

How To Complete the DD Form 149

The DD Form 149 must be used to submit PERB requests to MMPB-21 to appeal a fitness report. Incomplete or inaccurate petitions will be returned to the petitioner.

Blocks 1 – 6. Self-explanatory.

Blocks 7 – 8. Leave blank if not applicable.

Block 9. This information is used to contact you if the MMPB-21 staff or the PERB members have questions about your appeal. It is very important that we are able to contact you, so use whatever email address and phone number is most reliable. If you are deployed and use your deployed information, please be sure to keep MMPB-21 informed when you rotate back to CONUS.

Use your home address unless you are deployed. This is where the PERB's decision will be mailed once the board is completed.

Use the best phone number to reach you.

Use the best email to reach you because you will receive automatic emails from our database regarding your case.

Blocks 10 – 11. Self-explanatory.

Block 12. Select all that apply.

Block 13. ***Be Specific!*** It is difficult for the board to adjudicate your appeal when they are uncertain what your desired end state is! Include the occasion and dates of the fitness report (e. g. 20181110 - 20190325 "TR").

Good examples:

- (1) *Please remove fitness report 20181110 - 20190325 (TR) from my OMPF.*
- (2) *Please remove the following comment from Section K "....."*
- (3) *Change RS or RO marking(s) to reflect the marking(s) on the attached RS/RO letter.*
- (4) *Make the fitness report not observed due to insufficient observation time and see the attached RS letter and/or TAD Orders.*

Poor examples:

- (1) *"I feel the fitness report that I received from the RS/RO was unjust and I want the PERB to correct this."*

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(2) *Please review the following fitness report, 20141110 - 20150325 (TR).*

Block 14. Self-explanatory.

Block 15. Explain clearly why you believe the fitness report needs to be removed or corrected. **For example:**

(1) *The reporting senior made comments that I believe are adverse.*

(2) *This is an adverse report, and I was not given the opportunity to rebut it.*

Block 16. Self-explanatory

Block 17. There is no option to appear in person at the PERB. This question applies only to BCNR.

Block 18. Self-explanatory. **Note:** Corrections to fitness reports should be made within 3 years of discovering the error. If more than three years have passed, please explain why you waited until now to appeal the report. If it is an old report, but you just discovered the injustice, please explain how you discovered the injustice.

Block 19. **THE BURDEN OF PROOF IS ON YOU!** The fitness report is assumed to be correct unless you can ***prove*** that it is not. Occasionally, an error is self-evident and no proof is required. Most often, the petitioner (that's you) must prove your case by submitting supporting documents (medical/legal documents, copy of request mast, emails, letter from RS/RO, investigations, text messages, etc.). **All supporting documents must be listed here.**

Block 20-22. This is to be filled out if someone else will be filing this petition on the MRO's behalf.

Block 23-25. Counsel means lawyer, so your attorney's name goes here. If you do not have an attorney, leave it blank.

Block 26. Self-explanatory

Block 27a. The request must be signed, or it will be returned without action. Electronic signature is preferred.

Block 28. Self-explanatory.

See MCO 1610.7B, Chap 10, (Current PES manual published 5 Jun 23)

Send email requests to smb_manpower_mmrp_13@usmc.mil.

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