

BOARD MEMBERSHIP QUESTIONNAIRE

Modified 20210312

This form is intended to provide boards with an update of military 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 (Active Duty, Active Reserve, and all Reserve Components).

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 /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 /Reserve Affairs.

Naming and File saving convention: Lastname.mm.yyyy (example.05.2019); 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 can be reached at (504) 697-7277/75/76/65 or 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, is the basis for requesting this information. The purpose of this form is to produce an up-to-date summary of your skills and qualifications. The information is used by personnel who are authorized to screen your record for consideration for board assignments. Providing this information is voluntary on your part; failure to provide the information would preclude up-to-date information on your skills and qualifications and may hamper your chances for board assignments.

*****Before completing form if you have already submitted for retirement or have an approved retirement date you are not eligible to sit on HQMC promotion/selection boards.*****

BOARD MEMBERSHIP QUESTIONNAIRE

MFR VERSION 3-21

Name		EDIPI	Sex	Age	Rank	DOR
Race: Specify other: _____		MOS	Contact Information: Phone: () Email:			
Are you Command Screened? (If yes, please provide letter. Only required for Command Screening Board) Yes No N/A			Current Military Duty (Billet/Unit):			
Top Level Schools Completed: (or equivalent. Non-Resident does not apply)			Board(s) Volunteering for:			
Total Career ACDU Points (CRCR - FOR RESERVE ONLY)	Check Component:		Do you possess a GTCC? (Gov't travel charge card)		Have a Reserve DTS Profile? (for reserve comp only)	
	Active Duty	IRR	Yes	No	Yes	No
	Active Reserve	IMA	Do you have an active/enabled MCEN NIPR account? (@usmc.mil)			
SMCR		Yes	No			
Prior HQMC Promotion/Selection Board Experience (within the past 12 months) Yes No If yes, which Board(s) and dates of Board(s)						
Height:	Inches	MFR G-1 Use Only				
Weight:	lbs	MCTFS Validated	Yes	No		
PFT:		Within Standards	Yes	No		
Score	Date					
CFT:						
Score	Date					
Do you have any Adverse Fitness Reports? Yes No						
_____ (If yes, in what grade & year was adverse report received. Failure to answer will disqualify for all boards)						

CMC SELECTION BOARDS STATEMENT OF UNDERSTANDING

I _____, am volunteering for _____
CMC Selection Board. I fully understand the following requirements:

1. I understand that the future of the Corps requires that we select the best Marines for promotion, retention, school, or command, and by volunteering for said board, I am committing myself for the specified time period unless otherwise modified by HQMC or MARFORRES. Once selected as a member or recorder for a selection board, I understand that this assignment, with the exception of an involuntary unit activation, will take precedence over other potential assignments, whether military or civilian in nature. _____(Initials)
2. If I am approved to attend a board by HQMC, and a situation arises which will prevent me from completing my previously agree upon Board assignment, I will notify my immediate chain of command at least 30 days in advance prior to the convening of the Board. I further understand that the authority to relieve me from my duties on the appointed Board rests solely with the commander, MARFORRES. _____(Initials)
3. I understand that the time frames for the Board duration are approximate, and the actual board may be extended or shortened at the discretion of the Board President, or Sponsor, during the conduct of the board. _____(Initials)
 - a. I understand that if the Board is extended, my orders will be modified and I will remain on orders until the completion of the Board. _____(Initials)
 - b. I understand that if the Board is shortened, my orders will be modified to expire earlier than originally issued. _____(Initials)
 - c. I understand I will need to have an active and enabled Marine Corps Enterprise network-NIPR (@usmc.mil account) to operate the digital boardroom application prior to reporting to Quantico for board member duties and responsibilities. _____(Initials)

Volunteer Printed Rank and Name	Date	Signature
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MSC Chief of Staff/Deputy Commander concurrence (O5 & O6 only)	Date
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MSC G-1 concurrence (O4 & Below only)	Date
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CMFR Staff Level Review

COS / VCOS

Concur: Yes No

Signature