



## UNITED STATES MARINE CORPS

MARINE FORCES RESERVE  
2000 OPELOUSAS AVE  
NEW ORLEANS, LA 70146-5400

Canc: Sep 2013

ForBul 5420  
G-1  
30 July 2012

### FORCE BULLETIN 5420

From: Commander, Marine Forces Reserve  
To: Distribution List

Subj: MEMBERSHIP REQUIREMENTS FOR FISCAL YEAR 2013 SELECTION  
BOARDS

Ref: (a) MCBul 5420 of 19 Jul 2012  
(b) MARADMIN 238/05

Encl: (1) Marine Forces Reserve Fiscal Year 2013 Selection Board  
Dates  
(2) Fiscal Year 2013 4th Marine Division Selection Board  
Requirements  
(3) Fiscal Year 2013 4th Marine Aircraft Wing Selection  
Board Requirements  
(4) Fiscal Year 2013 4th Marine Logistics Group Selection  
Board Requirements  
(5) Fiscal Year 2013 Force Headquarters Group Selection  
Board Requirements  
(6) Board Membership Questionnaire with Photo

1. Situation. Per the guidance contained in reference (a), Marine Forces Reserve (MARFORRES) is tasked to provide nominees to serve as board members on those Fiscal Year (FY) 2013 selection boards identified in enclosure (1). These boards include Active and Reserve FY 2013 promotion boards, school selection boards, and command screening boards.

#### 2. Mission

a. MARFORRES will fulfill FY 2013 selection board requirements with qualified personnel from throughout the Force and submit nominations to CMC (MMOA-3) by the deadlines established in reference (a).

b. Enclosure (1) lists FY 2013 selection boards and anticipated convening dates. Enclosures (2) thru (5) prescribe

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the selection board requirements for each Major Subordinate Command (MSC) of MARFORRES.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The future of our Corps requires that we select the best Marines for promotion, retention, school, or command. To accomplish this goal, the Commander, Marine Forces Reserve (COMMARFORRES) intends to nominate only officers and staff noncommissioned officers (SNCO) of the highest caliber to serve on these selection boards. The experience of which will also serve to expand the professional qualifications of those chosen members.

(b) Once selected as a member or recorder for a selection board, this assignment will take precedence over other potential assignments unless otherwise approved by the Executive Director, MARFORRES.

(2) Concept of Operations

(a) Quotas have been divided among 4th Marine Division (4th MarDiv), 4th Marine Aircraft Wing (4th MAW), 4th Marine Logistics Group (4th MLG) and Force Headquarters Group (FHG) based on the board requirements and assignment of eligible personnel within each MSC. These quotas are depicted in enclosures (2) through (5).

(b) Nominations submitted by the respective MSCs must be received by MARFORRES (G-1/Ops) no later than (NLT) 115 days prior to the convening date of promotion boards and 90 days prior to the convening date of all other boards. Upon consolidation of board nominees, MARFORRES (G-1/Ops) will present the board slate to the Commander. Upon approval of the board slate by COMMARFORRES, the names of the approved nominees will be forwarded to CMC (MMOA-3) by MARFORRES (G-1/Ops). When membership is approved by the Director, Personnel Management Division, board member's names are incorporated into the board precept. Statutory board precepts (officer promotion boards) are required to be submitted by the Commandant of the Marine Corps (CMC) to the Secretary of the Navy for precept approval.

(c) Due to the fact that changes to statutory board precepts require Secretary of the Navy approval, changes of

submitted nominees, once submitted to CMC (MMOA-3) are highly discouraged. Prior to submitting a change to a nominee submitted for a statutory board, justification must be submitted to the Chief of Staff, MARFORRES for approval. Changes of this nature must be submitted to MARFORRES (G-1/Ops) NLT 100 days prior to the convening date of the board.

(d) The process for a non-statutory board is similar except these board precepts require CMC signature. Changes to a nominee submitted for a non-statutory board also require the Chief of Staff, MARFORRES approval. Changes of this nature must be submitted to MARFORRES (G-1/Ops) NLT 30 days prior to the convening date of the board.

b. Subordinate Element Missions

(1) MARFORRES (G-1/Ops)

(a) Track MARFORRES board membership requirements and ensure timely submission to CMC (MMOA-3).

(b) Ensure board membership is reviewed and approved by COMMARFORRES prior to submission to CMC (MMOA-3).

(c) Notify MSC, via e-mail, within one working day of COMMARFORRES approving members as nominees.

(d) Notify MSC, via e-mail, within 1 working day of acceptance of board membership nominations by CMC (MMOA-5).

(e) Provide MSC with applicable billeting and reporting instructions for respective board members.

(f) Provide MSC with appropriate order-writing instructions for respective board members.

(g) Provide funding data for active duty board members.

(h) Fund-approve orders in Marine Reserve Order Writing System (MROWS) for reserve component board members.

(2) MSCs

(a) Submit selection board nominations to MARFORRES (G-1/Ops) NLT 115 calendar days prior to the convening date of promotion boards, and 90 calendar days prior to the convening date of all other boards based on the quotas outlined in enclosures (2) through (5).

Information submitted for each nominee must be pursuant to the format prescribed in enclosure (6) and must be submitted either by encrypted e-mail, fax or hand-delivered.

(b) Ensure orders are initiated within five working days after receipt of acceptance notification from MARFORRES (G-1/Ops).

(c) Confirm with MARFORRES (G-1/Ops) via e-mail, the completion of order writing, confirmation of travel arrangements and issuance of orders for each board member.

c. Coordinating Instructions

(1) Once MARFORRES (G-1/Ops) receives approval from CMC (MMOA-3) of board nominees, respective MSCs will be notified immediately via e-mail of their list of approved nominees.

(2) Within one week (5 working days) of notification from MARFORRES (G-1/Ops), MSCs will ensure that respective nominees are in receipt of orders for the board and ensure that the MARFORRES Boards Manager has the order writer's information.

(3) In situations where changes to board membership are required, a justified request for change must be submitted to the MARFORRES Chief of Staff, via MARFORRES (G-1/Ops). Requests for change will be initiated by the respective MSC and must identify a replacement candidate. Command preference will not be considered sufficient justification to effect a change.

(4) Officers and SNCOs who are "select grade" for promotion are not eligible for board membership at the selected/frocked grade.

(5) All board members, recorders and assistant recorders must possess basic computer skills.

(6) Officers inbound to or outbound from a command within 60 days of the beginning date or ending date of a respective board should not be considered eligible for nomination.

(7) Officers and SNCOs recommended as board members cannot serve on boards of the same type during two consecutive years, (e.g., FY07 and FY08 USMC Major Selection Board).

(8) Nominated Selected Marine Corps Reserve (SMCR), Individual Mobilization Augmentee (IMA), or Individual Ready

Reserve (IRR) members cannot exceed 17 cumulative active years of service (6,209 career retirement points) while serving on the board. Nominations of SMCR, IMA, or IRR members that will exceed 6,209 career active duty points will not be accepted.

(9) The confidentiality of board membership must be maintained. MSCs will not divulge the names of members of their command who have been either nominated or selected to serve on a selection board. To ensure the confidentiality of membership, all correspondence created pertaining to board membership must be submitted via e-mail, fax, or hand-delivered. Standard Naval Messages will not be released for matters involving board nomination or membership.

#### 4. Administration and Logistics

a. For Active Component (AC) and Active Reserve (AR) Marines, HQMC will provide Defense Travel System (DTS) Line of Accounting (LOA) to be loaded into DTS. All travel for AC/AR board members will be executed via DTS.

b. For SMCR, IMA, and IRR members, orders will be issued as follows:

(1) Upon notification from CMC (MMOA-3) of board membership selection, MARFORRES (G-1/Ops) will immediately notify respective MSCs.

(2) MSCs are responsible for notifying subordinate units and individuals, as appropriate. Reporting units will then coordinate orders issuance and travel arrangements.

c. Board membership orders for SMCR, IRR, and IMA members, not presently serving on Partial Mobilization or Active Duty for Operational Support - Contingency Operations (ADOS-CO) orders are funded by COMMARFORRES. To ensure proper fund allocation and streamline the process of issuing orders, reporting units will use MROWS to create orders for board membership. Order writers must copy MROWS Template #12370 from MARFORRES (G-1/Ops) into their order writing activity. The template must be modified and tailored for the specific board the member is selected to be a member of. The below information is provided additional information to assist in preparing orders:

(1) Select, Force (P) as the "Command"

(2) Select, PID J, ADOS (BDS & CONFS), CMC BOARDS (G-1/BR) as the "Funding Source"

(3) Select CMC BOARDS (G-1/BR) as the "Approver"

(4) Upon completion of a set of MROWS Orders for a board, submit an e-mail to the MARFORRES (G-1/Ops) representative for "fund approval" of the orders. The following URL provides information concerning Boards and points of contact information: <http://www.MARFORRES.usmc.mil/HQ/G-1/Operations/Sourcing/Default.asp#Boards Manager>. Ensure the e-mail includes the MROWS tracking number for the orders requiring fund approval.

d. Board membership orders will be issued in accordance with reference (b) for SMCR, IRR, and IMA members, serving on Partial Mobilization or ADOS-CO orders. Marines in this status will be issued a DD Form 1610 citing the appropriation data contained on their current set of mobilization orders.

## 5. Command and Signal

a. Command. This bulletin is applicable to Marine Forces Reserve.

b. Signal. This bulletin is effective the date signed.

c. Points of Contact

(1) Staff Sergeant James Jenniskens, (504) 697-7274, email: James.Jenniskens@usmc.mil

(2) Major Melkirk Crosse, (504) 697-7178, email: Melkirk.Crosse@usmc.mil



S. A. HUMMER

DISTRIBUTION: D

Directives issued by this Headquarters are published and distributed electronically. Electronic versions of the Force Directives can be found at:

<http://www.marines.mil/unit/marforres/MFRHQ/G1/Adjutant/G-1%20Adjutant%20Directives/default.aspx>

## Selection Board Requirements

Subject Board	Nominations Due (CMFR)	Nominations Due (HQMC)	Convene Date	Duration	# CMD Req
Major USMC	18-Jun-12	21-Jun-12	21-Aug-12	3 Weeks	1
BGen USMCR	16-Jul-12	16-Jul-12	16-Oct-12	1 Week	2
USMCR Col/AR Col-Maj	16-Jul-12	20-Jul-12	3-Oct-12	2 Weeks	14
MajGen USMCR	18-Jul-12	18-Jul-12	21-Sep-12	1 Day	2
Reserve PME	20-Jul-12	24-Jul-12	24-Sep-12	1 Week	8
USMC MSgt-SgtMaj	1-Aug-12	17-Aug-12	17-Oct-12	8 Weeks	2
AR Officer Accession (1)	3-Aug-12	22-Aug-12	22-Oct-12	1 Week	2
* Top Level School (TLS)	20-Aug-12	4-Sep-12	4-Dec-12	3 Weeks	1
USMCR Major	1-Oct-12	23-Oct-12	23-Jan-13	2 Weeks	14
Capt USMC/Car Des	1-Oct-12	24-Oct-12	24-Jan-13	3 Weeks	2
USMCR SNCO	1-Oct-12	30-Oct-12	30-Jan-13	7 Weeks	14
USMCR LtCol	14-Oct-12	29-Oct-12	29-Jan-13	2 Weeks	14
USMCR Capt/CWO	5-Nov-12	20-Nov-12	20-Feb-13	1 Week	15
AR LtCol Separation	15-Nov-12	11-Dec-12	26-Feb-13	1 Day	1
WO USMC	14-Dec-12	1-Jan-13	30-Apr-13	3 Weeks	2
USMC GySgt	9-Jan-13	24-Jan-13	24-Apr-13	9 Weeks	1
AR Officer Accession (2)	16-Jan-13	7-Feb-13	22-Apr-13	1 Week	2
WO USMCR	13-Feb-13	4-Mar-13	4-Jun-13	2 Weeks	8
** LtCol USMC Cmd Scr	22-Feb-13	8-Apr-13	8-Jul-13	4 Weeks	2
Enlisted to Gunner	25-Mar-13	9-Apr-13	9-Jul-13	2 Weeks	1
USMC CWO	28-Apr-13	13-May-13	13-Aug-13	2 Weeks	1
*** LtCol Reserve Cmd Scr	4-May-13	19-May-13	19-Aug-13	1 Week	9

\* Members must have attended a Top Level School or a TLS equivalent (non-resident does not qualify).

\*\* Members must have completed a tour or currently serving in a Col Command Screened billet.

\*\*\* Members must have completed a tour in a LtCol Command Screened billet (AR Officer exempt).

Fiscal Year 2013  
4th Marine Division Selection Board Requirements

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MSC	Subject Board	LNNR	Rank	MOS	Spec Req	Reg/Res	Nominations Due (CMFR)	Nominations Due (HQMC)	Convene Date	Duration	Nominee
DIV	USMCR Col/AR Col-Maj	2	Col	8041	GCBT	Res	16-Jul-12	20-Jul-12	3-Oct-12	2 Weeks	
DIV	USMCR Col/AR Col-Maj	3	Col	8040	AR/CSS	Res	16-Jul-12	20-Jul-12	3-Oct-12	2 Weeks	
DIV	USMCR Col/AR Col-Maj	14	Col	8041	GCBT	Res	16-Jul-12	20-Jul-12	3-Oct-12	2 Weeks	
DIV	USMCR Col/AR Col-Maj	15	Col	8041	AR/GCBT	Res	16-Jul-12	20-Jul-12	3-Oct-12	2 Weeks	
DIV	*Top Level School (TLS)	11	Col	Any		ACTIVE	20-Aug-12	4-Sep-12	4-Dec-12	3 Weeks	
DIV	USMCR Major	2	Col	8041	GCBT	Res	1-Oct-12	23-Oct-12	23-Jan-13	2 Weeks	
DIV	USMCR Major	7	LtCol	8007	GCBT	Res	1-Oct-12	23-Oct-12	23-Jan-13	2 Weeks	
DIV	USMCR Major	8	LtCol	8007	GCBT	Res	1-Oct-12	23-Oct-12	23-Jan-13	2 Weeks	
DIV	USMCR Major	9	LtCol	8007	GCBT	Res	1-Oct-12	23-Oct-12	23-Jan-13	2 Weeks	
DIV	USMCR Major	11	LtCol	8007	GCBT	Res	1-Oct-12	23-Oct-12	23-Jan-13	2 Weeks	
DIV	USMCR SNCO	1	Col	Any		Res	1-Oct-12	30-Oct-12	30-Jan-13	7 Weeks	
DIV	USMCR SNCO	5	Maj	8007	M	Res	1-Oct-12	30-Oct-12	30-Jan-13	7 Weeks	
DIV	USMCR LtCol	3	Col	8041	GCBT	Res	14-Oct-12	29-Oct-12	29-Jan-13	2 Weeks	
DIV	USMCR LtCol	4	Col	8041	GCBT	Res	14-Oct-12	29-Oct-12	29-Jan-13	2 Weeks	
DIV	USMCR LtCol	9	LtCol	8007	GCBT	Res	14-Oct-12	29-Oct-12	29-Jan-13	2 Weeks	
DIV	USMCR LtCol	11	LtCol	8007	GCBT	Res	14-Oct-12	29-Oct-12	29-Jan-13	2 Weeks	
DIV	USMCR LtCol	13	LtCol	8007	M/GCBT	Res	14-Oct-12	29-Oct-12	29-Jan-13	2 Weeks	
DIV	USMCR Capt/CWO	4	LtCol	8007	AR/GCBT	Res	5-Nov-12	20-Nov-12	20-Feb-13	1 Week	
DIV	USMCR Capt/CWO	5	LtCol	8007	GCBT	Res	5-Nov-12	20-Nov-12	20-Feb-13	1 Week	
DIV	USMCR Capt/CWO	10	LtCol	8007	GCBT	Res	5-Nov-12	20-Nov-12	20-Feb-13	1 Week	
DIV	USMCR Capt/CWO	14	Maj	8007	GCBT	Res	5-Nov-12	20-Nov-12	20-Feb-13	1 Week	
DIV	WO USMC	2	LtCol	8006		ACTIVE	14-Dec-12	1-Jan-13	30-Apr-13	3 Weeks	
DIV	AR Officer Accession (2)	2	LtCol	8006	AR	Res	16-Jan-13	7-Feb-13	22-Apr-13	1 Week	
DIV	WO USMCR	5	LtCol	8006		Res	13-Feb-13	4-Mar-13	4-Jun-13	2 Weeks	
DIV	WO USMCR	12	Maj	8006	F	Res	13-Feb-13	4-Mar-13	4-Jun-13	2 Weeks	
DIV	WO USMCR	Rec	Capt	8006		Res	13-Feb-13	4-Mar-13	4-Jun-13	2 Weeks	
DIV	**LtCol USMC Cmd Scr	15	Col	8041	GCBT	ACTIVE	22-Feb-13	8-Apr-13	8-Jul-13	4 Weeks	
DIV	Enlisted to Gunner	5	LtCol	0302		ACTIVE	25-Mar-13	9-Apr-13	9-Jul-13	2 Weeks	
DIV	***LtCol Reserve Cmd Scr	4	Col	Any	AR	Res	4-May-13	19-May-13	19-Aug-13	1 Week	
DIV	***LtCol Reserve Cmd Scr	ARec	Maj	8006		Any	4-May-13	19-May-13	19-Aug-13	1 Week	

Legend
M = Minority
F = Female
AR = Active Reserve
SR = Senior Member
FW = Fixed Wing
RW = Rotary Wing
GCBT = Ground Combat
CSS = Cmbt Svc Support

- \* Members must have attended a Top Level School or a TLS equivalent (non-resident does not qualify).
- \*\* Members must have completed a tour or currently serving in a Col Command Screened billet.
- \*\*\* Members must have completed a tour in a LtCol Command Screened billet (AR Officer exempt).

Fiscal Year 2013  
4th Marine Aircraft Wing Selection Board Requirements

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MSC	Subject Board	LNNR	Rank	MOS	Spec Req	Reg/Res	Nominations Due (CMFR)	Nominations Due (HQMC)	Convene Date	Duration	Nominee
MAW	Major USMC	16	LtCol	7506		ACTIVE	18-Jun-12	21-Jun-12	21-Aug-12	3 Weeks	
MAW	USMCR Col/AR Col-Maj	4	Col	8042	FW	Res	16-Jul-12	20-Jul-12	3-Oct-12	2 Weeks	
MAW	USMCR Col/AR Col-Maj	5	Col	8042	RW	Res	16-Jul-12	20-Jul-12	3-Oct-12	2 Weeks	
MAW	USMCR Col/AR Col-Maj	6	Col	8042	AR/FW	Res	16-Jul-12	20-Jul-12	3-Oct-12	2 Weeks	
MAW	USMCR Col/AR Col-Maj	7	Col	8042	RW	Res	16-Jul-12	20-Jul-12	3-Oct-12	2 Weeks	
MAW	USMCR Col/AR Col-Maj	13	Col	8042	AR	Res	16-Jul-12	20-Jul-12	3-Oct-12	2 Weeks	
MAW	Reserve PME	3	Col	8041		Res	20-Jul-12	24-Jul-12	24-Sep-12	1 Week	
MAW	Reserve PME	4	Col	8042		Res	20-Jul-12	24-Jul-12	24-Sep-12	1 Week	
MAW	Reserve PME	5	Col	8042	M	Res	20-Jul-12	24-Jul-12	24-Sep-12	1 Week	
MAW	USMC MSgt-SgtMaj	5	LtCol	7506		ACTIVE	1-Aug-12	17-Aug-12	17-Oct-12	8 Weeks	
MAW	USMCR Major	3	Col	8042		Res	1-Oct-12	23-Oct-12	23-Jan-13	2 Weeks	
MAW	USMCR Major	14	LtCol	7506	FW	Res	1-Oct-12	23-Oct-12	23-Jan-13	2 Weeks	
MAW	USMCR Major	15	LtCol	7506	RW	Res	1-Oct-12	23-Oct-12	23-Jan-13	2 Weeks	
MAW	USMCR Major	16	LtCol	7506	AR	Res	1-Oct-12	23-Oct-12	23-Jan-13	2 Weeks	
MAW	Capt USMC/Car Des	10	LtCol	7506		ACTIVE	1-Oct-12	24-Oct-12	24-Jan-13	3 Weeks	
MAW	Capt USMC/Car Des	21	Maj	7506		ACTIVE	1-Oct-12	24-Oct-12	24-Jan-13	3 Weeks	
MAW	USMCR SNCO	6	Maj	7506		Res	1-Oct-12	30-Oct-12	30-Jan-13	7 Weeks	
MAW	USMCR SNCO	7	Maj	7506		Res	1-Oct-12	30-Oct-12	30-Jan-13	7 Weeks	
MAW	USMCR SNCO	ARec	Capt/Lt	8006		Any	1-Oct-12	30-Oct-12	30-Jan-13	7 Weeks	
MAW	USMCR LtCol	6	Col	8042		Res	14-Oct-12	29-Oct-12	29-Jan-13	2 Weeks	
MAW	USMCR LtCol	7	Col	8042		Res	14-Oct-12	29-Oct-12	29-Jan-13	2 Weeks	
MAW	USMCR LtCol	15	LtCol	7506	RW	Res	14-Oct-12	29-Oct-12	29-Jan-13	2 Weeks	
MAW	USMCR LtCol	16	LtCol	7506	FW	Res	14-Oct-12	29-Oct-12	29-Jan-13	2 Weeks	
MAW	USMCR Capt/CWO	7	LtCol	7506	FW	Res	5-Nov-12	20-Nov-12	20-Feb-13	1 Week	
MAW	USMCR Capt/CWO	8	LtCol	7506	RW	Res	5-Nov-12	20-Nov-12	20-Feb-13	1 Week	
MAW	USMCR Capt/CWO	9	LtCol	7506		Res	5-Nov-12	20-Nov-12	20-Feb-13	1 Week	
MAW	USMCR Capt/CWO	15	Maj	7506	M	Res	5-Nov-12	20-Nov-12	20-Feb-13	1 Week	
MAW	USMCR Capt/CWO	16	Maj	7506		Res	5-Nov-12	20-Nov-12	20-Feb-13	1 Week	
MAW	USMCR Capt/CWO	17	Maj	7506		Res	5-Nov-12	20-Nov-12	20-Feb-13	1 Week	
MAW	AR LtCol Separation	3	Col	Any		Res	15-Nov-12	11-Dec-12	26-Feb-13	1 Day	
MAW	WO USMCR	4	LtCol	8006	AR	Res	13-Feb-13	4-Mar-13	4-Jun-13	2 Weeks	
MAW	WO USMCR	8	Maj	8006	AR	Res	13-Feb-13	4-Mar-13	4-Jun-13	2 Weeks	
MAW	* LtCol USMC Cmd Scr	16	Col	8042		ACTIVE	22-Feb-13	8-Apr-13	8-Jul-13	4 Weeks	
MAW	USMC CWO	13	LtCol	7506	RW	ACTIVE	28-Apr-13	13-May-13	13-Aug-13	2 Weeks	
MAW	** LtCol Reserve Cmd Scr	3	Col	Any		ACTIVE	4-May-13	19-May-13	19-Aug-13	1 Week	
MAW	** LtCol Reserve Cmd Scr	6	Col	8041		Res	4-May-13	19-May-13	19-Aug-13	1 Week	
MAW	** LtCol Reserve Cmd Scr	7	Col	8041		Res	4-May-13	19-May-13	19-Aug-13	1 Week	
MAW	** LtCol Reserve Cmd Scr	9	Col	8042	AR	Res	4-May-13	19-May-13	19-Aug-13	1 Week	
MAW	** LtCol Reserve Cmd Scr	10	Col	8042		Res	4-May-13	19-May-13	19-Aug-13	1 Week	

Legend
M = Minority
F = Female
AR = Active Reserve
SR = Senior Member
FW = Fixed Wing
RW = Rotary Wing
GCBT = Ground Combat
CSS = Cmbt Svc Support

\* Members must have completed a tour or currently serving in a Col Command Screened billet.  
\*\* Members must have completed a tour in a LtCol Command Screened billet (AR Officer exempt).

Fiscal Year 2013  
4th Marine Logistics Group Selection Board Requirements

ForBul 5420

MSC	Subject Board	LNNR	Rank	MOS	Spec Req	Reg/Res	Nominations Due (CMFR)	Nominations Due (HQMC)	Convene Date	Duration	Nominee
MLG	USMCR Col/AR Col-Maj	10	Col	8041	F/CSS	Res	16-Jul-12	20-Jul-12	3-Oct-12	2 Weeks	
MLG	USMCR Col/AR Col-Maj	16	Col	8041	GCBT	Res	16-Jul-12	20-Jul-12	3-Oct-12	2 Weeks	
MLG	Reserve PME	2	Col	8040	AR	Res	20-Jul-12	24-Jul-12	24-Sep-12	1 Week	
MLG	Reserve PME	7	Col	8040	F	Res	20-Jul-12	24-Jul-12	24-Sep-12	1 Week	
MLG	AR Officer Accession(1)	2	LtCol	8006	AR	Res	3-Aug-12	22-Aug-12	22-Oct-12	1 Week	
MLG	USMCR Major	4	LtCol	8006	AR/CSS	Res	1-Oct-12	23-Oct-12	23-Jan-13	2 Weeks	
MLG	USMCR Major	10	LtCol	8007	F/CSS	Res	1-Oct-12	23-Oct-12	23-Jan-13	2 Weeks	
MLG	USMCR Major	12	LtCol	8007	M/CSS	Res	1-Oct-12	23-Oct-12	23-Jan-13	2 Weeks	
MLG	USMCR Major	13	LtCol	8007	CSS	Res	1-Oct-12	23-Oct-12	23-Jan-13	2 Weeks	
MLG	USMCR SNCO	9	CWO	Any	F	Res	1-Oct-12	30-Oct-12	30-Jan-13	7 Weeks	
MLG	USMCR LtCol	1	Col	8040	CSS	Res	14-Oct-12	29-Oct-12	29-Jan-13	2 Weeks	
MLG	USMCR LtCol	2	Col	8040	CSS	Res	14-Oct-12	29-Oct-12	29-Jan-13	2 Weeks	
MLG	USMCR LtCol	8	LtCol	8007	AR/CSS	Res	14-Oct-12	29-Oct-12	29-Jan-13	2 Weeks	
MLG	USMCR LtCol	12	LtCol	8007	F/CSS	Res	14-Oct-12	29-Oct-12	29-Jan-13	2 Weeks	
MLG	USMCR Capt/CWO	1	Col	8040/1	SR/CSS	Res	5-Nov-12	20-Nov-12	20-Feb-13	1 Week	
MLG	USMCR Capt/CWO	6	LtCol	8007	CSS	Res	5-Nov-12	20-Nov-12	20-Feb-13	1 Week	
MLG	USMCR Capt/CWO	13	Maj	8007	F/CSS	Res	5-Nov-12	20-Nov-12	20-Feb-13	1 Week	
MLG	WO USMC	18	Maj	8006		ACTIVE	14-Dec-12	1-Jan-13	30-Apr-13	3 Weeks	
MLG	WO USMCR	3	LtCol	8006		Res	13-Feb-13	4-Mar-13	4-Jun-13	2 Weeks	
MLG	WO USMCR	11	Maj	8006	M	Res	13-Feb-13	4-Mar-13	4-Jun-13	2 Weeks	
MLG	* LtCol Reserve Cmd Scr	1	Col	8040	F	Res	4-May-13	19-May-13	19-Aug-13	1 Week	
MLG	* LtCol Reserve Cmd Scr	2	Col	8040	M	Res	4-May-13	19-May-13	19-Aug-13	1 Week	

Legend
M = Minority
F = Female
AR = Active Reserve
SR = Senior Member
FW = Fixed Wing
RW = Rotary Wing
GCBT = Ground Combat
CSS = Cmbt Svc Support

\* Members must have completed a tour in a LtCol Command Screened billet (AR Officer exempt).

Fiscal Year 2013  
Force Headquarters Group Selection Board Requirements

ForBul 5420

MSC	Subject Board	LNNR	Rank	MOS	Spec Req	Reg/Res	Nominations Due (CMFR)	Nominations Due (HQMC)	Convene Date	Duration	Nominee
FHG	BGen Board	Rec	LtCol	Any		Res	16-Jul-12	16-Jul-12	16-Oct-12	1 Week	
FHG	BGen Board	Arec	Maj	8006		Res	16-Jul-12	16-Jul-12	16-Oct-12	1 Week	
FHG	USMCR Col/AR Col-Maj	8	Col	8041	GCBT	Res	16-Jul-12	20-Jul-12	3-Oct-12	2 Weeks	
FHG	USMCR Col/AR Col-Maj	11	Col	8040/41	M/CSS	Res	16-Jul-12	20-Jul-12	3-Oct-12	2 Weeks	
FHG	USMCR Col/AR Col-Maj	ARec	Capt	8006		Any	16-Jul-12	20-Jul-12	3-Oct-12	2 Weeks	
FHG	MajGen Board	Rec	Col	Any		Res	18-Jul-12	18-Jul-12	21-Sep-12	1 Day	
FHG	MajGen Board	ARec	Maj	8006		Res	18-Jul-12	18-Jul-12	21-Sep-12	1 Day	
FHG	Reserve PME	6	Col	8041		Res	20-Jul-12	24-Jul-12	24-Sep-12	1 Week	
FHG	Reserve PME	Rec	Capt	8006		Any	20-Jul-12	24-Jul-12	24-Sep-12	1 Week	
FHG	Reserve PME	Arec	CWO	8006		Any	20-Jul-12	24-Jul-12	24-Sep-12	1 Week	
FHG	AR Officer Accession(1)	Rec	Maj/Capt	8006		Any	3-Aug-12	22-Aug-12	22-Oct-12	1 Week	
FHG	USMCR Major	Rec	Maj	8006		Any	1-Oct-12	23-Oct-12	23-Jan-13	2 Weeks	
FHG	USMCR SNCO	Rec	Capt	8006		Any	1-Oct-12	30-Oct-12	30-Jan-13	7 Weeks	
FHG	USMCR SNCO	ARec	Capt/Lt	8006		Any	1-Oct-12	30-Oct-12	30-Jan-13	7 Weeks	
FHG	USMCR LtCol	ARec	Capt	8006		Res	14-Oct-12	29-Oct-12	29-Jan-13	2 Weeks	
FHG	USMCR Capt/CWO	Rec	Maj	8006		Any	5-Nov-12	20-Nov-12	20-Feb-13	1 Week	
FHG	USMCR Capt/CWO	ARec	Capt	8006		Any	5-Nov-12	20-Nov-12	20-Feb-13	1 Week	
FHG	AR Officer Accession (2)	Rec	Maj/Capt	8006		Any	16-Jan-13	7-Feb-13	22-Apr-13	1 Week	
FHG	WO USMCR	ARec	Capt	8006		Res	13-Feb-13	4-Mar-13	4-Jun-13	2 Weeks	

Legend
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# BOARD MEMBERSHIP QUESTIONNAIRE W/ PHOTO

Modified 120606

This form is intended to provide boards with an update of military and civilian skills and qualifications which may not be reflected in your Official Military Personnel Files (OMPF). It is to be completed by all officers and staff noncommissioned officers of the Selected Marine Corps, Select Marine Corps Reserve, Individual Ready Reserve, Active Reserve, Mobilization Training Units, and Individual Mobilization Augmentees, when required.

This form can be submitted as part of an individual's package submission to boards, but will not be used to update OMPF information. Marines should conduct a separate audit of their records to ensure that all of their skills and qualifications are accurately reflected in the Marine Corps manpower system. Information on ordering OMPFs and Master Brief Sheets is available at [www.manpower.usmc.mil](http://www.manpower.usmc.mil) /Manpower Management/Support Branch. Additional career information is located on Marine On-Line at <https://www.mol.usmc.mil> and at [www.manpower.usmc.mil](http://www.manpower.usmc.mil) /Reserve Affairs.

In order to obtain your latest official OMPF photo log into MOL (<https://tfas.mol.usmc.mil/MOL/UserHomeEntry.do>) select the My OMPF tab. Once in the OMPF section select the Photo tab. You will have to manually save the photo to your computer; once this is done you must insert the photo and resize it to fit the box provided.

Naming and File saving convention: Lastname.mm.yyyy (example.06.2012); when submitting completed form via email ensure last name and year are contained in the subject of the email along with the board applying for if known.

For further assistance the MFR Boards manager (SSgt Jenniskens) can be reached at (504) 697-7275/76/65 or [MFR\\_Sourcing@USMC.mil](mailto:MFR_Sourcing@USMC.mil). Any communication with the MFR boards' manager should be relayed to your chain of command.

## DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 U.S.C. 552A)

This 5 U.S. Code, Section 301, is the basis for requesting this information. Executive Order 9397 of 22 November 1943 authorizes the use of your Social Security Number. The purpose of this form is to produce an up-to-date summary of your skills and qualifications for inclusion in your official records at Headquarters, Marine Corps. The information is used by personnel who are authorized to screen your record for consideration for promotion and military assignments. Your Social Security Number is used for purposes of individual identification only. Providing this information is voluntary on your part; failure to provide the information would preclude up-to-date information on your skills and qualifications from being available in your official case files, and may hamper your chances for future military assignments and promotions. Disclosure of your Social Security Number is mandatory.

(Insert your latest official photo  
from your OMPF here)

Insert your latest official photo in the box above.

**BOARD MEMBERSHIP QUESTIONNAIRE**

**MFR VERSION 6-12**

<b>NAME</b> (Last, First, MI):	<b>AGE</b>	<b>SEX</b>	<b>RANK</b>	<b>DOR</b>	<b>PMOS</b>	<b>AMOS</b>	<b>BMOS</b>
	<b>CURRENT MILITARY DUTY</b> (billet/unit):			<b>RACE</b>		<b>ARE YOU COMMAND SCREENED? Y/N</b> If yes please provide letter.	
	<b>PERSONAL APPEARANCE</b>						
	Height:	Weight:	Body Fat %:	PFT CFT Score/Date:			
<b>SSN</b> (last 4):							
<b>HOME ADDRESS:</b>				<b>CIVILIAN OCCUPATION</b> (job, description of duties):			
<b>PHONE:</b>	(C) (xxx) xxx-xxxx (H/W) (xxx) xxx-xxxx						
<b>E-MAIL:</b>							
<b>CIVILIAN EDUCATION</b> (school/date completed):				<b>MILITARY EDUCATION</b> (school/date completed):			
<b>PERSONAL DECORATIONS</b> (award/date received):							
<b>BOARD APPLYING FOR or PERIOD OF AVAILABILITY</b>				<b>LINE #</b> (Admin use only)		<b>CONVENE DATE</b> (Admin use only)	
<b>TOTAL CAREER ACDU POINTS</b> (CRCR, if applicable):							
<b>MANDATORY RETIREMENT DATE</b>							

**Previous HQMC Promotion/Selection Board Experience**

(period)

(Board, board billets i.e. recorder, pres, member, etc.)

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**MILITARY CAREER EXPERIENCE SUMMARY**

(period)

(billet, unit, Active/Reserve)

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**Do you have any Adverse Fitness Reports**

(Failure to answer will disqualify for any board)

**NO ADVERSE FITREPS**

**REMARKS**

(Include community activities, civilian skills beneficial to military service, etc):

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**SIGNATURE**

(if paper copy is submitted):

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**DATE**

**COMPLETED:**

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