, the separated Marine shall provide supporting documentation as evidence of authority for legal name change (e.g. court order, or other acceptable forms of identification required by a court of competent jurisdiction where the separated Marine currently resides). After review and approval, separation

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type documents will be prepared with the new name and social security number, if applicable; however, other OMPF documents will not be changed. Remarks will be placed on the separation documents to indicate the name under which the veteran served.

Chapter 3

Care of and Access to the Official Military Personnel File (OMPF)

1. Non-Critical Sensitive System. The OMPF repository and its contents are considered a Non-Critical Sensitive IT-II system. As such, personnel that are granted access to the OMPF must meet the criteria established in reference (f) for access to IT-II systems.

2. Responsibilities

a. Care and Maintenance. Responsibility for the care and maintenance of the OMPF rests with MMRP, however, it is the Marine's responsibility to ensure the OMPF accurately reflects his or her career.

b. Administrative Sites. Marine Corps administrative sites are authorized to scan the paper field records and update material to the OMPF. This will be accomplished via the means described below:

(1) Administrative sites such as IPACs on the Marine Corps Enterprise Network (MCEN) can gain access to MMRP's servers and will use the Input Module of the Optical Digital Imaging Records Management System (ODI-RMS). This process will be used to effect the scanning of the SRB as well as for submissions of OMPF material. The below procedures shall be followed in order to gain access to the Input Module.

(a) New account requests require the completion of DD Form 2875 System Authorization Access Request (SAAR). Prior to submission of the form the requestor must complete required ODI-RMS and Privacy Act training as prescribed by MMRP. The latest version of the DD Form 2875 with completion instructions for the ODI-RMS can be obtained by emailing the MMRP Help Desk at smb_mmrp-help_desk@usmc.mil. After completion of the required training, encrypt and submit the completed form to the MMRP Help Desk.

(b) Upon receipt of the completed SAAR, MMRP personnel will review the request and determine approval or denial. Feedback will be provided to the requestor citing the reason if access is denied; approved requestors will receive account and access information.

(2) Administrative sites NOT on the MCEN will follow the guidance provided in Chapter 4 of this Order with respect to providing material to the OMPF.

(3) The majority of material for the OMPF will be sent to MMRP by administrative sites. Commands creating documents that are authorized for placement in the OMPF, such as administrative remarks (page 11s), may submit material directly to MMRP by attaching the document to an email. Each document must contain the Marine's full name and DoD ID. If the documents contain the SSN, encrypt the file and email the file to: smb.Manpower.MMRP@usmc.mil.

(4) Information will be provided via MARADMIN, Personnel Admin Advisory (PAA), and revisions to this Order as technological improvements affect OMPF submissions.

3. Access to Official Military Personnel File (OMPF). The OMPF is considered confidential in nature. Therefore, information contained in the

OMPF shall not be divulged to persons who are not properly and directly concerned in the performance of their assigned duties. Access shall be granted only to those persons officially working with the OMPF and who meet the requirements for access to a non-critical sensitive IT-II level system. See reference (f) for criteria.

a. Headquarters Marine Corps (HQMC). HQMC personnel that require access to OMPF records in the performance of their duties may request access to the records by following the below procedures. OMPF records should not be released outside of the user's agency unless the release is in direct support of that agency's mission.

(1) Complete DD Form 2875 SAAR. Prior to submission of the form the requestor must complete required ODI-RMS and Privacy Act training as prescribed by MMRP. The latest version of the DD Form 2875 with completion instructions for the ODI-RMS can be obtained by emailing the MMRP help desk at smb_mmrp-help_desk@usmc.mil. After completion of the required training, encrypt and submit the completed form to the MMRP help desk email: smb_mmrp-help_desk@usmc.mil. Organizational mailboxes are unable to receive encrypted email, any sensitive information or PII should be sent encrypted via alternative means, e.g. SAFE.

(2) Upon receipt of the completed SAAR, MMRP personnel will review the request and determine approval or denial. Feedback will be provided to the requestor citing the reason if access is denied, approved requestors will receive account and access information.

b. Commanders. Battalion and Squadron commanders, upon assumption of command, are granted permissions within MOL to view the OMPF of the Marines assigned to their command. Access is only granted to the following OMPF folders: Service, Commendatory/Derogatory, Field, and Photo. Commanders will NOT be granted access to the Performance, MBS, or Reporting Senior/Reviewing Officer Profiles.

(1) Commanders may delegate access to the OMPF records to members of their command in order to conduct routine business for the command. Examples include but are not limited to Executive Officer; senior enlisted advisor; adjutant; legal officer/legal chief; personnel officer; administrative personnel, career planner.

(2) Commanders are able to obtain access to a newly joined Marine's OMPF once the Marine is joined within MOL.

(3) Reference (b) provides that: ". . . copies of matter in the official files of HQMC will be provided to field commanders for use in trials, administrative procedures, and other official functions." Such provisions have been interpreted to include documentation which ranges from extracts of pages from OMPF records to complete copies of the OMPF. The OMPF may be released to commanders in connection with Article 32 investigations, courts-martial, administrative discharge proceedings, and boards of inquiry. Upon proper request and justification, a copy of the entire OMPF may be provided on CD or sent electronically via a secure means such as the Army Aviation and Missile Research Development and Engineering Center (AMRDEC) SAFE at: <https://www.amrdec.army.mil/amrdec/>.

(4) OMPF records shall not be provided for use in Field Flight Performance Boards (FFPBs), Competency Review Boards (CRBs), or in connection with the Enlisted Substandard Performance Program.

c. Installation Personnel Administration Center (IPAC) Directors. IPAC Directors are granted permissions within MOL to view all records within the OMPF repository. This is necessary for the IPACs to conduct new join audits and to complete other administrative matters for permanent and temporarily assigned personnel within their purview. Access is granted only to the following OMPF folders: Service, Commendatory/Derogatory, Field, and Photo. IPAC Directors and their designees will NOT be granted access to the Performance folder, MBS, or Reporting Senior/Reviewing Officer profiles.

(1) IPAC directors may delegate OMPF access to members of their IPAC in order to conduct routine business for supported commands. To support local/regional Administrative Assistance Units (AAU) and/or an AAU equivalent, IPAC directors may delegate OMPF access to AAU members.

(2) Delegation of OMPF permissions shall not be granted to personnel outside the granter's purview of command or control except as noted in paragraph 3c(1).

d. Staff Judge Advocate (SJA). OMPF access for SJA personnel must be coordinated through CMC (JA).

e. Criminal Investigation Division (CID). CID personnel who have a validated requirement to access the documents in a Marine's OMPF will be provided the documents by the supporting IPAC or stand-alone unit.

f. Naval Criminal Investigation Service (NCIS) Agent. NCIS agents must access the OMPF through the Defense Personnel Records Information Retrieval System (DPRIS). NCIS headquarters may grant DPRIS permissions to individual NCIS agents and as such, NCIS agents must request access to Marine Corps OMPF records via DPRIS.

g. Verification of delegated permissions. Commanders and IPAC Directors shall review delegated permissions semiannually and document the review. Validation records must exist for the current calendar year and be retained for two additional years. The review process is part of the Inspector General of the Marine Corps inspection program.

h. Individual Marines. Marines are personally responsible for ensuring the accuracy and completeness of their OMPFs. Active duty and Reserve Marines may access their OMPFs via MOL by accessing the OMPF option in the Resources tab. Marines may perform a self-audit by following the instructions for the OMPF and MBS Self Audit instructions at the MMRP home page www.manpower.usmc.mil.

i. Marine Veterans. Marines that are separated, retired, or discharged after 1 January 2000 may request an electronic copy of their OMPFs by accessing the Department of Veteran's Affairs e-benefits website and following the established procedures. Veterans who are unable to request their OMPFs electronically through e-benefits may submit a written request. Written requests must contain the veteran's full name, last four of SSN, return address, statement requesting either specific documents from the OMPF and/or the complete OMPF, and signature. Written requests may be submitted to:

MCO 1070.1
14 May 2019

Commandant of the Marine Corps
Code MMRP-12
2008 Elliot Road
Quantico, VA 22134-5030

Chapter 4

Updating the Official Military Personnel File (OMPF)

1. Automated Processing. MMRP has established a means to electronically process certain OMPF documents that does not require commanders, administrators, or individual Marines to submit documents for inclusion. As electronic document preparation and work flow to the OMPF occurs, the following items will be updated:

a. Personal awards submitted and approved via the Improved Awards Processing System (IAPS).

b. Professional Military Education (PME) courses completed through the College of Distance Education and Training (CDET) via seminar and/or MarineNet.

c. Reserve Retirement Credit Reports.

d. Performance evaluations for sergeants through major general completed via the Automated Performance Evaluation System (APES).

e. Administrative separation packages completed and approved via the Command Legal Action (CLA) module of MOL.

2. Scanning with Optical Digital Imaging-Records Management System (ODI-RMS) Input Module. Administrative units that are on the MCEN are authorized to use the ODI-RMS Input module. See chapter 3 of this Order for access requirements. Scanning with the ODI-RMS input module shall be conducted on a network approved scanner. Currently the OMPF images contained in ODI-RMS are in Tag Image File Format (TIFF). Scanner settings shall be 200 dots per inch (DPI); gray scale; TIFF image. Administrative sites using the Input Module of ODI-RMS will automatically have TIFF images created; however, scanner operators should ensure they are scanning at 200 DPI and gray scale. The ODI-RMS Input Module allows administrators to scan "F" Batches (used to scan the SRB into the OMPF) and "P" Batches (used to scan material other than the SRB to the OMPF).

3. Scanning outside of Optical Digital Imaging-Records Management System (ODI-RMS) Input Module. Administrative units, commanders, and individual Marines that do not have access to use the ODI-RMS Input Module, are to submit documents to MMRP's organizational mailbox smb.Manpower.MMRP@usmc.mil. Organizational mailboxes are unable to receive encrypted email, any sensitive information or PII should be sent encrypted via alternative means, e.g. SAFE. Submit the documents as a multipage file in Portable Document Format (PDF), encrypted, not to exceed 3MB per file. Each page of the multipage PDF must have the Marine's full name and DoD ID.

4. Paper Service Record Book (SRB) Scanning. A transition from paper-based SRBs and QQRs to electronic images in the OMPF began in July 2011 and was completed in January 2013. Nevertheless, paper field records are still created upon accession of enlisted Marines. Until an electronic accession record is created, a paper SRB is created and provided to the recruit depots upon accession. The paper field record shall be scanned to the OMPF at the Marine's first PDS. Entry Level Separation (ElSep) field records will be scanned into the OMPF by the command initiating the separation. The "Field Record" tab is established at the Marine's first PDS when the SRB is scanned

into the OMPF. Under the "Field" tab, are links to specific documents in the OMPF. These individually listed documents are physically located in another part of the OMPF; however, the documents may be viewed via the Field folder tab and have been identified as documents to which commanders/IPAC users require direct access.

a. Units using the ODI-RMS Input Module shall scan the paper SRB as a "F" batch. Each batch will consist of one (1) complete SRB.

b. Units unable to use the ODI-RMS Input Module shall send an encrypted email of the scanned SRB, subject line "Field Records," as a PDF image to smb.Manpower.MMRP@usmc.mil. Each PDF shall consist of one SRB and shall be labelled with the DoD ID.

c. The Field folder will consist of the entire paper service record to include the initial W-4 form, less any forms not listed on the authorized forms list per reference (e). The Standard side of the record and the authorized forms from the document side are scanned as a single file. The standard side is scanned first on top of the documents from the document side. Before scanning the documents from the document side administrative personnel must review the forms list to ensure all required documents are included in the scan and should organize these documents into a standard sequence.

d. After a successful scan, the paper SRB is sealed closed using a sticker label to prevent any further documents being added. The label must provide the date the SRB was scanned to the OMPF. The sealed record is then forwarded to the Marine's commanding officer for delivery to the Marine. Units shall not retain or maintain paper SRBs at the unit level. Closed SRBs belong to the corresponding Marines.

e. Once the SRB has been properly established in the OMPF, the training event code "ER" must be reported into the MCTFS.

f. The Service Record Accountability Audit required by MCO P1070.12K is not required in regards to those paper SRBs that have been scanned to the OMPF.

5. Update Material Submission. Update material consists of documents that are authorized to be entered into the OMPF.

a. Units using the ODI-RMS Input Module shall scan OMPF material as a "P" batch. Multiple documents pertaining to multiple individuals may be part of each batch; however, each document must contain the Marine's full name and DoD ID.

b. Units unable to use the ODI-RMS Input Module shall send an email of the OMPF material as a PDF image to smb.Manpower.MMRP@usmc.mil. Multiple documents pertaining to multiple individuals may be part of each PDF; however, each page must contain the Marine's full name and DoD ID. If the SSN is contained on any pages of the PDF, the email must be encrypted.

c. Individual Marines' and non-IPAC submissions of OMPF material should normally be submitted to the OMPF within five (5) working days of completed action. To allow time required for unit diary reporting normally associated with source documents used that are subsequently scanned to the OMPF, IPACs should submit these documents within ten (10) working days of completed

action. Projected timelines for submission of and processing of authorized documents into the OMPF are as follows:

(1) Documents submitted via the ODI-RMS Input Module are usually placed in the OMPF within three to five working days of release by the IPAC.

(2) Documents submitted to the organizational mailbox by commanders and/or individual Marines are usually placed in the OMPF with 10 working days of receipt by MMRP.

6. Specific Document Processing. Below is guidance providing specific document processing that has changed as a result of scanning the paper SRB into the OMPF.

a. NAVMC 10154 Personal Affects Inventory Sheet and NAVMC 10241 Baggage Claims shall be scanned to the OMPF when Marines enter into one of the following statuses:

- (1) Deceased
- (2) Missing
- (3) Deserter (DD 553 published)
- (4) Combat operations (Injured)
- (5) Long term confinement

b. The Record of Emergency Data (RED) shall not be scanned into the OMPF, except in cases where there are more than 6 dependent children listed. In all other cases, the information resident in the MCTFS is considered the current information for casualty reporting.

c. The BIR containing Basic Allowance for Housing (BAH) certification page is not scanned into the OMPF; however, the BIR must be retained in the IPAC or Stand-Alone Unit files. Electronic or paper copy are acceptable. Retention of the BAH certification is 3 years from the date signed.

d. Other forms that resided in the paper OQR/SRB were identified as not to have long term effects on individuals' records. These forms were designated to be retained in the IPAC or Stand-Alone unit files to serve as substantiating documents for payments while assigned to the current unit. Forms include:

- (1) DD 2367 Individual Overseas Housing Allowance (OHA)
- (2) DD 2556 Move-In Housing Allowance (MIHA)
- (3) NAVMC 11106 Application for Cost of Living Allowance (COLA)

7. Process Delays and Trends. There are several reasons that cause delays in processing documents into the OMPF. These include:

a. Illegible documents due to scanner adjustments not being made, too dark, too light and broken words, document size too large (not adjusted in scanner to appropriate size).

- b. Documents not batched by document type.
- c. Documents not rotated correctly.
- d. Documents that are not approved for the OMPF.
- e. Wrong DoD ID entered for the document.
- f. Scanned document does not contain a name and DoD ID.

g. IPAC batches in not released by the IPAC for processing by MMRP. IPACs are required to ensure all scanned batches go through a quality control process and are released within five (5) working days from the date of scan.

8. Quality Control Process. Administrative units providing material to the OMPF shall implement internal control procedures that validate successful submission and inclusion of documents into the OMPF. Quality control should be completed by ensuring the documents submitted are authorized to be included into the OMPF in accordance with current Marine Corps directives. Additionally, documents must be legible and include the Marine's DoD ID.

Chapter 5

Official Photograph

1. Official Military Personnel File (OMPF) Photographs. Photographs provide a visual representation of the individual Marine to selection boards. It is the Marine's responsibility to ensure a digital photograph is posted to the OMPF prior to the convening date of the selection board. References (g) and (h) require Marines eligible for consideration by a promotion board to furnish an OMPF photograph during each year of eligibility. A photograph is considered current if the photograph is no more than one year old (365 days) on the date the promotion board convenes. Prior to the beginning of each fiscal year, Manpower Management Promotion Branch (MMPR) publishes a MARADMIN that provides convening dates for officer and staff non-commissioned officer promotion boards that are scheduled for the next fiscal year. Additionally, non-promotion board sponsors publish convening dates of their respective boards via a MARADMIN.

2. General Instructions. Marines have a personal responsibility to ensure their photographs are submitted and processed by HQMC (MMPR) prior to the convening of their respective boards.

a. Verification of photograph processing into the OMPF may be accomplished by the Marine via the OMPF tab in MOL. If a Marine has taken a photograph and it has not processed into the OMPF within two or three working days after submission to MMPR, the Marine should contact MMPR-60 at (703) 784-3738 to verify the photograph has been received.

b. It is the responsibility of the command submitting the photograph to ensure the photograph has all required information on the title board and it has not been altered. Command certification of the Marine's height/weight shall be valid for a period of 30 days for the purpose of taking OMPF photographs. The EXMP code in place of weight for Marines will be verified by the command. Command certification may be completed by the commanding officer, executive officer, Inspector-Instructor, Battalion Assistant Inspector-Instructor, sergeant major, first sergeant, or senior enlisted leader (defined as an enlisted Marine serving in a command leadership billet).

c. Marines with medical conditions that do not allow them to meet either the uniform or posture requirements shall follow the guidance provided to the best of their abilities. Examples include Marines wearing casts, using crutches, wearing back braces, or requiring the use of a wheel chair.

d. Photographs that do not comport with the guidelines of this Order shall not be placed into the OMPF and shall be returned to Combat Camera (COMCAM) sections or DoD photographic support facilities for correction.

3. Uniform for Official Military Personnel File (OMPF) Photographs. The DON recognizes a Sailor's or Marine's gender by the gender marker in the Defense Enrollment Eligibility Reporting System (DEERS). Coincident with that gender marker, the Marine Corps shall apply, and the individual Marine is responsible to meet, the appropriate uniform standards for the official photograph as described below. Official photographs submitted to MMPR for processing that do not depict the uniform and grooming standards consistent with gender markers in DEERS must be accompanied by a Deputy Commandant for

Manpower and Reserve Affairs approved exception for the Marine to wear the uniform and abide by the grooming standards of the preferred gender.

a. Male Marines. Service "C" without cover, with ribbons (short sleeve khaki shirt, green poly trousers). Wearing of a white undershirt (T-shirt) is at the individual's option per current uniform regulations.

b. Female Marines. Service "C" without cover, with ribbons (short sleeve khaki shirt, green poly trousers). Wearing of a white undershirt (T-shirt) and/or earrings by female Marines is at the individual's option per current uniform regulations. Pregnant or postpartum Marines have the option of wearing the service "C," or service "C" maternity uniform. The Service C Maternity Uniform for postpartum Marines may be worn for OMPF Official Photographs up to nine (9) months from the date of delivery IAW refence (j). Consistent with the reporting guidance announced in reference (i), the story board will now indicate "EXMP" for pregnant and postpartum Marines. During this period a Marine is exempt from height/weight standards due to pregnancy and postpartum recovery.

c. Per current uniform regulations, an inconspicuous wristwatch, ring(s), and conservative eyeglasses is authorized for wear.

d. The following badges are the only badges authorized for wear in an OMPF photograph:

- (1) Presidential Service
- (2) Vice Presidential Service
- (3) Office of Secretary of Defense
- (4) Joints Chief of Staff

Shooting badges are not authorized for wear when taking an official photograph.

e. Shirt stays and/or shirt garters are authorized for wear; however, binding clips, paper clips, or any other devices to modify the wear or fit of the uniform shall not be applied to the uniform for purposes of improving the official photograph.

4. Deployed Marines. Marines deployed to a combat zone or supporting a humanitarian mission are authorized to take photographs in the MARPAT uniform with T-shirt, without cover, and without MARPAT blouse. Marines performing duties in a training exercise or unit deployment away from their primary duty stations are authorized to take their OMPF photographs in the MARPAT uniform described above, if the unit was not directed to travel with the uniform prescribed in paragraphs 3a or 3b of this Order, and the Marines will not return to their primary duty stations in sufficient time to submit photographs prior to the convening dates of boards for which they are eligible.

5. Official Military Personnel File (OMPF) Photograph Specifications

a. Prepare a full length digital photograph with three quarter view displaying the individual standing in the prescribed uniform, with left shoulder forward. The digital image of the Marine shall be color corrected

and 300 DPI. The image file shall be named by the Marine's full DoD ID number (e.g. 1234567890), shall have the extension ".jpg" (indicating it is a compressed image file saved in the Joint Photographic Experts Group (JPEG) format), and shall use a 5 for image quality and baseline (standard) format option.

b. The photographer shall use a plain, light-colored background. Curtains and/or carpets shall not be used as background in the finished print. Lighting shall be arranged to avoid background shadows and to produce a light gray to white background in the finished print.

c. A title board/text box containing specific information shall be created for digital photographs. The following information shall be listed in the title board/text box:

(1) LAST NAME, FIRST NAME, MIDDLE INITIAL(S), NAME SUFFIX

(2) RANK, PRIMARY MOS

(3) DoD ID

(4) HEIGHT (IN INCHES) / WEIGHT (IN POUNDS). Reference (k) governs height and weight requirements in the Marine Corps. Those Marines who exceed height/weight standards will display the body fat percentage, unless exempt per the changes announced in reference (l). The height / weight / body fat will be recorded, even if the individual's weight condition is due to an underlying cause or associated disease. Refer to reference (d) regarding performance evaluation guidance and to the selection board MARADMIN regarding communication with the president of the respective board the OMPF will appear before. Reference (l) changed the requirements for the body fat percentage. After 1 July 2017, Marines scoring a 285 or above on both the PFT and CFT will be exempt from having the body fat percentage displayed on the story board (both events taken after 1 January 2017). Examples of how the story board will look are contained in paragraph 6b.

(5) ABBREVIATED BILLET ASSIGNMENT AND UNIT

(6) DATE PHOTOGRAPH WAS TAKEN (YYYYMMDD FORMAT)

(7) Certification by the senior leadership. Example: COL I. M. SMITH, CO, HQBN, HQMC. Certification by command leadership is required, regardless of rank of the Marine being photographed. Command leadership includes commanding officer, executive officer, Inspector-Instructor, Battalion Assistant Inspector- Instructor, sergeant major, first sergeant, or senior enlisted leader (defined as an enlisted Marine serving in a command leadership billet). Deviations from the previous examples shall not be accepted and photographs shall be returned to COMCAM or DoD photographic support facilities for correction.

6. Title Board

a. For deployed Marines, as defined in paragraph 4, the title boards shall include the word "DEPLOYED" displayed prominently across the top of the boards.

b. The text box shall be placed at or near the Marine's feet on the right side of the digital image. Ensure the identifying data is clearly

readable in the finished print. For digital photographs, either a title board or a text box on the photograph is acceptable. Examples include:

(1) Standard Format

SMITH, JASON I
SSGT 0111
1234567890
73/182
ADMIN CHIEF, H&HS, MCAS BEAUFORT
20170930
MAJ J. A. SMITH, XO, H&HS, MCAS BEAUFORT

(2) Pregnant/Postpartum Format

SMITH, DORIS A
SSGT 3043
1234567890
65/EXMP
SUPPLY CHIEF, HQ CO, HQSVCBN, MCB QUANTICO
20170930
CAPT J. A. SMITH, CO, HQ CO, HQSVCBVN, MCB QUANTICO

(3) Body Fat Format

SMITH, JASON I
SSGT 0111
1234567890
73/219 BF 17 PERCENT
ADMIN CHIEF, CLR-4
20170930
LTCOL I. A. SMITH, I&I CLR-4

(4) 285 or higher PFT and CFT after 1 July 2017

SMITH, JASON I
SSGT 0111
1234567890
73/219 BF N/A (PFT/CFT)
ADMIN CHIEF, CLR-4
20170930
LTCOL I.A. SMITH, I&I CLR-4

(5) Deployed

DEPLOYED
SMITH, JASON I
SGT 0372
1234567890
69/172
EAC NCOIC
20170930
1STSGT I.A. SMITH, MSOC A 1STSGT, 1ST MOB

(6) IRR

SMITH, JASON I
SSGT 0111
1234567890
67/155
IRR
20170930
IRR MARINE

7. Photograph Submission Requirements. Marines are advised to have their photographs taken at COMCAM sections or DoD photographic support facilities.

a. COMCAM Sections and DoD photographic support facilities shall email OMPF photographs to the MMRP-60 organizational mailbox at smb.Manpower.MMRP.ph@usmc.mil for processing into the OMPF.

b. Photographs taken at a location not authorized to submit digital photographs electronically to HQMC (MMRP) shall be submitted by the Marine's commanding officer, executive officer, Inspector-Instructor, Battalion Assistant Inspector-Instructor, sergeant major, first sergeant, or senior enlisted leader (defined as an enlisted Marine serving in a command leadership billet), and from the command's organizational mailbox (where applicable). The MARFORRES COMCAM office shall submit photographs in the case of IRR Marines. Such photographs shall be reviewed prior to inclusion in the OMPF.

c. Individual Marines are not authorized to submit their own photographs.

d. COMCAM sections or DoD photographic support facilities shall be used to the maximum extent possible. IRR Marines who are not able to use COMCAM sections or DoD photographic support facilities should contact the MARFORRES COMCAM office at (504) 697-9887 or through the MARFORRES COMCAM organizational mailbox at omb_mfr_combatcamera@usmc.mil.

e. If submission of a digital photograph is not possible, Marines are encouraged to follow the guidance provided in the respective selection board MARADMIN regarding submission of a hard copy photograph. The guidance provided in this Order regarding photograph preparation shall apply to hard copy photographs. Hard copy photographs are sent directly to the president of the applicable board and are not filed in the OMPF. If, due to extenuating circumstances, the Marine is unable to take an OMPF photograph, either electronic or hard copy, the Marine may submit a letter to the president of the board. Correspondence to the board shall adhere to the correspondence requirements prescribed by the MARADMIN pertaining to the particular board at issue.

Appendix A

GLOSSARY OF TERMS

Basic Allowance for Housing.....	BAH
Board for Correction of Naval Records.....	BCNR
Combat Camera.....	COMCAM
Cost of Living Allowance.....	COLA
Criminal Investigation Division.....	CID
Defense Enrollment Eligibility Reporting System.....	DEERS
Department of Defense Identification Number.....	DODID
Department of the Navy.....	DON
Entry Level Separation.....	ELSEP
Fitness Report Audit Program.....	FRAP
Headquarters Marine Corps.....	HQMC
Improved Awards Processing System.....	IAPS
Installation Personnel Administration Center.....	IPAC
Manpower Management Military Awards Branch.....	MMMA
Manpower Management Records and Performance Branch.....	MMRP
Marine Corps Enterprise Network.....	MCEN
Marine Corps Total Force System.....	MCTFS
Marine Online.....	MOL
Master Brief Sheet.....	MBS
Move-In Housing Allowance.....	MIHA
National Archives and Records Administration.....	NARA
Naval Criminal Investigative Service.....	NCIS
Non-Judicial Punishment.....	NJP
Officer Qualification Record.....	OQR
Official Military Personnel File.....	OMPF
Optical Digital Imaging/Records Management System.....	ODI/RMS
Overseas Housing Allowance.....	OHA
Performance Evaluation Review Board.....	PERB
Permanent Duty Station.....	PDS
Personally Identifiable Information.....	PII
Personnel Admin Advisory.....	PAA
Record of Emergency Data.....	RED
Safe Access File Exchange.....	SAFE
Service Record Book.....	SRB
Service Treatment Records.....	STR
System Authorization Access Request.....	SAAR
Temporary Disability Retired List.....	TDRL
Unit Punishment Book.....	UPB