



**Marine Corps Installations West Administrative
Photo Verification Form**

Send completed verification forms to:
mciwestproduction@usmc.mil

1. Photo Type: OMPF (Service C) Command Board (Service Alphas) Official (Service Alphas)		
2. Name (Last, First, MI.):		
3. Rank:	4. Primary MOS:	
5. DoD ID:		
6. Billet Description:		
7. Body Composition:	Within BC Standards Exempt	Not Within BC Standards Waived
8. Unit:		
9. Major Command:		
10. For Official Photos: Billet, Unit *For Board Winners please use unit where board was won under *Example: Marine of the Quarter, MCI-West		
11. Verified By (Choose One): CO XO SgtMaj 1stSgt *SEL **I&I *Defined as an enlisted Marine serving in a command leadership billet in the place of a 1stSgt or SgtMaj. **I&I is an Inspector - Instructor		
12. Verifier's Name (Rank, Last, First, MI.):		
13. Verifier's Signature (Digital Only):		

ALL PHOTOS ARE BY APPOINTMENT ONLY

- MMRP requires up to 72 business hours for processing of new photos. Submission of this form acknowledges that it is each Marines responsibility to ensure his/her photo is uploaded to MMRP within 72 business hours after the date photo was taken.
- **Per MCO 3104.1B, the uniform for all OMPF photos is Service C. Command/Official photo is Service A.**
- **Command Board Photos are taken/printed for slated command billets only (i.e. CO, XO, SgtMaj, 1stSgt).**
- **MoQ, NCOoQ, Junior/Senior SoQ/SoY, PoQ/PoY portrait photos are only provided to board winners.**

For further inquiries please contact Promotion Branch MMRP:
Officer Promotions (MMRP-1), (703) 784-9704 /05 /06
Enlisted Promotions (MMRP-2), (703) 784-9717 /18 /19
Board Update Material (703) 784-9712 /13 /17 /24

MCI-W/MCB Camp Pendleton Communication Strategy and Operations
COMMSTRAT
Bldg 2238 (Vandegrift and Sixth St)
(760) 725-6181

Hours of Operation
Mon-Thurs 0800-1100, 1300-1500
Fridays 0800-1100