



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

Canc: Mar 2027

MCBUL 1300

MM

FEB 20 2026

MARINE CORPS BULLETIN 1300

From: Commandant of the Marine Corps
To: Distribution List

Subj: SERGEANTS MAJOR SLATE PROCESS

Ref: (a) MCO 1300.8 CH-1
(b) SECNAV Notice 5210
(c) SECNAV M-5210.1 CH-1
(d) MCO 5210.11F
(e) 5 U.S.C. 552a
(f) SECNAVINST 5211.5F
(g) DoDI 1320.14, "Commissioned Officer Promotion Program Procedures," December 16, 2020

1. Situation. The Sergeants Major (SgtsMaj) Slate process is designed to ensure the Marine Corps assigns the best and fully qualified Sergeant Major leadership to High Visibility Billets (HVBs) and General Officer (GO)-level commands. It provides an enhanced vetting process to deliver assignment recommendations to the Commandant of the Marine Corps (CMC) via the Sergeant Major of the Marine Corps (SMMC). Additionally, the process ensures all eligible SgtsMaj receive fair and equitable consideration for these assignments in accordance with the published requirements. This Bulletin is issued in accordance with references (a) through (g).

2. Mission. Identify projected HVB and GO-level billet vacancies, establish slating timelines, and publish the requirements and processes needed to develop the SgtMaj Slate. This ensures the Marine Corps assigns the best and most fully qualified SgtsMaj to HVB and GO-level commands.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Ensure the assignment of the best and fully qualified SgtMaj leadership and experience to HVB and GO-level commands through a consistent, forecastable slate process.

(2) Concept of Operations

(a) The Director, Manpower Management Division (Dir MM) is the governing authority for SgtsMaj Slate policy.

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(b) Cohorts for the below HVB and GO-level billets will be created by the Director, Manpower Management Division.

(c) On behalf of the CMC, the following listed HVB O-6 billets will be selected by the SMMC:

<u>MCC</u>	<u>Unit</u>
069	Officer Candidate School
078	The Basic School
233	Marine Barracks Washington, DC
J38	United States Naval Academy
016	Recruit Training Regiment, MCRD Parris Island
017	Recruit Training Regiment, MCRD San Diego

1. The Force-level SgtsMaj will screen and rank the eligible cohort and submit their recommendations to the SMMC.

2. The SMMC will review all Force-level SgtsMaj recommendations and rankings to select the best and fully qualified SgtMaj.

(d) O-6 HVB Level Billet Slate Requirements

1. Must have a minimum of 24 months TIG.
2. Enlisted Career Force Controls (ECFC) waivers will not be considered.
3. Must have a minimum of 12 months at PUJD.
4. Must not be approved for retirement or transfer to the Fleet Marine Corps Reserve.

(e) The following listed O-7 and O-8 GO-level billets are designated as Major Subordinate Command (MSC) level billets and will be selected via the slate process:

<u>MCC</u>	<u>Unit</u>
1EE	Marine Corps Forces Europe and Africa
TMH	Marine Corps Forces Korea
1RA	Marine Corps Forces Cyber Command
121	1st Marine Division
122	2d Marine Division
124	3d Marine Division
SA5	4th Marine Division
145	1st Marine Aircraft Wing
142	2d Marine Aircraft Wing
143	3d Marine Aircraft Wing
S8F	4th Marine Aircraft Wing
1Y1	1st Marine Logistics Group
15A	2d Marine Logistics Group

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1CE 3d Marine Logistics Group
SR2 4th Marine Logistics Group
082 Marine Corps Recruiting Command
017 Marine Corps Recruit Depot San Diego/WRR
016 Marine Corps Recruit Depot Parris Island/ERR
087 Training Command
068 Education Command
QBC Reserve Affairs
015 Marine Corps Air Ground Task Force Training Command
094 Marine Corps Forces Special Operations Command
063 Marine Corps Logistics Command
SIJ Force Headquarters Group
1FV Marine Corps Installations Command
1FU Marine Corps Installations Pacific
097 Marine Corps Installations East
098 Marine Corps Installations West
QBN Manpower Plans and Policy Division
TF4 Inspector General of the Marine Corps
070 Marine Corps Systems Command
1G0 2d Marine Expeditionary Brigade
1DX 5th Marine Expeditionary Brigade
1GF Marine Corps Warfighting Laboratory

(f) On behalf of the CMC, the following billet will be selected by the SMMC.

<u>MCC</u>	<u>Unit</u>
080	Manpower Management (MM) Division

(g) O-7/O-8 MSC GO-Level Billet Slate Requirements

1. Must have a minimum of 60 months TIG.
2. Tours less than 24 months, unaccompanied, and dependent restricted tours will be considered on a case-by-case basis.
3. ECFC waivers may be considered based on the needs of the Marine Corps, and will be listed in the announcing MARADMIN.
4. Must have been assigned to an O-6 level billet for at least 24 months prior to the report date for the announced billet.
5. Must have a minimum of 24 months PUJD. If at a subsequent O-6 (Non-HVB) level or GO-level billet, must have a minimum of 18 months PUJD. Note: All HVB and initial GO-level billets are 24 months.
6. Must not be approved for retirement or transfer to the Fleet Marine Corps Reserve.

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(h) The following listed O-9 GO-level billets are designated as Force-Level billets and will be selected via the slate process:

<u>MCC</u>	<u>Unit</u>
QAE	Manpower and Reserve Affairs
086	Training and Education Command
Q29	Combat Development and Integration
110	Marine Corps Forces Pacific Command
111	Marine Corps Forces Command
TMG	Marine Forces Central Command
1C0	I Marine Expeditionary Force
1F1	II Marine Expeditionary Force
1C1	III Marine Expeditionary Force
1FZ	Marine Corps Force Reserve/ Marine Corps Forces South

(i) HVB and GO-level boards will be regularly conducted during the month of July; an announcement MARADMIN will be released one month prior to the board. Dir MM may convene supplemental boards throughout the fiscal year due to unforeseen billet vacancies.

(j) Time in Grade (TIG) and Present Unit Join Date (PUJD) will be based on the announced tentative report date for each billet vacancy listed in the MARADMIN. Dir MM may adjust TIG and PUJD requirements to ensure cohorts contain the requisite experience and to maintain a competitive selection rate.

(k) SgtsMaj must meet the following eligibility criteria:

1. Must meet body composition standards.
2. Must have passed the most recent required Physical Fitness Test or Combat Fitness Test.
3. Must be worldwide deployable.
4. To ensure a standard and objective metric of experience, frocked time will not be considered for TIG.
5. SgtsMaj must have or obtain obligated service of at least 28 months for all Continental United States (CONUS) assignments, and Outside Continental United States (OCONUS) accompanied and unaccompanied assignments prior to their mandatory 30-year retirement date. ECFC waivers are addressed in the 07-09 slate requirements.

(1) O-9 Force GO-Level Billet Slate Requirements

1. Must have been assigned to an O-7 or O-8 level billet for at least 24 months.

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2. Must have a minimum of 24 months PUJD if at the first GO-level slated billet. Must have a minimum of 18 months PUJD if at a second or subsequent MSC-level slated billet or subsequent Force-level assignment.

3. Must not be approved for transfer to the Fleet Marine Corps Reserve (non-ECFC mandated limit). SgtsMaj who are approved for retirement due to ECFC limitations will be eligible and considered for assignment to O-9 level billets. Required ECFC waivers will be granted by Manpower Management for all O-9 level billets.

4. Must not have been already approved for an ECFC waiver. ECFC waivers are considered approved when EAS or retirement dates are beyond 30 years of active-duty service unless waived by DirMM.

5. Force-level GO billets are assigned an initial tour length of 24 months and may be extended to 36 months. Service beyond 36 months in billet may be authorized in rare circumstances by Dir MM.

(m) Joint GO-Level Billet Slate Requirements

1. Joint GO-level billets and criteria will be announced by the Office of the Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff (SEAC) via the Manpower and Reserve Affairs (M&RA) SgtMaj.

2. Applicants must have graduated or must attend the National Defense University (NDU) Keystone course within 12 months of slated joint billet.

3. For joint O-10 billets, eligible SgtsMaj may submit a nomination package to the M&RA SgtMaj for consideration by the SMMC. The nominee(s) selected for submission to the SEAC will be notified by the SMMC; the nominee(s) not selected for submission will be notified by either the SMMC or the M&RA SgtMaj.

4. Designated Force-level SgtsMaj will vote for joint O-7 through O-9 billets and recommend the best and fully qualified nominee to the SMMC for approval. The nominee(s) selected for submission to the SEAC will be notified by the SMMC; the nominee(s) not selected will be notified by their respective Force-level SgtMaj.

5. ECFC waivers will normally be considered for Joint O-9 and O-10 level billets.

(n) Dir MM may adjust eligibility requirements for Marines serving in specialized billets with tour control factors of less the 24 months, such as certain joint billets, students at resident schools, or unforeseen circumstances that require tour curtailment.

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(o) SgtsMaj serving in an HVB or GO-level billet shall align their requested retirement date with a regularly scheduled slate board in order to ensure consistency in the slate process. Exceptions may be granted by Dir MM on a case-by-case basis.

(p) SgtMaj Slate Package Submission Requirements

1. SgtsMaj meeting slate eligibility requirements as published above will be notified of their eligibility by their Force-Level SgtMaj if working at the O6-O8 level. Force-Level SgtsMaj being considered for cross slating will be notified by the MM SgtMaj. Eligible SgtsMaj must submit an AA form (NAVMC 10274) requesting consideration or non-consideration.

2. SgtsMaj who request non-consideration will not normally be eligible for consideration for any future slated billets and will not be assigned to any billets of greater responsibility.

3. Examples of current slate packages are at <https://www.manpower.marines.mil/Divisions/Manpower-Management/Enlisted-Assignments/Assignments-MMEA-2/>, Active Marine, Manpower Management, "MM SgtMaj". Unsolicited slate packages will not be considered.

4. SgtsMaj that meet the established criteria and have requested consideration, may also be considered for additional billet vacancies that become available during the board.

5. Dir MM will address any required time on station waivers.

(q) Slate Package Submission Process

1. SgtsMaj slate packages must be submitted to HQMC_Dir_MM@usmc.mil prior to the submission deadline date listed in the announcement MARADMIN.

2. Eligible SgtsMaj serving in joint billets and all other SgtsMaj not functionally aligned under one of the Force-level commands, will be assigned to a designated advocate for the purpose of the slate board.

3. SgtsMaj Slate packages will consist of the following items. No additional information will be accepted.

a. NAVMC 10274 (AA Form) listing all announced billets in preference order.

b. Professional Resume without photograph

c. Career Biography

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d. SgtMaj Slate Questionnaire

e. Security manager's letter indicating adjudicated TS-SCI investigation.

f. Current Official Photograph per MARADMIN 582/25

4. HVB through GO-level (O-6 through O-9) packages will include either an HVB or GO questionnaire, completed by the immediate O-6 commander for HVB billets and by the first General Officer in the chain of command for GO-slatted billets. The HVB/GO questionnaire should address the SgtMaj's suitability to serve at the HVB/GO level or explain why the SgtMaj is not currently recommended for service at the next level. The questionnaire will be sent directly to the appropriate commander/GO by Dir MM.

5. Officers with multiple slate submissions shall numerically rank each eligible SgtMaj in their questionnaire.

6. SgtsMaj serving in joint assignments are required to provide the MM SgtMaj with the contact information for their General Officer.

(r) Conduct of the SgtsMaj Slate Board

1. CMC is the convening authority for all SgtsMaj slate boards. Dir MM will promulgate and issue the precept and supplemental guidance for the conduct of the board to the board president and assigned board members.

2. A copy of reference (g) must be provided to each member and recorder of the board. The text of DoDI 1320.14 pertaining to communication with and among the board members shall be reviewed by the president, each member, and each recorder of the board.

3. The SgtsMaj Slate Board President is the SMMC.

4. The board members will consist of seven or more designated O9 level SgtsMaj for Force-Level and MSC billets.

5. The MM and MMEA SgtsMaj will serve as board recorders.

6. The oaths contained in the precept must be administered to the president, board members, recorders, all administrative support personnel, and any additional personnel allowed access to the board proceedings.

(s) Information Considered by Slate Boards

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1. Implementing regulations strictly govern the type of information that can be provided for consideration to slate boards. This authorized information includes:

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 relevant publications.

b. Master Brief Sheet (MBS). The MBS is a factual summary of the OMPF and is used as a tool by board members to assist in reviewing a Marine's record.

c. SgtsMaj Slate Package. The SgtsMaj Slate package consists of written communication provided by the eligible SgtsMaj to the board members. SgtsMaj Slate packages will be submitted in accordance with procedures listed within this Bulletin.

2. Unauthorized information will be defined in the board precept.

(t) Board Phases. The SgtMaj Slate board is composed of four phases ensuring each Marine's record is assigned, prepared, briefed, and voted on to determine selection.

1. Assignment. Eligible SgtsMaj cases will be randomly assigned by the recorder to board members for preparation and briefing.

2. Preparation. Board members will thoroughly review each candidate's slate package, to include fitness reports, MBS, and OMPF to prepare for briefing.

3. Briefing. A recorder must be present during all briefing sessions. Briefers will have approximately four minutes to brief each assigned package.

4. Voting. Board members will carefully consider each Marine's performance and potential. Board members will anonymously vote to select the best and fully qualified candidate for each billet.

(u) Post Board Actions and Announcement

1. Following board adjournment, the MM SgtMaj will prepare a board report identifying each selected SgtMaj, their associated billet along with a draft announcement message for routing and approval by the CMC. Designated alternates will be included in the board report to CMC.

2. Once approved by CMC, HVB and GO-Level billet selections will be announced via ALMAR following all required notifications.

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b. Coordinating Instructions

(1) Director, Manpower Management Division. Manage the SgtsMaj HVB and GO-level slate process ensuring compliance with this Bulletin and all references.

(2) Sergeant Major of the Marine Corps. Serve as the President of all SgtsMaj Slate Boards and ensure compliance with procedures outlined in reference (a).

(3) Commanding Generals/Commanding Officers

(a) Ensure all eligible SgtsMaj are educated on the requirements of this Bulletin and eligible SgtsMaj submit accurate and complete slate packages.

(b) Provide thorough and candid endorsements on all eligible SgtsMaj for use by the Slate Board.

(c) SgtsMaj selected by a Slate Board who refuse orders or fail to obtain the required obligated service to execute orders will submit for retirement with transfer to the Fleet Marine Corps Reserve effective no later than the last day of the month the orders were effective. Dir MM may address each situation on a case-by-case basis after discussion with Marines chain of command.

4. Administration and Logistics

a. This Bulletin promulgates new Marine Corps policy.

b. Records Management. Records created as a result of this Bulletin shall be managed according to National Archives and Records Administration (NARA) approved dispositions per references (b) and (c) to ensure proper maintenance, use, accessibility, and preservation, regardless of format or medium. Refer to reference (d) for Marine Corps records management policy and procedures.

c. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (reference (e)) and implemented per reference (f).

5. Command and Signal

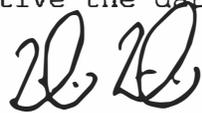
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a. Command. This Bulletin is applicable to the Active Component only.

b. Signal.

(1) Questions regarding the SgtsMaj Slate process or SgtsMaj with specific concerns that may affect their future slate and assignment should be communicated to the MM SgtMaj.

(2) This Bulletin is effective the date signed.



F. FRIDRIKSSON
By direction

Distribution: PCN 10200818000

MCBul 1300 Updates

- **Page 4, para g:** Removed Director, Marine Corps Senior Enlisted Academy; added Marine Corps Forces Central Command to the Force-Level list.
- **Page 4, para i:** Updated verbiage from "Oct" and "Apr" to state that HVB and GO-level boards will be conducted annually during the month of July.
- **Page 6, para p.3:** Awaiting website updates, as the current link is no longer active. Information will be added to a tab on the MMEA-2 website at:
<https://www.manpower.marines.mil/Divisions/Manpower-Management/Enlisted-Assignments/Assignments-MMEA-2/>
- **Page 6, para 3.f:** Added requirement that a current official photograph be included in the slate package per MARADMIN 582/25.
- **Page 7, para 4:** Updated verbiage to remove Letters of Recommendation and added the requirement to use the HVB/GO-level questionnaire.
- Reorganized the Force-Level billets by HQMC, MEF, and MARFORs, with Marine Forces South added under MFR.
- Under *Concept of Operations*, added a bullet stating that DirMM is responsible for creating cohorts for HVB/GO billets.
- Added a clarifying statement to paragraph k.5 regarding ECFC waivers. This was also addressed in paragraph q.3 by separating the clarification from para q.2.
- For joint billets (paragraph m.3), added that Marines not selected be formally notified by either the SMMC or the M&RA Sergeant Major.
- Removed chain-of-command recommendations from paragraph s.1.c due to the elimination of letters of recommendation.
- Added paragraph u.1 stating that designated alternates will be included in the board report to the CMC.
- Removed the MARADMIN reference from paragraph u.2.