



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3280 RUSSELL ROAD
QUANTICO, VIRGINIA 22134-5103

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MM

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MARINE CORPS BULLETIN 1302

From: Commandant of the Marine Corps
To: Distribution List

Subj: MASTER GUNNERY SERGEANT HIGH VISIBILITY BILLET BOARD PROCESS

Ref: (a) MCO 1300.8 CH-1
(b) MCO 1326.6 CH-1
(c) MCO 1900.16 CH-2
(d) MCO 5210.11F
(e) 5 U.S.C 522a
(f) SECNAVINST 5211.5F
(g) DoDI 1320.14 CH-2, "Commissioned Officer Promotion Program Procedures," December 16, 2020

Encl: (1) High Visibility Billets List

1. Situation. The Senior Enlisted High Visibility Billet Board (HVBB) process is designed to place the most skilled and fully qualified Master Gunnery Sergeants (MGySgt) in the right billet. It achieves this by implementing an enhanced screening and selection process, offering assignment recommendations to the Director of Manpower Management (Dir MM). This process maintains the needs of the Marine Corps, while fostering talent development and maintaining fairness and impartiality in the assignment process.

2. Mission. Manpower Management Enlisted Assignments (MMEA) conducts an annual HVBB to assign the most qualified MGySgts to the most demanding E-9 billets.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Headquarters Marine Corps will implement an assignment process that ensures the placement of the most fully qualified MGySgts in key leadership positions. This process will be driven by merit, experience, demonstrated leadership capabilities, and previous assignment considerations.

(2) Concept of Operations

(a) Dir MM is the governing authority for all HVBB procedures.

(b) HVBBs are conducted in September. Manpower Management Performance Branch (MMPB) will publish the conduct of the board in MCBUL 1320 prior to the commencement of the board. MMEA, in coordination with the stakeholders of the various Primary Military Occupational Specialty (PMOS) communities, will enclose the list of HVBBs in the MCBUL 1320 in order of preference. PMOS with communities of 25 or more MGySgt's participate in the HVBB slating process. If a PMOS with less than 25 would like to be a part of the board the occupational field specialist will submit a formal request to MMEA-3.

(c) Pre-Board Actions

(1) 45 to 60 days prior to the HVBB, MMEA will release an announcement message via MARADMIN with the high visibility MGySgt billet vacancies and tentative report dates for each specific billet vacancy listed. The message will also provide the eligibility criteria of Marines to be screened. MGySgts must meet all listed eligibility requirements to be considered for the billets. MMEA may consider waivers on a case-by-case basis. Any changes will be identified via MARADMIN.

(2) MGySgts who meet the eligibility requirements as stated on the MARADMIN will be notified of their eligibility by MMEA. Eligible MGySgts should submit a completed questionnaire to help inform the HVBB process. The link to the questionnaire will be provided by MMEA.

(3) Marines will not submit an ECFC waiver to compete for a position on the HVBB.

(d) Conduct of the MGySgt HVBB

(1) Board President. The Branch Head, MMEA, normally serves as the board President. If the Branch Head is not available, any colonel assigned to Manpower Management Division may be designated as a replacement.

(2) Board members will consist of senior enlisted PMOS representatives from each Marine Expeditionary Force or Marine Aircraft Wing as applicable, the occupational field specialist, and monitors from other occupational fields. MMEA will designate an appropriate alternate if a board member is not available for any reason.

(3) 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.

(e) Information Considered by HVBB

(1) Official Military Personnel File (OMPF). The primary source of information furnished to a board is the OMPF, which contains fitness reports, awards, and other information specified in relevant publications.

(2) 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.

(3) Exceptional Family Member Program (EFMP). A roster will be submitted to the EMFP section to screen each candidate for suitability.

(4) MGySgt HVBB Questionnaire. The HVBB questionnaire is a document designed to gather pertinent information from eligible candidates during the HVBB process. This questionnaire serves as a tool to assist in evaluating candidates based on their qualifications, experiences, and career aspirations.

(5) Board Photo. Current official photograph per MARADMIN 582/25.

(f) The board is composed of the following 7 phases, which assist in determining and evaluating talent:

(1) Preparation. The recorder will randomly assign each eligible MGySgt case to a board member. Board members assigned a case will thoroughly review each candidate's HVBB package, to include fitness reports, MBS, OMPF, and questionnaire to prepare for briefing.

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

(3) Advocate. Monitors and OccField sponsors will assign advocates to each candidate. Each advocate will have approximately one minute to provide a briefing.

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

(5) Optimization Tool. An algorithm designed to match Marines with the best assignment based on their individual preferences and voting rankings may be used.

(6) Monitor Review. The monitor confirms proposed solution generated by the optimization tool to determine if it is in accordance with all manpower management policies and directives and adjust if required to assign the Marine to the location suggested by the optimization tool.

(7) Board Result Review. Board members will review the results, and the Board President will concur or restart the voting process.

(g) Post-Board Actions. HVBB results will be announced via MARADMIN once approved by Dir MM. Designated alternates will be announced via separate correspondence.

4. Coordinating Instructions

a. Marines with approved retirements 15 days prior to the board will not be considered.

b. If a Marine is selected and requires an ECFC waiver, SNMs required paperwork will be submitted within 30 days of the results MARADMIN publishing.

c. MGYsgts selected by the HVBB who refuse orders or fail to obtain the required obligated service to execute orders will submit for retirement in lieu of orders with transfer to the Fleet Marine Corps Reserve effective not later than the last day of the month the orders were effective in accordance with reference (a) and (c).

5. Administration and Logistics

a. Recommendations. Questions and recommendations regarding this process should be referred to the Boards SNCO, MMEA at <https://www.manpower.marines.mil/Divisions/ManpowerManagement/Enlisted-Assignments/MMEA-Boards/>.

b. Records Management. Records created as a result of this directive shall be managed according to National Archives and Records Administration (NARA)-approved dispositions per SECNAV M-5210.1 CH-1 to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Records disposition schedules are located on the Department of Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to MCO 5210.11F 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 shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a) and implemented per SECNAVINST 5211.5F.

6. Command and Signal

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

b. Signal. This Bulletin is effective on the date signed.



F. FRIDRIKSSON
Director, Manpower
Management Division

High Visibility Billets
(0111)

<u>MCC</u>	<u>Billet</u>	<u>Location</u>
1C1	III MEF G-1 Chief	Okinawa, JP
1C0	I MEF G-1 Chief	Camp Pendleton, CA
1F1	II MEF G-1 Chief	Camp Lejeune, NC

High Visibility Billets
(02XX)

<u>MCC</u>	<u>Billet</u>	<u>Location</u>
1C1	III MEF Intelligence Chief	Okinawa, JP
1C0	I MEF Intelligence Chief	Camp Pendleton, CA
1F1	II MEF Intelligence Chief	Camp Lejeune, NC

High Visibility Billets
(0399)

<u>MCC</u>	<u>Billet</u>	<u>Location</u>
Force Level Billets		
QAQ	DC PP&O Occupational Sponsor	Arlington, VA
110	MARFORPAC Operations Chief	Camp Smith, HI
1C0	I MEF Operations Chief	Camp Pendleton, CA
1F1	II MEF Operations Chief	Camp Lejeune, NC
1C1	III MEF Operations Chief	Okinawa, JP
086	TECOM Operations Chief	Quantico, VA
MSC Level Billets		
121	1st MARDIV Operations Chief	Camp Pendleton, CA
122	2nd MARDIV Operations Chief	Camp Lejeune, NC
124	3rd MARDIV Operations Chief	Okinawa, JP
SA5	4th MARDIV Operations Chief	Nola, LA
1FY	MARFOR SOUTHCOM Operations Chief	Nola, LA
IEE	MARFOR EURCOM Operations Chief	Stuttgart, DE
1G0	2d MEB Operations Chief	Camp Lejeune, NC
1CC	3rd MEB Operations Chief	Okinawa, JP
1DX	5th MEB G-3 Chief	Bahrain, BH
TME	MARFOR Operations Chief	Yokota, JP
087	Training Command, Operations Chief	Quantico, VA
1GF	MC Warfighting Lab Operations Chief	Quantico, VA
High Visibility Billets		
084	MSTP Senior Enlisted Advisor	Quantico, VA
U18	MCTOG senior Enlisted Leader	29 Palms, CA
UKT	TTECG Senior Enlisted Advisor	29 Palms, CA

1ET	11 th MEU Operations Chief	Camp Pendleton, CA
1ES	13 th MEU Operations Chief	Camp Pendleton, CA
1FR	15 th MEU Operations Chief	Camp Pendleton, CA
1FT	22 nd MEU Operations Chief	Camp Lejeune, CA
1ER	24 th MEU Operations Chief	Camp Lejeune, CA
1FS	26 th MEU Operations Chief	Camp Lejeune, CA
IEP	31 st MEU Operations Chief	Okinawa, JP
078	TBS Operations Chief	Quantico, VA

High Visibility Billets
(0491)

<u>MCC</u>	<u>Billet</u>	<u>Location</u>
1C0	I MEF G-4 Chief	Camp Pendleton, CA
1F1	II MEF G-4 Chief	Camp Lejeune, NC
1C1	III MEF G-4 Chief	Okinawa, JP
111	MARFORCOM G-4 Chief	Norfolk, VA
TMG	MARFORCENT G-4 Chief	MacDill AFB, FL
094	MARFORSOC G-4 Chief	Camp Lejeune, NC
110	MARFORPAC G-4 Chief	Camp Smith, HI
1FY	MARFORSOUTH G-4 Chief	New Orleans, LA
IEE	MARFOREUR/AF G-4 Chief	Stuttgart, DE
1FZ	MARFORRES G-4 Chief	New Orleans, LA
QAQ	PP&O DEPT HQMC COMBAT CARGO/MOBILITY CHIEF	Washington, DC
1GA	BLOUNT ISLAND COMMAND OPERATIONS CHIEF	Jacksonville, FL
067	MARCOR LOG OPS GRP MAGTFTC SENIOR ADVISOR	29 Palms, CA
007	DC CD & I MCCDC OCCFIELD SPONSOR (04XX)	Quantico, VA

High Visibility Billets
(0699)

<u>MCC</u>	<u>Billet</u>	<u>Location</u>
	Force Level Billets	
086	TECOM G-6 Chief	Quantico, VA
1FZ	MARFORRES Communications Chief	Nola, LA
1C0	I MEF G-6 Chief	Camp Pendleton, CA
1F1	II MEF G-6 Chief	Camp Lejeune, NC
1C1	III MEF G-6 Chief	Okinawa, JP
111	MARFORCOM Communications Chief	Norfolk, VA
110	MARFORPAC Operations Chief	Camp Smith, HI
	MSC level Billets	
1EE	MARFOR EUCOM and Africa Communications Chief	Vaihingen, DE
TMG	MAAFOR CENTCOM G-6 Chief	MacDill AFB, FL

121	1st MARDIV Communications Chief	Camp Pendleton, CA
122	2nd MARDIV Communications Chief	Camp Lejeune, NC
124	3rd MARDIV Communications Chief	Camp Courtney, JP
142	2nd MAW G-6 Chief	Cherry Point, NC
143	3rd MAW G-6 Chief	Miramar, CA
145	1st MAW G-6 Chief	Camp Foster, JP
1Y1	1st MLG G-6 Chief	Camp Pendleton, CA
15A	2nd MLG G-6 Chief	Camp Lejeune, NC
1CE	3rd MLG G-6 Chief	Okinawa, JP
094	MARFORSOC Communications Chief	Camp Lejeune, NC
1FV	MCICOM Communications Chief	Washington, DC
High Visibility Billets		
TRG	MARFIR CYBER OPS GRP Communications Chief	Quantico, VA
K18	USMC COMM ELEC SCOL TRNG COM Operations Chief	29 Palms, CA
QAJ	Occupational Field Specialist	Arlington, VA
007	Occupational Field Specialist	Quantico, VA
014	MCIWEST Communications Chief	Camp Pendleton, CA
097	MCIEAST Communications Chief	Camp Lejeune, NC
092	MCIPAC Communications Chief	Okinawa, JP

High Visibility Billets
(28XX)

<u>MCC</u>	<u>Billet</u>	<u>Location</u>
QAJ	Occupational Field Specialist	Quantico, VA
1C1	III MEF Electronics Maintenance Chief	Okinawa, JP
1F1	II MEF Electronics Maintenance Chief	Camp Lejeune, NC
1C0	I MEF Electronics Maintenance Chief	Camp Pendleton, CA
070	MARCORSYSCOM Electronics Maintenance Chief (2891)	Quantico, VA
007	CD&I Electronics Maintenance Chief	Quantico, VA
1FZ	MARFORRES Ground Electronics Maintenance Chief	Nola, LA
KES	USMC COMM & ELEC SCOL TRNG MD Operations Chief	29 Palms, CA

High Visibility Billets
(3529)

<u>MCC</u>	<u>Billet</u>	<u>Location</u>
QAM	Motor Transport Maintenance Specialist	Quantico, VA
1C1	III MEF Motor Transport Maintenance Chief	Okinawa, JP
1C0	I MEF Motor Transport Maintenance Chief	Camp Pendleton, CA
1F1	II MEF Motor Transport Maintenance Chief	Camp Lejeune, NC

High Visibility Billets
(3537)

<u>MCC</u>	<u>Billet</u>	<u>Location</u>
1C1	III MEF Operations Chief	Okinawa, JP
1C0	I MEF Operations Chief	Camp Pendleton, CA
1F1	II MEF Operations Chief	Camp Lejeune, NC

High Visibility Billets
(3047)

<u>MCC</u>	<u>Billet</u>	<u>Location</u>
QAM	Occupational Field Sponsor (3047)	Washington, DC
QAM	Occupational Field Sponsor (3043/51)	Washington, DC
111	HQTRS MARFORCOM Ground Supply Chief	Norfolk, VA
1RA	MARFORCYBERCOM Ground Supply Chief	Ft Meade, MD
110	HQTRS MARFORPAC Ground Supply Chief	Camp Smith, HI
1C1	III MEF Ground Supply Chief	Okinawa, JP
1C0	I MEF Ground Supply Chief	Camp Pendleton, CA
1F1	II MEF Ground Supply Chief	Camp Lejeune, CA

High Visibility Billets
(6019)

<u>MCC</u>	<u>Billet</u>	<u>Location</u>
QAS	Aviation Sustainment Branch	Washington, DC
110	MARFORPAC	H.M. Smith, HI

High Visibility Billets
(6391)

<u>MCC</u>	<u>Billet</u>	<u>Location</u>
QAS	Aviation Sustainment Branch	Washington, DC
110	MARFORPAC	Camp H.M Smith, HI
111	MARFORCOM	Norfolk, VA

*All Billets are in order of precedence within each tier as designated by occupational field specialists.