



**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:	Billet Description:	
6. Height (in inches): OMPF/Photo Only	7. Weight: OMPF/Photo Only	
8. Body Fat Percentage (If Applicable): OMPF/Photo Only PFT/CFT 285 EXMP PFT CFT	9. Weigh-In Date (Valid within 30 days): OMPF/Photo Only	
10. Unit:		
11. Major Command:		
12. Purpose of Photo:		
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 Only):		

Submit all completed forms to:

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.
- 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

COMMSTRAT

Bldg 2238 (Vandegrift and Sixth St)

(760) 725-6181

Hours of Operation

Mon-Thurs 0800-1100, 1300-1500

Fridays 0800-1100