



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
814 RADFORD BLVD STE 20312
ALBANY, GEORGIA 31704-0305

BO 1040.7G
CO4002
SEP 12 2006

BASE ORDER 1040.7G

From: Commanding Officer
To: Distribution List

Subj: ADMINISTRATIVE PROCEDURES FOR PROCESSING APPLICATIONS FOR
VARIOUS MARINE CORPS COMMISSIONING PROGRAMS AND FOR
AUGMENTATION INTO THE REGULAR MARINE CORPS

Ref: (a) MCO 1001.45G

1. Situation. The policy of this Command is to screen all applications for the Warrant Officer Program, the Officer Augmentation Program, and various enlisted commissioning programs. Composition, membership and convening time and dates of the boards will be announced by separate directive on an "as required" basis.

2. Cancellation. BO 1040.7F

3. Mission. This order will provide guidance as to the procedures for processing and submitting applications to those Marines who wish to apply for one of the various commissioning programs.

4. Execution

a. Commander's Intent. The intent is to actively promote the various commissioning programs/augmentation opportunities into the regular Marine Corps, and to ensure the best Marines qualified are nominated. All applications for the programs indicated in the reference will originate with the Marine and be prepared per the appropriate order at the highest level in which they are assigned. Applications will be addressed to the Commandant of the Marine Corps (Code ____), via the appropriate chain of command.

b. Concept of Operations. This order should be used in conjunction with reference (a) to ensure compliance with policies and procedures established by HQMC.

c. Tasks

(1) Base Adjutant

- (a) Assist applicants in preparing packages.
- (b) Review applications to ensure completeness.
- (c) Notify the Interview Board and schedule a convening date. Advise applicants of the date and time their presence is required.
- (d) Coordinate with the MCIEAST Adjutant to schedule times for the Commanding General to conduct personal interviews.
- (e) Publish all appropriate Base directives concerning the referenced programs.

(2) Division Directors and Special Staff Officers

- (a) Prepare a memorandum endorsement as specified in paragraph 4a above.
- (b) Ensure this Order is given widest dissemination.

(3) Senior Member, Interview Boards.

- (a) Review application(s)
- (b) Screen applicant(s)
- (c) Prepare endorsement(s) for the Commanding Officer's signature.

d. Coordinating Instructions. Applications for all programs will be processed in the following manner:

(1) After the application has been prepared, it will initially be routed through the Marine's OIC/Division Director for an endorsement consisting of a "word picture" highlighting the Marine's professional and personal traits.

(2) The application, with the OIC/Division Director's endorsement, will then be routed to the Commanding Officer, MCLB Albany for appropriate endorsement.

(3) There will be an interview board appointed by the Commanding Officer. This board's recommendation will be used to evaluate Marines. The board's evaluation of the applicant will be the basis for the Commanding Officer's endorsement.

(4) The package will then be routed to the Commanding General, Marine Corps Installations East. The Commanding General may wish to interview applicants before endorsing the package.

(5) If endorsed by the Commanding General, the package will be forwarded to HQMC for consideration.

5. Administration and Logistics

a. Administration. None.

b. Logistics. None.

6. Command and Signal

a. Command. This Order is applicable to MCLB Albany only. All tenant commands must go through their appropriate chain of command.

b. Signal. This Order is effective the date signed.


C. N. HALIDAY

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