



PRACTICE ADVISORY

No. 13-20

30 October 2020

Judge Advocate and Legal Services Specialists Assignments

Manpower Management Division Officer/Enlisted Assignments (MMOA and MMEA) controls the slating process of all 4421s/4402s, to include who is slated to what billets and when orders are released. The Marines of MMOA/MMEA are the monitors. They handle manpower issues across MOSs from the institutional perspective and utilize the specialized knowledge of occupational field sponsors to ensure manpower decisions are well-informed. Assignments and the issuance of orders are the sole responsibility of MMOA/MMEA. Placing the right Marine in the right job is the primary guiding principle for assignments.

Pursuant to SECNAVINST 5430.27E and Article 6, UCMJ, the SJA to CMC is the occupational field sponsor and provides assignment recommendations to MMOA/MMEA for all 4421s/4402s, but these recommendations are not binding on MMOA/MMEA. The Marines of JPI are the occupational field (occfield) sponsors who are responsible for drafting and staffing the SJA to CMC's assignment recommendations.

Marine Corps Personnel Assignment Policy

The assignments process is governed by MCO 1300.8 (Marine Corps Personnel Assignment Policy). The priorities for assignment considerations are: 1) needs of the Marine Corps, 2) career progression, 3) overseas control date, and 4) individual preferences. 4421s/4402s should prioritize their next assignment by either duty station or billet. Thinking about assignment in these terms gives JPI and MMOA/MMEA the latitude they need to get as close as possible to individual preference.

Board and Panel Results

Throughout the year, numerous boards are held concerning: promotions, different levels of school (CCLEB, CPIB, TLS), recruiting duty, command, Marine Corps Embassy Security Guard duty, attaché selection, foreign school, drill instructor tours, 8th & I, U.S. Naval Academy, MOI, etc. These boards are external to JAD and have a significant impact on the assignment recommendation process. Primarily, the entire slating process is delayed until the results from these boards are released. Secondarily, selection on most of these boards is binding and therefore overrides any other assignment recommendations. Some of these boards automatically screen a select population while other boards only screen those who apply. If you have any questions about individual boards, please contact your occfield sponsor.

Process for 4402s

The following process is utilized by JPI when making officer assignment recommendations to MMOA:

- 1) Monitors, with the assistance of JPI, identify anticipated vacancies and release on MMOA website.
- 2) Monitors publish vacancy lists and occfield sponsors send a copy to their mover population. The vacancy list and mover questionnaire will be posted on the MMOA website with instructions on when questionnaires are due to MMOA per the individual monitor's discretion. All 2021 movers must complete this questionnaire on time as they will be utilized in making your next duty assignment. Of note, LSSS/T-OICs determine which Marines are placed in which section within their LSSS/T. The SJA to CMC does not interfere with the LSSS/T-OICs authority to assign personnel within their LSSS/T.
- 3) Interaction with the Fleet:
 - a. Occfield sponsors review MBSs for every mover.
 - b. Occfield sponsors review preference sheets/questionnaire for every mover.
 - c. Occfield sponsors field phone calls with their mover population concerning assignments.
 - d. Occfield sponsors conduct career counselings with their movers.

-
- 4) Occfield sponsors then compile a first draft of recommended assignments.
 - 5) Captain, Major, and Lieutenant Colonel occfield sponsors roundtable the first draft of recommended assignments and make necessary changes.
 - 6) Captain, Major, and Lieutenant Colonel occfield sponsors review second drafts of recommended assignments with the Deputy Director of Military Justice and Community Development (MJCD) and make necessary changes.
 - 7) The DSJA reviews draft recommended assignments for Colonels with MJCD and makes necessary changes.
 - 8) Captain, Major, and Lieutenant Colonel occfield sponsors, and the MJCD brief the DSJA and the SJA to CMC on recommended assignments and make necessary changes. This process is repeated as many times as necessary to compile a final list of recommended assignments.
 - 9) SJA to CMC sends final version of recommended assignments to MMOA monitors.
 - 10) MMOA reviews SJA to CMC's recommended assignments, has ongoing conversations with occfield sponsors, and ultimately cuts orders where and when they deem appropriate. As previously stated, the SJA to CMC's recommendations are non-binding and MMOA will make changes they see as necessary.
 - 11) If/when resignations/retirement requests are received from officers between December and May, MMOA works with the occfield sponsors to adjust recommended assignments as necessary.

Process for 4421s

Because 4421s are slated throughout the year, as opposed to rotating on a summer move slate only, the Marines of JPI make recommendations to MMEA based on career progression, needs of the OSJAs and LSSS/Ts, and preferences of the Marines. These recommendations are made throughout the year through close coordination with individual Marines, JPI, and MMEA. All legal services specialists are encouraged to contact Master Sergeant Gallaher to discuss their upcoming moves.

Communication with JPI and MMOA/MMEA

Communication with JPI and MMOA/MMEA is critical. It is never too early to start a discussion about assignments, particularly special issues or circumstances that may affect assignment. JPI and MMOA routinely collaborate on all assignment issues, so 4402s should communicate with both offices. 4421s should utilize their chain of command to discuss their future assignments with JPI/MMEA.

JPI is ready to help you through the assignment process. Always feel free to reach out to us.

Lieutenant Colonel Kyle Kilian: kyle.kilian@usmc.mil or 703-693-8161.

Major John Boyer: john.boyer@usmc.mil or 703-693-9059.

Major Benjamin Broadmeadow: benjamin.broadmeadow@usmc.mil or 703-693-8405.

Master Sergeant Andrew Gallaher: andrew.gallaher@usmc.mil or 703-693-9283.