



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
2000 OPELOUSAS AVE
NEW ORLEANS, LOUISIANA 70114-1500

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ForBul 5420
G-1
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FORCE BULLETIN 5420

From: Commander
To: Distribution List

Subj: MEMBERSHIP REQUIREMENTS FOR FISCAL YEAR 2017 SELECTION BOARDS
WITH CHANGE 2

Ref: (a) MCBul 5420 of 29 April 2016
(b) MARADMIN 238/05

Encl: (1) Marine Forces Reserve Fiscal Year 2017 Selection
Board Dates
(2) Fiscal Year 2017 4th Marine Division Selection Board
Requirements
(3) Fiscal Year 2017 4th Marine Aircraft Wing Selection
Board Requirements
(4) Fiscal Year 2017 4th Marine Logistics Group Selection
Board Requirements
(5) Fiscal Year 2017 Force Headquarters Group Selection
Board Requirements
(6) Fiscal Year 2017 Headquarters Battalion, Marine Forces
Reserve Selection Board Requirements
(7) Fiscal Year 2017 Enlisted Membership Selection Board
Requirements
(8) Board Membership Questionnaire with photo
(9) CMC Selection Boards Statement of Understanding

1. Situation

a. This change updates paragraph 4.a.(2)(b) to reflect "MARFORRES Vice Chief of Staff" instead of "MARFORRES Chief of Staff".

b. 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) 2017 selection boards identified in enclosure (1). These boards include Active and Reserve FY 2017 promotion, school selection, command screening, and retention boards.

c. Enclosure (1) lists FY 2017 selection boards and anticipated convening dates. Enclosures (2) through (6) prescribe the selection board requirements for each Major Subordinate Command (MSC) of MARFORRES. Enclosure (7) provides the Senior Enlisted board

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requirements and is managed by the Force Sergeant Major. Enclosures (8) and (9) are the prescribed documents for all nominations.

2. Cancellation. This change cancels Force Bulletin 5420 dated 15 June 2016.

3. Mission. As directed by Headquarters Marine Corps (HQMC), MARFORRES will fulfill FY 2017 selection board requirements with qualified personnel from throughout the Force and submit nominations to the Commandant of the Marine Corps (CMC) by the deadlines established in reference (a).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The intent is to nominate only Officers and Staff Noncommissioned Officers (SNCO) of the highest caliber to serve on these selection boards. This board experience will also serve to expand the professional qualifications of those chosen members. The future of our Corps requires that we select the best Marines for promotion, retention, school, or command.

(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 Commander, MARFORRES (COMMARFORRES).

(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), the Force Headquarters Group (FHG), and Headquarters Battalion, MARFORRES, based on the board requirements and number of eligible personnel within each MSC. These quotas are depicted in enclosures (2) through (6).

(b) Reserve Officer nominations, other than Active Reserve (AR), submitted by the respective MSC must be received by the MARFORRES Vice Chief of Staff no later than the date identified in the column named "Nominations Due (COMMARFORRES)", outlined in enclosure (1).

(c) Active duty officer nominations submitted by the respective MSCs must be received by the G-1/Operations (G-1/Ops) no later than the date identified in the column named "Nominations Due (COMMARFORRES)" outlined in enclosure (1).

(d) Enlisted nominations will be coordinated by the Force Sergeant Major, who will provide nominations directly to G-1/Ops, as outlined in enclosure (1).

(e) MARFORRES G-1/Ops will consolidate board nominees and present the Board Slate to the MARFORRES Chief of Staff. Upon approval, the names of the nominees will be forwarded to HQMC (MMOA-3). Once membership is approved by HQMC, the board members' names will be incorporated into the Board Precept. Statutory board precepts are required to be submitted by HQMC to the Secretary of the Navy for approval.

(f) Once selected for board membership or recorder duty by HQMC, nominee changes are highly discouraged because they are a significant disruption to the process and must be justified to HQMC. Therefore, MSCs must be prepared to justify any changes to the MARFORRES Chief of Staff.

b. Tasks

(1) MARFORRES G-1/Ops

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

(b) Ensure board membership is reviewed and approved by COMMARFORRES.

(c) Notify MSC and board member within five working days of acceptance by CMC.

(d) Ensure Marine Reserve Orders Writing System (MROWS) orders are initiated for Reserve members within five working days after receipt of acceptance notification from HQMC.

(e) Provide applicable billeting and reporting instructions to respective board members.

(f) Provide coordinating instructions for Defense Travel System (DTS) orders to Active Component (AC) and AR board members within five working days of acceptance of board membership nominations by CMC.

(g) "Fund/Approve" orders in MROWS for Reserve Component board members.

(h) Confirm the completion of order writing, booking of travel arrangements, and issuance of orders for each board member five working days prior to the convening date of the respective board.

(2) MSCs

(a) Prior to submission of nominees, screen each nomination package to ensure that only Officers and SNCOs of the highest caliber are nominated. Factors to consider during screening are:

1. All board members, recorders, and assistant recorders must possess basic computer skills.

2. 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.

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

4. Officers and SNCOs recommended as board members cannot serve on statutory boards of the same type during two consecutive years.

5. Officers and Enlisted members who have been the subject of an adverse fitness report are not eligible as voting members or recorders, regardless of component.

6. 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.

(b) Certify each nomination by signing and dating the front page of the board questionnaire. The MSC Chief of Staff must certify nominations for all Colonels and above. The MSC G-1 must certify nominations for all Lieutenant Colonels and below.

(c) Submit selection board nominations to MARFORRES (G-1/Ops) by the date identified in the column listed "Nominations Due (COMMARFORRES)" outlined in enclosure (1). An application consisting of a Board Membership Questionnaire with photo (enclosure (8)) and a signed CMC Selection Boards Statement of Understanding (enclosure (9)) must be submitted for each nominee.

(d) Assist MARFORRES G-1/Ops in coordinating with subordinate units for the issuance of orders.

(3) Board Member

(a) Provide all application materials, to include Board Membership Questionnaire with photo (enclosure (8)), and a signed CMC Selection Boards Statement of Understanding (enclosure (9)). Applicants volunteering for Command Screening Boards must have been Command Screened and as a result will have to submit a Command Screened letter in addition to the above requirements.

(b) Upon notification of acceptance to the Board, coordinate order writing and travel arrangements with MARFORRES G-1/Ops.

(c) Notify your MSC and MARFORRES G-1/Ops of any situations that could prevent you from fulfilling your board assignment as soon as possible. The only authority that can relieve you from your board assignment is COMMARFORRES.

(d) Board members will print original orders from the MROWS module found in the Marine On-Line (MOL) system prior to executing travel. MROWS can be found under the Resources tab on the homepage of MOL.

c. Coordinating Instructions

(1) Once MARFORRES G-1/Ops receives approval from HQMC of board nominees, respective MSCs will be notified within five working days of their list of approved nominees.

(2) Within five working days of notification from HQMC (MMOA-3), MARFORRES G-1/Ops will ensure that MROWS orders are initiated on each respective nominee.

(3) 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. Standard Naval Messages will not be released for matters involving board nomination or membership.

5. Administration and Logistics

a. All travel for AC/AR board members will be executed via DTS. HQMC will provide the appropriate Line of Accounting (LOA).

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

(1) Upon notification from HQMC (MMOA-3) of board membership selection, MARFORRES G-1/Ops will immediately notify the Board member and their respective MSC.

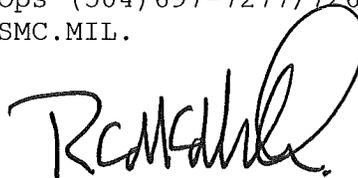
(2) With the exception of Marines serving on Partial Mobilization or Active Duty for Operational Support - Contingency Operations (ADOS-CO) Orders, MARFORRES G-1/Ops will initiate all reserve orders and make travel arrangements with the individual board member. MARFORRES G-1/Ops will contact subordinate units in order to authenticate orders in MROWS.

(3) Board membership orders for SMCR, IRR, and IMA members not presently serving on Partial Mobilization or ADOS-CO orders are funded by COMMARFORRES.

(4) 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 Request and Authorization for Temporary Duty of Department of Defense Personnel, DD Form 1610, citing the appropriation data contained on their current set of mobilization orders.

6. Command and Signal

- a. Command. This Bulletin is applicable to MARFORRES.
- b. Signal. This Bulletin is effective the date signed.
- c. Points of Contact. G-1-Ops (504)697-7277/7265 or via electronic mail: MFR_SOURCING@USMC.MIL.



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