



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

Send completed verification forms to:

mciwestproduction@usmc.mil

1. Photo Type: OMPF/Promotion		Command Board/Portrait	Omit Boxes 6-9
2. Name (Last, First, MI.):			
3. Rank:		4. Primary MOS:	
5. DoD ID:			
6. Height (in inches): OMPf/Promotion Photo Only		7. Weight: OMPf/Promotion Photo Only	
8. Body Fat Percentage (If Applicable): OMPf/Promotion Photo Only PFT/CFT 285 EXMP		9. Weigh-In Date (Valid within 30 days): OMPf/Promotion Photo Only	
10. Unit:			
11. Major Command:			
12. Billet Description:			
13. 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			
14. Verifier's Name (Rank, Last, First, MI.):			
15. Verifier's Signature (Digital):			

- MMRP requires up to 48 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 48 business hours after the date photo was taken.
- Per MCO 3104.1B, the uniform for all promotion 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.
- Command Billets are encouraged to submit a Biographical Information Form per MCO 5750.1H USMC Historical Program.

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
 Bldg 2238 (Vandegrift and Sixth St)
 (760) 725-6181

Hours of Operation
 Mon-Thurs 0730-1600
 Fridays 0730-1100