



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3280 RUSSELL ROAD
QUANTICO, VIRGINIA 22134-510422

IN REPLY REFER TO:
1400
MMPB-11
FEB 02 2026

From: Commandant of the Marine Corps (MM)
To: Colonel James E. Graham III 1234218901/8041 USMCR

Subj: PRECEPT CONVENING THE FY 2026 ACTIVE RESERVE STAFF
NONCOMMISSIONED OFFICER PROMOTION SELECTION BOARD

Encl: (1) Supplemental Guidance for the FY 2026 Active Reserve Staff
Noncommissioned Officer Promotion Selection Board

1. The selection board, consisting of yourself as the president and the following additional board members, to consider eligible reserve sergeants and reserve staff noncommissioned officers for promotion to the next higher grade, is appointed:

Lieutenant Colonel Stefan J. Whiteway, USMC
Major Christopher J. Brennan, USMCR
Major Joseph M. Tortorici, USMC
Major Jacob A. Coffey, USMCR
Chief Warrant Officer 3 Jeffrey T. Jamrok, USMCR
Sergeant Major Richard B. Johnson, USMC
Sergeant Major Frank J. Alvarez, USMCR
Sergeant Major Jose A. Arreguin, USMC
Sergeant Major Roberto E. Diaz, USMCR
Master Gunnery Sergeant Steven J. Lariviere, USMCR
Master Gunnery Sergeant Jason W. Romero, USMC
Master Gunnery Sergeant Jonathan W. Pattee, USMCR
Master Gunnery Sergeant Matthew D. Marotta, USMC
Master Gunnery Sergeant Emanuel D. Fortson Jr, USMCR

2. Captain Marshall A. Adair, USMCR will serve as the senior recorder. Captain John E. Berner, USMC and Master Gunnery Sergeant Darrell R. Nebril, USMCR will serve as assistant recorders. A recorder will be present during all selection board deliberations.

3. The following administrative support personnel are hereby appointed:

Lieutenant General William J. Bowers, USMC
Major General John F. Killiher III, USMCR
Brigadier General Fridrik Fridriksson, USMC
Brigadier General Lauren S. Edwards, USMC
Mr. Chad W. Schrecengost
Colonel Javier A. Garcia, USMC
Colonel Lizette G. Welch, USMC
Colonel Shane A. Donahue, USMCR

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Colonel Alexandra V. Gerbracht, USMC
Colonel Elizabeth A. Perazzo, USMCR
Lieutenant Colonel Stephen D. Grodek, USMCR
Lieutenant Colonel Sean P. Norton, USMC
Lieutenant Colonel Andrew R. Wing, USMCR
Lieutenant Colonel Nicholas S. Mitchell, USMC
Major William C. Griffin, USMC
Major Scott A. Steele, USMCR
Major Deborah L. Queen, USMC
Major Andrew M. Mirsch, USMC
Major Jeffrey F. Dean, USMR
Captain Ricardo J. RosarioHoover, USMC
Sergeant Major Jacob M. Reiff, USMC
Sergeant Major Brian R. Drechsler, USMC
Sergeant Major Shehene M. Bedran, USMCR
Master Gunnery Sergeant Jeffery T. Ward, USMCR
Master Sergeant Dathan T. Mills, USMC
Master Sergeant Carolin Chavez, USMC
Master Sergeant Shane M. Fisher, USMCR
Master Sergeant Joel S. Austin, USMCR
Master Sergeant Gregory Bogaczyk, USMCR
Gunnery Sergeant Stephen K Little Jr, USMC
Staff Sergeant Angel F. Valdillez, USMC
Lance Corporal James T. Bedolla, USMC
Mr. Brennett Ford
Mr. Craig M. Kilhenny
Mr. Jose A. Bosquez
Mr. Seth D. Evans

4. Date and Location. The promotion selection board is ordered to convene at 2008 Elliot Road, Marine Corps Base, Quantico, Virginia, on 3 February 2026, or as soon thereafter as practicable. Enclosure (1) contains additional guidance for board members to consider in determining the promotion potential and professional qualifications of Marines eligible for consideration.

5. Selection Board Guidance. The promotion selection board will proceed in accordance with the following specific guidelines. The enclosure contains additional details guiding board execution.

a. Selection Standard. The selection board shall recommend eligible Marines for promotion to the next higher grade. The Marines selected will be those whom the members of the board consider best qualified for promotion to meet the needs of the Marine Corps. In addition to the foregoing standard of best qualified, all Marines recommended for promotion must be fully qualified. Each Marine's qualifications and performance of duty must clearly demonstrate that the Marine will be capable of performing the duties normally associated with the next higher grade. This standard applies to all eligible Marines regardless of zone.

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b. Eligible Population. The eligibility criteria for consideration for selection in each Intended Military Occupational Specialty (IMOS) were promulgated by MARADMINs 561/25 and 606/25.

c. Number of Primary Selections Authorized. The promotion selection board will limit the number of primary selections for promotion to the number of allocations. Changes to allocations, if any, will be published in the selection MARADMIN announcing the results of the board.

d. Number of Alternate Selections. The alternate selection list mitigates risk of historical shortfalls across the force. The board will maximize selection allocations within each IMOS and ensure Marines selected as alternates meet the standard described in paragraph 5.a. above.

e. Consideration of Below Zone Eligible Marines

(1) There will be no overall limit to the number of eligible Marines considered from the below zone population. However, the board may not select more than ten percent or two selections, whichever is greater, from the below zone of each IMOS.

(2) The selection of a Marine from the below zone must be based on the best and fully qualified standard applicable to all eligible Marines. When considering the records of Marines equally well qualified for promotion, you may consider the fact that a selection from the below zone benefits the Marine Corps by creating an incentive for superior performance by Marines below the promotion zone. Accordingly, the selection board is directed to give Marines in the below zone the same careful consideration as all other eligible Marines.

(3) The board president may request additional below zone selection allocations from the Director, Manpower Management, to mitigate shortfalls and meet service requirements.

6. Career Patterns. The board evaluation of Marines whose careers may have been affected by assignment policies and practices made in the best interest of the Marine Corps must afford them fair and equitable consideration. You should be particularly vigilant in your evaluation to take care that no Marine is disadvantaged by Service utilization policies or practices. The overriding evaluation factor is the performance of assigned duties.

7. Equal Opportunity

a. The board's evaluation of all Marines, regardless of race, religion, color, sex (including pregnancy), sexual orientation, or national origin, must afford them fair and equitable consideration.

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b. Impermissible Considerations. Promotion boards are prohibited from considering the following:

(1) The marital status, religion, civilian employment, or volunteer service.

(2) Any information regarding an enlisted Marine's spouse, including but not limited to, civilian or military employment, education, race, religion, color, sex (including pregnancy), sexual orientation, national origin, and volunteer service.

8. Additional Guidance. In addition to the guidance contained in this precept, the enclosure contains additional guidance for the board to consider in determining qualifications and selection potential. Administrative instructions and the oath for the members, recorders, and administrative support personnel are also included.

9. Confidentiality of Board Proceedings. Unless expressly authorized by me, neither you nor any member of the board, recorder, or administrative support personnel may disclose the proceedings, deliberations, or recommendations of the promotion selection board. All board members, recorders, and administrative support personnel must comply fully with these requirements, and I expect you to emphasize the need for strict confidentiality.

10. Board Recommendations. Upon completion of its proceedings, the promotion selection board will submit its report to me for approval and signature. The report of the board will be in writing, signed by each member of the board and the recorders. It shall contain the names of the Marines the board recommends for promotion. The report will certify that the board has complied with all instructions contained in this precept and, as appropriate, other guidance or instruction provided by the Commandant of the Marine Corps. The Marines recommended for promotion are, in the opinion of the members of the board, fully qualified and best qualified to meet the needs of the Marine Corps from among those Marines whose names were provided to the board.



F. FRIDRIKSSON
Director, Manpower
Management Division

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- Ref: (a) MCO P1400.32D w/CH 2 (MARCORPROMMAN, VOL 2, ENLPROM)
(b) MCO 1200.18 (MOS PROGRAM ORDER)
(c) NAVMC 1200.1L (MOS MANUAL)
(d) MCO 1610.7B (PERFORMANCE EVALUATION SYSTEM)
(e) MCO 1326.6 w/CH 1 (SELECTING, SCREENING, AND PREPARING
ENLISTED MARINES FOR SCREENABLE BILLETTS AND
INDEPENDENT DUTY ASSIGNMENTS)
(f) MARADMIN 630/24 (UPDATED ENLISTED PROFESSIONAL MILITARY
EDUCATION (EPME) REQUIREMENTS FOR ACTIVE DUTY AND ACTIVE
RESERVE MARINES)
(g) MARADMIN 663/16 (EXEMPTION TO ENLISTED PROFESSIONAL
MILITARY EDUCATION POLICY FOR MARINES SERVING ON
SPECIAL DUTY ASSIGNMENTS)
(h) MCO 5300.17A (MARINE CORPS SUBSTANCE ABUSE PROGRAM)
(i) MCO 1752.5C (SEXUAL ASSAULT PREVENTION AND RESPONSE
(SAPR) PROGRAM)
(j) MARADMIN 342/22 (SUPPLEMENTAL GUIDANCE FOR THE
EXEMPTION TO ENLISTED PROFESSIONAL MILITARY EDUCATION
POLICY FOR MARINES SERVING ON SPECIAL DUTY
ASSIGNMENTS)
(k) ALNAV 009/23, (RECISSION OF COVID-19 VACCINATION
REQUIREMENT FOR MEMBERS OF THE ARMED FORCES)

1. References (a) through (c), as well as this precept, state the policies and qualifications for selection to the staff noncommissioned officer (SNCO) grades. References (d) through (k) are germane. In the case of conflicting instructions, the guidelines in this precept take precedence over those contained in references (a) through (k). The selection board will consider only the instructions and information provided by the Commandant of the Marine Corps or his authorized representative.

2. The following oath or affirmation shall be administered to the recorders and support staff by the president of the board:

"Do you solemnly swear (or affirm) that you will keep a true record of the proceedings of this board, and further, that you will not disclose the proceedings or recommendations thereof pertaining to the selection or nonselection of individual enlisted Marines except as authorized or required by the Commandant of the Marine Corps? So help you God."

The following oath or affirmation shall be administered to the members of the board by the senior recorder:

"Do you solemnly swear (or affirm) that you will perform your duties as a member of this board without prejudice or partiality, having in view the special fitness of staff noncommissioned officers and the efficiency of the Marine Corps, and further, that you will not disclose the proceedings or recommendations thereof pertaining to the selection or nonselection of individual

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enlisted Marines except as authorized or required by the
Commandant of the Marine Corps? So help you God."

3. The Director, Reserve Affairs, shall furnish the names and records of all Marines who are eligible for consideration as determined on the date the board convenes.

4. Manpower Management Performance Branch, Enlisted Promotions (MMPB-11), shall screen and remove the names and records of Marines who become ineligible for consideration during the execution of the board and notify the board president of any changes made to the population. The board will carefully consider the record of every eligible Marine whose name is furnished.

5. Letters of Nonselection. Members on the board shall honor a Marine's request not to be selected by a SNCO promotion selection board and the Marine will incur a failure of selection. This request does not make a Marine ineligible for subsequent promotion selection boards.

6. Previous Alternate Selections. Last year highly qualified Marines were selected as alternates using the best and fully qualified standard. Marines previously selected as alternates in FY25 who have maintained performance at or above the standard of their last evaluation shall be considered among the most competitive ("highest qualified") for promotion.

7. Professional Military Education. Professional Military Education (PME) is a valuable and important aspect of a Marine SNCOs professional development. A well-educated core of SNCOs is better able to contribute to the effectiveness and success of the Marine Corps. The successful completion of appropriate level PME demonstrates a Marine's commitment to self-improvement and represents a desire to prepare for positions of increased responsibility. Reference (f) is the current controlling policy for PME requirements for this board. Marines must meet all PME requirements outlined prior to the convening date of this board to be eligible for consideration. The following clarifications regarding PME are provided:

a. Sergeants who completed the Marine Corps eLearning Ecosystem (MCeLE) EPME5000 Course no later than 2359, EDT on 3 February 2026 shall be considered qualified for the purposes of selection on this promotion selection board and will receive a full brief.

(1) All Sergeants who successfully completed any of the additional courses below will be considered higher qualified than those Marines that have only completed the MCeLE course.

(a) Resident Sergeants Course (T4M)

(b) Sergeants Course Seminar (315)

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(c) Reserve Sergeants Course (CFF)

(2) Selection does not guarantee promotion. In order to affect the promotion, Marines must complete all remaining component PME requirements.

b. Staff Sergeants must have completed the MCELE EPME6000 Course no later than 2359, EDT on 3 February 2026 to be considered qualified for the purposes of selection to gunnery sergeant. Staff Sergeants who completed any additional recommended courses will be considered higher qualified than those Marines that have only completed the MCELE course.

c. Gunnery Sergeants must have completed the MCELE EPME7000 Course and at least one of the additional required courses below to be considered qualified for the purposes of selection to master sergeant.

- 1) SNCO Leadership School (31Q)
- 2) SNCO Leadership School Seminar (31Q)
- 3) Resident Career Course (T8A)
- 4) Career Course Seminar (T6C)
- 5) Reserve Career Course (CEW)
- 6) SNCO Advanced Resident Course (T8H)
- 7) Advanced Course Seminar (314)
- 8) Reserve Advanced Course (M4L)

d. There are no PME requirements for Master Sergeants to be considered qualified for the purposes of selection to master gunnery sergeant.

e. The College of Distance Education and Training (CDET) non-resident seminar is equivalent to the respective Staff Noncommissioned Officer Academy (SNCOA) resident course.

f. Marines currently serving in or re-assigned from a billet Military Occupational Specialty (BMOS) of 8411, 8421, 8156, 0913, 8152, 8154, and 0911, to include Marines serving at Officer Candidate School (OCS) Quantico, VA and Newport, RI; specifically in a 0911 billet in a permanent personnel capacity within the past 365 days are only required to complete MCELE courses.

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g. Marines serving as Assistant Marine Officer Instructor (AMOI), or Career Recruiters will be considered with the same level of competitiveness based off their PME completion level.

h. Advanced Education Programs. Successful completion of advanced education beyond appropriate level PME demonstrates a Marine's commitment to continual improvement. The following are examples of advanced education programs: Enlisted Joint PME, National Intelligence University Undergraduate and Graduate Programs, Geospatial Intelligence Career Advancement Program, Defense Information School Courses, National Security Agency Computer Network Operations Development Program, Marine Graduate Education Programs, and the Ground and Intelligence Personnel Exchange Program. This is not an all-inclusive list, and the board should look for programs that provide skills and experience required for improved readiness within the broad spectrum of the future operating environment.

8. Noncompetitive Selection. Marines who are selected for commissioning programs to include appointment to warrant officer, the Marine Enlisted Commissioning Education Program, Enlisted Commissioning Program, Medical Enlisted Commissioning Program, and Medical Service Corps In-service Procurement Program are eligible for non-competitive selection consideration. The selection of these Marines will not count against the competitive allocations. The selection standard for non-competitive Marines is "fully qualified" and the board should pay special attention to recent adversity that may demonstrate the Marine is not capable of performing the duties normally associated with the next higher grade. Non-competitive Marines are exempt from all PME requirements including the MCELE course.

9. Career Patterns. All Marines are assigned to commands at the discretion of competent command authority. Accordingly, billet assignments are widely diverse, with many Marines serving outside of their Primary (PMOS) in billets that could be considered less desirable, and/or in commands that may not be considered within the mainstream of the Marine Corps. Regardless of duty assignment, all Marines serve because there is a vital need to support the continued readiness of our Corps. Marines serving in billets outside their PMOS are to be considered qualified for promotion based upon their performance in their assigned duties. You should also consider that the Marine Corps benefits when a SNCO possesses a broad spectrum of experiences.

a. Marines with certain PMOSs historically do not have an opportunity to serve outside their PMOS due to extensive school training, career progression at a certain pay grade, perishable MOS skills, or insufficient overall strength of the MOS. Marines in these occupational specialties will not be denied the opportunity to serve outside their PMOS if the MOS can afford the assignment; however, they will not routinely be assigned to such duties. Due to this limited

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opportunity, Marines who fit this category should be given equal consideration with their peers even though they may not have served outside their PMOS.

b. The War on Terrorism created the growth of billets traditionally not filled by Marine SNCOs. Marines assigned to nation building and crisis operations billets are critical to the success of our Country's policies. The board should be especially diligent in weighing the qualifications of Marines serving in Transition Teams (TT) and Joint Individual Augmentation (IA) Billets. Service in these critical billets should weigh equal to traditional Marine Corps SNCO billets in the Fleet Marine Force supporting the Global War on Terrorism during board deliberations.

10. Evolving Needs. In your consideration, remain cognizant that the needs of the Marine Corps have changed over the years and will continue to change.

a. The board shall give consideration for Marines who have embraced change by conceiving and trying new solutions to our most challenging problems. The Marine Corps needs bold Marines who are willing to think creatively and take well-calculated risks.

b. Give priority to promoting Marines who have shown initiative in finding and pursuing the most effective ways of accomplishing our mission. Also note, in this regard, that Marines with the greatest capacity for innovation may have served in billets different from the norm. In the context of a changing Marine Corps, the best-qualified Marines may reflect a variety of backgrounds.

c. The board shall give consideration to Marines who possess foreign language proficiency and cultural awareness especially within the Indo-Pacific region.

11. Screenable Billet Assignments. Assignment to challenging billets, within and outside of PMOS, is an integral part of every Marine's career. The skills and experience gained through service in these duties enhance individual abilities and establish a shared bond across different communities while meeting service objectives. The following are the three types of screenable billets in priority order.

a. Special Duty Assignments (SDA). Billets specifically designated by the Commandant of the Marine Corps. These assignments include: Drill Instructor (8511/0911), Recruiter (8411/8421), Marine Combat Instructor (8513/0913), and Marine Security Guard (MSG) Detachment Commander or Watch Stander (8156). Marines who are assigned to or have successfully completed one of the above duty assignments should be considered "highest qualified." These billets involve demanding duties that require an unusual degree of responsibility outside of any Marine's primary skill and are

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significant to the Marine Corps mission. In this context, duties are considered demanding because they require an extraordinary effort for satisfactory performance. These duties are considered to have an unusual degree of responsibility because a heavy personal burden is placed on the Marine to ensure the successful accomplishment of assigned tasks. Combat Instructors, in particular, instill the core ethos that every Marine is a rifleman, sustain the Marine transformation, and prepare the Marine for success through their entry-level training continuum. The Marine Corps primarily seeks qualified volunteers to fill these billets based on available vacancies.

b. Highly Qualified-Screenable billets. Screenable billets that include challenging duties primarily associated with specific occupational fields. Marines who are assigned to or have successfully completed one of the billets will be considered "highly qualified." These billets require a high degree of maturity, leadership, judgment, and professionalism. They result in a significant impact on the integrity of the service and ensure the safeguarding of national assets. These billets include: Marine Security Guard Watch Stander (8156), Marine Corps Security Forces Guard (8152), SNCO Academy Faculty Advisor (0961) or Curriculum Developer, Formal Schools Instructor (0951), Marine Air-Ground Task Force Instructor (0981), I&I and Marines on Independent Duty, Congressional Fellowship Program, and duty with Marine Special Operations Command.

c. Higher Qualified-Screenable Billets. Additional-screenable billets or special programs outside of a Marine's primary skill that require additional screening. Marines who are assigned to or have successfully completed one of these billets should be considered "higher qualified than those without an SDA or highly qualified-screenable billets." These billets are typically voluntary and solicited annually by specific Naval messages throughout the year. These billets include: Equal Opportunity Advisor, SNCO Completion Program, International Affairs Program, Defense Attaché System Program, Martial Arts and Fitness Center of Excellence Instructor, Marine Corps Shooting Team Competitor, and Marine Corps Mounted Color Guard.

12. Equal Opportunity

a. The Marine Corps is dedicated to equality of treatment and opportunity for all personnel without regard to race, religion, color, sex (including pregnancy), sexual orientation, or national origin. The Marine Corps strives to maintain a professional working environment in which a Marine's race, religion, color, sex (including pregnancy), sexual orientation, or national origin will not impact his or her professional opportunities. Accordingly, within the boards' charter to select those enlisted Marines who are best and fully qualified for promotion, you must ensure that Marines are not disadvantaged because

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of their race, religion, color, sex (including pregnancy), sexual orientation, or national origin.

b. Your evaluation of all enlisted Marines must afford them fair and equitable consideration. You should be particularly vigilant in your evaluation to take care that no Marine's promotion is disadvantaged by Service utilization policies or practices. You should evaluate each Marine's potential to assume the responsibilities of the next higher grade or to continue to perform further service in his or her current grade. The overriding evaluation factor is the performance of assigned duties, and I remind you that all assigned duties are important.

c. This guidance shall not be interpreted as requiring or permitting preferential treatment of any enlisted Marine or group of Marines on the grounds of race, religion, color, sex (including pregnancy), sexual orientation, or national origin.

13. Adverse Material. The board is obligated to follow specific guidance with regard to how it considers and discusses adverse information.

a. When discussing your own personal knowledge concerning the professional qualifications of eligible Marines, the board is reminded that if personal remarks, based on a member's personal knowledge, could be considered "adverse," the member cannot discuss his or her personal knowledge or evaluation except to the extent such matter is contained in the Marine's official record or other material placed before the board in compliance with reference (a). In addition, should a Marine's record reveal the removal of a fitness report via the Performance Evaluation Review Board, Board for Correction of Naval Records, etc., the member may not discuss his or her personal knowledge regarding the circumstances that resulted in the removal of the report from the Marine's record, nor should any member conjecture or draw any inference as to the underlying circumstances involved. However, documented incidents of misconduct and substandard performance that are included in a Marine's official record must be briefed to all board members. Members must carefully consider each such incident in connection with their deliberations.

b. Faced with many well-qualified Marines, there may be a tendency to simplify your task by summarily putting aside the records of Marines whose past records are less than perfect however, this is inconsistent with your obligation. A judgment of the whole person and the whole record is required to determine whose future potential for promotion or continuation will best serve the Marine Corps. You may conclude that particular adverse information undermines a Marine's ability to serve successfully in a position of increased authority and responsibility, despite an otherwise outstanding record. On the other hand, you may find that a Marine's overall outstanding performance demonstrates such potential for future service that it outweighs any

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deficiency noted in the record. Some Marines will have learned from their mistakes in ways that make them stronger; others will have strengths that outweigh relative weaknesses in their records. Make the best, not simply the most obviously defensible, choices. By doing this, you will not only fulfill your obligation, but you will also better serve the Marine Corps.

c. Board members should not consider adverse material related to COVID-19 vaccine refusal. If a record contains adverse material related to COVID-19 vaccine refusal, submit a discrepancy notice requesting clarification.

14. Physical Qualifications. The official military personnel records provided to the selection board may include medical documents relevant to a Marine's physical qualifications. The board is advised that additional information regarding a Marine's medical condition or physical qualification are not available for board member viewing. Further, the enlisted promotion system has no medical prerequisites for promotion. Marines who are otherwise qualified do not lose their eligibility for promotion consideration due to hospitalization or Temporary Limited Duty as a result of wounds, injuries, pregnancy, or disease (to include mental disorders). The following exceptions to this policy apply:

a. Enlisted Marines who have been approved for Permanent Limited Duty (PLD), who have less than 20 qualifying years of service for retirement and are retained in a PLD category to complete 20 years of qualifying service for retirement, are not eligible for selection consideration.

b. Combat wounded Marines who have been approved for retention in an Expanded Permanent Limited Duty (EPLD) status are eligible for selection consideration or promotion.

15. Additional Policy Considerations

a. Members of the selection board will familiarize themselves with Marine Corps policy on alcoholism and alcohol abuse as outlined in reference (h). The board will not deny selection opportunity to Marines diagnosed and successfully treated for alcoholism or alcohol abuse. However, the board will consider any misconduct or reduction in performance resulting from alcoholism or alcohol abuse when determining fitness for promotion.

b. Selection board members will familiarize themselves with Marine Corps policy concerning the distribution, possession, or use of illegal drugs. The detrimental effect of drug use in individual performance, leadership, and mission accomplishment is damaging not only to the Marine, but also to the Marine Corps as a whole. Disregard for disciplinary and organizational values will not be

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tolerated, and the board will consider such behavior when a Marine's potential is evaluated.

c. Members of the selection board will familiarize themselves with the Marine Corps policy on sexual assault as outlined in reference (i). Sexual assault is a crime that is incompatible with our core values and is an affront to the basic American principles we defend.

16. Communications and Board Integrity. The following instructions concerning communications and information apply to the board proceedings:

a. Each of you (board president, members, recorders, and administrative support personnel) is responsible for maintaining the integrity and independence of this promotion selection board, and for fostering the careful consideration, without prejudice or partiality, of all eligible Marines.

b. You must pay particularly close attention to the rules governing communications with and among other board members, the information authorized to be provided to you, and the procedures you should follow if you believe that the integrity of this promotion selection board has been improperly affected.

c. You may not receive, initiate, or participate in communications or discussions involving information precluded from consideration by a promotion selection board. You are to base your recommendations on the material in each Marine's military record, any information the Commandant of the Marine Corps has provided to the board, and any information about his or her own record communicated to you by individual eligible Marines in accordance with reference (a).

d. In your deliberations, you may discuss your own personal knowledge and evaluation of the professional qualifications of eligible Marines to the extent that such matters are not precluded by reference (a) from consideration or inclusion in a Marine's military personnel record. You may not discuss or disclose the opinion of any person not a member of any board concerning a Marine being considered unless that opinion is contained in material provided to the board in accordance with reference (a).

e. The Commandant of the Marine Corps, or his designee is the only person who may appear in person to address you on other than administrative matters. All communications with the board, other than those that are clearly administrative, must be in writing, given to each of you, and made part of the board's record. I have designated in writing those persons authorized to provide routine administrative information to you.

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f. Before the report of the promotion selection board is signed, the recommendations and proceedings may be disclosed only to members of the board, recorders, and those administrative support personnel I have designated in writing. After you sign the board report and the public release has been made, only the recommendations of the board may be disclosed. Procedures and processes of the board may be discussed only in general terms. The recommendations and proceedings of the board shall not be disclosed to any person not a board member, recorder, or designated administrative support personnel.

g. If at any time you believe that you cannot in good conscience perform your duties as a member of your respective board without prejudice or partiality, you have a duty to request relief by me from this duty. I will take for consideration any such request. If you believe that the integrity of your respective board's proceedings has been affected by improper influence of military or civilian authority, misconduct by the board president or a member, or any other reason, you have a duty to request from me relief from your obligation not to disclose board proceedings and, upon receiving it, to report the basis for your belief.

h. Upon the completion of board deliberations, you will, at a minimum, certify in your reports to me, that:

(1) to the best of your knowledge, the board complied with the instructions provided in the precept and all other instructions provided by the administrative support personnel.

(2) you were not subject to or aware of any censure, reprimand, or admonishment about the recommendations of the board within the authorized discretion of the board.

(3) you were not subject to or aware of any attempt to coerce or influence improperly any action in the formulation of the board's recommendations.

(4) you were not party to or aware of any attempt at unauthorized communications.

(5) to the best of your knowledge, the board carefully considered the records of each Marine whose name was furnished to the board.

(6) the Marines recommended for promotion are, in the opinion of the board members, fully qualified and best qualified to meet the needs of the Marine Corps among those Marines whose names were provided to the board.

(7) the Marines recommended for promotion, including those who had adverse information provided to the board, are, in the opinion of the board members, fully qualified and among the best qualified to

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meet the needs of the Marine Corps among those Marines whose names were provided to the board.

17. Board Guidance Review. Prior to adjournment, the board must review the extent to which the expectations of this selection board guidance have been met.

18. Board Certification. The board president, board members, and board recorders shall sign the written report of the selection board. The report shall contain a list of the names of the Marines it recommends for promotion. Upon completion of its proceedings, the selection board shall forward the signed report to the Director, Manpower Management Division.