DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:
CMC-MM

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WHITE LETTER NO. 02-06

From: Commandant of the Marine Corps
To: All General Officers
All Commanding Officers
All Officers in Charge

Subj: RESPONSIBILITIES FOR SELECTION BOARD PREPARATION

1. The Marine Corps selection board process has a well-deserved reputation for fairness as a means to select our future leaders for promotion, command and resident professional military education. Recent cutting edge technology has significantly improved the capability to provide and share relevant information from the eligible Marine's record with all selection board members.

2. While these improvements in efficiency are significant, selection boards must still rely solely on the accuracy and completeness of information in the official military personnel file (OMPF) of each eligible Marine being considered. MARADMINs announcing the convening of selection boards also direct Marines to ensure their OMPF is correct and complete, and provides guidance on submitting photographs and update material. I am disappointed that so many Marines, officer and enlisted, do not take the initiative to ensure their selection board has all the necessary information to accurately evaluate their potential. We must do better in emphasizing this important issue so that selection boards continue to select the best and most fully qualified Marines.

3. To address this challenge, all commanders will ensure the widest dissemination of all selection board MARADMINs to their eligible Marines. Two key areas that commanders must emphasize are submission of photographs and verification that the eligible Marine's OMPF contains all required fitness reports.

a. Photographs. It has never been easier to have a photograph taken and submitted to a Marine's official record. Still, a significantly large number of board eligible Marines do not submit photographs at all, or do not update the photographs currently in their record as required in MARADMIN 463/01. That message, as well as MARADMINS 483/02 and 066/03, specify submission requirements. As leaders, you should familiarize yourself and your Marines with this information and assist them in submitting photographs on time.

b. Fitness Reports. Missing fitness reports are detrimental to the Marine and deny board members critical information they need to make decisions for the good of the Marine Corps. The responsibility to ensure fitness reports are properly posted to OMPF falls on the shoulders of the Marine Reported On (MRO), Reporting Seniors, and

Reviewing Officers, as stated in MCO P1610.7E, Performance Evaluation System (PES). Commanders must ensure that all PES policies are implemented and upheld by reporting officials – to include timeliness! If fitness reports are missing from a Marine's OMPF, the MRO should review the guidance in Chapter 8 and Appendix I of MCO P1610.7E. Commanders have a responsibility to assist in this process.

3. Two important systems being implemented will assist Marines and reporting officials in maintaining accurate and complete OMPFs:

a. Automated Performance Evaluation System (A-PES). This system automates the fitness report preparation and submission process and is accessible through Marine On Line (MOL). A-PES fitness reports have a much lower error rate, are processed at a much greater speed than hard copy reports, and eliminate the delays and potential losses associated with mail handling and delivery. With A-PES, a fitness report submitted on Tuesday can be in the MRO's OMPF by Wednesday.

b. OMPF Online. This system will allow all Marines to view their OMPF, Master Brief Sheet, and reporting official profiles (as applicable) 24-hours a day, 7-days a week via MOL. This will make it much easier and quicker for Marines to ensure the accuracy and completeness of their individual records.

4. As your Marines prepare for upcoming selection boards, assist them in ensuring their records are complete and accurate. This is a leadership issue, plain and simple! I am confident that your continued command interest will ensure that our selection boards have the tools they need to continue to select the best and most fully qualified leaders of our Corps.

M. W. Hagee