

Performance Evaluation Review Board (PERB)

Frequently Asked Questions

Q: Do I have to use the DD-149?

A: Yes. The DD-149 is required, appeals will not be accepted without it. Please use the Feb 2025 version.

Q: How long does the PERB process take?

A: The process can take up to 180-days to fully adjudicate an appeal. This timeline is tentative, not guaranteed.

Q: Should I use standard naval letter format when submitting a request?

A: No, please use the available text boxes of the DD Form 149 when submitting your petition. If your petition is lengthy, you may continue on a blank page which need not be in naval letter format.

Q: Can I submit a hard copy fitness report with my request as evidence?

A: You may, but you need not submit a copy of the fitness report for which you are requesting correction as a certified true copy of this report will be pulled from O-RMA by MMPB-21 when prepping your Case. Any other fitness reports that the petitioner considers evidential for the Case must be provided by the petitioner.

Q: How am I notified of the results of the PERB?

A: All petitioners are notified via e-mail by formal letter. MMPB-21 will utilize e-mail addresses provided by the petitioner on the DD-149.

Q: My petition was disapproved by the PERB. Does this mean, "Case closed"?

A: No. Petitions disapproved by the PERB are forwarded to the Board for Correction of Naval Records (BCNR) for secondary review. Please reference the instructions on your denial letter from MMPB-21 for information regarding procedures and timelines for submitting any new/additional evidence for consideration by the BCNR.

Q: I submitted my petition requesting section "I" derogatory comments be deleted but now I desire to have the entire report removed. Can I do that now while my current petition is still pending?

A: Yes. However, please understand this may extend overall processing time. Such modifications to existing petitions should be made via a new DD-149. Please ensure you reference your Case ID when communicating with MMPB-21 @ SMB_Manpower_MMRP_13@usmc.mil.

Q: I found out that I'm in the promotion zone this year and I have one fitness report that is incorrect. What is the minimum time I have to submit my petition prior to the promotion board convening?

A: You should never procrastinate. It is recommended that you submit at least 120-days prior to the convening date of your promotion board. For example, if the Staff Sergeant Selection board convenes 8 April 2025, then you should submit your petition NLT 9 December 2024. On your petition, inform MMPB-2 that you are in the FY promotion board. Every reasonable effort will be made to ensure such Cases are boarded via PERB before board convene dates, but this is not guaranteed.

Performance Evaluation Review Board (PERB)

Frequently Asked Questions

Q: Can my Commanding Officer, Adjutant, Sergeant Major, buddy, spouse, etc... contact MMPB-21D to help with my appeal or for status updates?

A: To ensure your privacy, in compliance with the Privacy Act, MMPB-21 staff will not communicate with anyone but the Marine submitting the petition. Exceptions will be when the petitioner has identified a legal representative or counsel on their DD-149, or if another party petitions on behalf of an MRO who is incapacitated or deceased.

Q: Will the board contact my reporting senior or reviewing officer?

A: No. Once again due to privacy issues we would only contact them with the petitioner's explicit permission.

Q: Will my reporting senior or reviewing officer know that I appealed this report?

A: Maybe. They will not be informed by MMPB-2. If you have changes made to a report, the RS or RO will likely never know about it. If you have an entire report removed, they may notice that it is missing from their profile. They will not be provided with any information about the PERB Case.

Q: What may I use as evidence for my Case?

A: Anything you find relevant to your Case if it does not violate the privacy of another individual. Copies of request mast, emails, letters from RS/ROs, investigations, text messages, or medical/legal records are examples of evidence that may be applicable to your Case. Any evidence must be listed in Block 19 of your DD-149. Please keep in mind the burden of proof is on the petitioner to prove material error or injustice.

Q: My petition was denied at PERB, and that decision was upheld by BCNR. Am I able to re-petition to the PERB for the same fitness report?

A: Yes. However, please note that the PERB may only re-consider cases for the same fitness report if the MRO is able to provide new, substantial, relevant evidence that was not reasonably available to the MRO at the time of their first petition. Any re-petitions submitted to the PERB without meeting this criterion will be forwarded back to BCNR without boarding.

Q: I intend to submit for modification or removal of an adverse fitness report on the basis that the corresponding NJP was set-aside by the CO. What do I need to know?

A: Marines under this scenario should follow the following sequence: 1. Have CO's set-aside letter submitted to the servicing PAC for removal of the NJP from MCTFS via Unit Diary. 2. Petition to BCNR at BCNRApplication@us.navy.mil solely for removal of the UPB and associated 6105 counseling utilizing the DD-149 form and providing the CO set-aside letter and any other relevant evidence. 3. Petition to the PERB for modification or removal of the fitness report, providing the CO set-aside letter and BCNR approval letter as evidence.

The PERB Office is available at smb_manpower_mmrp_13@usmc.mil or (703) 784-0475 for any additional questions or for clarity on the above FAQ.