



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

Send completed verification forms to:

[mciwestproduction@usmc.mil](mailto: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	Not Within BC Standards
		Exempt	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):			

Submit all completed forms to:

[mciwestproduction@usmc.mil](mailto:mciwestproduction@usmc.mil)

- 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