

**Headquarters, U.S.
Marine Corps**

**MCO P1400.31B
PCN 10201150100**



**MARINE CORPS PROMOTION
MANUAL, VOLUME 1
OFFICER PROMOTIONS
(SHORT TITLE: MARCORPROMMAN,
VOL 1, OFFPROM)**

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To: Distribution List

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

Encl: (1) LOCATOR SHEET

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

2. Cancellation. MCO P1400.31A.

3. Background

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 as incentive to excel 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 active-duty list and Reserve active-status list officers. In the event this Manual contradicts higher authority guidance, the latter supersedes this Manual.

4. 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 Personnel Management Act (WOPMA), and title 10, U.S. Code.

5. Recommendations.

Recommendations for changes to the Manual are invited and should be submitted via the appropriate chain of command to:

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22 Feb 2000

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

6. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.

7. Certification. Reviewed and approved this date.



T. P. MURRAY

By direction

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ENCLOSURE (1)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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CHAPTER 1

GENERAL INFORMATION

1000. SCOPE. This Manual is applicable to all Marine Corps officers, to include: active-duty, Reserve, and retired, 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.

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

1002. GRADE. Grade is a progressive scale of office or military rank that is established and designated as a grade by law or regulations. It denotes a grade to which a permanent or temporary appointment has been tendered by competent authority and accepted by a member of the Armed Forces. Officer grades in order of seniority are:

<u>GRADE</u>	<u>PAY GRADE</u>
General	0-10
Lieutenant General	0-9
Major General	0-8
Brigadier General	0-7
Colonel	0-6
Lieutenant Colonel	0-5
Major	0-4
Captain	0-3
First Lieutenant	0-2
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Chief Warrant Officer, W5	W5
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1003. RANK. Rank means the order of precedence among members of the Armed Forces. Officers of the same grade take precedence amongst themselves according to their respective date of rank.

The precedence of officers who have the same date of rank is determined by the officer's seniority in that grade.

1004. LINEAL PRECEDENCE. Sections 574, 620, and 14002 of title 10, U.S. Code require the Secretary of the Navy to maintain a list of all officers serving in the Marine Corps on active duty (active-duty list) or in the Reserve component (Reserve active-status list). The Personnel Management Division (MMPR) is responsible for maintaining the lineal precedence lists and its annual publication. Specific information on lineal precedence can be found in NAVMC P1005 and NAVMC P1005A.

1005. ACTIVE-DUTY LIST. Officers in this category are currently serving on active duty in the Marine Corps, except for those officers described in section 620 of title 10, U.S. Code, 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 (CWOs) under section 574 of title 10, U.S. Code are carried on the separate active-duty list in order of seniority by rank and grade.

1006. RESERVE ACTIVE-STATUS LIST. Reserve officers in this category are currently serving on the Reserve active-status list, as defined by section 14002 of title 10, U.S. Code, in the Selected Marine Corps Reserve, the Active Reserve, the Individual Ready Reserve, and the active-status list of the Standby Reserve. Reserve Warrant Officers (WO) and Chief Warrant Officers (CWOs), under section 12242 of title 10, U.S. Code are carried on a separate Reserve active-status list in order of seniority by rank and grade.

1007. RUNNING MATE. Section 14306 of title 10, U.S. Code and SecNavInst 1427.1_ established the "Running Mate" system. Each officer on the Reserve active-status list shall have a running mate who is an unrestricted officer on the active-duty list with the same grade, date of rank, and who is next junior to the Reserve officer. This system is used to ensure that Reserve officers are promoted in concert with their active duty running mate.

1008. PLANNING

1. Responsibilities. The Five-Year Officer Promotion Plan (updated annually) for each competitive category by grade is prepared by Manpower Plans and Policy Division (MPP) and approved by the Secretary of the Navy at least 30 days prior to the convening date of a selection board. This document serves as the planning tool for the development of each selection board. It contains selection opportunities, zone sizes, numbers authorized

to select, and any skill guidance for each grade and competitive category. SecNavInst 1420.1_ provides specific guidance on the requirements associated with promotion plans.

2. Factors. Planning factors which are taken into consideration in developing the promotion plan are:

a. The number of positions needed to meet the needs of the Marine Corps.

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 Secretary of the Navy to serve in the grade and competitive category under consideration.

c. Based on such determination the Secretary of the Navy shall determine the authorized number to be selected among officers which the selection board may recommend for promotion.

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

3. Promotion Opportunity. The promotion opportunity is usually a percentage based on the in zone population. The following equation is used to determine selection opportunity:

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

1009. 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 impact on this variable. For general officer, Limited Duty Officer (LDO), CWO, and Active Reserve (AR) boards, this is a fixed number which is specified in the precept including below zone selections. For unrestricted and Reserve boards this number will fluctuate or "float" until the day the board convenes to keep the selection opportunity constant.

2. Under no circumstances is the board authorized to exceed the "authorized to select" numbers identified within the precept. The total number authorized to select may be derived from the above, in, or below zone population. Sections 575, 616, and

14307 of title 10, U.S. Code 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.

1010. COMPETITIVE CATEGORIES. A category established to provide for separate promotion consideration and career development of 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 five major categories: unrestricted, restricted (LDOs), WO/CWOs, AR, and Specialist Officers. Within these divisions, officers are considered among their own competitive category on either the active-duty list or the Reserve active-status list.

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 promotions 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 title 10, U.S. Code and as determined by Secretary of the Navy.

2. Limited Duty Officers. All LDOs secure appointments as a regular officer in the Marine Corps for the performance of duty in the technical fields in which they are proficient. These officers are technically oriented, they perform duties that are limited to specific occupational fields and are outside the normal development pattern of unrestricted officers. LDOs compete within their military occupational specialty (MOS) among other LDOs of the same grade for promotions to major and lieutenant colonel. There are no LDOs in the Marine Corps Reserve.

3. Warrant Officers/Chief Warrant Officers. CWOs compete within their MOS among other CWOs of the same grade for promotions to CWO3 through CWO5 via selection boards. WOs are promoted to CWO2 based on time-in-grade requirements found in section 573 of title 10, U.S. Code and as determined by Secretary of the Navy. CWOs in the Reserve component compete within their grade, but not within their MOS.

4. Active Reserve Officers (AR). Resident on the Reserve active-status list, AR officers compete with fellow officers of the same grade in the AR population within a separate category

for promotions to captain through colonel. AR warrant officers compete within their same MOS for promotion to CWO3 through CWO5.

5. Specialist Officers. The paramount prerequisite of this program 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 perform active duty obligation except in the event of a national emergency.

1011. 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 selection board in the same grade and competitive category. SecNavInst 1420.1_ and section 623 of title 10, U.S. Code require that before the convening of selection boards to consider officers for promotion to any grade above first lieutenant, the Secretary of the Navy 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 the grades of CWO2 through CWO5 and captain through colonel, three primary promotion zones 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 not selected for promotion by a regularly scheduled board. These officers will incur an additional failure(s) of selection if not selected by the selection board.

b. In-Zone (Promotion Zone). In-zone officers have neither failed of selection for promotion nor have been removed from a promotion list. In-zone officers consist of the primary eligible population for consideration by the selection board, and 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 are in-zone officers. These officers will be given the same consideration as any other in-zone case. This zone is used to generate 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. Below-zone officers are eligible for consideration, but if not selected, they will not incur a failure of selection. Not all

boards are authorized to consider below-zone officers. Additionally, the below-zone population is a rough estimate of the following year's in-zone population.

3. Flag Grade Officers. For the grades of brigadier general and major general two zones exist: the primary zone and the secondary zone.

a. Primary Zone. The primary zone consists of senior eligible (previously considered) and junior eligible (not previously considered) officers.

b. Secondary Zone. Officers in this zone are eligible for consideration, but are not in the primary zone for consideration.

c. The senior eligible, junior eligible, and secondary zone officers are similar to the above-zone, in-zone, and below-zone respectively. The difference is that unlike the above-zone and in-zone, the primary zone non selects do not incur a failure of selection if not selected by a regularly scheduled board.

CHAPTER 2

PRE-BOARD ACTIONS

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CHAPTER 2

PRE-BOARD ACTIONS

2000. NOTICE OF CONVENING. Sections 614 and 14105 of title 10, U.S. Code require that, at least 30 days prior to the date the board is convened, the Commandant of the Marine Corps (MMPR) 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 officer in the below-zone as of the date of the notice.
 - b. Information on submission of update material and photographs to the board, see paragraphs 3001 and 3002.
 - c. Submission of Reserve Qualification Summaries (RQS) to Reserve selection boards, see para 3004.
 - d. Information on auditing and correcting Official Military Personnel Files (OMPF), see MCO P1610.7_ and MCO P1070.12_.
 - e. Implementation of any unique regulation such as the 90-day rule or continuation, must be announced.

2001. BOARD COMPOSITION

1. General. Detailed instructions on board composition are established in sections 573, 612, and 14102 of title 10, U.S. Code and SecNavInst 1401.3_. 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. Personnel Management Division (MMA-3)

(1) Publish annually MCBul 5420 to announce 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 Personnel Management Division (MMPR) 30 days prior to the convening of a selection board.

b. Nominating Unit

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

(2) Once nominated, officers will only be replaced based on grave and dire emergencies, as all nominees are appointed personally by the Secretary of the Navy.

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

2002. PRECEPT

1. General. The precept is the legal document which orders a selection board to convene. It is in the form of a letter from the Secretary of the Navy 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 that the Secretary of the Navy deems important for selection of officers to the next higher grade.

2. Personnel Management Division (MMPR) and Manpower Plans and Policy Division (MPP) are jointly responsible for the publication of the precept. The precept will not be released until the board

actually convenes, as to protect the membership from improper influence per DoDInst 1320.14_.

2003. 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 (see para 1005);
- b. Have completed the minimum time-in-grade requirements; and
- c. Be identified in the Promotion Plan for an opportunity for selection based on grade strength limitations (see para 1008).

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 (see para. 1006);
- b. Have completed the minimum time-in-grade requirements; and
- c. Be identified in the Promotion Plan for an opportunity for selection based on grade strength limitations (see para 1008).

3. Both active duty and Reserve officers above the grade of captain who have twice failed of selection to the next higher grade will remain eligible for promotion if they have been continued on the active-duty list or Reserve active-status list. Per MCO P1001R.1J, AR captains who have twice failed of selection may be continued on the Reserve active-status list following release from active duty on the AR program until the officer has been twice considered above-zone for promotion in the Reserve unrestricted competitive category.

2004. DEFERRED ELIGIBILITY

1. Deferred eligibility is intended for officers to obtain active duty experience, qualifications, and significant evaluation before being considered by a selection board. Deferment is only applicable to active-duty list boards convened under chapter 36 of title 10, U.S. Code.

2. Per SecNavInst 1420.1_ the Commandant of the Marine Corps may, with the officer's consent or at the officer's request, defer an officer's eligibility. To be eligible the officer must be a first time eligible in-zone or above-zone officer, and request such action prior to the board convening. The period of deferment can not exceed one year from the date the officer enters on active duty and is subject to placement on the active-duty list under SecNavInst 1427.2_.

3. The officer's written request for deferment shall be forwarded to:

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

4. All requests for deferment should arrive 10 days prior to, and in no event later than, the convening date of the selection board.

2005. CONSTRUCTIVE SERVICE CREDIT

1. If the Secretary of Defense determines that the number of designated active duty Marine Corps judge advocates below the grade of major are less than the numbers needed for the Marine Corps, the Secretary of Defense may authorize the Secretary of the Navy to credit any person receiving both an original appointment and a judge advocate designation, with a period of service credit.

2. The Judge Advocate Support Branch of the Staff Judge Advocate to the Commandant's office will coordinate with Personnel Management Division (MMPR) in determining whether any constructive service credit is warranted.

3. Constructive service credit is credit, other than prior commissioned service credit, which is granted for law school attendance. It provides grade and date of rank comparability for an officer who begins Marine Corps commissioned service after obtaining a baccalaureate degree. The following governs the granting of constructive service credit and prior commissioned service credit:

a. A period of time shall be counted only once when computing constructive service credit and prior commissioned service credit.

b. For pre DOPMA officers (those commissioned before 15 September 1981), any constructive service credit and time spent as a commissioned officer before graduation from law school shall be computed and credited to the maximum extent permissible in each case, but shall not exceed 36 months for the period beginning with the commencement of attendance at law school and ending on the date of graduation from law school. This does not affect the pay entry base date or arrears in pay and allowances. In addition, constructive service credit may effect mandatory retirement dates, and the retired pay multiplier.

c. Constructive service credit commences on the date that the officer's lineal precedence, grade, and date of rank are adjusted by Personnel Management Division (MMPR) in the Marine Corps Total Force System and after the officer's acceptance of this lineal adjustment, graduation from Naval Justice School, and designation as a judge advocate. The date of the officer's acceptance of constructive service credit has no bearing on the effective date of constructive service.

d. Constructive service credit does not count toward the computation of active commissioned service for DOPMA officers.

2006. EXCLUSIONS FROM ELIGIBILITY

1. 90-Day Rule. Sections 577, 619, and 14301 of title 10, U.S. Code 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 precept must clearly state that this provision will be implemented. All officers with an approved separation or retirement date from Personnel Management Division (MMSR) that is within 90 days after the date the selection board is convened will be deleted from the eligible population. Modifications to separation dates submitted after a board convenes will not change an officer's promotion eligibility.

2. 1-Year Rule. Per section 14301 of title 10, U.S. Code, Reserve officers are only eligible for consideration if: the officer is on the Reserve active-status list, and during the 1-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).

2007. CONTINUATION

1. Officers in the permanent grades of CW02 to CW05, 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 or the Reserve active-status list per policies and procedures established by sections 580, 637, and 14701 of title 10, U.S. Code, SecNavInst 1412.9_, and SecNavInst 1920.7_. Reserve officers desiring to be continued must submit a written request to the board to be continued.

2. The Secretary of the Navy 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 Secretary of the Navy to reconvene as continuation boards.

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

c. The results of continuation boards for those officers selected for continuation will be made known to the affected officers by Personnel Management Division (MMSR). Those officers not selected for continuation will be notified by official correspondence from the Personnel Management Division (MMSR), sufficiently in advance of the date of their involuntary retirement or discharge so as to allow those officers who are not continued a reasonable period of time for personal planning. An officer who is selected for continuation shall be afforded an opportunity to accept or decline the continuation. The separation of an officer who declines continuation will be considered as an involuntary separation under sections 580, 637, and 14701 of title 10, U.S. Code.

3. Minimum Continuation Period. Officers will be continued according to the guidelines given in the precept.

CHAPTER 3

BOARD PROCEDURES

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CHAPTER 3

BOARD PROCEDURES

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

1. The promotion plan and precept must be signed by the Secretary of the Navy.
2. A copy of DoDInst 1320.14_ must be provided to each member and recorder of the board. The text of DoDInst 1320.14_ 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, 615, 14106, and 14107 of title 10, U.S. Code, DoDInst 1320.14_, and SecNavInst 1420.1_ regulate the three types of information that may be furnished to selection boards. Appropriate materials, as outlined below, are the only information that can be placed before, requested by, or reviewed by members of the selection board. Documents received by selection boards will be recorded in an update material log.

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 P1070.12_. Further details on information that can properly be furnished to selection boards are contained in DoDInst 1320.14_, SecNavInst 1420.1_, and SecNavInst 1412.9_.

b. Written Communication by Eligible Officers. All eligible officers are authorized to send communication to the selection board, per sections 614 and 14106 of title 10, U.S. Code and SecNavInst 1412.9_. This information can call attention to any matter which the officer considers important to their case. All information, to include third party letters, certificates, etc. must be under cover letter requesting submission to the selection board and endorsed by the eligible officer. Any material received without the officer's endorsement will be returned. Personnel Management Division (MMPR) must be in physical receipt

of this information before the board convenes, per sections 614 and 14106 of title 10, U.S. Code and SecNavInst 1412.9_. 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

Officers are encouraged to ensure Personnel Management Division (MMPR-1) has physically receipted for such information. Verification can be accomplished via the website at: www.usmc.mil, then select Information for and About Marines and Officer Promotion Information.

c. Discrepancy Notices. Discrepancy notices are written requests for clarification or amplification of information found in an officer's OMPF. Personnel Management Division (MMSB) is the primary agency authorized to furnish information related to discrepancy notices. Personnel Management Division (MMPR) is responsible for screening all information requested by or furnished to the board to ensure it is in compliance with sections 614 and 14107 of title 10, U.S. Code, DoDInst 1320.14_, and SecNavInst 1420.1_. 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 P1070.12_.

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

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

2. Appropriate 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. Information submitted by an eligible officer: photographs, letters, third party letters, certificates, etc., or

information the officer deems relevant. Reserve officers should submit a Reserve Qualification Summary to the board to update the board on the Reservist's civilian employment, activities, education, and other significant accomplishments.

b. Discrepancy notices requesting amplification or clarification of information already contained in the OMPF is limited to:

(1) Replacement copies of unreadable documents already contained in the OMPF.

(2) Entries contained in the Master Brief Sheet (MBS) but the corresponding supportive documentation is absent from the OMPF, such as a date gap.

c. Factual summaries of information already present in the OMPF, to include the Master Brief Sheet (MBS) and Career Retirement Credit Report.

3. Inappropriate Information. The following information is inappropriate and/or unauthorized amplification or clarification 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. Established separation or retirement dates that exceed the 90-day exclusion period.

c. Current medical status.

d. Some entries in the header of the MBS are contained for administrative purposes (i.e. Lineal Number, Permanent Date of Rank, and Special Information), and are not information contained in the OMPF. In such instances, amplification or clarification is inappropriate.

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

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

3002. PHOTOGRAPHS. All officers in the grade of chief warrant officer through colonel who are eligible for consideration by a selection board are required to furnish an official photograph

per MCO P1070.12_.Photographs should be addressed to:

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

Photographs must be taken within 6 months of the convening date for each selection board the officer is eligible for. Personnel Management Division (MMPR) does not retain or return photographs after the selection board's adjournment.

1. A title board containing the officer's last name, first and middle initial(s), name suffix, grade, primary military occupational specialty (PMOS), complete SSN, height, weight, and date the photograph was taken (year, month, and day sequence), will be placed at or near the individual's feet so that it will be legible in the photograph. The identifying data must be clearly readable in the finished print.

MARINE	IM
Capt	0302
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72	165
XX0801	

2. The photograph should be mounted on 8.5 X 11 inch sheet of white bond paper, containing the following information underneath the photograph: MCC, RUC, work phone number, component (USMC or USMCR), and competitive category (see para. 1010).

3. Individual officers have a personal responsibility to ensure their photograph is submitted and received by Personnel Management Division (MMPR). Officers can verify if the Personnel Management Division (MMPR) has received a photograph by visiting the website at: (www.usmc.mil), then select Information for and About Marines and Officer Promotion Information.

3003. REQUESTS 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 who submits such a request will still be considered for selection, but will incur a failure of selection if not recommended for promotion by the board. Per section 1174 of title 10, U.S. Code, 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 non selection through written communication to the board. Accordingly, selection boards convened under sections 611a and 503 of title 10, U.S. Code are required to include in the board report the names of those officers who fall into this category.

3004. RESERVE QUALIFICATION SUMMARY. Per MCO P1001R.1_, Reserve officers are required to submit Reserve Qualification Summaries to selection boards. This document provides valuable information regarding the officer's activities when not actively participating in the Reserve Marine Corps.

3005. 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.

3006. 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 their in-zone cases. This provides the board member a solid sense of the competitiveness of the in-zone population. Additionally, if adverse information is present, it must be briefed to the entire board regardless of when the adverse information occurred. 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 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 upon commencement of briefing or voting cases. Only board members and recorders are allowed in executive session. All recorders must be present during all executive sessions.) All above-zone cases must be briefed and voted upon by lineal precedence. In this "In-Out" session, board members determine if an eligible officer's record is competitive or comparable to merit being a premier case. A premier case is an above or

below-zone officer whose case will be briefed and voted on with the in-zone officers' cases. The criteria to become a premier case is one affirmative vote from any member of the selection board to include the officer's record. Below-zone cases are reviewed in the same manner as the above-zone population. Upon completion of the In-Out session, time is allotted to thoroughly prepare the cases as necessary.

3. Full Briefing and Voting. Once board members have completed all case preparation, the final executive session commences. Each eligible officer receives a full brief from the member assigned his/her case. Each board member will be provided an opportunity to comment as necessary. When all cases have been briefed, each member determines which officers they desire to vote "yes" on or to select. The number of "yes" votes a board member can cast is based on the number of officers authorized to select (see para 1009). Multiple iterations of voting occur until board members select to allocation.

3007. SPECIAL CONSIDERATION. Within the precept of the selection board the Secretary of the Navy may provide special consideration for items deemed important for consideration:

1. Skill Guidance. Any Military Occupational Specialty that is 85% or less of the staffing goal for the grade being considered for selection may be identified as a skill shortage in the Secretary of the Navy's precept.

2. Joint Duty. The Chairman of the Joint Chiefs of Staff (CJCS) is charged by law to review certain selection board reports to determine if the boards acted in a manner consistent with Secretary of Defense guidelines under section 615(b) of title 10, U.S. Code, and DoDInst 1320.14_. The Chairman reviews board results to determine if the boards gave appropriate consideration to the performance of officers in Joint Duty Assignments (JDAs) 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 consideration set forth in section 662 of title 10, U.S. Code, CJCSInst 1330.02_, and CJCSInst 1331.01_.

3. Acquisition

a. Section 1731 of title 10, U.S. Code directs that officers from the Acquisition Corps are expected to be promoted at a rate not less than the rate for all line officers of the same Armed Force.

b. Consequently, the CMC must submit, in the board report, a statistical analysis of the

selection rate for acquisition officers in accordance with DoDInst 1320.4_ and DoDInst 1320.14_.

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

3008. 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. 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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CHAPTER 4

POST-BOARD ACTIONS

4000. BOARD REPORT. Upon completion of deliberations, a selection board report will be prepared by Personnel Management Division (MMPR) in accordance with DoDInst 1320.14_. 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; notice of convening; promotion plan; sampling of records; and an update material log. The board report must be signed and certified by each board member and recorder.

4001. UNAUTHORIZED RELEASE OF BOARD PROCEEDINGS. Sections 616(e) and 14104 of title 10, U.S. Code, DoDInst 1320.14_, and SecNavInst 1412.9_ prohibit the disclosure of the proceedings of selection boards to any person not a member of a board. In addition, SecNavInst 1420.1_ further states that no member 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 Secretary of the Navy, the Secretary of Defense, or the President. Officers who fail of selection before a board may be counseled by the Officer Career Counseling Section, Officer Assignment Branch (MMOA-4) or the Reserve Career Management Team, Reserve Affairs (RAM-6), as appropriate.

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 title 10, U.S. Code and is considered but not selected for promotion by a selection board convened under section 573, 611(a), and 14101(a) of title 10, U.S. Code 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 not be considered by subsequent boards. 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 para 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 forever maintained in that competitive category.

4003. SAMPLING OF RECORDS. Per SecNavInst 1401.1_ and as outlined in para 5004, the sampling of records is included as part of the administrative documents contained in the board report.

4004. SHOW CAUSE. As outlined in para 3008, a letter from the board president to the Secretary of the Navy shall accompany the board report which contains a paragraph detailing the basis for the board's findings.

4005. ADVERSE SCREENING. Upon adjournment of a selection board, a review of investigative files is conducted for any adverse information contained in an officer's record. Any officer whose record contains adverse information, as determined by Commandant of the Marine Corps, will be reviewed for possible withholding from nomination or delay of promotion. The name of any officer whose record is identified as containing adverse information may be omitted from nomination to the President or the Senate, as appropriate. Upon release of the board results, the officer will be afforded the opportunity to comment regarding the adverse matter and a decision will be made by the President (for Reserve officers) to either promote or remove the officer's name from the promotion list, per sections 14308, 14310, 14311, and 14312 of title 10, U.S. Code or the Secretary of the Navy (for active duty officers) to either promote or remove the officer's name from the promotion list, per sections 579, 624, and 629 of title 10, U.S. Code.

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. Upon completion of the adverse screening, Personnel Management Division (MMPR) prepares a nomination package for all boards requiring Presidential and Senate approval. DoDInst 1320.4_ outlines the preparation procedures and specifies what documents must be contained in the nomination package (See figure 4-1).

4007. BOARD APPROVAL PROCESS. Once a board report is approved by the members of the board and the nomination package has been prepared by Personnel Management Division (MMPR), both packages are forwarded to the final approval authority for approval. All selection boards must be endorsed, first by the Commandant of the Marine Corps and, the Office of the Judge Advocate General of the Navy, before being forwarded to the Secretary of the Navy. 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 promotion authority.

4008. REMOVALS

1. Removal From Approved Promotion List

a. Per sections 579, 629, and 14310 of title 10, U.S.Code, the name of an officer recommended for promotion by a selection board may be removed from the report of the selection board by the President or the Secretary of the Navy, acting for the President, as appropriate. Such action may be taken at any time before the promotion of the officer.

b. An officer whose name is removed from a promotion list by the President or the Secretary of the Navy acting for the President, continues to be eligible for consideration for promotion. If the officer is recommended for promotion by the next selection board, and the report of the board is approved by the Secretary of the Navy, the officer's name shall be placed on the promotion list without prejudice. The officer may petition the Secretary of the Navy, under sections 629 and 14310 of title 10, U.S. Code to grant the officer the same date of rank that the officer would have had if the officer's name had not been removed. However, per 10 sections 624 and 14308 of title 10 U.S. Code, the officer 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 Secretary of the Navy acting for the President, removes the officer's name from the promotion list; or if the Senate rejects the officer's appointment.

2. Removal From Promotion Lists. During the period of delay, the Commandant of the Marine Corps (JA) will assemble a case file on the officer concerned. Commanders are directed to report developments in the officer's case as a matter of immediate concern. If the Commandant of the Marine Corps determines that

the officer's name should be removed from the promotion list for the reasons set forth in paragraph 6009, the officer shall be notified in writing of such action, and be afforded the opportunity to submit a written statement to the Secretary of the Navy via the Commandant of the Marine Corps (JA). If the officer declines to make a statement, the officer shall submit a signed statement to that effect. After review of the officer's statement, if the Commandant of the Marine Corps determines that removal from the promotion list is warranted, a recommendation for removal, the officer's statement, and the remainder of the case file shall be forwarded to the Secretary of the Navy for decision.

4009. PROVISIONS FOR DELAYING AND WITHHOLDING OF PROMOTIONS.

Refer to paragraph 6009 for procedural guidance in this regard.

	SECNAV	SECDEF	PRESIDENT	SENATE
ACTIVE MGEN	YES	YES	*YES	+YES
RESERVE MGEN	YES	YES	*YES	+YES
ACTIVE BGEN	YES	YES	*YES	+YES
RESERVE BGEN	YES	YES	*YES	+YES
ACTIVE COLONEL	YES	#*YES	YES	+YES
ACTIVE RESERVE COLONEL	YES	YES	*YES	+YES
RESERVE COLONEL	YES	YES	#*YES	+YES
ACTIVE LTCOL	YES	#*YES	YES	+YES
LDO LTCOL	YES	#*YES	YES	+YES
ACTIVE RESERVE LTCOL	YES	YES	#*+YES	NO
RESERVE LTCOL	YES	YES	#*+YES	NO
ACTIVE MAJOR	YES	#*YES	YES	+YES
LDO MAJOR	YES	#*YES	YES	+YES
ACTIVE RESERVE MAJOR	YES	YES	#*+YES	NO
RESERVE MAJOR	YES	YES	#*+YES	NO
ACTIVE CAPTAIN	YES	#*+YES	NO	NO
ACTIVE RESERVE CAPTAIN	YES	YES	#*+YES	NO
RESERVE CAPTAIN	YES	YES	#*+YES	NO
ACTIVE CWO	#*YES	YES	+YES	NO
ACTIVE RESERVE CWO	#*YES	NO	NO	NO
RESERVE CWO	#*YES	NO	NO	NO

* 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 List Routing.

CHAPTER 5

SPECIAL SELECTION BOARDS

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CHAPTER 5

SPECIAL SELECTION BOARDS

5000. AUTHORITY. Special Selection Boards (SSB) are authorized under sections 628 and 14502 of title 10, U.S. Code, and SecNavInst 1401.1_. The SSB's purpose is to provide relief to officers who believe they did not receive fair and equitable consideration before a regularly scheduled selection board.

5001. ELIGIBILITY. Officers requesting consideration by an SSB must petition the Secretary of the Navy. SecNavInst 1401.1_ provides specific eligibility criteria as follows:

1. An officer must be on the active-duty list, Reserve active-status list, retired, or a former officer to be eligible for consideration. Officers on the inactive-status list are not eligible for consideration by a SSB.
2. The officer must have been considered, or should have been considered, by a regularly scheduled selection board, and not selected.
3. The officer must demonstrate that the actions of that board:
 - a. Were contrary to law; or
 - b. Involved material error of fact; or
 - c. Involved material administrative error.

5002. REQUESTING A SPECIAL SELECTION BOARD

1. Requests for an SSB must be initiated by the eligible officer and forwarded directly to:

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

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

- a. The reason the officer is requesting an SSB as outlined in para 5001.3.

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

c. A detailed account of the actions the officer took to promptly identify and correct the problem prior to the convening, and actions subsequent to their failure of selection. 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.

d. The request should include all supporting documentation.

e. The interactive nature of SSBs necessitate continuous dialogue. Therefore, it is essential Personnel Management Division (MMPR) is advised of the officer's current work telephone and address.

3. An example SSB format is provided in figure 5-1.

5003. PRE-BOARD REQUIREMENTS. SSBs follow the same guidelines as established for regularly scheduled selection boards. Chapters 1 through 4 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 title 10, U.S. Code, 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;

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 same board.

3. 90-Day Exclusion Rule. This regulation is not applicable to SSBs
4. Membership. Sections 612 and 14102 of title 10, U.S. Code and SecNavInst 1401.3_ require that SSB membership follow the same guidelines as regularly scheduled boards, with the exception that all members serving on an SSB should, by Secretary of the Navy's policy, have previous officer selection board experience.
5. Providing Records to the Boards
 - a. Records will be modified or redacted to exclude all material received after the date the regularly scheduled board would have convened.
 - b. As identified in para 4003, sample records will appear as they should have appeared the day the initial board convened.
 - c. Update material may be submitted by the eligible officer per para 3001, 3002, and 3004. Any update material provided to the SSB may not contain information about or refer to events that took place after the convening of the regularly scheduled board.

5004. SAMPLING OF RECORDS. Pursuant to SecNavInst 1401.1_, all previously convened selection boards have identified a sampling of records of the eligible population which have been retained for each grade and competitive category. The eligible officer's record will be compared against these records. The sample cases are maintained on file by Personnel Management Division (MMPR) for 7 years, for use by SSBs convened by the Secretary of the Navy.

5005. BOARD ACTIONS

1. Case Preparation and Briefing. Case preparation and briefing will be conducted as outlined in para 3006.
2. Ranking. Once briefed, all sample selects and non selects cases will be ranked from strongest to weakest as selects (1-5) and non selects (6-10).
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 to the next grade, the officer's record must be better than the most competitive non select and comparable to the least competitive select.

5006. POST-BOARD ACTIONS. The post board procedure for an SSB parallel those outlined in chapter four 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 regularly scheduled selection board.
2. Per chapter six of this Manual, 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 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 did not properly consider the officer, and is not recommended for promotion by a special selection board, will not incur an additional failure of selection.

1401
30 Jan XXXX

From: Captain John Q. Marine 123 45 6789/0302 USMC
To: Commandant of the Marine Corps (MMPR)

Subj: REQUEST FOR SPECIAL SELECTION BOARD

Ref: (a) SecNavInst 1401.1_

Encl: (1) Copy of my request to BCNR dtd XX0304
(2) Subject fitness report AN XX0101
(3) BCNR's response to my request dtd XX0606
(4) Request letter to MMSB dtd XX0909
(5) Copy of my fiche and Master Brief Sheet Dated XX1010
(6) Request letter to MMSB dtd XX0202
(7) Copy of my fiche and Master Brief Sheet Dated XX0230
(8) 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 XX0304 to remove one fitness report from a Reporting Senior that committed suicide after giving all his OSO's less than outstanding fitness reports, see enclosures (1) and (2). BCNR granted relief to my petition on XX0606 directing the fitness report be removed, see enclosure (3). I requested and reviewed my OMPF and MBS on XX0909, and the subject fitness report had been removed, see enclosure (4) and (5). The FYXX Promotion Selection Board convened on XX1111, and did not select me to the grade of Major. I contacted the Career Counselor at MMOA-4/CMT, 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 XX0202, and the subject fitness report was present, see enclosures (6) and (7). I have again requested the subject fitness report be removed, see enclosure (7). 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.

John Q. Marine

Figure 5-1.--Sample Special Selection Board Request.

CHAPTER 6

PROMOTIONS

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CHAPTER 6

PROMOTIONS

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 Personnel Management Division (MMPR) is responsible for authorizing the promotion of all officers within the Marine Corps. This is accomplished by release of a naval message and a unit diary entry into the Marine Corps Total Force System. This promotion message 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. Monthly promotion messages are published to announce promotions for the first of the month and forecast promotions for the upcoming month. Normally, these messages are released no later than the 20th day of the month. Additional promotion messages are periodically released for individual promotions (i.e., delays, withholds, etc.) or group promotions (i.e., 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 message; unless the commanding officer delays the officer's promotion per para 6009 or the officer expressly declines promotion, per para 6004. Subsequent action by the command or officers will not nullify the promotion. The promotion is considered effected and the officer will incur the associated obligated service requirements.

6003. PROMOTION QUALIFICATION. Commanding Officers are responsible for effecting promotions as outlined in the promotion message and this chapter. Commands can delay an officer's promotion if that officer is not mentally, physically, morally, or professionally qualified for promotion. Detailed guidance on command delays can be found in paragraph 6009 of this chapter.

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 para 6002).

2. Should a second lieutenant, eligible for promotion under provisions of SecNavInst 1412.6_, decline an appointment to first lieutenant, the appointment terminates and the officer shall be released from active duty upon the completion of any obligated active duty service incurred.

3. Written declination of promotion must be sent 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.

5. Officers that submit a written declination will incur a failure of selection and the failure will be deemed as voluntary.

6005. TRANSFERRING PROMOTIONS

1. Inactive Status List. Per section 14317 of title 10, U.S. Code, Reserve officers on the Reserve active-status list that transfer to an inactive status after having been recommended for promotion to the next higher grade shall be treated as if the officer had not been considered and recommended for promotion. In addition, such officers will not be placed on a 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 title 10, U.S. Code, officers selected from a board convened under section 14101(a) of title 10, U.S. Code, chapter 36 of title 10, U.S. Code, 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 promoted as long as that transfer is to the same competitive category.

6006. COMMISSIONING OATH

1. Per sections 578, 626, and 14309 of title 10, U.S. Code, 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. FROCKING

1. Purpose. Section 777 of title 10, U.S. Code authorizes an officer who has been selected (and when applicable, confirmed by the Senate) to wear the insignia of the next higher grade. In such circumstances, the officer must be serving in, or has received orders to serve in a position for which that grade is authorized. Priority will be granted to the following billet assignments: joint duty, international environment, command, or other staff assignments.

2. Requests. In every case frocking must be essential to the officer's ability to perform the assigned duties and must clearly serve the best interests of the Marine Corps.

a. Requests must contain:

- (1) Officer's name
- (2) SSN
- (3) MOS
- (4) Select grade
- (5) T/O
- (6) Line number
- (7) Transfer/joining date
- (8) Justification

b. Requests for frocking (figure 6-1) should be submitted to:

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

3. Approval Authority

a. Field Grade Frocking. Director, Personnel Management Division, is the approval authority for all frocking requests of field grade officers. Frocking ceremonies should not be planned until authority is received. Commissions are not to be read at frocking ceremonies, only the authority to frock may be read.

b. Company Grade Frocking. Commanding Generals are authorized to frock first lieutenants to captain based on the criteria outlined in paragraph 6007 and below.

(1) There are no restrictions on the number of captain selects the Marine Corps is authorized to frock.

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

(3) It is essential that Personnel Management Division (MMPR) be informed either by naval message or letter of all frockings to the grade of captain. Required information can be found in paragraph 6007.2. This will allow the Marine Corps to properly report frockings each quarter as outlined in para 6007.4.

(4) Frocking of second lieutenant to first lieutenant is not authorized.

4. Tracking Frockings. The Personnel Management Division (MMPR) is responsible for tracking and reporting to the Office of the Secretary of Defense, Personnel and Readiness, the number of officers frocked each quarter. Limitations on the total authorized number of field grade officers frocked is regulated and strictly monitored.

5. Guidelines. The following guidelines apply:

a. Frocking does not authorize increased disciplinary powers under Article 15, Uniform Code of Military Justice (UCMJ).

b. Frocked officers are entitled to wear the uniform and use the title of the grade to which selected until promoted or separated.

c. A grade change (GC) fitness report is required per MCO P1610.7_.

d. No unit diary entry is required or authorized.

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

f. An officer should not be frocked unless the officer is mentally, physically, morally, and professionally qualified to perform the duties of the next higher grade.

6. DeFrocking. An officer's frocking may be rescinded prior to the time the actual promotion is effected if it is determined that potential adverse information exists, as specified in para. 6009. In such instances, commanding generals or commanding officers must immediately notify Personnel Management Division (MMPR) and the Commandant Marine Corps (JA) for further guidance.

6008. COMMISSIONS

1. Appropriate commissions will be mailed to parent commands after the promotion message is released (examples of commissions are shown in figures 6-2 through 6-5). The commission is not the legal authority to promote. 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, officer's can seek new or replacement commissions by mailing the damaged commission or a request to:

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

6009. DELAY OF PROMOTION

1. Purpose. Per sections 624, 14310, 14311, and 14312 of title 10, U.S. Code; and SecNavInst 1412.9_ delaying an officer's promotion is to provide a reasonable amount of time to determine whether or not an officer's name should be removed from the promotion list. Delays of promotion can be initiated at the time an officer is selected by a selection board or prior to the time an officer's promotion is to be effected. Delay of an officer's promotion is warranted if the Secretary of the Navy, Commandant of the Marine Corps, or Commanding Officer believe that the officer is mentally, physically, morally, or professionally unqualified for promotion to the next higher grade.

2. Commandant of the Marine Corps Delays. Normally, delays of this nature are due to the post board adverse screening (see para 4005), or adverse screening immediately prior to promotion. The Commandant of the Marine Corps may request the Secretary of the Navy to delay the appointment of an officer selected for promotion under SecNavInst 1420.1_ if:

a. Sworn charges against the officer have been received by an officer exercising general court-martial jurisdiction over the officer and such charges have not been disposed of;

b. An investigation is being conducted to determine whether disciplinary action of any kind should be brought against the officer;

c. A board of officers has been convened under SecNavInst 1920.6_ to determine whether the officer should be required to show cause for retention on active duty; or

d. A criminal proceeding in a Federal or State court is pending against the officer.

e. There is cause to believe that the officer is mentally, physically, morally, or professionally unqualified.

3. Command Delays. Commanding Officers are charged in the promotion message and this chapter to ensure that each officer is qualified for promotion prior to effecting that promotion. Commanders must provide written notice, as stated in the subparagraph below. It is important to realize that once the command delays a promotion, and the decision to promote or remove the officer's name from the select list resides with the Secretary of the Navy.

4. Written Notice

a. Commanding Officers must give written notice to an officer outlining the grounds for the delay before the effective date of the appointment (see figure 6-6), unless impracticable to do. If extenuating circumstances exist, written notice shall be given as soon as practicable.

b. The command must notify Personnel Management Division (MMPR) and the Commandant of the Marine Corps (JA) of its intent to delay the officer's promotion in writing. This will ensure that an officer's promotion is not effected in the Marine Corps Total Force System. 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. The report of the delay action shall be submitted within 10 days of knowledge of the circumstances warranting the delay.

5. Opportunity to Comment

a. An officer whose promotion has been delayed under this subsection shall be afforded an opportunity to make a written statement to the Secretary of the Navy via the chain of command. If an officer declines to make a statement, the officer shall submit a signed statement to that effect.

b. After notifying the Personnel Management Division (MMPR) and the Commandant of the Marine Corps (JA) of the intent to delay, the command must forward the officer's response as well as any additional information regarding the officer's case that was not previously submitted.

6. Resolution of Delay

a. If criminal charges are pending, an officer's promotion will not be delayed more than 6 months unless the Secretary of the Navy authorizes a longer period of delay, and in no case will an officer's promotion be delayed longer than 18 months.

b. The Secretary of the Navy can either recommend that the officer be promoted, or remove the officer's name from the promotion list. The Secretary of the Navy may not remove an officer from a Reserve promotion list, however, the Secretary's recommendation to remove an officer from such a list must be forwarded to the President for approval.

c. If it is determined that the officer's promotion will be effected, upon promotion, the officer will have the same date of rank, lineal position, and effective date for pay and allowances as if no delay occurred.

7. Removal from the Promotion List. All officers who are removed from a promotion list will incur a failure of select to the next higher grade and documentation of such will be added to their Official Military Personnel File. The officer will continue to be eligible for consideration by selection boards.



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

United States Marine Corps

To rank as such from the *day of* *two thousand.* *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 *day of* *in the year of our*
Lord two thousand, and of the Independence of the United States of America, the
two hundred and twenty-fourth.

By the President



Commandant of the Marine Corps

Secretary of the Navy

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 _____ I do appoint this officer _____ a _____ in the

United States Marine Corps

To rank as such from the _____ day of _____ two thousand. 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 _____ day of _____ in the year of our Lord two thousand, and of the Independence of the United States of America, the two hundred and twenty-third.

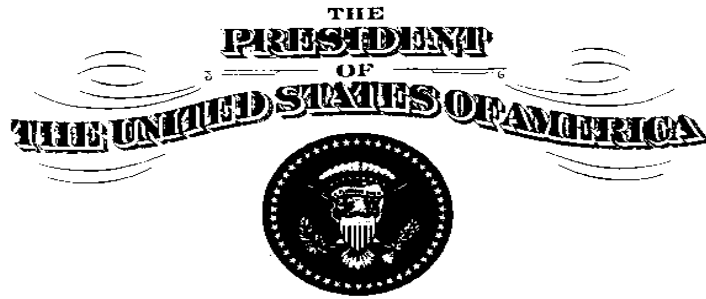
By the President



Commandant of the Marine Corps

Secretary of the Navy

Figure 6-3.--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 *I do*
by and with the consent of the Senate, appoint this officer a

in the

United States Marine Corps Reserve

To rank as such from the _____ day of _____ two thousand. 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 _____ day of _____ in the year of our Lord two thousand, and of the Independence of the United States of America, the two hundred and twenty-third.

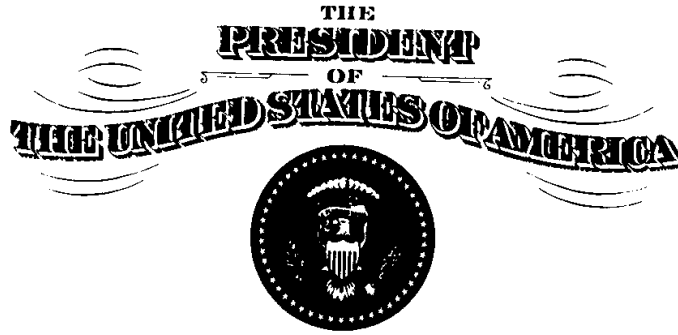
By the President



Commandant of the Marine Corps

Secretary of the Navy

Figure 6-4.--Reserve 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 I do
appoint this officer a in the*

United States Marine Corps Reserve

*To rank as such from the day of two thousand. 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 day of in the year of our
Lord two thousand, and of the Independence of the United States of America, the
two hundred and twenty-third.*

By the President



Commandant of the Marine Corps

Secretary of the Navy

Figure 6-5.--Reserve Company Grade and CWO Commission.

From: Commanding Officer
To: First Lieutenant John R. Marine 123 45 6789/0123 USMCR
Subj: NOTIFICATION OF PROMOTION DELAY

Ref: (a) 10 U.S. Code
(b) SECNAVINST 1420.1A

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 references (a) and (b).
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 (JAM), Headquarters, U.S. Marine Corps, 2 Navy Annex, Washington, DC 20380-1775. Any statement or information you wish to provide must be submitted within 10 days of receipt of this letter.

I. M. COMMAND

Copy to:
MMPR

Figure 6-6.--Sample Promotion Delay Letter.

From: Commanding Officer
To: First Lieutenant John R. Marine 123 45 6789/0123 USMCR

Subj: NOTIFICATION OF PROMOTION DELAY

Ref: (a) 10 U.S. Code
(b) SECNAVINST 1420.1A

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 references (a) and (b).
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 (JAM), Headquarters, U.S. Marine Corps, 2 Navy Annex, Washington, DC 20380-1775. Any statement or information you wish to provide must be submitted within 10 days of receipt of this letter.

I. M. COMMAND

Copy to:
MMPR

Figure 6-6.--Sample Promotion Delay Letter.

CHAPTER 7

SPECIAL PROMOTIONS

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CHAPTER 7

SPECIAL PROMOTIONS

7000. DIRECTOR AND ASSISTANT DIRECTOR, U.S. MARINE BAND

1. The U.S. Marine Band is composed of one director, two assistant directors, and other personnel in grades and numbers the Secretary of the Navy deems appropriate.

a. The Secretary of the Navy shall designate the director and assistant directors of the Marine Band from among qualified members of the Marine Corps. Upon the recommendation of the Secretary of the Navy, 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.

b. Per section 6222 of title 10, U.S. Code, the initial appointment to a commissioned grade of a member designated as director of the Marine Band shall be in the grade of captain, 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 below captain.

c. The Secretary of the Navy shall prescribe regulations for the promotion of members designated as director or assistant director of the Marine Band, and the President, by and with the advice and consent of the Senate, may, from time to time, appoint them to higher grades. The director and two assistant directors are promoted by the President under the provisions of section 6222 of title 10, U.S. Code.

d. The date of rank and effective date of promotion for the director and assistant director shall be determined by the Secretary of the Navy.

e. The Secretary of the Navy may revoke any designation as director or assistant director of the Marine Band. When a member's designation is revoked, the appointment to 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 grade and status that the officer

held at the time of the designation as director or assistant director.

2. Upon receipt of a request for the promotion of the director or assistant director of the Marine Band from the Commanding Officer, Marine Barracks, 8th and I, Washington, DC, via the chain of command, appropriate action will be taken by the Commandant of the Marine Corps (MMPR).

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 Secretary of the Navy, 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 receipt of Senate confirmation, 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.

7001. 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.

7002. 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. The officer may be selected by a selection board convened in accordance with, in so far as practicable, the procedures of Chapter 36 of title 10, U.S. Code and eligibility requirements of section 5149 of title 10, U.S. Code.

7003. STAFF JUDGE ADVOCATE TO THE COMMANDANT OF THE MARINE CORPS

1. The officer appointed to this position holds a regular appointment as a brigadier general.

2. This billet will be filled by a judge advocate who fulfills the eligibility requirements of section 5046 of title 10, U.S. Code and is selected by a selection board convened in accordance with, in so far as practicable, the procedures of Chapter 36 of title 10, U.S. Code and eligibility requirements of section 5149 of title 10, U.S. Code.

7004. POSTHUMOUS COMMISSIONS AND WARRANTS

1. Chapter 77 of title 10, U.S. Code 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 Secretary of the Navy 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 Secretary of the Navy, 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.

c. 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.

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

3. Upon receipt of a personnel casualty report, the the Commandant of the Marine Corps (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 Secretary of the Navy's signature will be prepared. An official letter to the next of kin signed by the Director, Personnel Management Division, shall be prepared by the Commandant of the Marine Corps (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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