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From: Commandant of the Marine Corps
To: Distribution List

Subj: MANPOWER AND ADMINISTRATION TRAINING AND READINESS MANUAL

Ref: (a) MCO P3500.72A

Encl: (1) Admin T&R Manual

1. Purpose. Per the reference, this Training and Readiness (T&R)
Manual, contained in enclosure (1), establishes training standards,
regulations, and policies regarding the training of Marines in the
manpower and administration occupational field.

2. Cancellation. NAVMC 3500.3D.

3. Scope. Highlights of the major changes included in this Manual
are:

    a. Chapter 1 was not modified from the previous edition of the
manual.

    b. Chapter 2 was not modified from the previous edition of the
manual.

    c. Chapter 3 coding and descriptions were updated, collective
training events were added not previously identified in the manual.

    d. Chapters 4, 5, 6, 8, 10, and 11 adjusted information contained
within the event coding, as well as deleted, modified, and added
events to account for current requirements. New formal individual
training events contained in Chapter 4, 5 and 11 that create resource
growth will be designated managed on the job training and will not be
included in any programs of instruction until resources can be
sourced.

    e. Chapter 7 was not modified from the previous edition of the
manual.

    f. Chapter 9 was not modified from the previous edition of the
manual.

4. Information. Commanding General (CG), Training and Education
Command (TECOM) will update this T&R Manual as necessary to provide

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is unlimited.

current and relevant training standards to commanders. All questions pertaining to the Marine Corps Ground T&R Program and Unit Training Management should be directed to: CG, TECOM, Policy and Standards Division (C 466), 1019 Elliot Road, Quantico, Virginia 22134.

5. <u>Command</u>. This Manual is applicable to the Marine Corps Total Force.

6. <u>Certification</u>. Reviewed and approved this date.

W. F. MULLEN III
By direction

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Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

Enclosure (1)

ADMIN T&R MANUAL

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OVERVIEW

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CHAPTER 1

OVERVIEW

1000. INTRODUCTION

1. The training and readiness (T&R) program is the Corps' primary tool for planning, conducting and evaluating training, and assessing training readiness. Subject matter experts (SME) from the operating forces (OPFOR) developed core capability mission essential task lists (METL) for ground communities derived from the Marine Corps task list. This T&R Manual is built around these METLs and other related Marine Corps tasks (MCT). All events contained in this Manual relate directly to these METLs and MCTs. This comprehensive T&R program will help to ensure the Marine Corps continues to improve its combat readiness by training more efficiently and effectively. Ultimately, this will enhance the Marine Corps' ability to accomplish real-world missions.

2. This T&R Manual contains the collective and individual training requirements to prepare units to accomplish their combat mission. This T&R Manual is not intended to be an encyclopedia that contains every minute detail of how to accomplish training. Instead, it identifies the minimum standards that Marines must be able to perform in combat. This T&R Manual is a fundamental tool for commanders to build and maintain unit combat readiness. Using this tool, leaders can construct and execute an effective training plan that supports the unit's METL. More detailed information on the Marine Corps ground T&R program is found in reference (a).

3. This T&R Manual is designed for use by unit commanders to determine pre-deployment training requirements in preparation for training and for formal schools and training detachments to create programs of instruction. This manual focuses on individual and collective tasks performed by OPFOR units and supervised by personnel in the performance of unit mission essential task(s) (MET).

1001. UNIT TRAINING

1. The training of Marines to perform as an integrated unit in combat lies at the heart of the T&R program. Unit and individual readiness are directly related. Individual training and the mastery of individual core skills serve as the building blocks for unit combat readiness. A Marine's ability to perform critical skills required in combat is essential.

2. Commanders will ensure that all training is focused on their combat mission. Unit training should focus on achieving proficiency in the unit METL. This T&R Manual is a tool to help develop the unit's training plan based on the unit METL, as approved by their higher commander and reported in the Defense Readiness Reporting System (DRRS). Training will support the unit METL and be designed to meet T&R standards. Commanders at all levels are responsible for effective combat training. The conduct of standards based training consistent with Marine Corps T&R standards cannot be over emphasized.

1002. UNIT TRAINING MANAGEMENT

1. Effective unit training management (UTM) focuses the overall organization on development of training plans based on the unit METL and standards-based community T&R events. This is accomplished in a manner that maximizes training results and focuses the training priorities of the unit in preparation for the conduct of its mission.

2. Unit training management techniques, described in reference MCO 1553.3_, MCTP 8-10A, and MCTP 8-10B provide commanders with the requisite tools and techniques to analyze, design, develop, implement, and evaluate the training of their unit. To maintain an efficient and effective training program, leaders at every level must understand and implement UTM.

1003. SUSTAINMENT AND EVALUATION OF TRAINING

1. Marines are expected to maintain proficiency in the training events for their military occupational specialty (MOS) at the appropriate grade or billet to which assigned. Leaders are responsible for recording the training achievements of their Marines. For collective or individual training events not executed and evaluated as part of the daily routine, leaders must ensure proficiency is sustained by requiring retraining of each event at or before expiration of the designated sustainment interval.

2. The evaluation of training is necessary to properly prepare Marines for combat. Evaluations are either formal or informal, and performed by members of the unit (internal evaluation) or from an external command (external evaluation). The purpose of formal and informal evaluation is to provide commanders with a process to determine a unit's/Marine's proficiency in the tasks that must be performed in combat. Informal evaluations are conducted during every training evolution. Formal evaluations are often scenario-based, focused on the unit's METs, based on collective training standards, and usually conducted during higher-level collective events.

3. Evaluation is a continuous process that is integral to training management and is conducted by leaders at every level and during all phases of planning and the conduct of training. To ensure training is efficient and effective, evaluation is an integral part of the training plan. Ultimately, leaders remain responsible for determining if the training was effective.

1004. ORGANIZATION. This Manpower and Administration T&R Manual is comprised of 11 chapters and 2 appendices. Chapter 1 is an overview of the ground T&R program. Chapter 2 lists the core Marine Corps tasks supported by the Community, which are not used as part of DRRS. Chapter 3 contains collective events. Chapters 4 through 11 contain individual events specific to a particular MOS and/or billet, as noted. Appendix A contains acronyms and Appendix B contains terms and definitions.

1005. T&R EVENT CODING

1. Event Code. The event code is an up to 4-4-4 alphanumeric character set:

    a. First up to 4 characters indicate MOS or community (e.g., 0321, 1812 or INTL)

b. Second up to 4 characters indicate functional or duty area (e.g. DEF, FSPT, MVMT, etc.)

c. Third 4 characters indicate the unit size and supported unit, if applicable (1000 through 9000), and sequence. Figure 1-1 shows the relationship of unit size to event code. NOTE: The titles for the various echelons are for example only, and are not exclusive. For example: 4000-level events are appropriate for section-level events as noted, but also for squad-level events.

Collective Training Command Element	Collective Training Regiment/Group	Collective Training Battalion/Squadron
9000-level	8000-level	7000-level
Collective Training Company	Collective Training Platoon	Collective Training Squad
6000-level	5000-level	4000-level
Collective Training Team/Section/Crew	Individual Training Skills Progression MOJT, Advanced Level Schools (Core Plus Skills)	Individual Training Entry-Level Formal School Training (Core Skills)
3000-level	2000-level	1000-level

Figure. 1-1 T&R Event Levels

2. <u>Grouping</u>. Categorizing events with the use of a recognizable code makes the type of skill or capability being referenced fairly obvious. Examples include: PAT for patrolling events, DEF for events in the defense, FSPT for events related to fire support, etc. There is no special significance to the functional areas, but they should be intuitive to make it as easy as possible for the T&R user to find events. When organizing this T&R Manual, functional areas are alphabetized then the associated events are numbered. The events will be numbered based upon the introduction of each new functional area, allowing up to "999" events. For example: if there are seven administrative events 4431 occupational field (OccFld), then the events should start 4431-ADMN-1001 and run through 1007. Next, the bulk fuel events, BUFL should start at 4431-BUFL-1001.

3. <u>Sequencing</u>. A numerical code is assigned to each collective (3000-9000 level) or individual (1000-2000 level) training event. The first number identifies the size of the unit performing the event, as depicted in figure 1-1. Exception: Events that relate to staff planning, to conduct of a command operations center, or to staff level decision making processes will be numbered according to the level of the unit to which the staff belongs. For example: an infantry battalion staff conducting planning for an offensive attack would be labeled as INF-PLAN-7001 even though the entire battalion is not actively involved in the planning of the operation. T&R event sequence numbers that begin with "9" are reserved for Marine air-ground task force (MAGTF) command element events. An example of event coding is displayed in figure 1-2.
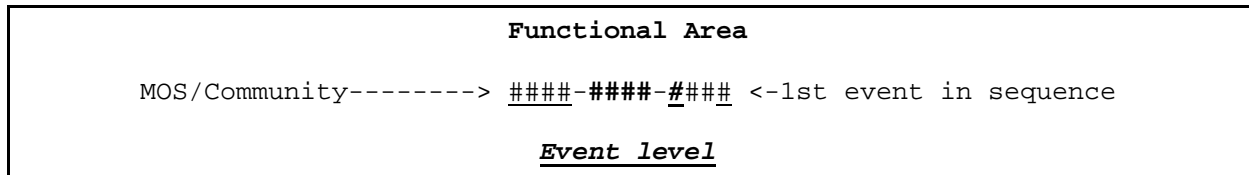
```
┌─────────────────────────────────────────────────────────────────────┐
│                          Functional Area                             │
│                                                                       │
│      MOS/Community--------> ####-####-#### <-1st event in sequence    │
│                                                                       │
│                            Event level                               │
└─────────────────────────────────────────────────────────────────────┘
```
Figure 1-2. T&R Event Coding

1006. T&R EVENT COMPOSITION

1. An event contained within a T&R manual is a collective or individual
training standard. This section explains each of the components that make up
the T&R event. These items will be included in all of the events in each T&R
manual. Community-based T&R manuals may have several additional components
not found in unit-based T&R manuals. The event condition, event title
(behavior) and event standard should be read together as a grammatical
sentence.

2. An example of a collective T&R event is provided in figure 1-3 and an
example of an individual T&R event is provided in figure 1-4. Events shown
in figures are for illustrative purposes only and are not actual T&R events.

```
┌─────────────────────────────────────────────────────────────────────┐
│ XXXX-XXXX-####:  Provide interior guard                               │
│                                                                       │
│ SUPPORTED MET(S):  MCT #.#.#                                          │
│                                                                       │
│ EVALUATION CODED:  YES/NO          SUSTAINMENT INTERVAL:  12 months   │
│                                                                       │
│ DESCRIPTION:  Text                                                    │
│                                                                       │
│ CONDITION:  Text                                                      │
│                                                                       │
│ STANDARD:  Text                                                       │
│                                                                       │
│ EVENT COMPONENTS:                                                     │
│ 1.  Event component.                                                  │
│ 2.  Event component.                                                  │
│ 3.  Event component.                                                  │
│                                                                       │
│ REFERENCES:                                                           │
│ 1.  Reference                                                         │
│ 2.  Reference                                                         │
│ 3.  Reference                                                         │
│                                                                       │
│ PREREQUISITE EVENTS:                                                  │
│ XXXX-XXXX-####          XXXX-XXXX-####                                │
│                                                                       │
│ INTERNAL SUPPORTED:                                                   │
│ XXXX-XXXX-####          XXXX-XXXX-####                                │
│                                                                       │
│ INTERNAL SUPPORTING:                                                  │
│ XXXX-XXXX-####          XXXX-XXXX-####                                │
│                                                                       │
│ SUPPORT REQUIREMENTS:                                                 │
└─────────────────────────────────────────────────────────────────────┘
```

EQUIPMENT: XXX

MISCELLANEOUS: XXX

ADMINISTRATIVE INSTRUCTIONS: XXX

Figure 1-3. Example of a Collective T&R Event

XXXX-XXXX-####: Stand a sentry post

EVALUATION CODED: NO   SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Text

MOS PERFORMING: ####, ####

INITIAL TRAINING SETTING: XXX

CONDITION: Text

STANDARD: Text

PERFORMANCE STEPS:
1. Event component.
2. Event component.
3. Event component.

REFERENCES:
1. Reference
2. Reference
3. Reference

PREREQUISITE EVENTS:
XXXX-XXXX-####   XXXX-XXXX-####

INTERNAL SUPPORTED:
XXXX-XXXX-####   XXXX-XXXX-####

INTERNAL SUPPORTING:
XXXX-XXXX-####   XXXX-XXXX-####

SUPPORT REQUIREMENTS:

EQUIPMENT: XXX

MISCELLANEOUS: XXX

ADMINISTRATIVE INSTRUCTIONS: XXX

Figure 1-4. Example of an Individual Event

1. Event Code. The event code is explained in paragraph 1005.

2. Title. The name of the event. The event title contains one action verb and one object.

3. Evaluation-Coded (E-Coded). Collective events categorize the capabilities that a given unit may be expected to perform. There are some collective events that the Marine Corps has determined that a unit MUST be able to perform, if that unit is to be considered fully ready for operations. These E-Coded events represent the irreducible minimum or the floor of readiness for a unit. These E-Coded events are derived from the training measures of effectiveness (MOE) for the METs for units that must report readiness in DRRS. It would seem intuitive that most E-Coded events would be for battalion sized units and higher since those are the units that report in DRRS. However, if the Marine Corps has determined that the readiness of a subordinate, supporting unit to accomplish a particular collective event is vital to the accomplishment of the supported unit's MET, then that lower echelon collective event is E-Coded.

4. Supported MET(s). List all METs that are supported by the training event in the judgment of the OccFld drafting the T&R manual, even if those events are not listed as MOE in a MET.

5. Sustainment Interval. It is critical to understand the intent of the sustainment interval so training time is not wasted with duplicated training. Sustainment interval is expressed in number of months. Most individual T&R events and many lower level collective events are never out of sustainment because they are either part of a Marine's daily routine, or are frequently executed within the sustainment interval. Sustainment interval is relevant when an individual or collective event is not observed and evaluated within the sustainment period, has atrophied, and therefore retraining and evaluation is required.

6. Billet/MOS. Each individual training event will contain a billet code and/or MOS that designates who is responsible for performing that event and any corresponding formal course required for that billet. Each commander has the flexibility to shift responsibilities based on the organization of his command. These codes are based on recommendations from the collective subject matter expertise that developed this manual and are listed for each event.

7. Grade. The grade field indicates the rank at which Marines are required to complete the event.

8. Description. This field allows T&R developers to include an explanation of event purpose, objectives, goals, and requirements. It is a general description of an action requiring learned skills and knowledge, i.e., engage fixed target with crew-served weapons. This is an optional field for individual events but is required for collective events. This field can be of great value guiding a formal school or OPFOR unit trying to discern the intent behind an event that might not be readily apparent.

9. Condition. Condition refers to the constraints that may affect event performance in a real-world environment. It indicates what is provided (equipment, tools, materials, manuals, aids, etc.), environmental constraints or conditions under which the task is to be performed, and any specific cues or indicators to which the performer must respond. Commanders can modify the conditions of the event to best prepare their Marines to accomplish the assigned mission (e.g. in a desert environment; in a mountain environment; etc.). When resources or safety requirements limit the conditions, this should be stated. The content of the condition should be included in the event on a "by exception" basis. If there exists an assumption regarding the

conditions under which all or most of the events in the manual will be performed, then only those additional or exceptional items required should be listed in the condition. The common conditions under which all the events in a chapter will be executed will be listed as a separate paragraph at the beginning of the chapter.

10. <u>Standard</u>. The performance standard indicates the basis for judging the effectiveness of the performance. It consists of a carefully worded statement that identifies the proficiency level expected when the task is performed. The standard provides the minimum acceptable performance parameters and must be strictly adhered to. The standard for collective events will likely be general, describing the desired end-state or purpose of the event. The standard for individual events will be objective, quantifiable, and readily observable. Standards will more specifically describe to what proficiency level, specified in terms of accuracy, completeness, time required, and sequencing the event is to be accomplished. These guidelines can be summarized in the acronym "ACTS" (Accuracy Completeness Time Sequence). In no cases will "per the reference" or "per/in accordance with commander's intent" be used as a stand-alone standard.

11. <u>Event Components/Performance Steps</u>. Description of the actions that the event is composed of, or a list of subordinate, included T&R event and event descriptions. The event components help the user determine what must be accomplished and the proper sequence of execution of subordinate events. Event components are used for collective events; performance steps are used for individual events.

     a. The event components and performance steps will be consciously written so that they may be employed as performance evaluation check lists by the OPFORs. They must be sequenced to demonstrate the building block approach to training.

     b. Event components may be events one individual in the unit performs, events that small groups in the unit perform, or events involving the entire unit.

12. <u>Chained Events</u>. Enables unit leaders to effectively identify prerequisite, supporting, and supported events that ultimately support MCTs/METs. Supported events are chained to supporting events to enable the accomplishment of the supported event to standard and therefore are considered "chained". The completion of identified supported events can be utilized to update sustainment interval credit for supporting events, based on the assessment of the commander.

13. <u>Prerequisite Events</u>. Prerequisites are academic training or other T&R events that must be completed prior to attempting the task. They are lower-level events or tasks that give the individual/unit the skills required to accomplish the event. They can also be planning steps, administrative requirements, or specific parameters that build toward mission accomplishment.

14. <u>Supported Event</u>. An event whose performance is inherently supported by the performance of one or more supporting events. A supported event will be classified as internal supported if it has been developed specifically for the community. A supported event that has been chained to an event from an external community T&R will be classified as external supported.

15. <u>Supporting Event</u>. An event whose performance inherently supports the performance of a supported event. A supporting event will be classified as internal supporting if it has been developed specifically for the community. A supporting event that has been chained to a community event from an external community T&R will be classified as external supporting.

16. <u>Initial Training Setting</u>. All individual events will designate the setting at which the skill is first taught, either formally, Marine on the Job Training (MOJT) within the OPFOR, or via a distance learning product (DL).

17. <u>References</u>. The training references shall be utilized to determine task performance steps. They assist the trainee in satisfying the performance standards, or the trainer in evaluating the effectiveness of task completion. T&R manuals are designed to be a training outline, not to replicate or replace doctrinal publications, reference publications or technical manuals. References are key to developing detailed lesson plans, determining grading criteria, and ensuring standardization of training. For individual events only one authoritative reference is required.

18. <u>Distance Learning Products</u>. Distance learning products include: Individual multimedia instruction, computer-based training, MarineNet, etc. This notation is included when, in the opinion of the T&R manual group charter in consultation with the MAGTF T&R Standards Division representative, the event can be taught via one of these media vice attending a formal course of instruction or receiving MOJT.

19. <u>Support Requirements</u>. This is a list of the external and internal support the unit and Marines will need to complete the event. This is a key section in the overall T&R effort, as resources will eventually be tied directly to the training towards METS. Future efforts to attain and allocate resources will be based on the requirements outlined in the T&R manual. The list includes, but is not limited to:

- Range(s)/Training Area
- Ordnance
- Equipment
- Materials
- Other Units/Personnel

The ordnance requirements for one year of training for the events in the T&R will be aggregated into a table contained in an appendix to the T&R. The task analyst and the OccFld representatives will be careful not to "double count" ammunition that might be employed in the performance of collective and individual events that are chained.

20. <u>Suitability of Simulation/Simulators/DL products</u>. The following "Suitability and Sequence" codes listed in figure 1-5 have been developed to communicate characteristics for employing simulations during training. Units of measure have been assigned based on the amount of time it takes a Marine or unit to train to task utilizing a particular simulator. Suitability and sequence codes are captured in the event title in a parenthetical remark, as well as within the simulation field of the T&R event. The simulation field also identifies the type of simulation, units of measure, and any other pertinent information.

Code	Requirement
L	The event can only be trained to standard in a Live environment. Any event assessed as "NO" for Simulatable was coded "L."
P	The event must be performed to standard in simulator as a PREREQUISITE to live fire qualification as per current doctrine, policy, or T&R manual.
S/L	Event must be trained to standard in simulation then live unless simulation capacity is not available, then live only training is appropriate.
L/S	Event must be trained to standard in a live environment then simulation unless simulation capacity is not available, then live only training is appropriate.
S	Event can ONLY be conducted to standard and qualification in simulator.

Figure 1-5. Suitability and sequence codes

a. Training simulation capabilities offer an opportunity to build and sustain proficiency while achieving and/or maintaining certain economies. Commanders should take into consideration simulation tools as a matter of course when designing training.

b. Simulation Terms:

(1) Simulation: A model of a system animated discretely or continuously over a period of time. A simulation may be closed-loop (i.e., it executes based in initial inputs without human intervention), or it may be open-loop (i.e., human input to alter the variables in the system during execution is allowed). A simulation is an approximation of how the modeled system will behave over time. Simulations are constructed based on verified and validated mathematical models of actual systems. Simulations can be very simple or complex depending on the degree of fidelity and resolution needed to understand the behavior of a system.

(2) Simulator: A simulator is the physical apparatus employed as the interface for humans to interact with a model or observe its output. A simulator has input controls and outputs in the form of human sensory stimuli (visual, auditory, olfactory, tactile/haptic, and taste). For instance, some of the features of the vehicle cab (the seat, steering wheel, turn signals, accelerator pedal, brakes, and windshield) and projection screen. Both the vehicle cab and projection screen are the interface by which a human being interacts with the simulated environment of a driving a vehicle and observe the outputs of the mathematical models of vehicle dynamics.

(3) Model: A mathematical representation of the behavior (i.e., shows the behavior of projectiles, combat simulations, etc.) of a system at a distinct point in time.

(4) Live: Real people operates real systems to include both live people operating real platforms or systems on a training range and battle staffs from joint, component or service tactical headquarters using real world command and control systems.

(5) Virtual: Real people operating simulated systems. Virtual simulations inject humans-in-the-loop in a central role by exercising motor

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control skills (e.g., flying an air platform simulator, engaging targets in indoor simulated marksmanship trainer), decision skills, and/or communication skills.

(6) Constructive: Models and simulations that involve simulated people operating simulated systems (i.e., MAGTF Tactical Warfare Simulation). Real people make inputs to such simulations, but are not involved in determining the outcomes.

(7) Live, Virtual and Constructive (LVC) Training Environment: Defined by combining any of the three training domains LVC to create a common operational environment, by which units can interact across LVC domains as though they are physically located in the same operational environment.

(8) Distance Learning: Any instruction and evaluation provided through a variety of DL delivery systems (i.e., MarineNet) where the students and instructors are separated by time and/or location.

c. Figure 1-6 depicts an event title with simulation code and simulation and/or simulators that can be used, as displayed within a T&R event.

XXXX-XXX-XXXX: Call for indirect fire using the grid method (L/S)

SUPPORT REQUIREMENTS:

SIMULATION EVALUATION:

SIMULATED	**SUITABILITY**	**SIMULATOR**	**UNIT OF MEASURE**	**HOURS**	**PM**
Yes	L/S	ODS	Marine Hours	12	Y

Figure 1-6. Example of simulation/simulators displayed within a T&R event

21. Miscellaneous

a. This field provides space for any additional information that will assist in the planning and execution of the event. Units and formal learning centers are cautioned not to disregard this information or to consider the information of lesser importance than what is contained in other parts of the T&R event. Miscellaneous fields provide an opportunity for the drafters of the T&R event to communicate vital information that might not fit neatly into any other available field. The list may include, but is not limited to:

• Admin Instructions
• Special Personnel Certifications
• Equipment Operating Hours
• Road Miles

1007. COMBAT READINESS PERCENTAGE (CRP)

1. The Marine Corps ground T&R program includes processes to assess readiness of units and individual Marines. Every unit in the Marine Corps maintains a basic level of readiness based on the training and experience of the Marines in the unit. Even units that never trained together are capable of accomplishing some portion of their missions. Combat readiness assessment does not associate a quantitative value for this baseline of readiness, but

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uses a "Combat Readiness Percentage" as a method to provide a concise descriptor of the recent training accomplishments of units and Marines.

2. Combat readiness percentage is the percentage of required training events that a unit or Marine accomplishes within specified sustainment intervals.

3. Unit combat readiness is assessed as a percentage of the successfully completed and current (within sustainment interval) key training events called E-Coded Events. E-Coded events and unit CRP calculation are described in follow-on paragraphs. The CRP achieved through the completion of E-Coded Events is directly relevant to readiness assessment in DRRS.

1008. CRP CALCULATION

1. Collective training begins at the 3000-level (team, crew, or equivalent). Unit training plans are designed to accomplish the events that support the unit METL while simultaneously sustaining proficiency in individual core skills. E-Coded collective events are the only events that contribute to unit CRP. This is done to assist commanders in prioritizing the training toward the METL, taking into account resource, time, and personnel constraints.

2. Unit CRP increases after the completion of E-Coded events. The number of E-Coded events for the MET determines the value of each E-Coded event. For example, if there are 4 E-Coded events for a MET, each is worth 25% of MET CRP. The MET CRP is calculated by adding the percentage of each completed and current (within sustainment interval) E-Coded training event. The percentage for each MET is calculated the same way and all are added together and divided by the number of METS to determine unit CRP. For ease of calculation, we will say that each MET has four E-Coded events, each contributing 25% towards the completion of the MET. If the unit has completed and is current on three of the four E-Coded events for a given MET, then they have completed 75% of the MET. The CRP for each MET is added together and divided by the number of METS to get unit CRP; unit CRP is the average of MET CRP.

For Example:

    MET 1: 75% complete (3 of 4 E-Coded events trained)
    MET 2: 100% complete (6 of 6 E-Coded events trained)
    MET 3: 25% complete (1 of 4 E-Coded events trained)
    MET 4: 50% complete (2 of 4 E-Coded events trained)
    MET 5: 75% complete (3 of 4 E-Coded events trained)

To get unit CRP, simply add the CRP for each MET and divide by the number of METS:

    MET CRP: 75 + 100 + 25 + 50 + 75 = 325

    Unit CRP: 325 (total MET CRP)/5 (total number of METS) = 65%

3. Combat readiness percentage is a valuable tool to assist commanders in readiness reporting by providing objective data to support and inform their subjective assessment.

1009. CHEMICAL BIOLOGICAL RADIOLOGICAL NUCLEAR TRAINING

1. All personnel assigned to the OPFOR must be trained in chemical, biological, radiological, and nuclear (CBRN) defense in order to survive and continue their mission in this environment. Individual proficiency standards are defined as survival and basic operating standards. Survival standards are those that the individual must master in order to survive CBRN attacks. Basic operating standards are those that the individual, and collectively the unit, must perform to continue operations in a CBRN environment.

2. In order to develop and maintain the ability to operate in a CBRN environment, CBRN training is an integral part of the training plan and events in this T&R Manual. Units should train under CBRN conditions whenever possible. Per reference (c), all units must be capable of accomplishing their assigned mission in a contaminated environment.

1010. NIGHT TRAINING

1. While it is understood that all personnel and units of the OPFOR are capable of performing their assigned mission in "every clime and place, "current doctrine emphasizes the requirement to perform assigned missions at night and during periods of limited visibility. Basic skills are significantly more difficult when visibility is limited.

2. To ensure units are capable of accomplishing their mission they must train under the conditions of limited visibility. Units should strive to conduct all events in this T&R Manual during both day and night/limited visibility conditions. When there is limited training time available, night training should take precedence over daylight training, contingent on the availability of equipment and personnel.

1011. RISK MANAGEMENT (RM)

1. Risk management is a process that enables commanders to plan for and minimize risk while still accomplishing the mission. It is a tool to aid decision making used by Marines at all levels to increase effectiveness by anticipating hazards and reducing the potential for loss, thereby increasing the probability of success. Risk management minimizes risks to acceptable levels, commensurate with mission accomplishment.

2. All leaders and Marines will integrate RM in the planning process and implement hazard controls to reduce risk to acceptable levels. Applying the RM process will reduce mishaps, injuries, and damage they cause, thereby increasing both individual performance and unit readiness. Risk management assists the commander in avoiding unnecessary risk, determining the balance between training realism and unnecessary risks in training, making an informed decision to implement a course of action, identifying feasible and effective control measures, adjusting training plans to fit the level of proficiency and experience of Marines/Sailors, and providing reasonable alternatives for mission accomplishment.

3. Specifically, commanders are required to implement and document deliberate RM in the planning and execution of all training evolutions and activities. Furthermore, the authority to approve or accept risk assessment

code (RAC) 1 or 2 hazards will not be delegated below lieutenant colonel (O5). Further guidance for RM is found in Marine Corps Order 3500.27_.

1012. IMPROVISED EXPLOSIVE TRAINING

1. Improvised explosive device (IED) threat impacts all elements of the MAGTF and all Marines regardless of MOS, location, or operational environment. The ability to effectively operate and survive in environments with an IED threat is critical to force protection, maintaining combat effectiveness, and mission accomplishment.

2. Per Marine Corps policy on organizing, training, and equipping for operations in an IED environment (MCO 3502.9), Marines must be capable of not only accomplishing their assigned mission, but also accomplishing their mission in environments with an IED threat. Counter-improvised explosive device (C-IED) training must be integrated into the unit training plan in order-to ensure personnel assigned to the OPFOR train and maintain proficiency in C-IED tactics, techniques, and procedures.

1013. MOS-SPECIFIC PHYSICAL STANDARDS

1. Within the Infantry Community, Marines are required to demonstrate a high degree of physical strength to standard, in order to perform those regularly assigned, recurrent duties of each of the Infantry's military occupational specialties (MOSs).

2. This T&R Manual contains MOS-specific physical standards, which must be demonstrated, in order to achieve MOS qualification. These MOS-specific physical standards have been identified throughout this T&R manual within the administrative instructions to the event.

3. Assessments for MOS-specific physical standards have been developed and are contained within Appendix E. These assessments provide Commanders reasonable assurance a Marine has the physical capacity to perform the regularly assigned and recurrent duties of the MOS.

4. These MOS-specific physical standards are not the sole requirement for MOS qualification.

CHAPTER 2

MARINE CORPS TASKS (MCT)

ADMIN T&R MANUAL

CHAPTER 2

MARINE CORPS TASKS (MCT)

The Manpower and Administration T&R Manual does not contain Defense Readiness
Reporting System (DRRS) reportable Mission Essential Tasks (MET). Although
the events (individual and/or collective) contained in this manual are not
directly linked to reportable METs, they directly support the Marine Corps'
ability to meet capabilities identified in the Marine Corps Task List (MCO
3500.26_). The MCT table lists the MCTL task supported by the Personnel and
Administration community.

2000. MARINE CORPS TASKS (MCT). The Admin T&R manual does not contain
Defense Readiness Reporting System (DRRS) reportable METs. Although the
events (individual and/or collective) contained in this manual are not
directly linked to reportable Mission Essential Tasks, they directly support
the Marine Corps' ability to meet capabilities identified in the Marine Corps
Task List (MCO 3500.26_). The MCT table lists the MCTL task supported by the
Personnel and Administration community.

2001. MANPOWER AND ADMINISTRATION MCTS. The Manpower and Administration
Community supports the following MCTs:

MCT 1.2.6	Conduct Reception, Staging, Onward Movement, and Integration (RSO&I)
MCT 4.6.1.3	Provide Postal Services
MCT 4.6.1.3.1	Support Postal Service Operations
MCT 4.6.2.1	Conduct Personnel Administration
MCT 4.8	Man the Force
MCT 4.8.1	Provide Personnel Information Management
MCT 4.8.2	Conduct Personnel Readiness Management
MCT 4.8.3	Conduct Replacement Operations
MCT 4.8.4	Conduct Personnel Accounting and Strength Reporting
MCT 4.8.5	Manage Department of Defense/Marine Civilian Personnel
MCT 4.8.6	Provide Personnel Services
MCT 4.8.7	Conduct Personnel Processing
MCT 4.8.8	Maintain Personnel Records
MCT 4.8.9	Perform Personnel Actions
MCT 4.8.10	Provide Identification Documents
MCT 4.8.11	Operate Recognition Programs
MCT 4.8.12	Control Personnel Evaluations
MCT 4.8.13	Provide Personnel Promotions and Reductions Support
MCT 4.8.14	Provide Personnel Applications
MCT 4.8.15	Conduct Human Relations Programs
MCT 4.8.16	Installation Personnel Administration Center (IPAC) Operations
MCT 5.2	Prepare Plans and Orders
MCT 5.2.2.2.2	Develop/Refine Staff Estimates
MCT 5.2.2.5.2	Develop Annexes, Appendices, Tabs, Exhibits, etc.
MCT 5.2.3	Perform Resource Management

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CHAPTER 3

COLLECTIVE EVENTS

ADMIN T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

3000. PURPOSE. Chapter 3 contains collective training events for the
Manpower and Administration community.

3001. EVENT CODING. Events in this T&R Manual are depicted with an up to
12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter
utilizes the following methodology:

    a. Field one. This field represents the community. This chapter
contains the following community code:

        Code   Description
        POST   Postal

    b. Field two. This field represents the functional/duty area. This
chapter contains the following functional/duty area:

        Code   Description
        OPER   Postal Operations

    c. Field three. This field provides the level at which the event is
accomplished and numerical sequencing of events. This chapter contains the
following event levels:

        Code   Description
        3000   Crew/Section/Team Level
        4000   Squad Level

3002. INDEX OF 3000-LEVEL AND 4000-LEVEL COLLECTIVE EVENTS

Event Code	E-Coded	Event	Page
POST-OPER-3001	NO	Support MAGTF postal operations	3-2
POST-OPER-4001	NO	Establish an Military Post Office	3-3

3003. 3000-LEVEL AND 4000-LEVEL COLLECTIVE EVENTS

POST-OPER-3001: Support MAGTF postal operations

SUPPORTED MET(S):
 MCT 4.6.1.3   MCT 4.6.1.3.1

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: A Postal Detachment will be capable of standing up and maintaining an operational retail and processing post office.

CONDITION: Given a mission, Postal personnel, standard United States Postal Service (USPS) supplies and equipment, administrative supplies, logistical supplies and equipment, and internet connectivity to USPS.

STANDARD: To ensure that an operational expeditionary post office is set up in the designated Area of Responsibility (AOR).

EVENT COMPONENTS:
 1. Prepare postal supplies and equipment for deployment.
 2. Receive postal supplies and equipment at destination.
 3. Establish expeditionary post office in designated location.
 4. Ensure internet connectivity to USPS is established.
 5. Perform mail acceptance/dispatch operations.
 6. Perform postal retail services.
 7. Coordinate transportation of mail.
 8. Discontinue post office operations.

REFERENCES:
 1. Current_ USPS Postal Bulletin
 2. DOD 4525.6-M Department of Defense Postal Manual
 3. Joint Publication 1-0 Joint Personnel Support
 4. MCO P5110.4_ The Marine Corps Official Mail Program
 5. MPSA Receptacle, Nesting and Dispatching Standard Operating Procedures
 6. MPSA Retail Procedures Guides
 7. USPS Domestic Mail Manual
 8. USPS F-1 Handbook Post Office Accounting Procedures
 9. USPS F-101 Handbook Field Accounting Procedures
 10. USPS Handbook DM-901 Registered Mail
 11. USPS IMM International Mail Manual
 12. USPS POM Postal Operations Manual
 13. USPS Publication 223 United States Postal Service (USPS) Directives and Forms Catalog
 14. USPS PUBLICATION 247 United States Postal Service (USPS) Material Management Equipment and Supply Catalog

SUPPORT REQUIREMENTS:

  EQUIPMENT: Standard USPS Equipment

  MATERIAL: Standard USPS Supplies

POST-OPER-4001: Establish an Military Post Office

SUPPORTED MET(S):
 MCT 4.6.1.3   MCT 4.6.1.3.1

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: A Postal platoon attached to a deployed unit will be capable of standing up and maintaining an operational retail and processing post office.

CONDITION: Given a mission, Postal personnel, standard United States Postal Service (USPS) supplies and equipment, appropriate administrative supplies, appropriate logistical supplies and equipment, and internet connectivity to USPS.

STANDARD: To ensure that an operational military post office is set up in the designated Area of Responsibility (AOR).

EVENT COMPONENTS:
1. Inform the S-4 and S-6 prior to embarkation of postal requirements.
2. Establish expeditionary post office in designated location.
3. Ensure internet connectivity to USPS is established.
4. Perform mail acceptance/dispatch operations.
5. Perform postal retail services.
6. Coordinate transportation of mail.
7. Discontinue post office operations.

REFERENCES:
1. Current_ USPS Postal Bulletin
2. DOD 4525.6-M Department of Defense Postal Manual
3. Joint Publication 1-0 Joint Personnel Support
4. MCO P5110.4_ The Marine Corps Official Mail Program
5. MPSA Receptacle, Nesting and Dispatching Standard Operating Procedures
6. MPSA Retail Procedures Guides
7. USPS Domestic Mail Manual
8. USPS F-1 Handbook Post Office Accounting Procedures
9. USPS F-101 Handbook Field Accounting Procedures
10. USPS Handbook DM-901 Registered Mail
11. USPS IMM International Mail Manual
12. USPS POM Postal Operations Manual
13. USPS Publication 223 United States Postal Service (USPS) Directives and Forms Catalog
14. USPS PUBLICATION 247 United States Postal Service (USPS) Material Management Equipment and Supply Catalog

SUPPORT REQUIREMENTS:

   EQUIPMENT: Standard USPS Equipment

   MATERIAL: Standard USPS Supplies

ADMIN T&R MANUAL

CHAPTER 4

MOS 0102 INDIVIDUAL EVENTS

CHAPTER 4

MOS 0102 INDIVIDUAL EVENTS

4000. PURPOSE. This chapter details the individual events that pertain to the Manpower Officer. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

4001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

    a. Field one. This field represents the community. This chapter contains the following community codes:

    <u>Code</u>   <u>Description</u>
    0102   Manpower Officer

    b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

    <u>Code</u>   <u>Description</u>
    GENA   General Administration
    MPMN   Total Force Manpower Administration
    OPER   Operational Administration
    PERA   Total Force Personnel Administration

    c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

    <u>Code</u>   <u>Description</u>
    1000   Core Skills (initial MOS training conducted at formal schools)
    2100   Intermediate Core Plus Skills (follow-on formal schooling, MOJT, or Distance Learning)
    2200   Advanced Core Plus Skills (follow-on schooling, MOJT, or Distance Learning)

    d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources needed to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all MOS 0102 tasks. If the individual training event cannot be performed in both environments (garrison and in the field) or references are not to be utilized, the condition statement will indicate which environment and references are not to be utilized.

    e. Every Marine Corps record, both paper and electronic, has a retention schedule that has been written by the Marine Corps (or the Navy) and approved

by the National Archives and Records Administration (NARA). NARA is the governing agency for all Federal records. Records are either temporary or permanent and each has a Standard Subject Identification Code that outlines their retention schedules. NARA-approved retention schedules determine the lifecycle, or path, of the record and are found in the SECNAVINST M-5210.1.

4002. MOS 0102 BILLET DESCRIPTIONS/CORE CAPABILITIES

CAREER PROGRESSION PHILOSOPHY. The Manpower Officer will complete the Basic Manpower Officer Course (BMOC) at Camp Johnson, NC. Upon graduation, the Manpower Officer will conduct additional 2000-Level training in various units across the Marine Air Ground Task Force and supporting establishments. 2000-Level training continues through completion of Career, Intermediate, and Top Level Professional Military Education (PME), available through resident, seminar and distance learning courses.

BILLET: S-1 OFFICER/ADJUTANT. (BATTALION/SQUADRON). The Battalion Adjutant must maintain the capabilities of core skills obtained at the Basic Manpower Officer Course. The Battalion Adjutant must be proficient in the management of the Marines and systems of the S-1 Section. The Battalion Adjutant is the primary staff officer responsible for administration at the reporting unit level and is the focal point for the planning, coordination and execution of all four functions of administration. Billet rank is normally a First Lieutenant.

CORE CAPABILITIES:
1. Prepare, manage, and process naval correspondence and awards.
2. Coordinate and oversee casualty assistance procedures.
3. Manage and maintain command files and other administrative programs.
4. Update, monitor, and verify personnel accountability and reporting.
5. Coordinate legal and administrative actions.
6. Plan individual augments in support of crisis and deliberate force generation.
7. Coordinate detailed reporting instructions and annexes in support of plans, operations, and exercises.
8. Manage combat replacement generation and processing.
9. Source personnel requirements for manning documents.
10. Manage command staffing and deployment status processes.

BILLET: S-1 OFFICER/ADJUTANT. (REGIMENT/GROUP). The Regimental Adjutant must maintain the capabilities of core skills obtained at the Basic Manpower Officer Course. The Regimental Adjutant must be proficient in the management of the Marines and systems of the S-1 Section. The Regimental Adjutant is the primary staff officer responsible for administration at the reporting unit level and is the focal point for the planning, coordination and execution of all four functions of administration for the regimental headquarters. The Regimental Adjutant has an interchangeable "supporting-supported" relationship with subordinate units. Billet rank is normally a Captain.

CORE CAPABILITIES:
1. Prepare, manage, and process naval correspondence and awards.
2. Coordinate and oversee casualty assistance procedures.
3. Manage and maintain command files and other administrative programs.
4. Update, monitor, and verify personnel accountability and reporting.
5. Coordinate legal and administrative actions.

6. Plan individual augments in support of crisis and deliberate force generation.
7. Coordinate detailed reporting instructions and annexes in support of plans, operations, and exercises.
8. Manage combat replacement generation and processing.
9. Source personnel requirements for manning documents.
10. Responsible for the mentorship and professional development of subordinate S-1 Officers/Adjutants.
11. Manage command staffing and deployment status processes.

BILLET: G-1 OPERATIONS OFFICER. The G-1 Operations Officer must maintain the capabilities of core skills obtained at the Basic Manpower Officer Course. The G-1 Operations Officer must be proficient in the management of the Marines and systems of the Operations Section. The G-1 Operations Officer is the lead planner for the G-1 in support of operations and exercises. The G-1 Operations Officer oversees those administrative requirements directly linked to operational requirements. Billet rank is normally a Major.

CORE CAPABILITIES:
1. Plan individual augments in support of crisis and deliberate force generation.
2. Coordinate detailed reporting instructions and annexes in support of plans, operations, and exercises.
3. Provide casualty estimates in support of planning combat operations.
4. Manage combat replacement generation and processing.
5. Coordinate personnel support and services for Reception, Staging, Onward Movement, and Integration (RSO&I) exercises or operations.
6. Source and validate personnel requirements for manning documents.
7. Responsible for the mentorship and professional development of subordinate Manpower Officers.

BILLET: G-1 MANPOWER OFFICER. The G-1 Manpower Officer must maintain the capabilities of core skills obtained at the Basic Manpower Officer Course. The G-1 Manpower Officer must be proficient in the management of the Marines and systems of the Manpower Section. The manpower officer plans, tracks, monitors, coordinates, and distributes permanent staffing manpower assets provided by HQMC for staffing goals. The Manpower Officer monitors critical specialties and oversees the assignment of limited manpower resources and coordinates a complete staffing picture. Billet rank is normally a Captain or Major.

CORE CAPABILITIES:
1. Develop and monitor enlisted and officer command staffing slates.
2. Develop and manage the Deployed Status Report (DSR).
3. Plan and supervise the procurement, classification, assignment, transfer, and replacement of the unit's personnel.
4. Analyze personnel statistical data for the command's readiness reporting requirements and personnel estimates.
5. Coordinate the validation and revalidation of manpower within the Task Organization and Equipment (TO&E).
6. Lead coordinator regarding manning and staffing of subordinate units to include TOECRs, overstaffs, stop-loss, and additional command requests.
7. Responsible for the mentorship and professional development of subordinate Manpower Officers.

BILLET: G-1 ADJUTANT. The G-1 Adjutant must maintain the capabilities of core skills obtained at the Basic Manpower Officer Course. The G-1 Adjutant must be proficient in the management of the Marines and systems of the Adjutant Section. The Adjutant functions as the general administration advisor and is a special staff officer under the cognizance of the AC/S G-1. The Adjutant improves readiness by supporting and sustaining the total force by overseeing and performing general administration functions. Billet rank is normally a Major.

CORE CAPABILITIES:
1. Manage and maintain files, directives, awards, and records.
2. Process naval correspondence.
3. Manage processing and procedures associated with investigations, inquiries, requests, and special correspondence.
4. Coordinate casualty assistance procedures.
5. Plan, coordinate, supervise ceremonies and funerals.
6. Planning and coordinating the movement of documents and reports via mail, messenger, electronic means, and external guard mail.
7. Responsible for the mentorship and professional development of subordinate Manpower Officers.

BILLET: DEPUTY ASSISTANT CHIEF OF STAFF (AC/S), G-1. The AC/S G-1 Deputy must maintain the capabilities of core skills obtained at the Basic Manpower Officer Course. The AC/S G-1 Deputy must be proficient in the management of the Marines and systems of the G-1. The Deputy AC/S G-1 is responsible for the administration of the G-1 Section functions assigned by the AC/S G-1. In the absence of the AC/S G-1, the Deputy will assume the authority and responsibilities of the AC/S G-1. Billet rank is normally a Lieutenant Colonel or Major.

CORE CAPABILITIES:
1. Coordinate and integrate actions and communication between all G-1 sections.
2. Assign, track, and monitor tasks of the G-1 section.
3. Organize and supervise administrative support activities related to the operation of the headquarters.
4. Provide liaison between the G-1 section and subordinate units.

BILLET: ASSISTANT CHIEF OF STAFF (AC/S), G-1. The AC/S G-1 must maintain the capabilities of core skills obtained at the Basic Manpower Officer Course. The AC/S G-1 must be proficient in the management of the Marines and systems of the G-1 Section. The AC/S G-1 is the principal staff officer for all personnel management, personnel administration, and headquarters management. AC/S G-1 oversees administration provided by the command and ensures the coordination of any support that is not organic to the command (e.g. postal, IPAC, etc.). Billet rank is normally a Colonel or Lieutenant Colonel.

CORE CAPABILITIES:
1. Manage 01XX occupational field within command.
2. Advise on personnel strength and management.
3. Supervise casualty estimation, reporting, and processing.
4. Direct policy and procedures regarding headquarters management, command administration, and MWR services.
5. Execute battle staff primary functions in accordance with command and staff actions.
6. Supervise the functions of administration within the command.

4003. INDEX OF 1000-LEVEL EVENTS. NOTE: Any gap in event numerical sequencing is not an administrative error.

Event Code	E-Coded	Event	Page
0102-GENA-1001	NO	Manage personnel accountability	4-6
0102-GENA-1002	NO	Manage naval correspondence	4-7
0102-GENA-1003	NO	Supervise Congressional/Special Interest Inquiries (CONGRINTS/SPLINT)	4-9
0102-GENA-1004	NO	Supervise command issued directive development	4-9
0102-GENA-1005	NO	Supervise Directives Control Point (DCP)	4-10
0102-GENA-1006	NO	Supervise Marine Corps records program	4-11
0102-GENA-1007	NO	Manage awards program	4-12
0102-GENA-1008	NO	Manage performance evaluation matters	4-13
0102-GENA-1009	NO	Review administrative separation packages	4-14
0102-GENA-1011	NO	Manage the non-judicial punishment process	4-15
0102-GENA-1012	NO	Support command investigations	4-16
0102-GENA-1013	NO	Advise commanders on administrative procedures pertaining to legal matters	4-17
0102-GENA-1014	NO	Supervise unit travel administration program	4-18
0102-GENA-1015	NO	Manage Marine Online (MOL) modules	4-19
0102-MPMN-1001	NO	Supervise command staffing	4-20
0102-MPMN-1002	NO	Process Table of Organization and Equipment Change Request (TOECR)	4-21
0102-MPMN-1003	NO	Verify personnel readiness data	4-22
0102-MPMN-1004	NO	Supervise administrative processes of mobilization/demobilization	4-23
0102-MPMN-1005	NO	Analyze Manpower Systems Data	4-24
0102-OPER-1001	NO	Develop Personnel Annexes	4-25
0102-OPER-1002	NO	Supervise casualty management	4-25
0102-OPER-1003	NO	Validate Deployment Status Report (DSR)	4-26
0102-OPER-1004	NO	Determine Manpower and Operational Administration Input to the Marine Corps Planning Process (MCPP)	4-27
0102-OPER-1005	NO	Manage personnel sourcing for Manning Document and Individual Augments	4-29
0102-OPER-1006	NO	Develop an 01XX Training Plan	4-30
0102-PERA-1001	NO	Manage unit promotion program	4-31
0102-PERA-1002	NO	Supervise coordination of personnel administrative actions with the Personnel Administration Center	4-32

4004. 1000-LEVEL EVENTS

0102-GENA-1001: Manage personnel accountability

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Personnel accountability is the process of identifying capturing and recording the personnel identification information of an individual usually through the use of a database. Personnel accountability includes overview of personnel attached within a given unit. Additionally, personnel accountability includes maintaining oversight of all personnel displaced by natural disasters and through recovery efforts.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given section accountability reports and access to web-based or database systems, as well as a spreadsheet-based system.

STANDARD: To ensure the report submitted is complete and accurate, submitted on a daily basis, and when applicable refer appropriate unit diary transactions when there is a change in personnel status and manpower.

PERFORMANCE STEPS:
1. Establish accountability procedures.
2. Receive subordinate unit or section accountability reports.
3. Compile data into one report.
4. Identify errors.
5. Verify correction of errors with the reporting unit.
6. Verify status of personnel.
7. Coordinate with the personnel administration center, as required.
8. Submit accountability report to higher headquarters.

REFERENCES:
1. CJCSM 3150.01_ Joint Reporting Structure General Instructions
2. CJCSM 3150.13_ Joint Reporting Structure - Personnel Manual
3. Joint Publication 1-0 Joint Personnel Support
4. MCO 5210.11_ Marine Corps Records Management Program
5. MOL User's Manual

MISCELLANEOUS:

    ADMINISTRATIVE INSTRUCTIONS:
    Web based accountability systems include MOL and the Secure Personnel Accountability (SPA) module currently mandated for use in an operational environment.
    Accountability planning includes defining an "as of" time for preparation of the report by small unit leaders (to eliminate double counting), ensuring command relationships are understood and hierarchies established so that all personnel have clear reporting requirements, and identifying possible problems to reporting (such as assigned, attached, and co-located personnel). Additionally, identifying errors in accountability management such as transferring personnel being dropped but not added to the new unit.

0102-GENA-1002: Manage naval correspondence

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Letters, messages, endorsements, and Administrative Action (AA) Forms are the most common types of correspondence generated by a unit. Additional formats include information/position/decision papers, and Letters of Instruction (LOI). Administrative personnel either prepare correspondence, advise on formatting, and/or conduct proofreading of command correspondence.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to prepare, endorse, or route correspondence.

STANDARD: To ensure correspondence properly addresses the issue, is free from spelling, format, and grammatical errors, and is written IAW MCO 5216.20_.

PERFORMANCE STEPS:
 1. Receive correspondence.
 2. Determine correspondence type.
 3. Review correspondence content.
 4. Review reference requirements.
 5. Edit correspondence.
 6. Submit correspondence for signature.
 7. Retain in accordance with SSIC retention schedule.

REFERENCES:
 1. MCO 5210.11_ Marine Corps Records Management Program
 2. MCO 5216.20_ Marine Corps (MC) Supplement to the Department of the Navy (DON) Correspondence Manual
 3. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
 4. SECNAV M-5210.2_ Department of the Navy Standard Subject Identification Code (SSIC) Manual
 5. SECNAV M-5216.5_ w/Ch1 Navy Correspondence Manual
 6. SECNAVINST M-5210.1 Department of the Navy Records Management Manual

MISCELLANEOUS:

 ADMINISTRATIVE INSTRUCTIONS:
 Messages are one form of naval correspondence. Manpower Officers utilize the message system to release command messages. This system is overseen by the G-6/S-6, but administrative correspondence is one of the many uses. Message releasing authority and local requirements vary, and training is typically available online through the base/station G-6/S-6.
 Releasing a message includes the following steps:
 1. Receive requirement.
 2. Draft content for the message.
 3. Format to message standards.

4. List required addressees, to include the sending unit for posting on unit message board.
5. Ensure appropriate classification is assigned.
6. Coordinate approval of message releasing authority.
7. Release message.
8. Track to ensure sending/posting.
9. File original in the Directives Control Point (DCP).

0102-GENA-1003: Supervise Congressional/Special Interest Inquiries (CONGRINTS/SPLINT)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 24 months

READINESS-CODED: NO

DESCRIPTION: On occasion, individuals may contact their elected officials concerning military issues to seek resolution. Those officials require answers on a specific timeline. Inquiries are forwarded from higher headquarters to the appropriate unit.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a CONGRINT/SPLINT, source documents, and access to personnel records administrative and legal files.

STANDARD: To ensure the response prepared addresses the issue and is free of typographical or format errors and is forwarded within the timeframe established by higher headquarters.

PERFORMANCE STEPS:
1. Receive CONGRINT/SPLINT.
2. Review inquiry.
3. Provide commander with the issue.
4. Refer the issue to the chain of command in question.
5. Ensure privacy act statements are acknowledged, as required.
6. Supervise preparation of command endorsement.
7. Forward response for signature.
8. Distribute final response to appropriate officials.
9. Retain in accordance with SSIC retention schedule.

REFERENCES:
1. MCO 5210.11_ Marine Corps Records Management Program
2. SECNAV M-5216.5_ w/Ch1 Navy Correspondence Manual
3. SECNAVINST 5730.5 Procedures for the Handling of Naval legislative Affairs and Congressional Relations
4. SECNAVINST M-5210.1 Department of the Navy Records Management Manual

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0102-GENA-1004: Supervise command issued directive development

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Command directives publish guidance specific to the local command. The G-1/S-1 supervises the process either by authoring administrative directives or advising other staff sections on the preparation process.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to review a command directive, a draft order, or a proposed change.

STANDARD: To ensure directives contain no typographical, format, or spelling errors, and only original signed copies are maintained in the command Directives Control Point (DCP) IAW MCO 5215.1_.

PERFORMANCE STEPS:
 1. Receive draft command directive and source documents.
 2. Review for correct format.
 3. Review for grammatical and spelling errors.
 4. Staff for compliance review.
 5. Forward for signature.
 6. Verify update of Master Directives File.
 7. Verify filing of original signed copy in command DCP.
 8. Publish directive.

REFERENCES:
 1. MCO 5210.11_ Marine Corps Records Management Program
 2. MCO 5215.1_ Marine Corps Directives Management Program
 3. MCO 5216.20_ Marine Corps (MC) Supplement to the Department of the Navy (DON) Correspondence Manual
 4. SECNAV M-5210.1_ Department of the Navy Records Management Manual
 5. SECNAV M-5210.2_ Department of the Navy Standard Subject Identification Code (SSIC) Manual
 6. SECNAV M-5216.5_ w/Ch1 Navy Correspondence Manual
 7. SECNAVINST 5215.1_ Department of the Navy Directives Issuance System

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0102-GENA-1005: Supervise Directives Control Point (DCP)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Command issued directives, orders, policy statements, bulletins, publications, and forms, as well as higher headquarters directives, are maintained in the unit Directives Control Point (DCP).

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to a publications distribution system, software to create an Internal Distribution List (IDL) or access to a publications management system, directives checklists, directives, changes, and the Internet for access to a publications listing.

STANDARD: To verify command issued directives, and publications are updated upon receipt of higher headquarters and Navy directives, issued by consecutive point numbers, maintained in proper filing sequence, and are reviewed annually.

PERFORMANCE STEPS:
1. Verify directive type.
2. Track proper assignment of directive short title.
3. Certify annual or periodic review of command issued directives, as required.
4. Verify publication of command issued 5215 policy.
5. Review Marine Corps and other higher headquarters directives received for required changes.
6. Review Navy directives for required changes.
7. Maintain inventories of directives and publications, as required.
8. Maintain forms library, as required.
9. Distribute publications, as required.

REFERENCES:
1. MCO 5210.11_ Marine Corps Records Management Program
2. MCO 5215.1_ Marine Corps Directives Management Program
3. MCO 5600.31_ Marine Corps Printing, Publishing and Reprographics Equipment Regulations
4. MCO P5215.17_ The Marine Corps Technical Publications System
5. OPNAV M-5215.17 Navy Directives Issuance System
6. SECNAV M-5213.1_ Forms Management Manual
7. SECNAVINST 5211.5E Department of the Navy Privacy Act (PA) Program
8. SECNAVINST M-5210.1 Department of the Navy Records Management Manual
9. SECNAVINST M-5215.1 Secretary of the Navy Directives Policy

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0102-GENA-1006: Supervise Marine Corps records program

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Marine Corps records must be accounted for and maintained according to required standards within a standardized process. Marine Corps personnel are required to ensure that all Marine Corps records and information follows proper life cycle management IAW records management guidelines.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Marine Corps record, an electronic information system (EIS), Personally Identifiable Information (PII), and the references.

STANDARD: To direct the assignment of Standard Subject Identification Codes (SSIC), retention dates, disposal dates, and labels IAW MCO 5210.11_.

PERFORMANCE STEPS:
1. Verify records schedule.
2. Verify paper and electronic correspondence is filed in accordance with the files outline.
3. Verify adherence with the Privacy Act.
4. Verify compliance with the record life cycle.
5. Verify preservation of capstone official records.
6. Manage self-inspections using IG Functional Area Checklist 5210.

REFERENCES:
1. General Records Schedule 6.1 Email Managed Under a Capstone Approach
2. MCO 5210.11_ Marine Corps Records Management Program
3. MCO 5214.2_ Marine Corps Information Requirements (Reports) Management Program
4. SECNAV M-5210.2_ Department of the Navy Standard Subject Identification Code (SSIC) Manual
5. SECNAV M-5214.1_ Information Requirements (Reports) Manual
6. SECNAVINST 5211.5_ Department of the Navy Privacy Act (PA) Program
7. SECNAVINST M-5210.1 Department of the Navy Records Management Manual

MISCELLANEOUS:

    ADMINISTRATIVE INSTRUCTIONS: Records include all recorded information, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization functions, polices, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them.

0102-GENA-1007: Manage awards program

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The command awards process facilitates the origination, endorsing, forwarding, approving, and tracking of awards.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source documents and access to the improved Awards Processing System (iAPS).

STANDARD: To ensure the awards submitted by the unit meet published guidance, comply with submission requirements and processed into the member's record.

PERFORMANCE STEPS:
 1. Publish command awards program guidance.
 2. Manage permission within the web-based awards processing system.
 3. Review the recommendation.
 4. Manage awards board.
 5. Verify completion of unit level actions.
 6. Verify all appropriate service record entries are made.

REFERENCES:
 1. MCO 1650.19_ Administrative and Issue Procedures for Decorations, Medals, and Awards
 2. MCO 5210.11_ Marine Corps Records Management Program
 3. NAVMC 2922 Marine Corps Unit Awards Manual
 4. SECNAVINST 1650.1_ Navy and Marine Corps Awards Manual

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS: Unit level actions include but are not limited to awards board process, endorsement, processing award certificates, and the presentation of award.

0102-GENA-1008: Manage performance evaluation matters

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Specific situations arise requiring detailed knowledge of the performance evaluation process. The G-1/S-1 is often relied upon to be familiar with the references and advise others on procedures and requirements as contained in the references.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the Automated Performance Evaluation System (APES), Manpower Management Records and Performance Branch (MMRP) website and the commander's guidance.

STANDARD: To ensure the commander's guidance is published for the performance evaluation system.

PERFORMANCE STEPS:
1. Publish commander's guidance.
2. Access MMRP fitness report inventory.
3. Acquire the Commander's Timeliness Report.
4. Advise personnel on the Performance Evaluation System.

REFERENCES:
1. MCO 1610.7_ Performance Evaluation System (PES)
2. MCO 5210.11_ Marine Corps Records Management Program
3. MOL User's Manual

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS: Requirements may include adverse material, commendatory material, accelerated promotion, the Performance Evaluation Review Board (PERB) process, and Proficiency and Conduct Marks.

0102-GENA-1009: Review administrative separation packages

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: In the case of a member being recommended for administrative discharge, the separation authority must thoroughly review the separation documents to ensure procedural and legal completeness to include ensuring that the member has been afforded the opportunity to exercise all rights due a respondent.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source documents, access to Marine Corps Total Force System (MCTFS) and the Electronic Service Record (ESR).

STANDARD: To ensure the package contained all required documents and the package justification is based on the correct category to execute the processing of separation of the service member.

PERFORMANCE STEPS:
1. Receive package via approved USMC ADSEP Processing System.
2. Verify source documents with justification.
3. Submit completed package.
4. Forward signed package.
5. Verify completion of checkout requirements, as required.
6. Track package through completion.

REFERENCES:
1. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
2. MCO 5210.11_ Marine Corps Records Management Program
3. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
4. MCO P5800.16_ Marine Corps Manual for Legal Administration (LSAM)
5. MOL User's Manual

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS: Tracking administrative separation packages includes ensuring documents are submitted for inclusion in the individual's record and unit files, while ensuring compliance with PII requirements.

0102-GENA-1011: Manage the non-judicial punishment process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Commanding Officers may impose punishment under Article 15, Uniform Code of Military Justice (UCMJ) upon military personnel of their command.

MOS PERFORMING: 0102

BILLETS: Command Legal Officer

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a reported violation of the UCMJ, Unit Punishment Book (UPB) (NAVMC 10132), access to Marine Corps Total Force System (MCTFS), and appropriate source documents.

STANDARD: To ensure the UPB contains no format or typographical errors, accurately reflects the punishment authorized, is forwarded for appropriate electronic service record entries, and unit diary transactions are reported within the established timeframes.

PERFORMANCE STEPS:
 1. Receive charge sheet.
 2. Supervise UPB preparation.
 3. Verify completion of the acknowledgement of rights.
 4. Verify the member was given the opportunity to consult with a lawyer.
 5. Coordinate NJP proceedings.
 6. Verify UPB is complete with attachments.
 7. Verify administrative actions with appropriate sections.
 8. Verify completion of appropriate electronic service record entries.
 9. Verify unit diary number is annotated on the UPB.
 10. Verify filing of completed UPB.
 11. Verify document is scanned in the member's OMPF.

REFERENCES:
 1. MCM Manual for Courts-Martial (current edition)
 2. MCO 5210.11_ Marine Corps Records Management Program
 3. MCO P5800.16_ Marine Corps Manual for Legal Administration (LSAM)

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS: Legal officers should ensure NJP authority is aware of maximum NJP punishment limitations.

0102-GENA-1012: Support command investigations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: A unit commander may require an investigation when an incident occurs. The investigative process must be understood in order to provide administrative support.

MOS PERFORMING: 0102

BILLETS: Command Legal Officer

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an incident and the requirement to coordinate the assignment of an investigating officer (IO).

STANDARD: To ensure the investigation is prepared in the correct format, contains all required documentation, and is completed within the timeframe established IAW JAGINST 5800.7_.

PERFORMANCE STEPS:
1. Supervise preparation of the IO appointment letter.
2. Verify completion of IO brief.
3. Provide assistance to the IO, as required.
4. Review completed investigation for administrative accuracy.
5. Prepare endorsement for commander.
6. Verify completed investigation is filed and forwarded, as required.

REFERENCES:
1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
2. MCO 5210.11_ Marine Corps Records Management Program
3. SECNAVINST M-5210.1 Department of the Navy Records Management Manual

MISCELLANEOUS:

    ADMINISTRATIVE INSTRUCTIONS: Depending on the incident, the Naval Criminal Investigation Service or Criminal Investigation Division may assert jurisdiction. Ensure a Line of Duty is determined, as applicable.

0102-GENA-1013: Advise commanders on administrative procedures pertaining to legal matters

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The S-1/Legal Officer provides administrative support by advising the commander of possible options, as required by the situation. This event provides an overview of possible actions to address disciplinary issues, both legal and administrative, to establish a framework of possible solutions.

BILLETS: Command Legal Officer

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a legal issue or requirement.

STANDARD: To ensure recommendations are in compliance with the Manual of Courts-Martial (current edition).

PERFORMANCE STEPS:
1. Receive information of incident.
2. Assess situation.
3. Advise commander on courses of action.

REFERENCES:
1. MCM Manual for Courts-Martial (current edition)
2. MCO 1500.61 Marine Leader Development
3. MCO 1610.7_ Performance Evaluation System (PES)

4. MCO 1900.16_ Marine Corps Separation and Retirement Manual
    (MARCORSEPMAN)
5. MCO 5210.11_ Marine Corps Records Management Program
6. MCO P1070.12_ Marine Corps Individual Records Administration Manual
    (IRAM)
7. MCO P5800.16_ Marine Corps Manual for Legal Administration (LSAM)

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS:
Options that may be included:
1. Informal counseling, by the chain of command.
2. Fitness Report/Pro-Con evaluations by the chain of command.
3. Non-Punitive Letter of Caution, by the chain of command.
4. Page 11 counseling, with submission to the PAC for personnel record updates.
5. Administrative Reduction.
6. Administrative Separation (Enlisted) and Board of Inquiry (Officer).
7. NJP, with submission to the PAC for personnel record updates, and to HQMC/MMRP (OMPF) for entry.
8. Summary Court-Martial, with review by Legal Services Support Section, submission to PAC for personnel record updates, and to HQMC/MMRP (OMPF) for entry.
9. Special Court-Martial.
10. General Court-Martial.
11. Submit to OMPF and to PAC.
An S-1/Legal Officer may also provide administrative support preparing or formatting applicable forms, submitting or routing documents, or providing updates for inclusion in personnel records.
Legal support may consist of legal services for individual service members or providing legal assistance briefs to commands prior to deployment.
The Naval Justice School offers a Legal Officer Course via resident program or mobile training teams.

0102-GENA-1014: Supervise unit travel administration program

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Official travel processes are essential to a unit being able to conduct travel in support of training, conferences, or other requirements; oversight of the official travel process is often assigned to the S-1. Focus is on program management; certification as Travel Administrator is separate.

MOS PERFORMING: 0102

BILLETS: Organizational Defense Travel Administrator (ODTA)

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given administrator permissions to the travel process.

STANDARD: To process official travel in accordance with mission requirements and MCO 4650.39_.

PERFORMANCE STEPS:
1. Ensure local travel policy is published.
2. Ensure travel process personnel are properly appointed.
3. Verify routing lists.
4. Ensure traveler has Government Travel Charge Card (GTCC).
5. Reconcile reports, as required.
6. Verify unit travel check-in/check-out procedures.
7. Report irregular traveler actions to commander.

REFERENCES:
1. DTS Defense Travel Administrator's Manual
2. DTS Document Processing Manual
3. DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A: "Military Pay Policy - Active Duty and Reserve Pay"
4. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM)
5. JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees
6. JTR Volume II Joint Travel Regulations
7. MCO 1000.6_ Assignment, Classification and Travel System Manual (ACTSMAN)
8. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
9. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
10. MCO 4650.39_ Defense Travel System
11. MCO 5210.11_ Marine Corps Records Management Program
12. MCO P4650.37_ Marine Corps Travel Instructions Manual (MCTIM)

MISCELLANEOUS:

  ADMINISTRATIVE INSTRUCTIONS: The automated travel system is an official orders program that allows for input of individual information, production of official orders, and travel settlements. Permissions include those of reviewer, certifier, approver, and common responsibilities of the S-1, Supply, S-3 Training, Comptroller, Disbursing, Commercial Ticketing Office (CTO), and Travel Management Office (TMO).

0102-GENA-1015: Manage Marine Online (MOL) modules

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Marine Online is a web-based application that provides multiple administrative tools for commanders, administrators and required personnel.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given commander's intent and access to MOL.

STANDARD: To ensure permissions are granted per the commander's guidance.

PERFORMANCE STEPS:
1. Publish command guidance.
2. Acquire MOL administrator permissions.
3. Assign permissions to required personnel.
4. Navigate MOL modules.
5. Remove permissions, as required.

REFERENCES:
1.   Federal Information Security Management Act (FISMA), 2002
2.   MCCAST DIACAP package for TFAS-MOL V2.3, 27 Feb 13
3.   TFAS-MOL, V2.3 Plan of Action and Milestone (POA&M)
4.   CJCSI 6211.02_ Defense Information Systems Network (DISN) Responsibilities
5.   CJCSI 6510.01_ Information Assurance (IA) and Support to Computer Network Defense (CND)
6.   DoDI 8500.2 Information Assurance (IA) Implementation
7.   DoDI 8510.01 Risk Management Framework (RMF) for DoD Information Technology (IT)
8.   MOL Users Manual
9.   Public Law 104-191 Health Insurance Portability and Accountability Act of 1996, 21 Aug 1996
10. SECNAVINST 5211.5_ Department of the Navy Privacy Act (PA) Program

MISCELLANEOUS:

> **ADMINISTRATIVE INSTRUCTIONS:** Marine Online functionality includes but is not limited to CLA, DTMS, MROWs, promotions, pro/cons, APES, OMPF, personnel information, UMSR, BIC assignment, leave management, and permissions.

0102-MPMN-1001: Supervise command staffing

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Headquarters Marine Corps (HQMC) staffs units throughout the Marine Corps by Monitored Command Code. Manpower Officers must be able to analyze the Command Staffing Report (CSR), Enlisted Staffing Goal Models (ESGM), and Table of Organization and Equipment (TO&E) to identify MOS/grade shortages or other manning issues within the command.

Internal staffing allocation normally occurs through Billet Identification Code (BIC) assignment through MOL. Occasionally, Command Special Orders (CSOs) are used. Staffing can be coordinated through unit occupational field managers, but must be supervised by the G-1/S-1 for manpower and career path implications. In particular, coordination with the PAC must occur for updating personnel records, to include unit diary action as applicable.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a TO&E, ASR, CSR, ESGM, TO&E, and access to web based system.

STANDARD: To ensure unit staffing goals are met in accordance with Marine Corps Staffing Precedence Order and to allocate personnel to support mission requirements, and approval for assignment, reassignment, and designation.

PERFORMANCE STEPS:
1. Identify unit staffing requirements.
2. Identify shortfalls/discrepancies.
3. Coordinate with affected subordinate commands, higher headquarters, MOS specialists, and/or senior enlisted or officers, as applicable.
4. Issue CSO, as required.
5. Verify assignment of BIC.
6. Request modification of orders, as required.

REFERENCES:
1. MCO 1000.6_ Assignment, Classification and Travel System Manual (ACTSMAN)
2. MCO 5210.11_ Marine Corps Records Management Program
3. MCO 5320.12_ Precedence Levels for Manning and Staffing
4. SECNAV M-5210.2_ Department of the Navy Standard Subject Identification Code (SSIC) Manual
5. SECNAV M-5216.5_ w/Ch1 Navy Correspondence Manual

0102-MPMN-1002: Process Table of Organization and Equipment Change Request (TOECR)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The TO&E establishes authorized personnel strength, billet assignments, and occupational specialties within a given unit.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requested change to either mission, organization, functions, or a TO&E, and access to Total Force Structure Management System (TFSMS).

STANDARD: To generate a properly formatted TOECR submitted IAW MCO 5311.1_.

PERFORMANCE STEPS:
1. Review references/source documents.
2. Review unit's T/O for future years.
3. Identify compensated structure as applicable.
4. Draft TOECR.
5. Staff TOECR.
6. Brief Commander.
7. Submit TOECR.
8. Track TOECR until approved or denied.

REFERENCES:
1. MCO 5210.11_ Marine Corps Records Management Program
2. MCO 5311.1_ Total Force Structure Process (TFSP)

MISCELLANEOUS:

  ADMINISTRATIVE INSTRUCTIONS: The G-1/S-1 processes the manpower portion of the TO&E; the equipment portion of the TO&E is maintained by the G-4/S-4.

0102-MPMN-1003: Verify personnel readiness data

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The reporting of unit personnel status and readiness within the Defense Readiness Reporting System (DRRS) is a Department of Defense requirement, overseen at the unit level by the S-3, but with requirements for submission of personnel statistics. S-1s are responsible for providing the personnel statistics that inform the P-rating. Additionally, the duty status of personnel is recorded to achieve visibility of unit readiness and to provide oversight in tracking their progress towards achieving full duty. Duty status is affected by processes that include light/limited duty, Physical Evaluations Board (PEB), Administrative Separation, legal action (including confinement, appellate leave, or legal findings). Most duty status entries require source documents to be submitted to the PAC and applicable personnel action.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given web-based or database systems reports.

STANDARD: To ensure the P-rating reflects all personnel deficiencies, critical occupations and non-deployable individuals within the unit.

PERFORMANCE STEPS:
1. Extract data.
2. Compile data.
3. Verify data.
4. Analyze data.
5. Input data.
6. Validate comments and data for report.
7. Finalize for review.

REFERENCES:
1. DoD Directive 7730.65 Defense Readiness Reporting System (DRRS)
2. MCO 3000.13 Marine Corps Readiness Reporting Standard Operating Procedures (SOP)

0102-MPMN-1004: Supervise administrative processes of mobilization/demobilization

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Reservists may be mobilized when directed by appropriate authority. Upon completion of active duty, reservists will be demobilized. Administrators supervise the processes required to mobilize/demobilize Marines.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to mobilize individuals or unit(s) capabilities for Reserve mobilization.

STANDARD: To ensure compliance with the administrative procedures contained in MCO 3000.19_, and reserve component personnel are mobilized/demobilized to applicable billets.

PERFORMANCE STEPS:
1. Receive notification of mobilization/demobilization.
2. Ensure mobilization/demobilization requirements are met.
3. Identify shortfalls and forward personnel action requests to higher headquarters, if required (mobilization).
4. Ensure orders are complete.
5. Track personnel movements to/from Intermediate Location (ILOC) Site/Deployment Processing Center (DPC).
6. Track personnel movements to the Gaining Force Command (GFC).

7. Ensure all entitlements and service record entries are processed properly.
8. Identify personnel that do not meet the requirements to demobilize.
9. Supervise demobilization process.

REFERENCES:
1. JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees
2. MCO 1000.6_ Assignment, Classification and Travel System Manual (ACTSMAN)
3. MCO 1001.52_ Active Reserve (AR) Support to the Reserve Component (RC)
4. MCO 1001.59_ Active Duty for Operational Support (ADOS) in Support of the Total Force
5. MCO 1001.61_ Policy and Procedures for Sourcing Personnel to Meet Individual Augmentation (IA) Requirements (May 00)
6. MCO 1001.62_ Individual Mobilization Augmentee Program
7. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
8. MCO 1001R.54_ Marine Corps Reserve Incremental Initial Active Duty Training (IIADT) Program
9. MCO 1740.13_ Family Care Plans
10. MCO 1741.8_ Marine Corps Government Life Insurance Manual
11. MCO 1751.3_ Marine Corps Dependency Determination and Support Program for Basic Allowance for Housing and Travel and Transportation Allowance
12. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
13. MCO 3000.19_ Marine Corps Total Force Mobilization, Activation, Integration, and Deactivation Plan (MAID-P)
14. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
15. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
16. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
17. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS: Demobilization process is considered complete when actions have been taken on the following: audit of all pay entitlements have been processed properly, completion of DD 214, Separation Pay Document (NAVMC 11060), and final travel claim.

0102-MPMN-1005: Analyze Manpower Systems Data

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Manpower Officers are required to analyze Marine Corps Total Force System (MCTFS) data in order to respond to tasks, answer requests for information, or in the execution of duties.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and access to web-based or database systems.

STANDARD: To provide a report which meets operational requirements.

PERFORMANCE STEPS:
 1. Receive requirement.
 2. Determine required data elements.
 3. Determine report parameters.
 4. Generate report.
 5. Verify accuracy of the report.
 6. Safeguard PII data appropriately.
 7. Conduct analysis of results.

REFERENCES:
 1. Operational Data Store Enterprise (ODSE) and Impromptu Users Guide
 2. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
 3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS: Potential report errors include: current location codes not being updated or duplicate entries caused by multiple RUCs.

0102-OPER-1001: Develop Personnel Annexes

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Annexes are prepared by different staff sections to provide more information on details pertinent to those sections in the overall concept of operations, as a part of deliberate planning in the Marine Corps Planning Process (MCPP). Manpower Officers at the G-1/S-1 level will develop the Personnel Annex to an Operational Order (OPORD).

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an Operations Order or Warning Order, and an Annex E from a higher headquarters.

STANDARD: To ensure Annex E contains both headquarters and unit-level requirements IAW MCWP 5-1.

PERFORMANCE STEPS:
 1. Receive Order.
 2. Review Annex E from higher headquarters, if applicable.
 3. Participate in unit's planning process.
 4. Prepare unit level Annex E with appropriate appendices.

REFERENCES:
 1. CJCSM 3122.03 Joint Operational Planning and Execution System
 2. Joint Publication 1-0 Joint Personnel Support
 3. JP 5-03.1 Joint Operation Planning and Execution System Volume I
     (Planning Policies and Procedures)
 4. MCO 5210.11_ Marine Corps Records Management Program
 5. MCWP 5-10 Marine Corps Planning Process
 6. NWP 5-01 Navy Planning Process

0102-OPER-1002: Supervise casualty management

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The Personnel Casualty Report (PCR) is utilized to document the casualty status of a member or group and is produced when reportable casualties occur. The process spans from small unit reporting of essential information by voice or informal system through submission of properly formatted PCR. The PCR is distinct from the OPREP-3 Serious Incident Reports, which is an S-3/G-3 function that some administrators may perform. Manpower Officers establish casualty accountability processes to ensure timely and accurate reporting and tracking of casualties to include the appointment and training of Casualty Assistance Calls Officers (CACO).

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given information regarding a casualty, personnel records, and current casualty database.

STANDARD: To report and track casualties in accordance with procedures and timelines prescribed by MCO 3040.4_.

PERFORMANCE STEPS:
 1. Receive casualty notification.
 2. Make voice notification to HQMC Casualty Branch.
 3. Verify casualty information is entered into appropriate casualty database.
 4. Review PCR for correctness.
 5. Release PCR.

6. Verify PCR receipt by appropriate agencies.
7. Submit supplemental and final reports, as required.
8. Comply with casualty assistance requirements.
9. Prepare casualty tracking report/brief.
10. Track location/status through tracking systems until completion of treatment.
11. Verify notification of the servicing postal office.
12. Maintain report in unit files, as required.

REFERENCES:
1. MCO 3040.4_ Marine Corps Casualty Procedures Manual (MARCORCASPROCMAN)
2. MCO 5210.11_ Marine Corps Records Management Program
3. MCO 6320.2_ Administration and Processing of Hospitalized Marines

MISCELLANEOUS:

>   **ADMINISTRATIVE INSTRUCTIONS:** Tracking systems include both administrative and medical systems, as available.

0102-OPER-1003: Validate Deployment Status Report (DSR)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The Deployment Status Report (DSR) is used to identify on hand strength and project personnel deficiencies within a unit prior to deployment.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the medical report, legal report, Expiration of Active Service (EAS) cut off, staffing goal (SG), projected inbound and outbound personnel, project mission statement, and date.

STANDARD: To ensure the report contains all required information, identifies all personnel deficiencies and non-deployable individuals within the unit, and is submitted to higher headquarters within the established timeframe.

PERFORMANCE STEPS:
1. Receive DSR.
2. Retrieve rosters to identify on hand personnel.
3. Review duty status report.
4. Coordinate staff input to DSR.
5. Submit DSR updates to higher headquarters.
6. Verify entry of draw case code.

REFERENCES:
1. MCO 1300.8_ Marine Corps Personnel Assignment Policy

  2. MCO 5210.11_ Marine Corps Records Management Program
  3. MCO P3000.15_ Manpower Unit Deployment Program Standing Operating
      Procedures (MANPOWER UDP SOP)

MISCELLANEOUS:

  ADMINISTRATIVE INSTRUCTIONS: The DSR process is closely related to
  stabilization requests. Stabilization requests are approved by MMEA/MMOA
  and require Manpower Officers to monitor the DSR at the individual level.
  The DSR involves a quantitative and qualitative assessment of deployment
  readiness.

0102-OPER-1004: Determine Manpower and Operational Administration Input to
the Marine Corps Planning Process (MCPP)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Manpower and personnel services support planning are integral
parts of operational planning. Personnel planning considerations are found
in each step of the Marine Corps Planning Process. An Operational Planning
Team (OPT) is used to identify and analyze requirements to support the unit's
mission, including the Personnel Estimate. Manpower Officers will inform the
Operations planning process regarding human resource supportability.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and assignment to an Operational Planning
Team (OPT).

STANDARD: To provide personnel planning support to meet operational
requirements as determined by the commander and IAW MCWP 5-1.

PERFORMANCE STEPS:
  1. Identify mission requirements.
  2. Participate in unit planning process.
  3. Develop concept of personnel support.
  4. Develop Annex E.
  5. Develop fragmentary orders.

REFERENCES:
  1.   US Navy Regulations
  2.   CJCSM 3122.03 Joint Operational Planning and Execution System
  3.   CJCSM 3150.01_ Joint Reporting Structure General Instructions
  4.   CJCSM 3150.13_ Joint Reporting Structure - Personnel Manual
  5.   DOD 4525.6-M Department of Defense Postal Manual
  6.   DoD Directive 4500.54 Official Temporary Duty Travel Abroad

7.   DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation,
     "Military Pay - Active Duty and Reserve Pay"
8.   JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
9.   Joint Publication 1-0 Joint Personnel Support
10. JP 5-03.1 Joint Operation Planning and Execution System Volume I
     (Planning Policies and Procedures)
11. JTR The Joint Travel Regulations Uniformed Service Members and DOD
     Civilian Employees
12. MCM Manual for Courts-Martial (current edition)
13. MCO 1300.8_ Marine Corps Personnel Assignment Policy
14. MCO 5210.11_ Marine Corps Records Management Program
15. MCO P5110.4_ The Marine Corps Official Mail Program
16. MCO P5110.6_ SOP for Marine Corps Unit Mailrooms
17. MCO P5800.16_ Marine Corps Manual for Legal Administration (LSAM)
18. MCWP 5-10 Marine Corps Planning Process
19. NWP 5-01 Navy Planning Process

MISCELLANEOUS:

    ADMINISTRATIVE INSTRUCTIONS:
When assigned to the indicated billets, administrators identify the
Personnel input to the Operational Planning Team (OPT), conduct initial
staff estimate, to include casualty estimation, casualty replacements,
postal support, and other personnel and administrative requirements, and
course of action analysis. Develop personnel planning input/considerations
that may include the following as applicable: personnel administration,
personnel augmentation, personnel accountability and strength reporting,
rotation policies, civilian/contractor policies, Morale, Welfare, and
Recreation, Postal Affairs, Casualty Management, and Awards and Decorations.
Ensure the performance inputs/current actions/outputs for each step of MCPP
are covered through instruction.
For further reference:
1.   Refer Appendix 1 (Enemy Prisoners of War, Civilian Internees, and
Other Detained Persons) to the Antiterrorism/Force Protection Officer
(G-3/S-3) and Staff Judge Advocate (SJA) for preparation.
2.   Coordinate Appendix 2 (Processing of Formerly Captured, Missing, or
Detained US Personnel) with the G-2/S-2, G-3/S-3, Health Services,
Chaplain, and SJA, in consideration of Combatant Commander (COCOM) and Joint
Personnel Recovery Agency (JPRA) guidance.
3.   Refer Appendix 3 (Finance and Disbursing) to the Comptroller and the
Marine Logistics Group (MLG) Disbursing Officer for preparation.
4.   Refer Appendix 4 (Legal) to the SJA for preparation.
5.   Prepare Appendix 5 (Military Postal Service) and related tabs in
coordination with the Postal Officer.
6.   Refer Appendix 6 (Chaplain Activities) and related tabs to the
Chaplain for preparation.
7.   Prepare or coordinate other Appendices and Tabs as may be required,
such as the Headquarters Manning Document with sourcing
responsibilities, Processing of Evacuees during Noncombatant
Evacuation Operations (NEOs), Combat Replacement Procedures, and
Morale/Welfare/Recreation.

0102-OPER-1005: Manage personnel sourcing for Manning Document and Individual Augments

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Unit deployments do not necessarily organize according to the Table of Organization (T/O). Instead, a provisional Manning Document, depicting billets and personnel, is created to task organize, meet specific mission requirements, and source individuals against those requirements. Manpower Officers must be able to manage and account for all individuals on the manning document, as well as at the Remain Behind Element (RBE), both in and out of the area of operations. At the unit level, these requirements are sourced by assigned personnel; Individual Augments (IAs) from other units can deploy as attachments, to fill additional requirements beyond organic capability. The S-1/G-1 has staff cognizance for sourcing IAs which includes the identification, administration, and tracking of IAs in support of operational requirements. Manpower Officers also submit requests for stabilization (deferment of PCS/PCA), as required.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a manning document, force list, or task from higher headquarters.

STANDARD: To source the manning document or IA requirement to meet operational demand.

PERFORMANCE STEPS:
1. Receive requirement (validated manning document/IA task).
2. Review inbound, outbound, and on hand strength reports.
3. Task subordinate commands with sourcing, as required.
4. Validate the identified sourcing solution.
5. Provide sourcing solutions or reclama to higher headquarters.

REFERENCES:
1. CJCS 1301.01_ Individual Augmentation Procedures
2. MCO 1300.8_ Marine Corps Personnel Assignment Policy
3. MCO 3120.12 Marine Corps Global Force Management (GFM) and Force Synchronization
4. MCO 3502.6_ Marine Corps Force Generation Process
5. MCO 5210.11_ Marine Corps Records Management Program
6. MCO P3000.15_ Manpower Unit Deployment Program Standing Operating Procedures (MANPOWER UDP SOP)
7. MCO P3000.19_ Total Force Mobilization, Activation, Integration, and Deactivation Plan (MAID-P)
8. MCWP 5-10 Marine Corps Planning Process

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: S-1s/G-1s support the sourcing of individual augments and combat replacements after the S-3/G-3 have validated the requirements. Unit/team "capabilities" are S-3/G-3 functions and are overseen by the separate Request for Forces (RFF) process. Reporting instructions include: reporting instructions from gaining command, unit orders writing requirements, and, if applicable, aggregate lift procedures for certain military flights.

0102-OPER-1006: Develop an 01XX Training Plan

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Unit training management is the use of the systems approach to training and the Marine Corps training principles in a manner that maximizes training results and focuses the training priorities. Officers and staff noncommissioned officers are responsible for the development and execution of training plans. Unit training management governs the major peacetime training activity of the Marine Corps and applies to all echelons of the Total Force.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given commander's guidance, a unit assessment, and requirements to train.

STANDARD: To accomplish training objectives through a long, mid, and short-range training plan.

PERFORMANCE STEPS:
 1. Identify training requirements.
 2. Identify available training resources.
 3. Detail training requirements.
 4. Prioritize training requirements based off limitations, as applicable.
 5. Align training requirements to training resources, as applicable.
 6. Coordinate resources, or necessities, IAW established timelines.
 7. Detail training objectives to long-, mid-, short-range resources.
 8. Create the plan.
 9. Record training data.

REFERENCES:
 1. MCO 1553.10 Marine Corps Training Information Management System (MCTIMS) Standing Operating Procedures (SOP)
 2. MCTP 8-10A Unit Training Management Guide
 3. MCTP 8-10B How to Conduct Training
 4. NAVMC 3500.19 Marine Corps Common Skills (Vol.2) T&R Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Unit training management includes institutional requirements, unit requirements, and technical requirements. These requirements include 01XX MOJT and formal training and readiness events. Training should include T&R manual update process and how to inform annual training management team working group of occupational field training gaps. HQMC IG checklists provide an excellent source to assist with the identification of training requirements.

0102-PERA-1001: Manage unit promotion program

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The promotion of enlisted Marines must positively contribute to the high standards of leadership and proficiency required for continued combat readiness. Officers are selected for promotion for their potential to carry out the duties and responsibilities of the next higher grade based upon past performance as indicated in their official military personnel file. Promotion is not a reward for past performance but more importantly it is an expectation of future performance. The Manpower Officer advises the commander on promotion policy and the execution of the unit promotion program.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a promotion message and select grade roster.

STANDARD: To provide accurate advice as outlined in MCO P1400.31_ and/or MCO P1400.32_.

PERFORMANCE STEPS:
1. Identify Marines eligible (in zone/above zone/below zone).
2. Identify Marines not recommended for promotion.
3. Identify Marines with zeroed out composite scores.
4. Ensure select grade rosters and promotion messages are verified.
5. Ensure promotion warrants are complete.
6. Ensure page 11 for Marines not recommended are complete and submitted to the ESR.
7. Ensure promotion proficiency and conducts marks are processed properly.
8. Verify "will not promote" rosters are complete.
9. Submit a request for re-compute of composite scores and/or remedial selection, if applicable.
10. Submit a request for frocking, delay, withholding, or remedial promotion, if applicable.
11. Forward copy of the meritorious promotion warrant to the Personnel Administration Center.

REFERENCES:

1. MCO 5210.11_ Marine Corps Records Management Program
2. MCO P1400.31_ Marine Corps Promotion Manual, Volume 1, Officer
    Promotions (MARCORPROMAN VOL 1 OFFPROM)
3. MCO P1400.32_ Marine Corps Promotion Manual, Volume 2, Enlisted
    Promotions (MARCORPROMAN, VOL 2, ENLPROM)

0102-PERA-1002: Supervise coordination of personnel administrative actions with the Personnel Administration Center

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Personnel administrative actions vary from station to station and member to member and situation to situation; the S-1/G-1 is often an adviser to the command and facilitates communication between unit leaders and the Personnel Administration Center.

GRADES: 2NDLT, 1STLT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an administrative related issue.

STANDARD: To provide timely submission of source records to the Personnel Administration Center to effect corrective action for issues related to pay and allowances, duty status, promotion eligibility, legal administration, and deployments.

PERFORMANCE STEPS:
1. Identify required information per appropriate directives.
2. Review personnel action requests, as required.
3. Receive source documents.
4. Advise commander.
5. Route to personnel administration center, as required.
6. Verify unit diary entries are reported, as required.
7. Verify service record updates are completed, as required.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
3. MCO 10110.47_ Basic Allowance for Subsistence (BAS) and Meal Card Program
4. MCO 1300.8_ Marine Corps Personnel Assignment Policy
5. MCO 1751.3_ Marine Corps Dependency Determination and Support Program for Basic Allowance for Housing and Travel and Transportation Allowance
6. MCO 7220.12_ Special Duty Assignment (SDA) Pay Program
7. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
8. UDS-1080-02 Unit Diary System (UDS) User's Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS:
S-1s are often called upon to advise commanders on the following pay entitlements:
1. Hostile Fire Pay/Imminent Danger Pay (HFP/IDP), Hardship Duty Pay (HDP), Combat Tax Zone Exclusion (CTZE), Career Sea Pay (CSP), Family Separations Allowance (FSA), Basic Allowance for Housing (BAH), and Basic Allowance for Subsistence (BAS) allowances and occasions.
2. Special Duty Pay (SDP) allowances and occasions.
3. Tracking methods for unit-related SDP.
4. Adjustment to a member's pay record, via NAVMC 11116 to the local disbursing office.
5. Stating the required source documentation that would correct the error at the IPAC.

4005. INDEX OF 2100-LEVEL EVENTS

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4006. 2100-LEVEL EVENTS

0102-GENA-2101: Advise commander of the role/responsibilities of Marine
Corps Administration

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The tasks of Marine Corps administration, across the broad
framework of points of contact, adjacent units, supporting organizations and
headquarters staff members should be considered in order to understand
administration's contributions and enable commanders to incorporate
administration into planning and executing operations. Manpower Officers
must understand the organizational structure and overall processes of Marine
Corps administration.

MOS PERFORMING: 0102

GRADES: CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an assignment as a staff principal within S-1/G-1.

STANDARD: To define the functions, roles, and organizations related to
Marine Corps administration IAW MCO 5000.14_.

PERFORMANCE STEPS:
 1. Analyze unit mission.
 2. Develop S-1/G-1 staff estimate and concept of support for the unit
     mission.
 3. Advise Commander on Marine Corps administrative capabilities and
     employment.

REFERENCES:
 1. MCO 5000.14_ Marine Corps Administrative Procedures (MCAP)
 2. MCWP 3-43 Command and Control

MISCELLANEOUS:

  ADMINISTRATIVE INSTRUCTIONS:
  Roles and responsibilities may include:
  1. Define the core capabilities of the unit S-1, the functional
  areas/responsibilities, and composition.
  2. Define the role and organization of the Personnel
  Administration Center (PAC).
  3. Define the processes involved with reach-back administration and diary
  reporting.
  4. Define the roles and composition of the standard G-1 staff, to include
  the Reserve Liaison Officer (RLO).

0102-GENA-2102: Manage Disclosure of Personally Identifiable Information (PII)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Non-DoD agencies may contact an administrative office to obtain personal information on a service member. Administrative personnel must be able to determine what information can and cannot be provided to these agencies.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a request of information, access to records, and OPNAV Form 5211/9 (Disclosure Accounting Form-Record of Disclosure).

STANDARD: To ensure only authorized personal information authorized by The Privacy Act of 1974 or by the individual is released, all disclosures are documented, and the OPNAV Form 5211/9 is maintained, as required.

PERFORMANCE STEPS:
1. Receive a request for disclosure.
2. Contact SJA to determine if personal information can be released.
3. Receive Privacy Act form, if required.
4. Redact PII as required.
5. Effect release of information.
6. Document the release of information.
7. Maintain OPNAV Form 5211/9.
8. Comply with spillage/compromise of PII procedures, if required.

REFERENCES:
1. MCO P5211.2_ The Privacy Act of 1974
2. SECNAV M-5510.36 Department of the Navy Information and Personnel Security Program Regulations
3. SECNAVINST 5211.5_ Department of the Navy Privacy Act (PA) Program

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS: Utilize outlook email encryption as necessary. Additionally, a MarineNet course is available as a Distance Learning product that inbound manpower officer students may complete prior to arrival or at a minimum on the report date to the Personnel Administration School.

0102-GENA-2103: Coordinate pre-deployment briefs

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 36 months

READINESS-CODED: NO

DESCRIPTION: Prior to deployments, all units must conduct a pre-deployment brief, covering such topics as pay and entitlements, family services, Family Readiness Officer information, mail information, etc. which is different than pre-deployment training.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a deploying unit schedule and the commanding officer's guidance.

STANDARD: To ensure deploying service members and their family members receive the most current information prior to the unit's deployment date.

PERFORMANCE STEPS:
1. Review appropriate references.
2. Coordinate with relevant staff sections and appropriate family services agencies to conduct pre-deployment brief.
3. Conduct administrative stand down.
4. Prepare briefs.
5. Conduct briefs.

REFERENCES:
1. MCO 1700.24_ Marine Corps Personal Services Manual
2. MCO 1754.6_ Marine Corps Family Team Building
3. MCO 1754.9_ Unit, Personal, and Family Readiness Program (UPFRP)
4. MCO P1700.27_ Marine Corps Community Services Policy Manual

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0102-GENA-2104: Perform notarial acts

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 36 months

READINESS-CODED: NO

DESCRIPTION: Marines often require documents to be notarized and oaths to be administered. Title 10 USC grants authority to Manpower Officers serving as Adjutants and all officers in the grade of O-4 and above to act in a notarial capacity. As such the S-1 often maintains the command's seal.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a request to perform notarial services.

STANDARD: to ensure compliance with JAGINST 5800.7_.

PERFORMANCE STEPS:
1. Receive document.
2. Verify identity.
3. Witness signature.
4. Administer oath, as required.
5. Apply seal, as required.
6. Record action.
7. Maintain notary log.

REFERENCES: JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS: Notary logs should include signer's name and
   signature, document, date, and location. These personal logs should be
   retained indefinitely by the notary. These logs may not be made a part of
   any naval system of records and are not passed to other naval personnel.

0102-GENA-2105: Advise on international travel requirements

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: International travel contains many requirements, including the
effect of the International Date Line (IDL) on travel vouchers, the Aircraft
and Personnel Area Clearance System (APACS) and country/theater clearances,
passports and visas, Department of State Travel Warnings/Travel Advisories,
and compliance with the Department of Defense Foreign Clearance Guide (FCG)
procedures for training and readiness of the Combatant Commander (COCOM).

MOS PERFORMING: 0102

BILLETS: Organizational Defense Travel Administrator (Active Component)

GRADES: CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an international travel requirement, a travel authorization
request, and access to the internet.

STANDARD: To ensure 100% accuracy of the authorization and international
travel requirements are met IAW the Foreign Clearance Guide.

PERFORMANCE STEPS:
1. Receive requirement.

2. Review Department of State Travel Warnings and Advisories.
3. Review Foreign Clearance Guide for requirements.
4. Receive travel authorization request.
5. Verify passport requirement and processing, if applicable.
6. Draft NATO orders as required.
7. Ensure compliance with travel requirements.

REFERENCES: www.fcg.pentagon.mil Foreign Clearance Guide

0102-GENA-2106: Coordinate command protocol requirements

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: A unit commander may desire to have social functions or command events, such as a relief and appointment, retirement ceremony, Marine Corps Birthday Ball, or change of command. Manpower Officers may coordinate protocol requirements for these events.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an event requiring protocol support.

STANDARD: To ensure ceremonies or events follow protocol requirements and guidelines IAW the commander's intent.

PERFORMANCE STEPS:
 1. Review references.
 2. Liaise with higher headquarters for protocol requirements/guidelines.
 3. Review commander's intent.
 4. Supervise the execution of protocol events.

REFERENCES:
 1. MCO P5060.20 Marine Corps Drill and Ceremonies Manual
 2. OPNAVINST 1710.7 Department of the Navy Social Usage and Protocol Handbook

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0102-GENA-2107: Process special programs packages

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Administrators process many special programs packages, the command must thoroughly review the package to ensure accuracy and completeness.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, administrative instructions, and a package.

STANDARD: To ensure the package is complete and administratively accurate and submitted within the timeframes required by the guidelines.

PERFORMANCE STEPS:
1. Receive MARADMIN or award information.
2. Inform command of established guidelines and timelines.
3. Receive package.
4. Review package.
5. Coordinate board, if required.
6. Prepare endorsement.
7. Forward endorsement for signature.
8. Forward signed package.
9. Track package to completion.

REFERENCES:
1. MCO 1040.43 Enlisted-to-Officer Commissioning Program
2. MCO 1650.19_ Administrative and Issue Procedures for Decorations, Medals, and Awards
3. MCO P1400.31_ Marine Corps Promotion Manual, Volume 1, Officer Promotions (MARCORPROMAN VOL 1 OFFPROM)
4. SECNAVINST 12451.3 DON Incentive Awards Program
5. SECNAVINST 1650.1_ Navy and Marine Corps Awards Manual

MISCELLANEOUS:

    ADMINISTRATIVE INSTRUCTIONS: Special programs include, but are not limited to, commissioning programs, warrant officer packages, MCAA, GIECO, Leftwich Trophy, etc.

0102-GENA-2108: Process Absentee Wanted by the Armed Forces

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: DD Form 553 is used to process Marine Corps absentees and deserters, absentees from other branches of the armed forces who are being held by the Marine Corps pending return to their branch, and for members detained by civilian authorities.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a situation where a member has been determined to be in a deserter status and a completed DD Form 553.

STANDARD: To ensure the member's pay and personnel records are properly updated, the DD Form 553 is complete and accurate, is free of typographical and format errors, and is generated on the 31st day of the member's absence.

PERFORMANCE STEPS:
1. Distribute prepared DD Form 553 on the 31st day of absence.
2. Submit copy of DD Form 553 to the personnel administration center for processing into MCTFS and Commandant, U.S. Marine Corps Law Enforcement and Corrections Branch (PSL Corrections).
3. Ensure personnel administration center records appropriate service record entries.
4. Ensure DD Form 553 is maintained, as appropriate.

REFERENCES:
1. MCO 5210.11_ Marine Corps Records Management Program
2. MCO 5800.10_ Return of Marine Corps Absentees and Deserters
3. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
4. MCO P5800.16_ Marine Corps Manual for Legal Administration (LSAM)

0102-GENA-2109: Process Report of Return of Absentee Wanted by Armed Forces

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: DD Form 616 is used to deactivate the issued DD Form 553 and to record the return in the member's electronic service record.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a member's return to military control, source documents annotating date and time of return, completed DD Form 553, access to Marine Corps Total Force System (MCTFS), and the electronic service record.

STANDARD: To ensure the member's pay and personnel records are properly updated, the DD Form 616 is 100% complete and accurate, free of typographical and format errors, and distribution is completed within established timeframes.

PERFORMANCE STEPS:
1. Receive drafted DD Form 616 and source documents.
2. Review the source documents and DD Form 616.
3. Ensure signed DD Form 616 is distributed, as required.
4. Forward DD Form 616 to personnel administration center for processing into MCTFS and PSL Corrections.
5. Ensure personnel administration center records appropriate service record entries.
6. Ensure DD Form 616 is maintained, as appropriate.
7. Establish procedures to ensure the DD Form 616 and source documents are properly filed and maintained.

REFERENCES:
1. MCO 1620.3_ Marine Corps Absentee and Deserter Apprehension Program
2. MCO 5210.11_ Marine Corps Records Management Program
3. MCO 5800.10_ Return of Marine Corps Absentees and Deserters
4. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
5. MCO P5800.16_ Marine Corps Manual for Legal Administration (LSAM)
6. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions User's Manual

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0102-GENA-2110: Coordinate confinement process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: DD Form 2707 is a confinement order required to confine a service member in the brig. Additionally, the confinement order will be reviewed at the Initial Review Officer (IRO) hearing.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a circumstance requiring the confining of a Marine.

STANDARD: To ensure the process of confining a Marine is complete and the member's pay and personnel records are updated within established timeframes.

PERFORMANCE STEPS:
1. Receive drafted confinement order/source documents.
2. Coordinate medical screening.
3. Coordinate inventory of personnel effects.
4. Provide signed copy to the personnel administration center.
5. Submit 48 and 72 hour letters, as required.
6. Coordinate representation at the IRO hearing, as required.
7. Verify completion of appropriate service record entries.
8. Maintain confinement order/source documents, as required.

REFERENCES:
 1. MCO 5210.11_ Marine Corps Records Management Program
 2. MCO P1070.12_ Marine Corps Individual Records Administration Manual
    (IRAM)
 3. MCO P1640.4 Marine Corps Correctional Custody Manual
 4. MCO P4050.38_ Personal Effects and Baggage Manual
 5. MCO P5800.16_ Marine Corps Manual for Legal Administration (LSAM)

MISCELLANEOUS:

    ADMINISTRATIVE INSTRUCTIONS: Long term prisoners can be transferred by
electronic service record book (e-SRB) if said name prisoner (SNP) has
been awarded a Bad Conduct Discharge/Dishonorable Discharge (Enlisted) or
Dismissal (Officers). SNP must have at least 90 days remaining on
sentence and must have a full update to their SRB prior to transfer. Long
term prisoners will be transferred by electronic SRB once all required
documentation is received by HQMC PSL Corrections.

0102-GENA-2111: Advise Commander on Primary Next of Kin (PNOK) Notification
of Unauthorized Absence (UA)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Commanders will telephonically notify the PNOK after 48 hours
upon determining a member is in an unauthorized absence (UA) status. Prior
to the 10th day of an UA the commander will prepare a letter to the PNOK. On
the 31st day of the member's UA information will be provided to the PAC/unit
level administrative center to make appropriate service record entries.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given notification of a member being in an Unauthorized Absence
(UA) status and the Record of Emergency Data (RED) resident in the Marine
Corps Total Force System.

STANDARD: To ensure the notification is accomplished IAW MCO P5800.16_.

PERFORMANCE STEPS:
 1. Receive notification of member's verified UA.
 2. Develop guidance for the commander.
 3. Verify PNOK notification.
 4. Document date and time of PNOK notification.
 5. Prepare 10 day letter, if applicable.
 6. Notify IPAC/unit level administrative center of UA status.

REFERENCES:
 1. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM)

2. MCO 1000.6_ Assignment, Classification and Travel System Manual
    (ACTSMAN)
3. MCO 1640.3_ Procedures for the Transfer of Marine Corps Prisoners
4. MCO 1640.6_ Marine Corps Corrections Program
5. MCO 5210.11_ Marine Corps Records Management Program
6. MCO 5800.10_ Return of Marine Corps Absentees and Deserters
7. MCO P5800.16_ Marine Corps Manual for Legal Administration (LSAM)

0102-MPMN-2101: Manage Marine Corps Medical Evaluation Disability System
(MCMEDS)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: If a reservist becomes injured in the line of duty, either on
inactive duty or on active duty orders for a period of 30 days or less, they
may apply for medical care and incapacitation pay. They are eligible to
receive medical care for that specific injury until they are returned to full
duty or separated from the service through the Disability Evaluation System
(DES).

MOS PERFORMING: 0102

GRADES: CAPT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given a requirement and access to the Marine Corps Medical
Evaluation Disability System (MCMEDS).

STANDARD: To ensure data entered into the system is complete and accurate,
and reserve personnel are tracked throughout the disability evaluation
process.

PERFORMANCE STEPS:
1. Log into MCMEDS.
2. Verify data entered into MCMEDS.
3. Coordinate with Wounded warrior Regiment, as required.
4. Track personnel within MCMEDS.

REFERENCES:
1. DoDD 1241.1 Reserve Component Medical Care and Incapacitation Pay for
    Line of Duty Conditions
2. DoDI 1241.2 Reserve Component Incapacitation System Management
3. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual
    (MCRAMM)
4. MCO 1770.2_ LOD Benefits for Members of the Marine Corps Reserve

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Distance Learning on HIPPA as a prerequisite for MCMEDS access.

0102-MPMN-2102: Manage reserve Line of Duty (LOD) process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: If a reservist becomes injured while on inactive duty or active duty orders, a Line of Duty determination must be initiated. Once approved by Wounded Warrior Regiment, Reserve Medical Entitlements Determination (RMED) section, they are eligible to receive medical care and incapacitation pay for that specific injury until they are returned to duty or separated from the service through the Disability Evaluation System (DES).

MOS PERFORMING: 0102

GRADES: CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to web-based and database system, a case file, and source documentation.

STANDARD: To ensure a Marine pending a Line of Duty determination is tracked and receive the appropriate entitlements.

PERFORMANCE STEPS:
1. Receive LOD supporting documentation.
2. Review supporting documentation.
3. Return supporting documentation for corrections, as necessary.
4. Forward to approving official.
5. Ensure reflection of LOD determination in MCTFS.
6. Ensure required monthly updates are uploaded in MCMEDS.

REFERENCES:
1. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
2. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
3. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions User's Manual

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0102-MPMN-2103: Supervise personnel sponsorship program

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 36 months

READINESS-CODED: NO

DESCRIPTION: Personnel sponsorship is designed to ease transition from one permanent duty station to another.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given inbound and outbound rosters and access to web-based and database systems.

STANDARD: To ensure all inbound personnel are assigned a sponsor prior to their arrival and sponsorship is requested for outbound personnel within 60 days of transfer notification.

PERFORMANCE STEPS:
1. Coordinate annual training for sponsors.
2. Receive inbound personnel roster.
3. Receive roster of outbound personnel who are issued orders.
4. Provide sponsorship request form to outbound personnel, as required.
5. Assign sponsor to inbound personnel.
6. Notify inbound personnel of designated sponsor.
7. Issue sponsorship application to personnel under orders.

REFERENCES:
1. MCO 1000.6_ Assignment, Classification and Travel System Manual (ACTSMAN)
2. MCO 1300.8_ Marine Corps Personnel Assignment Policy
3. MCO 1320.11_ Personnel Sponsorship Program

0102-MPMN-2104: Manage Navy personnel staffing

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Manpower Officers must review, verify, and coordinate the Navy personnel staffing slate for the unit's Navy personnel and augments. This includes Navy manpower, Health Services Augmentation Program (HSAP), and personnel administration support.

MOS PERFORMING: 0102

GRADES: CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Navy personnel staffing requirement.

STANDARD: To ensure Navy personnel are assigned to billets based upon organizational requirements.

PERFORMANCE STEPS:
1. Identify Navy Personnel staffing deficiencies.
2. Contact higher headquarters G-1 Activity Manning Manager for Navy staffing intent.
3. Advise commander of staffing slate.
4. Submit request for augmentation, as needed.
5. Assign Navy personnel.

REFERENCES: Bureau of Medicine and Surgery Instruction 6440.5 Health Services Augmentation Program (HSAP)

0102-MPMN-2105: Manage Fleet Assistance Program (FAP)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The Fleet Assistance Program (FAP) provides personnel augmentation on a routine basis for installations to accomplish their mission.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the local Fleet Assistance Program (FAP) agreement, use of database management tools, and service records.

STANDARD: To provide qualified nominees for assigned billets IAW local FAP agreement.

PERFORMANCE STEPS:
1. Review local FAP directives.
2. Task responsible units/section to provide personnel.
3. Verify personnel are screened to meet the FAP billet requirement.
4. Coordinate reporting instructions.
5. Ensure timely rotation of FAP personnel.

REFERENCES: MCO 1000.8_ Fleet Assistance Program (FAP)

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: MCO 1000.8 designates three distinct categories of FAPs. See the order for details.

0102-MPMN-2106: Support civilian personnel programs

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Civilian personnel fill many critical positions as part of the Total Force. As a result, Manpower Officers need an understanding of civilian personnel matters. Manpower Officers within the G-1 may serve as the command-level focal point for civilian Marine (federal civil service) workforce management and other civilian manpower issues not specifically the sole responsibility of the CHRO/HRO, and may act as the conduit between the command and the CHRO/HRO. This includes facilitating civilian workforce structure maintenance and workforce shaping, including the planning and coordination of civilian manpower requirements in response to the needs of the command.

MOS PERFORMING: 0102

GRADES: CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given civilian employees and access to the servicing local Human Resources Office (HRO).

STANDARD: To ensure civilian personnel actions and services that are critical in supporting mission requirements and individual career advancement and development are in compliance with federal law and Marine Corps policy.

PERFORMANCE STEPS:
1. Coordinate civilian position description development.
2. Coordinate Civilian Resource Management Review Board (CMRRB).
3. Advise hiring strategy/coordinate hiring actions.
4. Publish command civilian personnel policy.
5. Ensure completion of supervisor training.
6. Coordinate civilian performance evaluations.
7. Refer grievance actions to CHRO/HRO.
8. Coordinate disciplinary actions process.

REFERENCES:
1. DOD 1400.25-M DOD Civilian Personnel Manual (CPM)
2. MCO 12000.10_ Employment Protection for Certain Non-Appropriated Fund Instrumentality Employees/Applicants
3. MCO 12301.1_ Authority to Approve Extensions to The DoD 5-Year Overseas Employment Limitation and Movements Between Overseas Areas for Civilian Employees
4. MCO 12335.1_ Merit Staffing Program
5. MCO 12410.21_ Consolidated Civilian Career Training (CCCT) Program
6. MCO 12410.24_ Civilian Leadership Development

7.   MCO 12430.2_ Performance Management Program
8.   MCO 12451.2_ Honorary Awards For Civilian Employees
9.   MCO 12451.3_ Time-Off Incentive Awards
10. MCO 12510.2_ Civilian Workforce Management: Managing to Payroll
11. MCO 12515.1 Managing to Payroll
12. MCO 12620.1_ Flexitime/Compressed Work Schedule (CWS) Program
13. MCO 12630.1_ Voluntary Leave Transfer Program
14. MCO 12630.2_ Hours of Duty, Absence, and Leave
15. MCO 12630.3_ Family and Medical Leave
16. MCO 12771.2_ Grievance Procedure
17. MCO 12790.2_ Civilian Non-Appropriated Fund Instrumentality (NAFI) and Civilian Morale, Welfare Recreation (MWR) Activities
18. MCWP 1-12 Marine Corps Administration (Draft)

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS:
Command civilian personnel policies include:
1. Coordinate a hiring panel to review applicants.
2. Initiate request for hire.
3. Describe actions in screening the priority placement pool (PPP) and initiating the job offer.
4. Describe processes to classify and establish civilian positions.
5. Determine hiring strategy and initiate hiring actions.
6. Oversee the civilian awards process.
7. In collaboration with CHRO/HRO, formulate command civilian Marine policy, including time keeping, work schedules, Equal Employment Opportunity (EEO), compensation, and performance awards.
8. In concert with the G-8/Comptroller, formulate civilian labor budget and monitor execution rates.
9. Facilitate initial processing and coordination of personnel actions for civilian Marines.
10. Describe disciplinary actions.
11. Advise on performance appraisal procedures.
12. Together with the CHRO, assist with preparation of Performance Improvement Plans (PIPs) and Individual Development Plans (IDP) for employee development and documentation of adverse trends.
13. Refer all civilian EEO matters to the CHRO¿s EEO counselors. Coordinate with CHRO all EEO, Preventive of Sexual Harassment and other applicable annual training requirements.
14. Coordinate labor relations issues with staff Legal Counsel and with the Labor/Employee Relations Specialists at the CHRO.
15. Coordinate civilian training.
16. Assist with the management of the civilian Drug Free Workplace Program (DFWP).
17. Supervise civilian personnel.

0102-MPMN-2107: Advise commander on employment and integration of Reserve Component personnel

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Administrative personnel must understand how to integrate individual Marines assigned to each reserve category and their employment (such as Individual Mobilization Augmentee [IMA] and Individual Ready Reserves [IRR], as well as provisions for employing them (such as Active Duty Operational Support [ADOS] orders, Reserve Counterpart Training [RCT], and Annual Training [AT]).

MOS PERFORMING: 0102

GRADES: CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement for Reserve augmentation.

STANDARD: To ensure reserve component personnel are assigned to applicable billets and IAW MCO 1001R.1_.

PERFORMANCE STEPS:
1. Identify personnel shortfalls.
2. Advise Commander on utilization of reserve component personnel.
3. Submit reserve component personnel request to Reserve Liaison Officer (RLO).
4. Screen and select applicants from RLO.
5. Coordinate sponsorship of reserve component personnel.
6. Ensure integration of reserve component personnel.

REFERENCES:
1. MCO 1001.52_ Active Reserve (AR) Support to the Reserve Component (RC)
2. MCO 1001.59_ Active Duty for Operational Support (ADOS) in Support of the Total Force
3. MCO 1001.62_ Individual Mobilization Augmentee Program
4. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
5. MCO 1001R.54_ Marine Corps Reserve Incremental Initial Active Duty Training (IIADT) Program
6. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
7. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS: Reserve Liaison Officers (RLOs) serve at selected higher headquarters specifically to orchestrate reserve activities.

0102-OPER-2101: Process non-combatant evacuation operation (NEO) evacuees

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 36 months

READINESS-CODED: NO

DESCRIPTION: Administrators manage the accountability of non-combatant evacuees and report same to higher headquarters.

MOS PERFORMING: 0102

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an evacuation event and a requirement to account for non-combatant evacuees, access to a NEO tracking system, and to an F 77 report.

STANDARD: To ensure all evacuees are tracked and accounted for from areas of operation to a pre-determined destination.

PERFORMANCE STEPS:
 1. Request estimate of potential number of evacuees from the embassy or other source.
 2. Develop roster of evacuees, as required.
 3. Track accountability of evacuees to pre-determined destination.
 4. Provide administrative support, as required.
 5. Track the release of evacuees to appropriate agencies.

REFERENCES:
 1. JP 1-0 Joint Personnel Support
 2. JP 3-68 Noncombatant Evacuation Operations

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS: The DoD tracking system can be available to assist with NEO tracking. Administrators must record processing requirements, such as Department of State forms, NBC decontamination, medical screening, identification of evacuees, screening, and force protection considerations. The Department of State, who is the lead agency, plays a significant role in a NEO, with the responsibility of American Citizens (AMCITS) and Designated Foreign Nationals (DFNs).

0102-OPER-2102: Manage Joint Personnel Status (JPERSTAT) Reporting Process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The Joint Personnel Status (JPERSTAT) is utilized to determine a unit's combat strength. It provides the commander and higher headquarters with an accurate view of unit personnel strength and capability. JPERSTAT reports are updated through web-based applications by administrative personnel who research, compile, and type these reports.

MOS PERFORMING: 0102

GRADES: CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based or database systems, and input from subordinate units.

STANDARD: To ensure the report is accurately prepared and completed within the timeframes established by higher headquarters.

PERFORMANCE STEPS:
1. Ensure personnel strength data is provided by subordinate units.
2. Review previous JPERSTAT reports and compare against consolidated figures.
3. Submit completed JPERSTAT report to supervisor for review.
4. Verify JPERSTAT and incorporate changes identified during review.
5. Distribute as required.

REFERENCES:
1. CJCSM 3150.13_ Joint Reporting Structure - Personnel Manual
2. JP 1-0 Joint Personnel Support

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4008. 2200-LEVEL EVENTS

0102-GENA-2201: Coordinate Morale, Welfare, and Recreation (MWR) support

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 36 months

READINESS-CODED: NO

DESCRIPTION: Administrators may plan and organize Morale, Welfare, and Recreation (MWR) support for a unit, specifically during deployment.

MOS PERFORMING: 0102

GRADES: MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an operational deployment and a requirement to plan MWR activities.

STANDARD: To ensure MWR support is established for a unit in a deployed or garrison environment to meet the commander's intent.

PERFORMANCE STEPS:
 1. Receive notification for MWR support.
 2. Request needed services from Marine Corps Community Services (MCCS), or the Executive Agent (EA) for MWR in the theater.
 3. Coordinate the location, date and time to use MWR.
 4. Coordinate logistics, supply, and contracting personnel to fulfill MWR requirement.
 5. Execute plan.

REFERENCES:
 1. JP 1-0 Joint Personnel Support
 2. MCO 12790.2_ Civilian Non-Appropriated Fund Instrumentality (NAFI) and Civilian Morale, Welfare Recreation (MWR) Activities
 3. MCO 1754.6_ Marine Corps Family Team Building
 4. MCO P1700.27_ Marine Corps Community Services Policy Manual
 5. MSTP Pamphlet 1-0.1 MAGTF G-1

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS: Morale, Welfare, and Recreation is defined in JP 1-0. MCCS provides a wider scope of services that includes family advocacy and counseling services.

0102-MPMN-2201: Analyze personnel readiness data

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The reporting of unit personnel status and readiness within the Defense Readiness Reporting System (DRRS) is a Department of Defense requirement, overseen at the unit level by the S-3/G-3, but with requirements for submission of personnel statistics. Additionally, the duty status of personnel is recorded to achieve visibility of unit readiness and to provide oversight in tracking their progress towards achieving full duty. Duty status is affected by processes that include light/limited duty, Physical Evaluations Board (PEB), Administrative Separation, legal action (including confinement, appellate leave, or legal findings). It can be monitored or supervised by headquarters, such as officer separations with HQMC/MMSR-4, or other organizations such as the Wounded Warrior Regiment/Battalion. Completion of separations proceedings enables a drop from unit roles, and subsequent replacement, as applicable. Most duty status entries require source documents to be submitted to the IPAC and applicable personnel action.

MOS PERFORMING: 0102

GRADES: MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given web-based or database systems reports.

STANDARD: To ensure the report identifies all personnel deficiencies and non-deployable individuals within the unit and is submitted to higher headquarters within the timeframe established by MCO 3000.13_.

PERFORMANCE STEPS:
1. Receive required reports.
2. Verify reports.
3. Verify deficiencies.
4. Analyze data.
5. Validate comments for report.
6. Submit report to higher headquarters.

REFERENCES:
1. DoD Directive 7730.65 Defense Readiness Reporting System (DRRS)
2. MCO 3000.13_ Marine Corps Readiness Reporting

0102-MPMN-2202: Manage the manning and staffing process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Manpower Officers assigned to G-1s utilize manning and staffing in order to coordinate slating to meet operational requirements. Headquarters Marine Corps (HQMC) staffs units throughout the Marine Corps by Monitored Command Code. Manpower Officers must be able to analyze the Command Staffing Report (CSR), Enlisted Staffing Goal Models (ESGM), and Table of Organization and Equipment (TO&E) to identify MOS/grade shortages or other manning issues within the command.

MOS PERFORMING: 0102

GRADES: MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, and access to a Table of Organization and Equipment (TO&E), staffing goal (SG)/Authorized Strength Report (ASR), Command Staffing Report (CSR), Marine Corps Officer/Enlisted slates, inbound/outbound rosters, and web based order system.

STANDARD: To ensure the command is appropriately staffed in accordance with the Marine Corps staffing precedence order to meet its assigned mission.

PERFORMANCE STEPS:
1. Obtain staffing reports.
2. Identify personnel manning requirements/shortfalls.
3. Coordinate with affected subordinate commands, higher headquarters, MOS specialists, and/or senior enlisted or officers, as applicable.
4. Assign personnel.
5. Produce a new command officer/enlisted slate.
6. Provide status reports.

REFERENCES:
1. MCO 1300.8_ Marine Corps Personnel Assignment Policy
2. MCO 5311.1_ Total Force Structure Process (TFSP)
3. MCO 5320.12_ Precedence Levels for Manning and Staffing
4. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
5. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
6. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0102-MPMN-2203: Coordinate general schedule (GS) human resource management (HRM) processes

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 18 months

READINESS-CODED: NO

DESCRIPTION: The Assistant Chief of Staff G-1/Director J-1, Director Administrative Services, and Director (Installation) Personnel Administration Center (IPAC) serve as a conduit between Commanders, Hiring Managers, Civilian Liaisons, Headquarters U.S. Marine Corps, and the Director, Office of Civilian Human Resources. These key leaders assume oversight and/or advisory roles on federal HRM processes, affecting federal HRM decisions. Such processes include compensation, classification, pay and benefits, fairness in pay, hiring processes, workforce productivity, performance management, employee development, Equal Employment Opportunity (EEO), employee relations, labor relations programs, EEO complaint processes, agency administrative grievance systems, and union/management relations.

MOS PERFORMING: 0102

BILLETS: Assistant Chief of Staff G-1, Director Administrative Services, Director J-1, PAC Director

GRADES: MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a general schedule (GS) human resources (HR) issue.

STANDARD: To ensure management decisions are in compliance with OPM, DODI and service directives.

PERFORMANCE STEPS:
 1. Receive HR issue.
 2. Review applicable statutory and regulatory regulations.
 3. Advise Commander on the appropriate HRM process(es) to address HR issue.
 4. Forward for review.

REFERENCES:
 1. 5 CFR 335 Promotion and Internal Placement
 2. 5 U.S.C. 2301(b) Merit Systems Principles
 3. 5 U.S.C. 2302(c) Prohibited Personnel Practices
 4. DoD Instruction 1400.25 Civilian Personnel Management
 5. MCO 12510.2_ Civilian Workforce Management: Managing to Payroll
 6. MCO 5311.1_ Total Force Structure Process (TFSP)
 7. SECNAVINST 12300.9_ Merit Staffing, Placement and Employment
 8. SECNAVINST 12510.9 Delegation of Position Classification Authority and Position Management Responsibilities

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0102-MPMN-2204: Coordinate general schedule (GS) recruitment and hiring procedures

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 18 months

READINESS-CODED: NO

DESCRIPTION: The Assistant Chief of Staff G-1/Director J-1, Director Administrative Services, and Director (Installation) Personnel Administration Center (IPAC) serve as a conduit between Commanders, Hiring Managers, Civilian Liaisons, Headquarters U.S. Marine Corps, and the Director, Office of Civilian Human Resources. These key leaders assume oversight and/or advisory roles on assisting agency managers, devising alternative recruitment solutions, accessing available resource and reference material (including legal), assessing minimum qualifications (general schedule standards), evaluating Knowledge, Skills, Abilities (KSA), and competencies, applying concepts of time-in-grade/time-after-competitive appointment restrictions, applying merit promotions, applying downsizing concepts, and advising on the civil service employment system.

MOS PERFORMING: 0102

BILLETS: Deputy Assistant Chief of Staff G-1, Director Administrative Services, Director J-1, PAC Director

GRADES: MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a general schedule (GS) recruitment and hiring requirement.

STANDARD: To ensure management actions are in compliance with OPM, DODI and service directives.

PERFORMANCE STEPS:
1. Receive recruitment and hiring requirement.
2. Review applicable statutory and regulatory regulations.
3. Advise management on appropriate appointment authorities, recruitment methods and hiring procedures, qualifications, merit promotion, and in-service placement actions.
4. Forward Requests for Personnel Actions (RPA) to the appropriate OCHR office.

REFERENCES:
1. 5 CFR 335 Promotion and Internal Placement
2. 5 U.S.C. 2301(b) Merit Systems Principles
3. 5 U.S.C. 2302(c) Prohibited Personnel Practices
4. DoD Instruction 1400.25 Civilian Personnel Management
5. MCO 12510.2_ Civilian Workforce Management: Managing to Payroll
6. MCO 5311.1_ Total Force Structure Process (TFSP)
7. SECNAVINST 12300.9_ Merit Staffing, Placement and Employment
8. SECNAVINST 12510.9 Delegation of Position Classification Authority and Position Management Responsibilities

0102-MPMN-2205: Coordinate GS and Federal Wage System (FWS) civilian position management

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 18 months

READINESS-CODED: NO

DESCRIPTION: The Assistant Chief of Staff G-1/Director J-1, Director Administrative Services, and Director (Installation) Personnel Administration Center (IPAC) serve as a conduit between Commanders, Hiring Managers, Civilian Liaisons, Headquarters U.S. Marine Corps, and the Director, Office of Civilian Human Resources. These key leaders assume oversight and/or advisory roles on the primary systems used to evaluate positions in the federal system, the general schedule system (legal basis and structure), the use of the Factor Evaluation System (FES), procedures to classify federal positions in the Federal Wage System (including supervisory), procedures to classify general schedule leader/supervisory/managerial positions, and applying rules applicable to classifying mixed grade/series and interdisciplinary positions.

MOS PERFORMING: 0102

BILLETS: Assistant Chief of Staff G-1, Director Administrative Services, Director J-1, PAC Director

GRADES: MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a civilian GS or FWS billet for evaluated positions in the federal system.

STANDARD: To ensure management actions are in compliance with OPM, DODI and service directives.

PERFORMANCE STEPS:
 1. Receive GS or FWS civilian billet for evaluation.
 2. Review applicable statutory and regulatory regulations.
 3. Evaluate position based on GS and FWS classification principles.
 4. Forward Requests for Personnel Actions (RPA) to the appropriate OCHR office.

REFERENCES:
 1. 5 CFR 335 Promotion and Internal Placement
 2. 5 U.S.C. 2301(b) Merit Systems Principles
 3. 5 U.S.C. 2302(c) Prohibited Personnel Practices
 4. DoD Instruction 1400.25 Civilian Personnel Management
 5. MCO 12510.2_ Civilian Workforce Management: Managing to Payroll
 6. MCO 5311.1_ Total Force Structure Process (TFSP)
 7. SECNAVINST 12300.9_ Merit Staffing, Placement and Employment
 8. SECNAVINST 12510.9 Delegation of Position Classification Authority and Position Management Responsibilities

0102-MPMN-2206: Coordinate GS labor-management relations and grievances

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 18 months

READINESS-CODED: NO

DESCRIPTION: The Assistant Chief of Staff G-1/Director J-1, Director Administrative Services, and Director (Installation) Personnel Administration Center (IPAC) serve as a conduit between Commanders, Hiring Managers, Civilian Liaisons, Headquarters U.S. Marine Corps, and the Director, Office of Civilian Human Resources. These key leaders assume oversight and/or advisory roles on general schedule (GS) labor-management relations, process of collective bargaining, contract administration, grievance procedures, and unfair labor practices.

MOS PERFORMING: 0102

BILLETS: Assistant Chief of Staff G-1, Director Administrative Services, Director J-1, PAC Director

GRADES: MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a labor-management relations issue or grievance.

STANDARD: To ensure management actions are in compliance with OPM, DODI and service directives.

PERFORMANCE STEPS:
1. Receive GS labor-management relations issue or grievance.
2. Review applicable statutory and regulatory regulations.
3. Advise management on the rights and responsibilities of employees, management, and unions in the federal labor relations processes.
4. Forward Requests for Personnel Actions (RPA) to the appropriate OCHR office.

REFERENCES:
1. 5 CFR 335 Promotion and Internal Placement
2. 5 U.S.C. 2301(b) Merit Systems Principles
3. 5 U.S.C. 2302(c) Prohibited Personnel Practices
4. DoD Instruction 1400.25 Civilian Personnel Management
5. MCO 12510.2_ Civilian Workforce Management: Managing to Payroll
6. MCO 5311.1_ Total Force Structure Process (TFSP)
7. SECNAVINST 12300.9_ Merit Staffing, Placement and Employment
8. SECNAVINST 12510.9 Delegation of Position Classification Authority and Position Management Responsibilities

0102-MPMN-2207: Coordinate GS Equal Employment Opportunity (EEO) programs

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 18 months

READINESS-CODED: NO

DESCRIPTION: The Assistant Chief of Staff G-1/Director J-1, Director Administrative Services, and Director (Installation) Personnel Administration Center (IPAC) serve as a conduit between Commanders, Hiring Managers, Civilian Liaisons, Headquarters U.S. Marine Corps, and the Director, Office of Civilian Human Resources. These key leaders assume oversight and/or advisory roles for establishing and maintaining general schedule (GS) EEO and affirmative employment programs, explaining the manager's role and responsibilities in the EEO program, explaining the rights and responsibilities of employees, supervisors and managers under EEO regulations, and explaining how EEO interfaces with human resource management.

MOS PERFORMING: 0102

BILLETS: Assistant Chief of Staff G-1, Director Administrative Services, Director J-1, PAC Director

GRADES: MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an EEO complaint.

STANDARD: To ensure management actions are in compliance with OPM, DODI and service directives.

PERFORMANCE STEPS:
1. Receive EEO complaint.
2. Review applicable statutory and regulatory regulations.
3. Advise management on the appropriate EEO program actions.
4. Forward Requests for Personnel Actions (RPA) to the appropriate OCHR office.

REFERENCES:
1. 5 CFR 335 Promotion and Internal Placement
2. 5 U.S.C. 2301(b) Merit Systems Principles
3. 5 U.S.C. 2302(c) Prohibited Personnel Practices
4. DoD Instruction 1400.25 Civilian Personnel Management
5. MCO 12510.2_ Civilian Workforce Management: Managing to Payroll
6. MCO 5311.1_ Total Force Structure Process (TFSP)
7. SECNAVINST 12300.9_ Merit Staffing, Placement and Employment
8. SECNAVINST 12510.9 Delegation of Position Classification Authority and Position Management Responsibilities

0102-MPMN-2208: Conduct GS human resource (HR) data analysis

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 18 months

READINESS-CODED: NO

DESCRIPTION: The Assistant Chief of Staff G-1/Director J-1, Director Administrative Services, and Director (Installation) Personnel Administration Center (IPAC) serve as a conduit between Commanders, Hiring Managers, Civilian Liaisons, Headquarters U.S. Marine Corps, and the Director, Office of Civilian Human Resources. These key leaders assume oversight and/or advisory roles on coordinating general schedule (GS) HR data collection sources, assessing and analyzing manpower data, leveraging data to improve HR practices, and presenting data-driven recommendations to support decision-making and organizational mission requirements.

MOS PERFORMING: 0102

BILLETS: Assistant Chief of Staff G-1, Director Administrative Services, Director J-1, PAC Director

GRADES: MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a GS human resource (HR) manpower data requirement.

STANDARD: To ensure management actions are in compliance with OPM, DODI and service directives.

PERFORMANCE STEPS:
1. Receive data information request.
2. Review systems available to support data analysis and decision-making.
3. Advise management on appropriate GS HR data sources, collections, and analysis, to support decision-making.

REFERENCES:
1. 5 CFR 335 Promotion and Internal Placement
2. 5 U.S.C. 2301(b) Merit Systems Principles
3. 5 U.S.C. 2302(c) Prohibited Personnel Practices
4. DoD Instruction 1400.25 Civilian Personnel Management
5. MCO 12510.2_ Civilian Workforce Management: Managing to Payroll
6. MCO 5311.1_ Total Force Structure Process (TFSP)
7. SECNAVINST 12300.9_ Merit Staffing, Placement and Employment
8. SECNAVINST 12510.9 Delegation of Position Classification Authority and Position Management Responsibilities

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0102-OPER-2201: Advise on force flow execution

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 24 months

READINESS-CODED: NO

DESCRIPTION: S-1/G-1 personnel have a role in the G-5 function of force flow. Manpower Officers may monitor the arrival and departure of forces, thereby reporting personnel accountability. While G-5 plans for force flow with the Time Phased Force Flow Database (TPFDD), the G-1 may report the actual progress of the G-5 plan, and convey whether the plan is ahead of or behind schedule. Such G-1 reports can supplement the Unit Situation Reports (SITREPS) overseen by G-3. Accountability in a high tempo MAGTF deployment can be difficult, due to connectivity issues and mass movement of personnel through various locations, as well as delays from the plan caused by equipment failure, combat, or scheduling. Proper planning and procedures can mitigate some of the issues, through well understood reporting requirements, simplicity, and redundancy.

MOS PERFORMING: 0102

BILLETS: Assistant Chief of Staff G-1, Deputy G-1, G-1 Operations Officer, S-1 Officer

GRADES: MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a manning document, force list, Time Phased Force Deployment Data (TPFDD), and unit reports.

STANDARD: To produce an accurate report that reflects the personnel moving in and out of the area of responsibility (AOR).

PERFORMANCE STEPS:
1. Issue instructions of required reports to subordinate units.
2. Obtain TPFDD data with Unit Line Number (ULN).
3. Compare unit reports with force flow plan.
4. Verify potential errors of reporting with the reporting unit.
5. Report the status of force flow.

REFERENCES:
1. CJCSM 3122.03_ Joint Operation Planning and Execution System (JOPES) Volume II: Planning Formats and Guidance
2. MCO 5210.11_ Marine Corps Records Management Program

0102-OPER-2202: Coordinate Manpower and Operational Administration Input to the Marine Corps Planning Process (MCPP)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Manpower and personnel services support planning are integral parts of operational planning. Personnel planning considerations are found in each step of the Marine Corps Planning Process. An Operational Planning Team (OPT) is used to identify and analyze requirements to support the unit's mission, including the Personnel Estimate. Manpower Officers will develop the Personnel Annex to an Operations Plan or Operational Order.

MOS PERFORMING: 0102

BILLETS: Assistant Chief of Staff G-1, Deputy G-1, G-1 Operations Officer, G-1 Plans Officer, Manpower Officer

GRADES: MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and assignment to an Operational Planning Team (OPT).

STANDARD: To provide personnel planning support to meet operational requirements as determined by the commander and IAW MCWP 5-1.

PERFORMANCE STEPS:
1. Review requirements.
2. Develop personnel planning input/considerations that may include the following as applicable: personnel administration, personnel augmentation, personnel accountability and strength reporting, rotation policies, civilian/contractor policies, Morale, Welfare, and Recreation, Postal Affairs, Casualty Management, and Awards and Decorations.
3. Prepare administrative estimate of supportability.
4. Prepare Annex E.

REFERENCES:
1.   US Navy Regulations
2.   CJCSM 3122.03 Joint Operational Planning and Execution System
3.   CJCSM 3150.01_ Joint Reporting Structure General Instructions
4.   CJCSM 3150.13_ Joint Reporting Structure - Personnel Manual
5.   DOD 4525.8-M DOD Official Mail Manual
6.   DoD Directive 4500.54 Official Temporary Duty Travel Abroad
7.   DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
8.   JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
9.   JP 1-0 Joint Personnel Support
10. JP 5-03.1 Joint Operation Planning and Execution System Volume I (Planning Policies and Procedures)
11. JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees
12. MCM Manual for Courts-Martial (current edition)
13. MCO 1300.8_ Marine Corps Personnel Assignment Policy
14. MCO 5210.11_ Marine Corps Records Management Program
15. MCO P5110.4_ The Marine Corps Official Mail Program
16. MCO P5110.6_ SOP for Marine Corps Unit Mailrooms
17. MCO P5800.16_ Marine Corps Manual for Legal Administration (LSAM)
18. MCWP 5-10 Marine Corps Planning Process
19. NWP 5-01 Navy Planning Process

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS:
When assigned to the indicated billets, administrators identify the Personnel input to the Operational Planning Team (OPT), conduct initial staff estimate, to include casualty estimation, casualty replacements, postal support, and other personnel and administrative requirements, and course of action analysis.
For further reference:
1. Refer Appendix 1 (Enemy Prisoners of War, Civilian Internees, and Other Detained Persons) to the Antiterrorism/Force Protection Officer (G-3/S-3) and Staff Judge Advocate (SJA) for preparation.
2. Coordinate Appendix 2 (Processing of Formerly Captured, Missing, or Detained US Personnel) with the G-2/S-2, G-3/S-3, Health Services, Chaplain, and SJA, in consideration of Combatant Commander (COCOM) and Joint Personnel Recovery Agency (JPRA) guidance.
3. Refer Appendix 3 (Finance and Disbursing) to the Comptroller and the Marine Logistics Group (MLG) Disbursing Officer for preparation.
4. Refer Appendix 4 (Legal) to the SJA for preparation.
5. Prepare Appendix 5 (Military Postal Service) and related tabs in coordination with the Postal Officer.
6. Refer Appendix 6 (Chaplain Activities) and related tabs to the Chaplain for preparation.
7. Prepare or coordinate other Appendices and Tabs as may be required, such as the Headquarters Manning Document with sourcing responsibilities, Processing of Evacuees during Noncombatant Evacuation Operations (NEOs), Combat Replacement Procedures, and Morale/Welfare/Recreation.

0102-OPER-2203: Manage Individual Augmentation (IA) sourcing

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 36 months

READINESS-CODED: NO

DESCRIPTION: The S-1/G-1 has staff cognizance for sourcing IAs which includes the identification, administration, and tracking of IAs in support of operational requirements. The term Individual Augment includes Joint Individual Augments (JIAs) tasked to the Marine Corps in support of Combatant Commander requirements and Force Augments which are internally generated requirements tasked in support of specific Marine Corps mission sets.

MOS PERFORMING: 0102

GRADES: MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a task to source a JIA or Force Augment in support of validated operational requirement.

STANDARD: In order to meet required operational demand or provide justified shortfall reclama.

PERFORMANCE STEPS:
1. Receive task of validated IA requirement.
2. Coordinate reporting instructions.
3. Coordinate sourcing analysis.
4. Coordinate tasking of commands.
5. Receive nomination or reclama.
6. Coordinate appointment of IA/approval of reclama.
7. Re-task shortfall to other subordinate command, as required.
8. Submit unit shortfall justification to headquarters, as required.

REFERENCES:
1. CJCS 1301.01_ Individual Augmentation Procedures
2. JP 1-0 Joint Personnel Support
3. MCO 1001.45_ Augmentation, Retention, and Return of Active Duty of Reserve Officers and the Redesignation of Restricted Officers to Unrestricted Status
4. MCO 1300.8_ Marine Corps Personnel Assignment Policy
5. MCO 3000.19_ Marine Corps Total Force Mobilization, Activation, Integration, and Deactivation Plan (MAID-P)
6. MCO 3120.12 Marine Corps Global Force Management (GFM) and Force Synchronization
7. MCO 3502.6_ Marine Corps Force Generation Process
8. MCO 5210.11_ Marine Corps Records Management Program
9. MCO P3000.15_ Manpower Unit Deployment Program Standing Operating Procedures (MANPOWER UDP SOP)
10. MCWP 5-10 Marine Corps Planning Process

MISCELLANEOUS:

  ADMINISTRATIVE INSTRUCTIONS: The Marine Corps Mobilization Processing System (MCMPS) is a system used in individual augmentation. Augmentation sourcing may require requests for stabilization. Coordinate reporting instructions from gaining command, that include unit orders writing requirements, and, if applicable, aggregate lift procedures for certain military flights.

0102-OPER-2204: Manage combat replacement program

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The combat replacement process encompasses a broad spectrum of procedures that vary according to the operational situation. Driving forces for the processes include: time available to prepare for pre-staged replacements, space available to stage replacements in the Area of Operations (AOR), and national command authority directives (such as potential force caps and declaration of mobilization). There are also different roles that vary the requirements such as the MF (MARFOR)/Service Component and their role to provide forces, the Combatant Commander (COCOM) and their role to oversee the Time Phased Force Deployment Database (TPFDD) to sequence replacements, the S-1/G-1 of the MAGTF to identify replacement requirements, and the sourcing command to provide replacements and arrange transportation into theater. Manpower Officers at each level plan and execute support.

MOS PERFORMING: 0102

GRADES: MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a need for combat replacement in an operational environment.

STANDARD: To ensure unit strength is able to meet mission requirements.

PERFORMANCE STEPS:
1. Receive published unit's strength reports.
2. Prepare casualty estimates.
3. Determine combat replacement requirements.
4. Request appropriate sourcing/replacements.
5. Coordinate changes to TPFDD.
6. Receive combat replacements.
7. Continue to assess manpower requirements, as required.

REFERENCES:
1. MCO 1000.6_ Assignment, Classification and Travel System Manual (ACTSMAN)
2. MCO 1300.8_ Marine Corps Personnel Assignment Policy
3. MCO 3000.19_ Marine Corps Total Force Mobilization, Activation, Integration, and Deactivation Plan (MAID-P)
4. MCO 5210.11_ Marine Corps Records Management Program
5. MCWP 5-10 Marine Corps Planning Process

0102-OPER-2205: Provide casualty estimation

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Casualty Estimation, as part of the G-1 staff estimate during the Marine Corps Planning Process (MCPP), allows commanders and staff to visualize the effects of combat and non-combat losses on personnel strength, enables other staff members (operations, medical) to anticipate requirements, and notifies headquarters of potential combat replacements. Casualty estimation is overseen by MMIB, who plans mobilization requirements. Casualty estimation consists of rates, that are derived by formulas (variable by intensity and duration of combat as provided by Operations), and is usually conducted at the MAGTF or MARFOR levels. Health Services also provides casualty estimation, due to impacts on medical requirements and plans, and close coordination needs to occur to eliminate redundancy and ensure accuracy. Casualty estimation is subject to variance, due to the effectiveness of the maneuver warfare plan, use of weapons of mass destruction (WMD), and difficulty in predicting enemy actions.

MOS PERFORMING: 0102

BILLETS: Assistant Chief of Staff G-1, Deputy G-1, G-1 Operations Officer, S-1 Officer

GRADES: MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement to conduct casualty estimation, an operational estimate of combat factors (intensity, duration, and potential WMD use), a task organization with personnel strength, and access to automated and manual systems.

STANDARD: To ensure the calculation contains no mathematical errors and is integrated with the medical casualty estimate.

PERFORMANCE STEPS:
 1. Receive requirement.
 2. Coordinate with health services for procedures/methodology.
 3. Coordinate operational parameters with G-3/G-5.
 4. Input data into formulas.
 5. Calculate casualty estimation.
 6. Prepare casualty estimation brief/report.

REFERENCES:
 1. FM 1-0 Human Resources Support
 2. MCO 3000.19_ Marine Corps Total Force Mobilization, Activation, Integration, and Deactivation Plan (MAID-P)
 3. Medical Plans (C)

0102-OPER-2206: Execute personnel functions of Marine Corps componency

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Manpower Officers will be able to demonstrate an understanding of the organization, functionality, and responsibilities of the Marine Corps and J-1, as listed in MCWP 3-40.8 as it relates to componency requirements in support of the Combatant Commander (COCOM) or Joint Task Force (JTF), and in accordance with JP 1-0.

MOS PERFORMING: 0102

GRADES: MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given assignment as a senior Manpower Officer at a joint command/staff.

STANDARD: To fulfill all administrative responsibilities of Marine Corps componency IAW MCWP 3-40.8.

PERFORMANCE STEPS:
1. Review directives to determine J-1 directorate responsibilities/functions.
2. Coordinate responsibilities of a Marine Force/Service Component G-1.
3. Coordinate the sourcing of requirements as may be assigned.
4. Conduct analysis in support of decisions.
5. Provide situational awareness in support of the combatant commander and operating forces.
6. Conduct administrative planning in support of operations.

REFERENCES:
1. JP 1-0 Joint Personnel Support
2. MCWP 1-12 Marine Corps Administration (Draft)

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: The MARFOR G-1 is an inherent part of the Title 10 USC responsibility of the services to man, train, and equip forces for combatant commanders. An understanding of command relationships, such as Operational Control (OPCON), Tactical Control (TACON), and Administrative Control (ADCON) is essential to fulfill responsibilities. A Marine headquarters can also be a functional component to a Combined (international) command.

CHAPTER 5

MOS 0111 INDIVIDUAL EVENTS

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MOS 0111 INDIVIDUAL EVENTS

5000. PURPOSE. This chapter details the individual events that pertain to Administrative Specialist. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

5001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

   a. Field one. This field represents the community. This chapter contains the following community code:

Code	Description
0111	Administrative Specialist

   b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

Code	Description
GENA	General Administration
MPMN	Total Force Manpower Administration
OPER	Operational Administration
PERA	Total Force Personnel Administration

   c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

Code	Description
1000	Core Skills (initial MOS training conducted at formal schools)
2000	Intermediate Core Plus Skills (follow-on formal schooling, MOJT, or Distance Learning)
2100	Advanced core Plus Skills (follow-on formal schooling, MOJT, or Distance Learning)

   d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources needed to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all 0111 tasks. If the individual training event cannot be performed in both environments (garrison and in the field) or references are not to be utilized, the condition statement will indicate which environment and references are not to be utilized.

   e. Additionally close attention should also be given to a specific event's description and/or Administrative Note paragraph, as these paragraphs

contain vital event related information for the administrator performing that event.

 f. The mobilization or activation, or demobilization or deactivation, of a Reserve member to active duty changes their status in the Marine Corps and administrators must recognize the unique pay and allowances associated with the reservist's change in status. Pay and allowances are contingency-based and thus will vary based on the contingency and orders issued.

5002. INDEX OF 1000-LEVEL EVENTS

Event Code	E-Coded	Event	Page
0111-GENA-1001	NO	Prepare naval correspondence	5-3
0111-GENA-1002	NO	Maintain Marine Corps records	5-4
0111-GENA-1003	NO	Prepare Unit Punishment Book (UPB) (NAVMC 10132)	5-5
0111-GENA-1004	NO	Employ Marine Online (MOL) modules	5-5
0111-PERA-1001	NO	Audit personnel records	5-6
0111-PERA-1002	NO	Determine Total Force pay and allowances	5-7
0111-PERA-1003	NO	Verify travel entitlements	5-8
0111-PERA-1004	NO	Prepare Unit Diary entries	5-9
0111-PERA-1005	NO	Employ the Marine Corps Total Force System	5-9

5003. 1000-LEVEL EVENTS

0111-GENA-1001: Prepare naval correspondence

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Letters, messages, endorsements, and Administrative Action (AA) Forms are the most common types of correspondence generated by a unit. Administrative personnel process correspondence from draft through completed document.

MOS PERFORMING: 0111

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a draft or verbal instructions, and source documents, references, and access to Microsoft Word.

STANDARD: To ensure there are no typographical, format, or grammatical errors.

PERFORMANCE STEPS:
1. Receive requirement.
2. Prepare draft.

3. Forward for review.

REFERENCES:
1. MCO 5216.19 Administrative Action (AA) Form NAVMC 10274
2. MCO 5216.20_ Marine Corps (MC) Supplement to the Department of the Navy (DON) Correspondence Manual
3. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
4. SECNAV M-5210.2_ Department of the Navy Standard Subject Identification Code (SSIC) Manual
5. SECNAV M-5216.5_ w/Ch1 Navy Correspondence Manual

0111-GENA-1002: Maintain Marine Corps records

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The vast majority of records created and received by the Marine Corps are electronic. Marine Corps records, electronic or paper, must be accounted for and maintained within a standardized process. Marine Corps personnel are required to ensure that all Marine Corps records and information follow proper life cycle management, meaning they are created, preserved, made accessible, remain retrievable, and follow their proper dispositions according to National Archives and Records Administration (NARA) approved dispositions (retentions).

MOS PERFORMING: 0111

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, an electronic information system (EIS), Personally Identifiable Information (PII), electronic or paper formats, and the references.

STANDARD: To assign records schedules, identify Standard Subject Identification Codes (SSIC), retention/disposal dates, and labels IAW SECNAVINST M-5210.1.

PERFORMANCE STEPS:
1. Determine records schedules.
2. Assign retention/disposal periods.
3. Prepare files outline.
4. Prepare labels.
5. Identify access rights.
6. Perform self-inspections utilizing IG Functional Area Checklist 5210.

REFERENCES:
1. MCO 5210.11_ Marine Corps Records Management Program
2. SECNAV M-5210.1, Part III Department of the Navy Records Management Program

3. SECNAV M-5210.2_ Department of the Navy Standard Subject Identification
    Code (SSIC) Manual
4. SECNAVINST 5211.5 Department of the Navy (DON) Privacy Program
5. SECNAVINST M-5210.1 Department of the Navy Records Management Manual

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0111-GENA-1003: Prepare Unit Punishment Book (UPB) (NAVMC 10132)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 0111

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based systems (Command Legal Action System
(CLA)) or database systems, the Electronic Service Record (ESR), and source
documents.

STANDARD: To ensure there are no format, typographical, or grammatical
errors.

PERFORMANCE STEPS:
1. Complete blocks 1 through 5 and 18 through 21 of the UPB prior to NJP
    proceedings.
2. Complete blocks 6-17 after NJP proceedings.
3. Attach required documents to the UPB.
4. Forward for review.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation,
    "Military Pay - Active Duty and Reserve Pay"
2. MCM Manual for Courts-Martial (current edition)
3. MCO P1070.12_ Marine Corps Individual Records Administration Manual
    (IRAM)
4. MCO P1400.32_ Marine Corps Promotion Manual, Volume 2, Enlisted
    Promotions (MARCORPROMAN, VOL 2, ENLPROM)
5. MCO P5800.16_ Marine Corps Manual for Legal Administration (LSAM)
6. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
    Instructions Users Manual

0111-GENA-1004: Employ Marine Online (MOL) modules

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Marine Online (MOL) is a web-based application that provides multiple administrative tools for commanders and administrative personnel. Given access to MOL modules (promotions, conduct and proficiency marks, UMSR, leave and liberty, EPAR, OMPF, View Reports, and awards).

MOS PERFORMING: 0111

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and appropriate permissions.

STANDARD: To navigate through the modules.

PERFORMANCE STEPS:
1. Access MOL.
2. Select the appropriate module.
3. Identify required input within the module.
4. Input information into module, as appropriate.
5. Extract information from module, as appropriate.

REFERENCES: MOL Users Manual

0111-PERA-1001: Audit personnel records

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The purpose of the creation and audit of the personnel record is to properly establish the ESR and audit the contents of the OMPF to verify the information contained in the member's ESR is correct and reflected in MCTFS.

MOS PERFORMING: 0111

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to web-based or database systems, the Electronic Service Record (ESR), and source documents.

STANDARD: To verify data is accurate and current.

PERFORMANCE STEPS:
1. Determine occasion for the audit.
2. Retrieve information from MCTFS.
3. Conduct audit with member, as required.
4. Determine required entries.
5. Take corrective action to update records, as required.
6. Forward for review.

REFERENCES:
 1.   DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation,
      "Military Pay - Active Duty and Reserve Pay"
 2.   HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay
      Systems Manual (APSM)
 3.   JTR The Joint Travel Regulations Uniformed Service Members and DOD
      Civilian Employees
 4.   MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual
      (MCRAMM)
 5.   MCO 10110.47_ Basic Allowance for Subsistence (BAS) and Meal Card
      Program
 6.   MCO 1070.1 Official Military Personnel File (OMPF)
 7.   MCO 1741.8_ Marine Corps Government Life Insurance Manual
 8.   MCO 1751.3_ Marine Corps Dependency Determination and Support Program
      for Basic Allowance for Housing and Travel and Transportation Allowance
 9.   MCO 7220.12_ Special Duty Assignment (SDA) Pay Program
10.   MCO P1070.12_ Marine Corps Individual Records Administration Manual
      (IRAM)
11.   MCTFSCODESMAN Marine Corps Total Force System Codes Manual
12.   MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
      Instructions Users Manual

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS: Source documents include but are not limited
   to forms and standard pages contained in the ESR. An ESR audit may also
   entail auditing MCTFS data elements. The ESR will have been created at
   the first PDS.

0111-PERA-1002: Determine Total Force pay and allowances

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Administrative personnel are responsible for pay and allowance
changes based on member's duty station, family, and personal status.

MOS PERFORMING: 0111

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to web-based and database systems,
the Electronic Service Record (ESR), and source documents.

STANDARD: To ensure the member's pay and allowances are correct.

PERFORMANCE STEPS:
 1.   Receive source documentation.
 2.   Review documentation.
 3.   Verify member entitlement errors.

4. Take corrective action to update pay and allowances, as required.
5. Maintain documentation as required.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
3. MCO 10110.47_ Basic Allowance for Subsistence (BAS) and Meal Card Program
4. MCO 1300.8_ Marine Corps Personnel Assignment Policy
5. MCO 1751.3_ Marine Corps Dependency Determination and Support Program for Basic Allowance for Housing and Travel and Transportation Allowance
6. MCO 7220.12_ Special Duty Assignment (SDA) Pay Program
7. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
8. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0111-PERA-1003: Verify travel entitlements

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Administrative personnel are responsible to ensure that travel entitlements are paid correctly for personnel in a travel status. This includes permanent change of station and temporary additional duty.

MOS PERFORMING: 0111

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to web-based and database systems, and source documents.

STANDARD: To ensure the travel claim is accurately prepared and submitted IAW the Joint Travel Regulations (JTR).

PERFORMANCE STEPS:
1. Identify references.
2. Locate entitlement eligibility/authorization.
3. Determine entitlements.
4. Ensure systems correctly reflect member's entitlements.
5. Submit for review and approval.

REFERENCES:
1. DTS Defense Travel Administrator's Manual
2. DTS Document Processing Manual
3. DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A: "Military Pay Policy - Active Duty and Reserve Pay"

4. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM)
5. JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees
6. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
7. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)

0111-PERA-1004: Prepare Unit Diary entries

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The Unit Diary is the primary means of reporting and updating a member's personal, pay, and training information contained in the Marine Corps Total Force System (MCTFS).

MOS PERFORMING: 0111

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to web-based and database systems, and source documents.

STANDARD: To ensure all records updates are reported IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Review source document(s).
2. Determine correct entry.
3. Draft unit diary.
4. Forward for review.
5. File annotated source documents, as required.

REFERENCES:
1. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0111-PERA-1005: Employ the Marine Corps Total Force System

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The Marine Corps Total Force System (MCTFS/3270) is the single, integrated, personnel and pay system supporting both Active Duty and Reserve components of the Marine. Marine Corps Total Force System (MCTFS/3270) is a web-based application that provides multiple administrative tools for commanders and administrative personnel. Given access to MCTFS, 0111s should be significantly familiar with the system to research and extract information from commonly used sections (i.e., Basic Individual Record, Basic Training Record, Record of Emergency Data, Awards, Proficiency and Conduct Marks, Remarks Summary, Retrieval, pay, and Operational History) with little or no assistance.

MOS PERFORMING: 0111

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and appropriate permissions.

STANDARD: To navigate through the integrated, personnel and pay system and extract information from specific sections.

PERFORMANCE STEPS:
1. Access MCTFS.
2. Select the appropriate section.
3. Determine functionality within the section.
4. Extract information from sections, as appropriate.

REFERENCES: HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)

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5005. 2000-LEVEL EVENTS

0111-GENA-2001: Review naval correspondence

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Letters, endorsements, and Administrative Action (AA) Forms, Point Papers, Decision Papers, and Information Papers are the most common types of correspondence generated.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given a requirement, access to web-based (Microsoft Word) and database systems, and source documents.

STANDARD: To ensure correspondence is prepared without typographical, format, or grammatical errors.

PERFORMANCE STEPS:
1. Edit typed correspondence for spelling, grammar, and format errors.
2. Forward for review and signature.
3. Distribute as required.

REFERENCES:
1. MCO 5216.19 Administrative Action (AA) Form NAVMC 10274
2. MCO 5216.20_ Marine Corps (MC) Supplement to the Department of the Navy (DON) Correspondence Manual
3. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
4. SECNAV M-5210.2 Department of the Navy Standard Subject Identification Code (SSIC) Manual
5. SECNAV M-5216.5_ w/Ch1 Navy Correspondence Manual

MISCELLANEOUS:

    ADMINISTRATIVE INSTRUCTIONS: Distance Learning available through MarineNet Course: Correspondence Procedures MCIZ0131LZ, Prepare Administrative Correspondence Admin ADMNPREC01, Process Admin Correspondence ADMNPROC01.

0111-GENA-2002: Prepare naval messages

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The Automated Message Handling System (AMHS) was developed to provide the Marine Corps the ability to reach out to its community and other organizations to relay mission essential information. The system has the ability to provide a cadre of tools to the user for creating, searching, and retrieving messages; to include, protecting the organization from unauthorized access. Through formal training, the user will be able to create and release a message properly to the correct audience. It will provide the user the ability to search the archives for older messages and to create archives for arriving messages.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and access to a web-based system.

STANDARD: To ensure messages are prepared without typographical, format, or grammatical errors.

PERFORMANCE STEPS:
1. Prepare naval message.
2. Forward naval message for review and release.
3. Maintain documentation, as required.

REFERENCES:
1. AMHS Automated Message Handling System (AMHS) Users Manual
2. MCO 5216.20_ Marine Corps (MC) Supplement to the Department of the Navy (DON) Correspondence Manual
3. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
4. NTP 3 Naval Telecommunications Procedures
5. SECNAV M-5210.2_ Department of the Navy Standard Subject Identification Code (SSIC) Manual
6. SECNAV M-5216.5_ w/Ch1 Navy Correspondence Manual

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS: Distance Learning available on-line at https://info.amhscentral.com/cbt/4.0.

0111-GENA-2003: Review Total Force command promotions

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Unit commanders have the authority to promote members of their commands from the ranks of private to sergeant and to prepare promotion warrants for staff noncommissioned officers as directed by HQMC. Administrative personnel will prepare the necessary paperwork based upon the unit commander's recommendations.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to web-based and database system, the Electronic Service Record (ESR), and promotion warrants.

STANDARD: To ensure the promotions process is performed IAW MCO P1400.32_.

PERFORMANCE STEPS:
1. Access web based systems.
2. Review eligibility rosters (promotion recommendations).
3. Monitor unit diary feedback reports, if applicable.

4. Research zeroed out composite scores.
5. Forward manual computation of composite scores, as necessary.
6. Request remedial promotion, as necessary.
7. Prepare promotion warrants.
8. Process "Will Not Promote" entries as required.
9. Forward for review and signature.
10. Distribute promotion warrants, as required.
11. Report appropriate unit diary entries, as required.

REFERENCES:
1. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
2. MCO P1400.32_ Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (MARCORPROMAN, VOL 2, ENLPROM)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
4. MOL Users Manual

MISCELLANEOUS:

  ADMINISTRATIVE INSTRUCTIONS: Reserve promotions to corporal and sergeant are conducted quarterly vice monthly. Prepare and submit page 11 entries for members not recommended for promotion to include those the Commanding Officer will not promote. When, required, ensure the Commanding Officer certifies "Not Recommended for Promotion" or "Will Not Promote" entries via the MOL Promotion Module for members not recommended as required. To include Meritorious Promotions.

0111-GENA-2004: Maintain Command awards programs

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Administrators determine eligibility for all service, unit, foreign, and personal awards, and create certificates as required.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to web-based (Improved Awards Processing System) or database systems, and the Electronic Service Record (ESR).

STANDARD: To determine eligibility requirements IAW SECNAVINST 1650.1_.

PERFORMANCE STEPS:
1. Determine time period of the award.
2. Determine eligibility.
3. Generate the award in an electronic awards system, as appropriate.

4. Manage permissions within the web-based awards processing system.
5. Forward for review.
6. Print award once approved.
7. Forward to OMPF after approval.

REFERENCES:
1. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
2. MCO 1650.19_ Administrative and Issue Procedures for Decorations, Medals, and Awards
3. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
4. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
5. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
6. SECNAVINST 1650.1_ Navy and Marine Corps Awards Manual

0111-GENA-2005: Process Proficiency and Conduct (Pro/Con) Marks

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Pro/Con markings are required on specific occasions. Once approved, marks are entered into the Marine Corps Total Force System (MCTFS) via Marine Online (MOL) or as required via the Unit Diary/Manpower Integrated Personnel System (UD/MIPS).

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access web-based or database systems, and source documents.

STANDARD: To ensure the correct occasion is created IAW MCO P1070.12_.

PERFORMANCE STEPS:
1. Access MOL.
2. Create occasion as required.
3. Add members to occasion.
4. Monitor occasion through completion.
5. Retrieve roster to ensure all eligible members received marks.
6. Determine corrective action for failed or erroneous transactions, as required.
7. Report appropriate entries, as required.

REFERENCES:
1. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
2. MCTFSCODESMAN Marine Corps Total Force System Codes Manual

3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
    Instructions Users Manual
4. MOL Users Manual

0111-GENA-2006: Maintain publications management program

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Per MCO 5000.14, it is the responsibility of the G/S-1/Administration Officer to manage the acquisition, distribution control, and accountability of the command's publications and to manage the Directive Control Point. All operational forces commanders shall establish and maintain a unit level Publications Management program per MCO 500.14_ and MCO 5215.1_. Establish and maintain an IAAC or IAC in MCPDS complete with unit contact information and a complete street address suitable for receipt of U.S. Mail and bulk deliveries; pay particular attention to providing updated mailing addresses in MCPDS as required.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and access to web-based and database systems.

STANDARD: To ensure the program is managed IAW MCO 5600.31.

PERFORMANCE STEPS:
1. Request access to Marine Corps Publication Distribution System (MCPDS).
2. Establish an Individual Activity Code (IAC).
3. Verify unit address is correct in MCPDS.
4. Order publications, as required.
5. Conduct reconciliation of unit's publication listing.

REFERENCES:
1. MCO 5600.31_ Marine Corps Printing, Publishing and Reprographics
    Equipment Regulations
2. MCO P5215.17_ The Marine Corps Technical Publications System
3. OPNAV M-5215.17 Navy Directives Issuance System

0111-GENA-2007: Maintain Directives Control Point (DCP)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Command issued directives are created to establish local command policies and procedures.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, drafts, and source documents.

STANDARD: To ensure command issued directives are prepared without typographical, grammatical or format errors.

PERFORMANCE STEPS:
1. Verify format is appropriate for directive type.
2. Submit prepared directive with documentation for review and signature.
3. Forward signed directive for publication.
4. Distribute and file completed directive.
5. Manage annual review process.
6. Maintain inventories as required.

REFERENCES:
1. GPO STYLE MANUAL Government Printing Office Style Manual
2. MCO 5215.1_ Marine Corps Directives Management Program
3. OPNAV M-5215.17 Navy Directives Issuance System
4. SECNAV M-5210.2_ Department of the Navy Standard Subject Identification Code (SSIC) Manual
5. SECNAV M-5216.5_ w/Ch1 Navy Correspondence Manual

0111-GENA-2008: Maintain Marine Corps records

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The vast majority of records created and received by the Marine Corps are electronic. Marine Corps records, electronic or paper must be accounted for and maintained within a standardized process. Marine Corps personnel are required to ensure that all Marine Corps records and information follow proper life cycle management, meaning they are created, preserved, made accessible, remain retrievable, and follow their proper dispositions according to National Archives and Records Administration (NARA) approved dispositions (retentions).

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, an electronic information system (EIS), Personally Identifiable Information (PII), electronic or paper formats, and the references.

STANDARD: To assign records schedules, identify Standard Subject Identification Codes (SSIC), retention/disposal dates, and labels IAW SECNAVINST M-5210.1.

PERFORMANCE STEPS:
1. Access the Records Management Knowledge System (RMUS).
2. Manage the unit's files outline.
3. Verify labels, if applicable.
4. Identify access rights.
5. Manage self-inspections utilizing IG Functional Area Checklist 5210.

REFERENCES:
1. MCO 5210.11_ Marine Corps Records Management Program
2. SECNAV M-5210.1, Part III Department of the Navy Records Management Program
3. SECNAV M-5210.1_ Department of the Navy Records Management Manual
4. SECNAV M-5210.2_ Department of the Navy Standard Subject Identification Code (SSIC) Manual
5. SECNAVINST 5211.5 Department of the Navy (DON) Privacy Program

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0111-GENA-2009: Process Non-judicial Punishment Book proceedings

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The NJP package is prepared for use during a unit commander's non-judicial punishment (NJP) proceedings.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems, electronic forms, the Electronic Service Record (ESR), and source documents.

STANDARD: To ensure there are no typographical or grammatical errors, punishment imposed does not exceed the maximum allowed, and that appropriate unit diary entries are reported within five working days of the reportable event.

PERFORMANCE STEPS:
1. Review required source documents for UPB.
2. Forward for command review.
3. Complete proceedings actions.
4. Review unit diary entries.
5. Distribute copies as appropriate.

6. Process appeal, as required.
7. Process vacated sentence, as required.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. MCM Manual for Courts-Martial (current edition)
3. MCO 5800.16 Legal Support and Administration Manual (LSAM)
4. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
5. MCO P1400.32_ Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (MARCORPROMAN, VOL 2, ENLPROM)
6. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0111-GENA-2010: Process Courts-Martial administrative requirements

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Administrative personnel will prepare the NAVMC 118(13) (Page 13) and report the appropriate unit diary transactions associated with Courts-Martial proceedings.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based or database systems, the Electronic Service Record (ESR), and source documents.

STANDARD: To ensure that the NAVMC 118(13) is completed without typographical or format errors and that appropriate unit diary transactions are reported within five working days of the reportable event.

PERFORMANCE STEPS:
1. Prepare request for legal services.
2. Review source documents.
3. Receive Record of Trial (ROT).
4. Complete proceedings actions.
5. Forward for unit diary action.
6. Distribute copies as appropriate.
7. Maintain source documents.
8. Track source documents, as appropriate.
9. Reconcile.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. MCM Manual for Courts-Martial (current edition)

3. MCO 1050.16_ Appellate Leave Awaiting Punitive Separation
4. MCO 1900.16_ Marine Corps Separation and Retirement Manual
   (MARCORSEPMAN)
5. MCO 5800.16 Legal Support and Administration Manual (LSAM)
6. MCO P1070.12_ Marine Corps Individual Records Administration Manual
   (IRAM)
7. MCO P1400.32_ Marine Corps Promotion Manual, Volume 2, Enlisted
   Promotions (MARCORPROMAN, VOL 2, ENLPROM)
8. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
   Instructions Users Manual

0111-GENA-2011: Prepare Competency Review Board (CRB)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Per MCO 1400.32_, the Commandant of the Marine Corps may reduce enlisted Marines for incompetence or unacceptable performance of duty through a Competency Review Board. A competency review board is a formal administrative body convened to consider the suitability and ability of a Marine to continue to serve in the grade currently held.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and source documents.

STANDARD: To ensure documents are prepared and completed without typographical or format errors.

PERFORMANCE STEPS:
1. Review source documents.
2. Draft appropriate documents.
3. Forward for review.
4. Forward for unit diary action, if applicable.
5. Manage appeal process.
6. Distribute as appropriate.

REFERENCES:
1. MCO 5800.16 Legal Support and Administration Manual (LSAM)
2. MCO P1400.32_ Marine Corps Promotion Manual, Volume 2, Enlisted
   Promotions (MARCORPROMAN, VOL 2, ENLPROM)
3. MCO P1900.16_ Marine Corps Separation and Retirement Manual
   (MARCORSEPMAN)
4. NAVMC 1200.1_ Military Occupational Specialties Manual
5. SECNAV M-5216.5_ w/Ch1 Navy Correspondence Manual

0111-GENA-2012: Determine travel entitlements

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Administrative personnel are responsible to ensure that travel entitlements are paid correctly for personnel in a travel status. This includes reserve travel, permanent change of station, and temporary additional duty.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to web-based and database systems, and source documents.

STANDARD: To ensure vouchers are accurately prepared and submitted IAW the Joint Travel Regulations (JTR).

PERFORMANCE STEPS:
 1. Prepare travel voucher.
 2. Forward travel claim for review and signature.
 3. Track through completion.
 4. Review travel settlement.

REFERENCES:
 1. DTS Defense Travel Administrator's Manual
 2. DTS Document Processing Manual
 3. DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A: "Military Pay Policy - Active Duty and Reserve Pay"
 4. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM)
 5. JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees
 6. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
 7. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)

MISCELLANEOUS:

  ADMINISTRATIVE INSTRUCTIONS: Reserve specific travel includes but is not limited to Active Duty Operational Support (ADOS), Annual Training (AT), Incremental Active Duty Training (IADT), and Reserve Counterpart Training (RCT). Additional education/support can be found at the TRAX website: https://secure.defensetravel.dod.mil/Passport/bin/Passport.html?CFID=19193 9400&CFTOKEN=15a9243db8939cca%2D797B38E0%2DE269%2DB506%2D58C227BD661A343D# .

0111-GENA-2013: Process special leave accrual

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Special Leave Accrual may be granted for leave lost in a fiscal year when a qualifying duty is met, per MCO 1050.3J, and the lost leave is a result of the Marine's inability to take leave to reduce their leave balance to 60 days before the end of the fiscal year. Such requests must be initiated by the individual and validated through the chain of command.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and access to web-based and database systems.

STANDARD: To ensure all requirements are met to have leave restored.

PERFORMANCE STEPS:
 1. Identify personnel with lost leave.
 2. Verify circumstances for eligibility.
 3. Forward for approval, if required.
 4. Verify leave is restored.
 5. Distribute source documents.

REFERENCES:
 1.   MOL Users Manual
 2. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
 3. MCO 1050.3_ Regulations for Leave, Liberty and Administrative Absence

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0111-GENA-2014: Process humanitarian request

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: A member may, in the case of hardship, request an attachment, transfer, or discharge for humanitarian reasons. Administrative personnel will assist the member in compiling the necessary documentation to justify a request. Once submitted, administrative personnel will continue to monitor and track the request while awaiting determination from higher headquarters.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based or database systems, source documents, and the Electronic Service Record (ESR).

STANDARD: To ensure the request is free of typographical, format or grammatical errors and contains all required supporting documents IAW MCO 1000.6_.

PERFORMANCE STEPS:
 1. Receive formal/verbal request from member.
 2. Notify member's command leadership.
 3. Contact HQMC.
 4. Prepare appropriate unit diary entries.
 5. Generate package.
 6. Process package.
 7. Track request.
 8. Conduct separation process, if necessary.
 9. Transfer, as required.

REFERENCES:
 1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
 2. JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees
 3. MCO 1000.6_ Assignment, Classification and Travel System Manual (ACTSMAN)
 4. MCO 10110.47_ Basic Allowance for Subsistence (BAS) and Meal Card Program
 5. MCO 1050.3_ Regulations for Leave, Liberty and Administrative Absence
 6. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
 7. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
 8. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
 9. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0111-GENA-2015: Process administrative separation packages

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Administrative personnel are required to process documents that affect a member's administrative separation from the Marine Corps. These documents include the notification letter, acknowledgment of rights, and other pertinent documents required to demonstrate the reasons for separation.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to web-based or database systems, the Electronic Service Record (ESR), and source documents.

STANDARD: To ensure documents are prepared without typographical, format or grammatical errors.

PERFORMANCE STEPS:
1. Review source documents.
2. Prepare notification letter/documents.
3. Prepare required ESR/unit diary entries.
4. Forward for review.
5. Prepare post notification documents.
6. Forward for review.
7. Forward separation documents to GCMCA.
8. Prepare required unit diary entries.
9. Distribute as required.

REFERENCES:
1. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
2. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
3. MCO 5800.16 Legal Support and Administration Manual (LSAM)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
5. SECNAVINST 1920.6_ Administrative Separation of Officers

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS: Specific additional attention must be given to the process of administrative separation of reserve members such as suspension of GI Bill and notification of suspension of SGLI.

0111-GENA-2016: Process Deserter/Absentee cases

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Once the determination has been made that a member has been lawfully declared a deserter, a DD Form 553, Deserter/Absentee Wanted by the Armed Forces, must be completed and issued.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to web-based and database systems, the Electronic Service Record (ESR), and source documents.

STANDARD: Verifying the documents are accurate and complete.

PERFORMANCE STEPS:
1. Verify completion of 48 hour phone call.
2. Verify completion of 72 hour inventory.
3. Verify completion of 10 day PNOK letter.
4. Verify requirement to issue DD Form 553.
5. Verify completion of DD Form 553.
6. Verify naval message is submitted on officer absences, if applicable.
7. Verify appropriate unit diary entries are reported.
8. Verify inventory documentation is filed, as required.
9. Distribute as required.

REFERENCES:
1. MCO 1620.3_ Marine Corps Absentee and Deserter Apprehension Program
2. MCO 5800.16 Legal Support and Administration Manual (LSAM)
3. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0111-GENA-2017: Process Return of Absentee/Deserter to Military Control

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Upon apprehension or voluntary return from unauthorized absence, administrative personnel will prepare a DD Form 616, Report of Return of Absentee, and straggler orders. CMC PS will be contacted to receive the requirement to produce straggler orders.

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to web-based and database systems, the Electronic Service Record (ESR), and source documents.

STANDARD: To verify forms are accurate and complete.

PERFORMANCE STEPS:
1. Verify requirement to issue DD Form 616.
2. Verify completion of DD Form 616.
3. Verify appropriate unit diary entries are reported.
4. Distribute DD Form 616, as required.
5. Receive requirement to produce straggler orders.
6. Review source documents and stragglers orders for accuracy.
7. Issue straggler orders.
8. Ensure issuance of Government Transportation Request (GTR), as required.
9. Verify completion of DD Form 139 (Pay Adjustment Authorization).
10. Distribute DD Form 139, as appropriate.

11. Validate processing of DD Form 139 checkage.
12. Maintain, as required.

REFERENCES:
 1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. MCO 1000.6_ Assignment, Classification and Travel System Manual (ACTSMAN)
 3. MCO 1050.3_ Regulations for Leave, Liberty and Administrative Absence
 4. MCO 1620.3_ Marine Corps Absentee and Deserter Apprehension Program
 5. MCO 1640.3_ Procedures for the Transfer of Marine Corps Prisoners
 6. MCO 5216.20_ Marine Corps (MC) Supplement to the Department of the Navy (DON) Correspondence Manual
 7. MCO 5800.16 Legal Support and Administration Manual (LSAM)
 8. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
 9. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
10. SECNAV M-5216.5_ w/Ch1 Navy Correspondence Manual

0111-GENA-2018: Process waivers/remissions of indebtedness

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Waivers/remissions of indebtedness request are submitted to the Defense Finance and Accounting Service (DFAS) for determination of whether the overpayment was a result of the member's neglect or administrative error.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based and database systems, and source documents.

STANDARD: To ensue forms and source documents are accurate and submitted for consideration.

PERFORMANCE STEPS:
 1. Receive source documents.
 2. Prepare required forms.
 3. Forward for review.
 4. Forward request for required endorsements.
 5. Forward to IPAC for further actions.
 6. Maintain, as required.

REFERENCES:
 1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"

2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay
   Systems Manual (APSM)

0111-GENA-2019: Develop an 0111 Training Plan

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Unit training management is the use of the systems approach to
training and the Marine Corps training principles in a manner that maximizes
training results and focuses the training priorities. Officers and staff
noncommissioned officers are responsible for the development and execution of
training plans. Unit training management governs the major peacetime training
activity of the Marine Corps and applies to all echelons of the Total Force.

MOS PERFORMING: 0111

INITIAL TRAINING SETTING: MOJT

CONDITION: Given commander's guidance, a unit assessment, and requirements
to train.

STANDARD: To accomplish training objectives through a long, mid, and short-
range training plan.

PERFORMANCE STEPS:
1. Identify training requirements.
2. Identify available training resources.
3. Create plan.
4. Prioritize training requirements based off limitations, as applicable.
5. Align training requirements to training resources, as applicable.
6. Coordinate resources, or necessities, IAW established timelines.
7. Detail training objectives to long, mid, short-range resources.
8. Record training data.

REFERENCES:
1. MCO 1553.10 Marine Corps Training Information Management System (MCTIMS)
   Standing Operating Procedures (SOP)
2. MCTP 8-10A Unit Training Management Guide
3. MCTP 8-10B How to Conduct Training
4. NAVMC 3500.19 Marine Corps Common Skills (Vol.2) T&R Manual

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS: Unit training management includes
   institutional requirements, unit requirements, and technical requirements.
   These requirements include 0111 MOJT and formal training and readiness
   events.

0111-OPER-2001: Process Personnel Casualty Report (PCR)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The DCIPS is utilized to report unit casualties to higher headquarters. It provides the commander and higher headquarters with an accurate report of casualties after confirmation of casualty type from competent medical authorities.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to web-based and database systems, information regarding a casualty, and the Electronic Service Record (ESR).

STANDARD: To ensure the report is prepared without typographical, format, or grammatical errors.

PERFORMANCE STEPS:
 1. Receive notification of casualty.
 2. Extract required information from ESR.
 3. Enter casualty data into the web-based system.
 4. Forward for review.
 5. Distribute as required.

REFERENCES:
 1. DCIPS FWD 8.0 User Guide
 2. MCO 3040.4_ Marine Corps Casualty Procedures Manual (MARCORCASPROCMAN)
 3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0111-OPER-2002: Prepare Joint Personnel Status (JPERSTAT) reports

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The Joint Personnel Status (JPERSTAT) is utilized to determine a unit's combat strength. It provides the commander and higher headquarters with an accurate view of unit personnel strength and capability. JPERSTAT reports are updated through web-based applications by administrative personnel who research, compile, and type these reports.

MOS PERFORMING: 0111

BILLETS: G-1 Operations, S-1 Chief

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based or database systems, and input from subordinate units.

STANDARD: To ensure the report is accurately prepared and completed within the timeframes established by higher headquarters.

PERFORMANCE STEPS:
1. Consolidate figures provided by subordinate units.
2. Review previous JPERSTAT reports and compare against consolidated figures.
3. Submit completed JPERSTAT report to supervisor for review.
4. Type JPERSTAT and incorporate changes identified during review.
5. Distribute as required.

REFERENCES:
1. CJCSM 3150.13_ Joint Reporting Structure - Personnel Manual
2. JP 1-0 Joint Personnel Support

0111-PERA-2001: Process Permanent Change of Assignment (PCA)/Station (PCS) Orders

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based and database systems, source documents, and the Electronic Service Record (ESR).

STANDARD: To verify there are no errors, the endorsement is completed in the required time from prior to the service member's detachment date.

PERFORMANCE STEPS:
1. Review Outbound interview.
2. Finalize orders for certification.
3. Deliver signed original orders to member.
4. Distribute as required.

REFERENCES:
1. GTCC Manual
2. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM)
3. JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees

4. MCO 1000.6_ Assignment, Classification and Travel System Manual
    (ACTSMAN)
5. MCO 1300.8_ Marine Corps Personnel Assignment Policy
6. MCO 1326.5_ Marine Corps Web Orders Systems (WEB ORDERS)
7. MCO P1070.12_ Marine Corps Individual Records Administration Manual
    (IRAM)
8. MCO P1326.6_ Selecting, Screening and Preparing Enlisted Marines for
    Special Duty Assignments and Independent Duties
9. SECNAV M-5210.2_ Department of the Navy Standard Subject Identification
    Code (SSIC) Manual
10. SECNAV M-5216.5_ w/Ch1 Navy Correspondence Manual

0111-PERA-2002: Review administrative audit processes

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The commander is responsible for maintaining an accurate MCTFS computer record on all Marines in the unit. The audit tools provided by the MCTFS include the BIR, BTR, LES, RED, ICR, DMR, Disbursing Reports, IMPROMPTU and MCTFS Accuracy Survey. Commanders will establish a control system to ensure each of the reports are audited as prescribed by Chapter 12 of the PRIUM. Commander's will establish a join, return from Temporary Additional Duty in excess of 30 days, pre-deployment, and triennial audit internal control process to identify and correct erroneous or missing information. Commanding Officers are encouraged to use exception rosters via UD/MIPS, IMPROMTU, Marine Online, and Operational Data Storage Enterprise, or any other automated reports to purify information in MCTFS. The regional Manpower Information System Support Office will assist commands with establishing the necessary reports. The Marine Corps Administrative Assistance Team checklist should be used for the establishment of audit controls.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based or database systems, the Electronic Service Record (ESR), and source documents.

STANDARD: To ensure data is accurate and current.

PERFORMANCE STEPS:
 1. Identify the type of audit required.
 2. Review completed audit.
 3. Review unit diary entries, as required.
 4. Return for corrective action, if necessary.
 5. Forward for certification.

REFERENCES:

1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
3. JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees
4. MCO 1000.6_ Assignment, Classification and Travel System Manual (ACTSMAN)
5. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
6. MCO 10110.47_ Basic Allowance for Subsistence (BAS) and Meal Card Program
7. MCO 1741.8_ Marine Corps Government Life Insurance Manual
8. MCO 7220.21_ Advance Pay Incident to a Permanent Change of Station (PCS)
9. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
10. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
11. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0111-PERA-2003: Generate database reports

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: 0111 administrative chiefs/SNCOICs (sergeants and staff sergeants) not only lead sections but often serve as subject matter experts for human resource systems (manpower/command program analysts) and assist commanders and unit personnel with identifying issues and presenting solutions. There are multiple systems that 0111s use to gather information when preparing reports (e.g., OSDE, Command Profile, Marine On-Line, WebMASS, Total Force Structure Manpower System, improved Awards Processing System, Citi-Direct Reports, Defense Travel System, Reserve Training Management System, Marine Corps Training Information Management System, and Total Force Data Warehouse). Access and understanding of system interface/capabilities enable users to efficiently retrieve, analyze and report unit/personnel readiness information, to include but not limited to, manpower, pay, training, and command program management.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and access to a web-based or database systems.

STANDARD: To provide the report in the format and prescribed criteria requested.

PERFORMANCE STEPS:
1. Receive request.
2. Access database system.
3. Query database to obtain required data elements.
4. Format report as required.
5. Produce report.

REFERENCES:
1. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
3. MOL Users Manual
4. SECNAVINST 5211.5 Department of the Navy (DON) Privacy Program

MISCELLANEOUS:

    ADMINISTRATIVE INSTRUCTIONS: Contact your local MISSO office in order to attend the Beginner, Intermediate, and Advance Report Net courses.

0111-PERA-2004: Review Total Force pay and allowances

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Administrative personnel are responsible to affect pay and allowance changes based on member's duty station, family members, and personnel status. This includes, but is not limited to, operational pay and allowances, continuation pay, overseas specific pay, reserve specific pay, and regular pay and allowances. There are many reserve specific entitlements such as Annual Training (AT), Inactive Duty Training (IDT), Active Duty Operational Support (ADOS) (over and under 30 days), special duty pay, BAH, and CONUS COLA.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to current web-based and database systems, the Electronic Service Record (ESR), and source documents.

STANDARD: To verify the member's pay and allowances are correct.

PERFORMANCE STEPS:
1. Receive documentation.
2. Identify entitlement.
3. Forward for unit diary action, if applicable.
4. Verify entitlements have processed.
5. Maintain documentation, as required.

REFERENCES:

1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
3. JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees
4. MCO 1001R.1___ Marine Corps Reserve Administrative Management Manual (MCRAMM)
5. MCO 10110.47_ Basic Allowance for Subsistence (BAS) and Meal Card Program
6. MCO 1300.8_ Marine Corps Personnel Assignment Policy
7. MCO 1326.2_ Administration of Temporary Flight Orders
8. MCO 1751.3_ Marine Corps Dependency Determination and Support Program for Basic Allowance for Housing and Travel and Transportation Allowance
9. MCO 3000.19_ Marine Corps Total Force Mobilization, Activation, Integration, and Deactivation Plan (MAID-P)
10. MCO 3571.2_ Explosive Ordnance Disposal (EOD) Program
11. MCO 7220.12_ Special Duty Assignment (SDA) Pay Program
12. MCO 7220.21_ Advance Pay Incident to a Permanent Change of Station (PCS)
13. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
14. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
15. OPNAVINST 7220.4_ Flight Deck Hazardous Duty Incentive Pay (FDHDIP)

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS: Situations occur in the course of a member's career that may modify their Place Last Entered Active Duty (PLEAD) and service dates such as Expiration of Active Service (EAS), End of Current Contract (ECC), Armed Forces Active Duty Base Date (AFADBD), Pay Entry Base Date (PEBD), Date of Entry Armed Forces (DOEAF), Time Lost, Reserve ECC, and Mandatory Drill Stop Date (MDSD) which may also affect their pay and entitlements. Corrective actions may require the submission of a NAVMC 11116.

0111-PERA-2005: Compute Armed Forces Active Duty Base Date (AFADBD)/Pay Entry Base Date (PEBD)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based or database systems, source documents, and the Electronic Service Record (ESR).

STANDARD: To ensure dates are accurate and adjustments have posted without error.

PERFORMANCE STEPS:
1. Receive notification of necessary change.
2. Extract information required to compute the appropriate dates.
3. Perform computations on necessary dates.
4. Forward for review.
5. Forward for unit diary action, as appropriate.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
3. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0111-PERA-2006: Review separations processes

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Administrative personnel must be able to prepare all documents related to separations, retirements, and discharges.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based or database systems, the Electronic Service Record (ESR), and source documents.

STANDARD: To ensure all documents are complete, without typographical, format or grammatical errors.

PERFORMANCE STEPS:
1. Review separations documents.
2. Forward documents to supervisor for review.
3. Distribute documents, as required.

REFERENCES:
1. JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees
2. MCO 1000.6_ Assignment, Classification and Travel System Manual (ACTSMAN)
3. MCO 1001.39_ Pre-Separation Counseling Concerning Marine Corps Reserve (MCR) Participation

4. MCO 1751.3_ Marine Corps Dependency Determination and Support Program
    for Basic Allowance for Housing and Travel and Transportation Allowance
5. MCO 1900.16_ Marine Corps Separation and Retirement Manual
    (MARCORSEPMAN)
6. MCO P1070.12_ Marine Corps Individual Records Administration Manual
    (IRAM)
7. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
8. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
    Instructions Users Manual

MISCELLANEOUS:

 ADMINISTRATIVE INSTRUCTIONS: This includes the separation of reserve
members from mobilization and ADOS.

0111-PERA-2007: Review Electronic Diary Feedback Report (EDFR)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The cycle feedback reports provide the reporting unit
Commanding Officers with the means to monitor the status of information that
has been reported on the unit diary, entered by the Commandant of the Marine
Corps, or computer generated. By taking action on these reports, the unit
Commanding Officer can ensure the accurate and timely update of MCTFS.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based and database systems,
and Electronic Service Record (ESR).

STANDARD: To ensure all required action is completed IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Review for accuracy.
2. Notify supervisor when complete for review.
3. Submit for certification.

REFERENCES:
1. DoD 7000.14-R Department of Defense Financial Management Regulations
    (DoDFMR), Volume 7A: "Military Pay Policy - Active Duty and Reserve
    Pay"
2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay
    Systems Manual (APSM)
3. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
    Instructions Users Manual

0111-PERA-2008: Process Unit Diary/Marine Integrated Personnel Systems (UD/MIPS) transactions

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The unit diary is the input medium used to report events and occurrences of units, personnel action, and data relative to Marines supported by a reporting unit of the Marine Corps. Unit Diary provides the means to report information pertaining to Marines and units into the MCTFS, serves as a permanent historical record of the unit in the Archives of the United States, and serves as the principal document to substantiate pay status changes or critical personnel changes.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to web-based and database systems and source documents.

STANDARD: To ensure all reportable events are reported correctly IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Review unit diary.
2. Verify transactions.
3. Return for correction, as necessary.
4. Forward unit diary for review and/or certification.
5. Distribute as required.

REFERENCES:
1. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0111-PERA-2009: Process appellate leave cases

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Members awaiting review of a punitive discharge or dismissal can be placed on appellate leave either voluntarily or involuntarily.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, request for appellate leave, the Electronic Service Record (ESR), and source documents.

STANDARD: To ensure orders are free of typographical, format, or grammatical errors, and completed IAW MCO 1050.16_.

PERFORMANCE STEPS:
1. Review source documents (voluntary/involuntary).
2. Prepare appellate leave orders as applicable.
3. Forward for review and signature.
4. Issue orders.
5. Verify appropriate ESR entries are complete, as required.
6. Verify appropriate unit diary entries are complete, as required.
7. Verify orders and source documents are maintained, as required.
8. Submit pay documents appropriate.
9. Verify member is joined to the Navy and Marine Corps Appellate Leave Activity (NAMALA).

REFERENCES:
1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
2. MCO 1050.16_ Appellate Leave Awaiting Punitive Separation
3. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
4. MCO 5800.16 Legal Support and Administration Manual (LSAM)
5. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0111-PERA-2010: Verify mileage only travel claims

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: To improve the efficiency and timeliness of processing travel claims at Disbursing, the Reserve Travel Module was implemented. This program negates the submission of DD Form 1351-2 paper travel claims for Reserve members who are only requesting for mileage reimbursement.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based and database system and source documents.

STANDARD: To ensure mileage only travel claims are certified IAW the references.

PERFORMANCE STEPS:

1. Input request for reimbursement for mileage associated with official orders via Reserve Travel Module in Marine Online.
2. Verify accuracy with source documentation and certify via Reserve Travel Module.
3. Verify the mileage reimbursement has processed properly and the Marine has been paid.

REFERENCES: The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS:
   The member, or an administrator, inputs a request for reimbursement for mileage associated with official orders via Reserve Travel Module in Marine Online.
   Subsequently, the certifier verifies accuracy of the request with appropriate source documentation and certifies the request via Reserve Travel Module.
   The administrator also verifies the mileage reimbursement has processed properly and the Marine has been paid.

0111-PERA-2011: Process reserve medical/dental statuses

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Reserve members may incur or aggravate an illness or injury in a non-duty status, inactive duty status or active duty status. Administrators must understand the different types of medical/dental classifications, what is required to be reported on unit diary, and when to submit a package to RMED/BUMED for change in medical classification, process for medical/pay entitlements or determine eligibility for continued service.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based or database systems, a case file, and source documents.

STANDARD: To ensure a Marine who is put into a particular medical/dental status is managed and tracked until fit for full duty or is medically separated IAW MCO 10001R.1_.

PERFORMANCE STEPS:
1. Receive source documentation from member.
2. Counsel member on their responsibilities of providing updates and medical documentation.
3. Run necessary unit diary entries.

4. Submit medical package to BUMED/REMED if applicable.
5. Track member's medical status until member is either found fit for full duty or medical separation.

REFERENCES:
1. Force Order 6000.1 Standard Operating Procedures for Medical Matters
2. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
3. MCO 1770.2_ LOD Benefits for Members of the Marine Corps Reserve
4. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
5. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
6. SECNAVINST 5300.30_ Management of HIV in the Navy and Marine Corps

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Regarding performance step #1 the member is responsible for notifying the command of injury and to provide the Command source documents.

0111-PERA-2012: Validate Career Retirement Credit Report (CRCR) submissions

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The Career Retirement Credit Report summarizes retirement credit points earned toward retirement eligibility and retired pay for a Marine's entire career. It is used by Statutory Selection Boards, Non-Statutory Selection Boards (PME, Reserve Command, AR Selection, and SNCO promotion selection), and Reenlistment Evaluators to measure a Marine's activity during his career. Administrators are responsible to assist the Marines in verifying the accuracy of these reports and ensure corrections are completed in a timely manner.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based or database systems, forms, and the Electronic Service Record (ESR).

STANDARD: To validate the CRCR for retirement point accuracy for both inactive duty points and active duty points, ensure an audit of the CRCR for pertinent information is conducted annually, and submit corrections IAW with MCO 1001R.1_.

PERFORMANCE STEPS:
1. Pull member's CRCR from the Marine Corps Total Force System.
2. Audit the CRCR with the member.

3. Submit any corrections to Marine Forces Reserve or MISSO 16/17 when
    applicable.
4. Verify CRCR with corrected information.
5. Have member sign CRCR.
6. Upload signed CRCR to member's OMPF.

REFERENCES:
1. DoD 7000.14-R Department of Defense Financial Management Regulations
    (DoDFMR), Volume 7A: "Military Pay Policy - Active Duty and Reserve
    Pay"
2. DoDI 1215.07 Service Credit for Reserve Retirement
3. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual
    (MCRAMM)
4. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
5. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
    Instructions Users Manual

MISCELLANEOUS:

  ADMINISTRATIVE INSTRUCTIONS: The member's CRCR is generated and validated
  on an annual basis.

0111-PERA-2013: Process active duty orders

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The Marine Resource Order Writing Service (MROWS) and automated
travel system (as authorized) automates the reserve order writing process.
In the Reserve community, different types of orders are generated in
accordance with the mission. It is important the orders are typed correctly
to avoid negative impacts to mission and Marines' personal finances.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based or database systems, and
source documents.

STANDARD: To ensure the orders contain correct information and are tracked
from initial request through authentication and approval.

PERFORMANCE STEPS:
1. Access MROWS and the automated travel system, as applicable.
2. Select appropriate set of draft orders.
3. Save and route orders for authentication.
4. Address hard hold issues, as required.
5. Authenticate orders.
6. Ensure orders are generated in DTS, as applicable.

7. Review DTS orders for approval.
8. Distribute printed orders and copies as required.
9. Verify completion of appropriate diary entries.

REFERENCES:
1. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM)
2. JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees
3. MCO 1000.6_ Assignment, Classification and Travel System Manual (ACTSMAN)
4. MCO 1001.59_ Active Duty for Operational Support (ADOS) in Support of the Total Force
5. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
6. MCO 1800.11 Policy and Procedures for Reserve Component (RC) Member Service Beyond 16 Years of Active Duty
7. MCO 3000.19_ Marine Corps Total Force Mobilization, Activation, Integration, and Deactivation Plan (MAID-P)

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS:
Orders are processed via MROWS and/or an automated travel system (as may be authorized) and should be tracked from the initial request through authentication and approval (if authorized for DTS).
Prior to submission for Authentication of MROWS Orders, authenticators should ensure the funding codes and entitlements are correct to prevent delays in orders completion. Administrators should ensure Incremental Progress Payments are processed properly during active duty period.

0111-PERA-2014: Verify transfer orders within the Ready Reserve

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Within the Ready Reserve, Marines can request and receive orders to transfer to different units, transfer to a different organizational structure within the Ready Reserve or transfer to a different service component. It is imperative that administrators understand the organizational structure of the Ready Reserve, the requirements to transfer Marines to a different unit or to a service component, and the process of transferring a Marine to a different organizational structure within the Ready Reserve.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based and database systems, and source documents.

STANDARD: To ensure accuracy of inter-unit and inter-service transfer orders and transfer to the Individual Ready Reserve IAW MCO 1001R.1_.

PERFORMANCE STEPS:
1. Receive a request to transfer from a unit.
2. Validate member's eligibility for transfer from the unit.
3. Submit request up the chain-of-command, to include the DD Form 368, if applicable.
4. Prepare orders.
5. Transfer member via unit diary.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
3. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
4. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
5. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS: Administrators should ensure either transfer Pro/Cons are run or a fitness report is prepared on the transferring member.

0111-PERA-2015: Process joins within the Selected Marine Corps Reserve (SMCR)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: There are a variety of joins associated with members of the Selected Reserve. Familiarization with joins associated Initial Inactive Duty Training, Active Duty, Inter-Service, Inter-Unit, Mobilization, Prior Service and Direct Affiliation is a must to prevent erroneous entitlements, incorrect/erroneous payments, fraudulent contractual agreements, and improper organizational structure joins.

MOS PERFORMING: 0111

BILLETS: Reserve Unit Certifier

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based and database systems, the Electronic Service Record (ESR), and source documents.

STANDARD: To ensure the member is properly joined and the audit is conducted IAW MCO 1001R.1_.

PERFORMANCE STEPS:
 1. Verify member's record status.
 2. Complete appropriate endorsements.
 3. Verify the member's effective date of join.
 4. Prepare appropriate unit diary entries.
 5. Forward for review.
 6. Maintain source documentation, as required.

REFERENCES:
 1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
 2. MARADMIN 080-11 Process for Officers transitioning from the Active Duty List (ADL) to the Reserve Active Status List (RASL) and individuals requesting to be appointed to the RASL
 3. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
 4. MCO 1320.11_ Personnel Sponsorship Program
 5. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
 6. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
 7. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

MISCELLANEOUS:

> **ADMINISTRATIVE INSTRUCTIONS:** This includes (Reserve) Officer Accession Programs. Administrators must verify record status to determine the correct TTC and Entry Contract/Control Option (ECCO) process.

0111-PERA-2016: Process Reserve administration separation

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Administrative personnel are required to initiate separation proceedings on Marines who fail to meet the required standards and/or performance requirements in the Ready Reserve, the separation process is unique and complex. There are legal parameters for member notification, member acknowledgment of notification and effects on benefits and entitlements.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based, and Electronic Service Record, and database system, source documents.

STANDARD: To validate a separation package through completion without format issues IAW MCO 1001R.1_.

PERFORMANCE STEPS:
1. Review source documents.
2. Prepare Notification of Separation, Acknowledgement of Rights and Board For Correction of Naval Records documents.
3. Personally deliver or mail separation package to the Marine, as required.
4. Process separation package through automated legal system.
5. Upload all necessary and supporting documentation.
6. Submit all required unit diary entries.
7. Maintain files as required.

REFERENCES:
1. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
2. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
3. MCO 5800.16 Legal Support and Administration Manual (LSAM)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
5. SECNAVINST 1920.6_ Administrative Separation of Officers

MISCELLANEOUS:

>   **ADMINISTRATIVE INSTRUCTIONS:** Ensure all necessary forms, to include but not limited to PS Form 3800 and 3811, NAVMC 11378 and 11379, and Affidavit of Service by Mail, are properly completed and distributed.

0111-PERA-2017: Process inactive duty training (IDT) pay

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: In the Ready Reserve, there are different types of inactive duty training periods vary in accordance with the type of duty performed. Administrators have to be familiar with the system associated with inactive duty payments, the different types of inactive duty training periods, the authorized number of inactive duty periods, and the minimum hourly requirement for compensation. Furthermore, administrators have to be familiar with associated duty and appropriate duty, as these are for retirement points only.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based and database system, source documents.

STANDARD: To verify inactive duty periods were properly process through Drill Manager IAW MCO 1001R.1_.

PERFORMANCE STEPS:
 1. Muster member(s).
 2. Process various types of IDTs via Drill Manager.
 3. Verify all pay and/or entitlements are processed properly.
 4. Process associate or appropriate duty orders via MROWS.

REFERENCES:
 1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
 2. MCO 1001.59_ Active Duty for Operational Support (ADOS) in Support of the Total Force
 3. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
 4. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
 5. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS: Included but not limited to is Regular Drill, Additional Training Period, Readiness Management Period, Additional Flight Training Period, and Funeral Honors Duty.

0111-PERA-2018: Process reserve active duty pay and entitlements

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: In the Ready Reserve, there are a variety of different active duty pay and entitlements vary with the type and duration of duty performed. Administrators must be aware of the different types of active duty periods, the entitlements associated with those active duty periods (how duration impacts entitlements), and the procedures for ¿back to back¿ orders.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based and database system, source documents.

STANDARD: To certify the pay and entitlements of an active duty period less than 30 days and active duty period greater than 30 days (but less than 180 days) IAW MCO 1001R.1_.

PERFORMANCE STEPS:
1. Receive active duty orders.
2. Process the pay and/or entitlements via Unit Diary for Incremental IPPs as well as Final IPPs.
3. Verify all pay and/or entitlements have been process properly.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. MCO 1001.59_ Active Duty for Operational Support (ADOS) in Support of the Total Force
3. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
4. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
5. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0111-PERA-2019: Process education assistance documentation

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Administrative personnel are responsible for reviewing Reserve member's contracts to determine their qualification for education assistance. Education assistance programs include the Montgomery GI Bill-Selected Reserve (MGIB-SR), MGIB-SR Kicker, the Post-9/11 GI Bill, and Tuition Assistance (TA) based on time served on active duty or a member's remaining Reserve obligation requirement. To be eligible for the Post-9/11 GI Bill and TA, a member must serve on active duty in excess of three months.

MOS PERFORMING: 0111

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based or database systems, the Electronic Service Record (ESR), and source documents.

STANDARD: To ensure all required documentation is complete, accurate, and reported.

PERFORMANCE STEPS:
1. Verify eligibility.
2. Prepare documentation.

3. Report required unit diary entries.
4. Forward for review.
5. Distribute as required.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
3. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0111-PERA-2020: Determine reserve components and capabilities

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Administrative personnel must understand each Reserve component and their employment capabilities, including but not limited to Selected Marine Corps Reserve (SMCR), Individual Mobilization Augmentee (IMA) and Individual Ready Reserves (IRR), and provisions for employing them such as Active Duty Operational Support (ADOS) orders, Reserve Counterpart Training (RCT), and Annual Training (AT).

MOS PERFORMING: 0111

BILLETS: G-1 Manpower Chief, I&I Administrative Chief

GRADES: SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based or database systems, and the Electronic Service Record (ESR).

STANDARD: To utilize reserve component criteria IAW MCO 1001R.1_.

PERFORMANCE STEPS:
1. Identify assigned reserve components.
2. Identify the capabilities and restrictions, if applicable.

REFERENCES:
1. MARADMIN 677/14 Interim Policy and Procedures for the Marine Corps Reserve Incremental Initial Active Duty Training (IIADT) Program
2. MCO 1001.52_ Active Reserve (AR) Support to the Reserve Component (RC)
3. MCO 1001.59_ Active Duty for Operational Support (ADOS) in Support of the Total Force
4. MCO 1001.62_ Individual Mobilization Augmentee Program
5. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)

6. MCO 3000.19_ Marine Corps Total Force Mobilization, Activation,
    Integration, and Deactivation Plan (MAID-P)
7. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
8. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
    Instructions Users Manual

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5007. 2100-LEVEL EVENTS

0111-GENA-2101: Supervise naval correspondence

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, typed correspondence, and source documents.

STANDARD: To verify content is free of typographical, format, or grammatical errors.

PERFORMANCE STEPS:
 1. Review for correctness.
 2. Route for signature, if applicable.
 3. Distribute, as applicable.

REFERENCES:
 1. MCO 5216.19 Administrative Action (AA) Form NAVMC 10274
 2. MCO 5216.20_ Marine Corps (MC) Supplement to the Department of the Navy (DON) Correspondence Manual
 3. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
 4. SECNAV M-5216.5_ w/Ch1 Navy Correspondence Manual

MISCELLANEOUS:

  ADMINISTRATIVE INSTRUCTIONS: Distance Learning available through MarineNet Course: Correspondence Procedures MCIZ0131LZ, Prepare Administrative Correspondence Admin ADMNPREC01, Process Admin Correspondence ADMNPROC01.

0111-GENA-2102: Review naval messages

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given a requirement and access to web-based systems.

STANDARD: To verify content is free of typographical, format, or grammatical errors.

PERFORMANCE STEPS:
1. Review for correctness.
2. Release.

REFERENCES:
1. AMHS Automated Message Handling System (AMHS) Users Manual
2. MCO 5216.20_ Marine Corps (MC) Supplement to the Department of the Navy (DON) Correspondence Manual
3. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
4. NTP 3 Naval Telecommunications Procedures
5. SECNAV M-5210.2_ Department of the Navy Standard Subject Identification Code (SSIC) Manual
6. SECNAV M-5216.5_ w/Ch1 Navy Correspondence Manual

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS: Distance learning available on-line at https://info.amhscentral.com/cbt/4.0.

0111-GENA-2103: Supervise casualty management

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The Personnel Casualty Report (PCR) is utilized to document the casualty status of a member or group and is produced when reportable casualties occur. The process spans from small unit reporting of essential information by voice or informal system through submission of properly formatted PCR. The PCR is distinct from the OPREP-3 Serious Incident Reports, which is an S-3/G-3 function that some administrators may perform. Manpower Officers establish casualty accountability processes to ensure timely and accurate reporting and tracking of casualties to include the appointment and training of Casualty Assistance Calls Officers (CACO).

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given information regarding a casualty, personnel records, current casualty database.

STANDARD: To report and track casualties in accordance with procedures and timelines prescribed by MCO 3040.4_.

PERFORMANCE STEPS:
1. Receive casualty notification.
2. Make voice notification to HQMC Casualty Branch.
3. Verify casualty information is entered into appropriate casualty database.
4. Review PCR for correctness.
5. Release PCR.
6. Verify PCR receipt by appropriate agencies.
7. Submit supplemental and final reports, as required.
8. Comply with casualty assistance requirements.
9. Prepare casualty tracking report/brief.
10. Track location/status through tracking systems until completion of treatment.
11. Verify notification of the servicing personnel administration center.
12. Verify notification of the servicing postal office.
13. Maintain report in unit files, as required.

REFERENCES:
1. MCO 3040.4_ Marine Corps Casualty Procedures Manual (MARCORCASPROCMAN)
2. MCO 5210.11_ Marine Corps Records Management Program
3. MCO 6320.2_ Administration and Processing of Hospitalized Marines

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS: Tracking systems include both administrative and medical systems, as available.

0111-GENA-2104: Supervise Marine Corps records management program

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The vast majority of records created and received by the Marine Corps are electronic. Marine Corps records, electronic or paper, must be accounted for and maintained within a standardized process. Marine Corps personnel are required to ensure that all Marine Corps records and information follow proper life cycle management, meaning they are created, preserved, made accessible, remain retrievable, and follow their proper dispositions according to National Archives and Records Administration (NARA) approved dispositions (retentions).

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, an electronic information system (EIS), Personally Identifiable Information (PII), electronic or paper formats, and the references.

STANDARD: To assign records schedules, identify Standard Subject Identification Codes (SSIC), retention/disposal dates, and labels IAW SECNAVINST M-5210.1.

PERFORMANCE STEPS:
1. Determine records schedule.
2. Assign retention/disposal periods, as required.
3. Prepare files outline, as required.
4. Prepare labels, if applicable.
5. Identify access rights, as needed.
6. Manage self-inspections utilizing IG Functional Area Checklist 5210.

REFERENCES:
1. MCO 5210.11_ Marine Corps Records Management Program
2. SECNAV M-5210.2_ Department of the Navy Standard Subject Identification Code (SSIC) Manual
3. SECNAVINST 5211.5 Department of the Navy (DON) Privacy Program
4. SECNAVINST M-5210.1 Department of the Navy Records Management Manual

MISCELLANEOUS:

    ADMINISTRATIVE INSTRUCTIONS: This is recommend for distance learning.

0111-GENA-2105: Supervise Directives Control Point (DCP)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Command issued directives are created to establish local command policies and procedures.

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, database system, drafts, and source documents.

STANDARD: To verify command issued directives are prepared free of typographical, format, or grammatical errors.

PERFORMANCE STEPS:
 1. Verify directive type.
 2. Track proper assignment of directives short title.
 3. Certify annual or periodic review of command issued directives, as required.
 4. Verify publication of command issued 5215 policy.
 5. Distribute publications.

REFERENCES:
 1. GPO STYLE MANUAL Government Printing Office Style Manual
 2. MCO 5215.1_ Marine Corps Directives Management Program
 3. OPNAV M-5215.17 Navy Directives Issuance System
 4. SECNAV M-5210.2_ Department of the Navy Standard Subject Identification Code (SSIC) Manual
 5. SECNAV M-5216.5_ w/Ch1 Navy Correspondence Manual

0111-GENA-2106: Supervise publications management program

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and access to web-based and database systems.

STANDARD: To verify the program is managed IAW MCO 5600.31.

PERFORMANCE STEPS:
 1. Verify Individual Activity Code (IAC) was established.
 2. Verify access to Marine Corps Publication Distribution System (MCPDS).
 3. Validate unit address is correct in MCPDS.
 4. Verify requisition of publications, as required.

REFERENCES:
 1. MCO 5600.31_ Marine Corps Printing, Publishing and Reprographics Equipment Regulations
 2. MCO P5215.17_ The Marine Corps Technical Publications System
 3. OPNAV M-5215.17 Navy Directives Issuance System

0111-GENA-2107: Manage awards program

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source documents and access to the improved Awards Processing System (iAPS).

STANDARD: To ensure the awards submitted by the unit meet published guidance, comply with submission requirements and processed into the member's record.

PERFORMANCE STEPS:
 1. Publish command awards program guidance.
 2. Manage permission within the web-based awards processing system.
 3. Review the recommendation.
 4. Manage awards board.
 5. Verify completion of unit level actions.
 6. Verify all appropriate service record entries are made.

REFERENCES:
 1. MCO 1650.19_ Administrative and Issue Procedures for Decorations, Medals, and Awards
 2. MCO 5210.11_ Marine Corps Records Management Program
 3. NAVMC 2922 Marine Corps Unit Awards Manual
 4. SECNAVINST 1650.1_ Navy and Marine Corps Awards Manual

MISCELLANEOUS:

  ADMINISTRATIVE INSTRUCTIONS: Unit level actions include but are not limited to awards board process, endorsement, processing award certificates, and the presentation of award.

0111-GENA-2108: Supervise Non-judicial Punishment proceedings

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Administrative personnel are responsible for managing command legal documentation and ensuring Unit Punishment Books (UPBs) are prepared correctly, and appropriate unit diary transactions are reported.

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, web-based or database systems, and source documents.

STANDARD: To verify the pre and post proceeding administrative actions are completed without errors.

PERFORMANCE STEPS:
1. Review source documents prior to proceedings.
2. Forward for command review.
3. Review proceedings actions.
4. Review required unit diary entries.
5. Review required ESR entries.
6. Distribute, as appropriate.
7. Process appeal as required.
8. Process vacated sentence as required.

REFERENCES:
1. DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A: "Military Pay Policy - Active Duty and Reserve Pay"
2. MCM Manual for Courts-Martial (current edition)
3. MCO 5800.16 Legal Support and Administration Manual (LSAM)
4. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
5. MCO P1400.32_ Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (MARCORPROMAN, VOL 2, ENLPROM)
6. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0111-GENA-2109: Supervise Courts-Martial administrative requirements

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Administrative personnel are responsible for supervising command legal documentation and ensuring Courts-Martial are prepared correctly, and that appropriate unit diary transactions are reported.

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, web-based and database systems, and source documents.

STANDARD: To verify the pre and post Courts-Martial administration actions are complete without errors.

PERFORMANCE STEPS:
1. Review source documents prior to proceedings.
2. Review Request for Legal Services (RLS).
3. Forward for Courts-Martial proceedings.
4. Complete proceedings actions.

5. Verify required unit diary entries are reported.
6. Verify completion of required ESR entries.
7. Distribute, as appropriate.

REFERENCES:
1. DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A: "Military Pay Policy - Active Duty and Reserve Pay"
2. MCM Manual for Courts-Martial (current edition)
3. MCO 1050.16_ Appellate Leave Awaiting Punitive Separation
4. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
5. MCO 5800.16 Legal Support and Administration Manual (LSAM)
6. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
7. MCO P1400.32_ Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (MARCORPROMAN, VOL 2, ENLPROM)
8. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0111-GENA-2110: Supervise Total Force command promotions

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Unit commanders have the authority to promote, delay, frock, and recommend revocation of promotions through the rank of Colonel.

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to web-based or database systems, the Electronic Service Record (ESR), references, and promotion warrants.

STANDARD: To verify the promotions process is performed IAW MCO P1400.31_ and MCO P1400.32_.

PERFORMANCE STEPS:
1. Review source documentation.
2. Identify approval authority.
3. Review delay, frock, and recommend revocation request as required.
4. Forward to approval authority.

REFERENCES:
1. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
2. MCO P1400.31_ Marine Corps Promotion Manual, Volume 1, Officer Promotions (MARCORPROMAN VOL 1 OFFPROM)

3. MCO P1400.32_ Marine Corps Promotion Manual, Volume 2, Enlisted
   Promotions (MARCORPROMAN, VOL 2, ENLPROM)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
   Instructions Users Manual
5. MOL Users Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Reserve promotions to corporal and sergeant
are conducted quarterly vice monthly. Promotion information on unit diary
feedback reports includes tracking members selected for promotion and
notifying commanders of zeroed out composite scores.

0111-GENA-2111: Supervise unit travel program

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Administrative personnel must have internal controls to
reconcile with Authorizing Officials (AO) and Government Travel Charge Card
(GTCC) Agency Program Coordinators to verify travelers are submitting travel
vouchers within the prescribed time frame and GTCC are being properly paid.

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given a requirement, access to web-based and database systems,
the Electronic Service Record (ESR), and source documents.

STANDARD: To verify the command's internal controls for reconciling with AO
and GTCC Agency Program Coordinators to ensure accurate and timely
reimbursements.

PERFORMANCE STEPS:
1. Extract and analyze reports.
2. Coordinate with AOs and APCs as required.
3. Retain reports as required.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation,
   "Military Pay - Active Duty and Reserve Pay"
2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay
   Systems Manual (APSM)
3. JTR The Joint Travel Regulations Uniformed Service Members and DOD
   Civilian Employees
4. MCO 1000.6_ Assignment, Classification and Travel System Manual
   (ACTSMAN)
5. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual
   (MCRAMM)

6. MCO 1300.8_ Marine Corps Personnel Assignment Policy
7. MCO 3000.19_ Marine Corps Total Force Mobilization, Activation, Integration, and Deactivation Plan (MAID-P)
8. MCO 7220.21_ Advance Pay Incident to a Permanent Change of Station (PCS)
9. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
10. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

MISCELLANEOUS:

> **ADMINISTRATIVE INSTRUCTIONS:** Distance training can be completed through the TRAXs website:
> https://secure.defensetravel.dod.mil/Passport/bin/Passport.html?CFID=191939400&CFTOKEN=15a9243db8939cca%2D797B38E0%2DE269%2DB506%2D58C227BD661A343D#
> .

0111-GENA-2112: Supervise reserve education assistance process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Administrative personnel are responsible for reviewing Reserve members' contracts to determine their qualification for education assistance. The education assistance which a member may qualify for includes Montgomery GI Bill-Selected Reserve (MGIB-SR), MGIB-SR Kicker, the Post-9/11 GI Bill, and Tuition Assistance (TA) based on time served on active duty or the remaining reserve obligation requirement. To be eligible for the Post-9/11 GI Bill and TA a member must serve on active duty in excess of three months.

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based or database systems, the Electronic Service Record (ESR), and source documents.

STANDARD: To ensure all required documentation is complete, accurate, and reported.

PERFORMANCE STEPS:
1. Verify eligibility.
2. Review completed documentation.
3. Verify appropriate unit diary entries are reported.
4. Distribute as required.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"

2. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual
    (MCRAMM)
3. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
    Instructions Users Manual
5. NAVMC 1200.1_ Military Occupational Specialties Manual

0111-GENA-2113: Supervise humanitarian assistance procedures

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: A member may, in the case of hardship, request an attachment, transfer, or discharge for humanitarian reasons. Administrative personnel will assist the member in compiling the necessary documentation to justify a request. Once submitted, administrative personnel will continue to monitor and track the request while awaiting determination from higher headquarters.

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based systems, the Electronic Service Record (ESR), and source documents.

STANDARD: To validate case files contain all required documentation.

PERFORMANCE STEPS:
 1. Interview member.
 2. Verify member's command is contacted.
 3. Verify HQMC is contacted, if applicable.
 4. Verify package is updated, if applicable.
 5. Verify appropriate unit diary entries are reported.
 6. Supervise tracking.
 7. Verify separations process, if appropriate.
 8. Verify transfer by ESR, if appropriate.
 9. Maintain source documentation, as required.

REFERENCES:
 1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation,
     "Military Pay - Active Duty and Reserve Pay"
 2. JTR The Joint Travel Regulations Uniformed Service Members and DOD
     Civilian Employees
 3. MCO 1000.6_ Assignment, Classification and Travel System Manual
     (ACTSMAN)
 4. MCO 10110.47_ Basic Allowance for Subsistence (BAS) and Meal Card
     Program
 5. MCO 1050.3_ Regulations for Leave, Liberty and Administrative Absence
 6. MCO 1900.16_ Marine Corps Separation and Retirement Manual
     (MARCORSEPMAN)

7. MCO P1070.12_ Marine Corps Individual Records Administration Manual
    (IRAM)
8. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
9. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
    Instructions Users Manual

0111-MPMN-2101: Supervise Fleet Assistance Program (FAP)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Local commands require additional personnel augmentation on a
routine basis to accomplish their mission. The FAP provides that
augmentation.

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based or database systems, and
the local agreement.

STANDARD: To ensure personnel are appropriately assigned.

PERFORMANCE STEPS:
1. Identify FAP requirements.
2. Assigned requirements to identified sections/units as required.
3. Ensure orders are completed.
4. Ensure appropriate unit diary entries are reported.
5. Join/drop FAP in MOL.

REFERENCES:
1. MCO 1000.6_ Assignment, Classification and Travel System Manual
    (ACTSMAN)
2. MCO 1000.8_ Fleet Assistance Program (FAP)
3. MCO P1070.12_ Marine Corps Individual Records Administration Manual
    (IRAM)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
    Instructions Users Manual
5. MOL Users Manual

0111-MPMN-2102: Supervise command staffing

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Headquarters, U.S. Marine Corps (HQMC) staffs units throughout the Marine Corps by Monitored Command Code. Manpower Officers must be able to analyze the Command Staffing Report (CSR), and Table of Organization and Equipment (TO&E) to identify MOS/grade shortages or other manning issues within the command. Internal staffing allocation normally occurs through Billet Identification Code (BIC) assignment through MOL. Occasionally, Command Special Orders (CSOs) are used. Staffing can be coordinated through unit occupational field managers, but must be supervised by the G-1/S-1 for manpower and career path implications. In particular, coordination with the PAC must occur for updating personnel records, to include unit diary action as applicable.

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a TO&E, ASR, CSR, and access to web based systems, allocate personnel to support mission requirements, and approval for assignment, reassignment, and designation.

STANDARD: To ensure unit staffing goals are met in accordance with Marine Corps Staffing Precedence Order.

PERFORMANCE STEPS:
1. Identify unit staffing requirements.
2. Identify shortfalls/discrepancies.
3. Coordinate with affected subordinate commands, higher headquarters, MOS specialists, and/or senior enlisted or officers, as applicable.
4. Issue CSO, as required.
5. Verify assignment of BIC.
6. Request modification of orders, as required.

REFERENCES:
1. MCO 1000.6_ Assignment, Classification and Travel System Manual (ACTSMAN)
2. MCO 5210.11_ Marine Corps Records Management Program
3. MCO 5320.12_ Precedence Levels for Manning and Staffing
4. SECNAV M-5210.2_ Department of the Navy Standard Subject Identification Code (SSIC) Manual
5. SECNAV M-5216.5_ w/Ch1 Navy Correspondence Manual

0111-MPMN-2103: Analyze personnel data for readiness reporting

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Accurate personnel accounting allows higher headquarters to make manpower plans and policies.

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and web-based or database management systems.

STANDARD: To ensure the report submitted is accurate and complete.

PERFORMANCE STEPS:
 1. Review reports for accuracy.
 2. publish for higher headquarters.
 3. Initiate corrective actions as appropriate.

REFERENCES: MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0111-OPER-2101: Manage personnel sourcing for manning document and individual augments

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Unit deployments do not necessarily organize according to the Table of Organization (T/O). Instead, a provisional Manning Document, depicting billets and personnel, is created to task organize, meet specific mission requirements, and source individuals against those requirements. Manpower Officers must be able to manage and account for all individuals on the manning document, as well as at the Remain Behind Element (RBE), both in and out of the area of operations. At the unit level, these requirements are sourced by assigned personnel; Individual Augments (IAs) from other units can deploy as attachments, to fill additional requirements beyond organic capability. The S-1/G-1 has staff cognizance for sourcing IAs which includes the identification, administration, and tracking of IAs in support of operational requirements. Manpower Officers also submit requests for stabilization (deferment of PCS/PCA), as required.

MOS PERFORMING: 0111

BILLETS: G-1 Operations Chief

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a manning document, force list, or task from higher headquarters.

STANDARD: To source the manning document or IA requirement to meet operational demand.

PERFORMANCE STEPS:
1. Receive requirement (validated manning document/IA task).
2. Review inbound, outbound, and on hand strength reports.
3. Coordinate with subordinate commands.
4. Identify sourcing solution.
5. Report shortfalls with justification to higher headquarters if unable to support.
6. Verify notification of the Marine.
7. Coordinate and verify compliance with reporting instructions.
8. Report appointment of IA to headquarters.
9. Receive external sourcing, as required.
10. Develop roster of sourced personnel.

REFERENCES:
1. CJCS 1301.01_ Individual Augmentation Procedures
2. MCO 1300.8_ Marine Corps Personnel Assignment Policy
3. MCO 3120.12 Marine Corps Global Force Management (GFM) and Force Synchronization
4. MCO 3502.6_ Marine Corps Force Generation Process
5. MCO 5210.11_ Marine Corps Records Management Program
6. MCO P3000.15_ Manpower Unit Deployment Program Standing Operating Procedures (MANPOWER UDP SOP)
7. MCO P3000.19_ Total Force Mobilization, Activation, Integration, and Deactivation Plan (MAID-P)
8. MCWP 5-10 Marine Corps Planning Process

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: S-1s/G-1s support the sourcing of Force Augments, individual augments and combat replacements after the S-3/G-3 have validated the requirement. Units, teams or other "capabilities" are S-3/G-3 functions and are overseen by a separate Request for Forces (RFF) process. Additionally, combat replacements are IAs that must be overseen by the S-1/G-1, while unit replacement are S-3/G-3 RFFs. Reporting instructions include: reporting instructions from gaining command, unit orders writing requirements, and, if applicable, aggregate life procedures for certain military flights.

0111-OPER-2102: Manage Joint Personnel Status (JPERSTAT) reporting process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The Joint Personnel Status (JPERSTAT) is utilized to determine a unit's combat strength. It provides the commander and higher headquarters with an accurate view of unit personnel strength and capability. JPERSTAT reports are updated through web-based applications by administrative personnel who research, compile, and type these reports.

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based or database systems, and input from subordinate units.

STANDARD: To verify the report is accurately prepared and completed within the timeframes established by higher headquarters.

PERFORMANCE STEPS:
1. Ensure personnel strength data is provided by subordinate units.
2. Review previous JPERSTAT reports and compare against consolidated figures.
3. Submit completed JPERSTAT report to supervisor for review.
4. Verify JPERSTAT and incorporate changes identified during review.
5. Distribute as required.

REFERENCES:
1. CJCSM 3150.13_ Joint Reporting Structure - Personnel Manual
2. JP 1-0 Joint Personnel Support

0111-OPER-2103: Develop personnel annexes

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Annexes are prepared by different staff sections to provide more information on details pertinent to those sections in the overall concept of operations, as a part of deliberate planning in the Marine Corps Planning Process (MCPP). Manpower Officers at the G-1/S-1 level will develop the Personnel Annex to an Operational Order (OPORD).

MOS PERFORMING: 0111

BILLETS: G-1 Operations Chief

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an Operations Order, Warning Order, or an Annex E from a higher headquarters.

STANDARD: To ensure Annex E contains both headquarters and unit-level requirements IAW MCWP 5-1.

PERFORMANCE STEPS:
1. Receive order.
2. Review Annex E from higher headquarters, if applicable.
3. Participate in unit's planning process.
4. Publish unit level Annex E with appropriate appendices.

REFERENCES:
1. CJCSM 3122.03 Joint Operational Planning and Execution System
2. Joint Publication 1-0 Joint Personnel Support
3. JP 5-03.1 Joint Operation Planning and Execution System Volume I (Planning Policies and Procedures)
4. MCO 5210.11_ Marine Corps Records Management Program
5. MCWP 5-10 Marine Corps Planning Process
6. NWP 5-01 Navy Planning Process

0111-OPER-2104: Process deployment staffing report (DSR)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The DSR is used to identify on hand strength and project personnel deficiencies within a unit prior to deployment.

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, web-based and database systems, and source documents.

STANDARD: To ensure the report contains the required information and is submitted within established timeframes.

PERFORMANCE STEPS:
1. Receive deployment implementation message.
2. Retrieve roster to identify on hand strength.
3. Compile reports to identify non-deployable.
4. Request DSR modification.
5. Submit DSR for release.
6. Verify draw case code.
7. Submit updates as required.

REFERENCES:
1. MCO 1300.8_ Marine Corps Personnel Assignment Policy
2. MCO P3000.19_ Total Force Mobilization, Activation, Integration, and Deactivation Plan (MAID-P)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

MISCELLANEOUS:

    ADMINISTRATIVE INSTRUCTIONS: Source documents a unit may use to manage the DSR include but are not limited to medical reports, legal report, expiration of active service cut-offs, staffing goal, projected inbound or outbound personnel report, and projected mission statement and date.

0111-OPER-2105: Determine manpower and operational administration input to the Marine Corps Planning Process (MCPP)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Manpower and personnel services support planning are integral parts of operational planning. Personnel planning considerations are found in each step of the Marine Corps Planning Process. An Operational Planning Team (OPT) is used to identify and analyze requirements to support the unit's mission, including the Personnel Estimate. Administrative Specialist will inform the Operations planning process regarding human resource supportability.

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and assignment to an Operational Planning Team (OPT).

STANDARD: To provide personnel planning support to meet operational requirements as determined by the commander and IAW MCWP 5-1.

PERFORMANCE STEPS:
 1. Identify mission requirements.
 2. Participate in unit planning process.
 3. Develop concept of personnel support.
 4. Develop Annex E.
 5. Develop fragmentary orders.

REFERENCES:
 1.   US Navy Regulations
 2.   CJCSM 3122.03 Joint Operational Planning and Execution System
 3.   CJCSM 3150.01_ Joint Reporting Structure General Instructions
 4.   CJCSM 3150.13_ Joint Reporting Structure - Personnel Manual
 5.   DOD 4525.8-M DOD Official Mail Manual
 6.   DoD Directive 4500.54 Official Temporary Duty Travel Abroad
 7.   DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
 8.   JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 9.   JP 1-0 Joint Personnel Support
10.   JP 5-03.1 Joint Operation Planning and Execution System Volume I (Planning Policies and Procedures)
11.   JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees
12.   MCM Manual for Courts-Martial (current edition)
13.   MCO 1300.8_ Marine Corps Personnel Assignment Policy
14.   MCO 5210.11_ Marine Corps Records Management Program
15.   MCO 5800.16 Legal Support and Administration Manual (LSAM)
16.   MCO P5110.4_ The Marine Corps Official Mail Program
17.   MCO P5110.6_ SOP for Marine Corps Unit Mailrooms
18.   MCWP 5-10 Marine Corps Planning Process
19.   NWP 5-01 Navy Planning Process

MISCELLANEOUS:

    ADMINISTRATIVE INSTRUCTIONS:
    When assigned to the indicated billets, administrators identify the
    Personnel input to the Operational Planning Team (OPT), conduct initial
    staff estimate, to include casualty estimation, casualty replacements,
    postal support, and other personnel and administrative requirements, and
    course of action analysis. Develop personnel planning input/considerations
    that may include the following as applicable: personnel administration,
    personnel augmentation, personnel accountability and strength reporting,
    rotation policies, civilian/contractor policies, Morale, Welfare, and
    Recreation, Postal Affairs, Casualty Management, and Awards and Decorations.
    Ensure the performance inputs/current actions/outputs for each step of MCPP
    are covered through instruction.
    For further reference:
    1. Refer Appendix 1 (Enemy Prisoners of War, Civilian Internees, and
    Other Detained Persons) to the Antiterrorism/Force Protection Officer
    (G-3/S-3) and Staff Judge Advocate (SJA) for preparation.
    2. Coordinate Appendix 2 (Processing of Formerly Captured, Missing, or
    Detained US Personnel) with the G-2/S-2, G-3/S-3, Health Services,
    Chaplain, and SJA, in consideration of Combatant Commander (COCOM)
    and Joint Personnel Recovery Agency (JPRA) guidance.
    3. Refer Appendix 3 (Finance and Disbursing) to the Comptroller and the
    Marine Logistics Group (MLG) Disbursing Officer for preparation.
    4. Refer Appendix 4 (Legal) to the SJA for preparation.
    5. Prepare Appendix 5 (Military Postal Service) and related tabs in
    coordination with the Postal Officer.
    6. Refer Appendix 6 (Chaplain Activities) and related tabs to the
    Chaplain for preparation.
    7. Prepare or coordinate other Appendices and Tabs as may be required,
    such as the Headquarters Manning Document with sourcing responsibilities,
    Processing of Evacuees during Noncombatant Evacuation Operations (NEOs),
    Combat Replacement Procedures, and Morale/Welfare/Recreation.

0111-PERA-2101: Validate Total Forces pay and allowances

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Administrative personnel are responsible to affect pay and
allowance changes based on member's duty station, family members, and
personnel status. This includes, but is not limited to, operational pay and
allowances, continuation pay, overseas specific pay, reserve specific pay,
and regular pay and allowances. There are many reserve specific entitlements
such as Annual Training (AT), Inactive Duty Training (IDT), Active Duty
Operational Support (ADOS), special duty pay, Basic Allowance for Housing
(BAH), and CONUS COLA.

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to web-based or database systems, the Electronic Service Record (ESR), and source documents.

STANDARD: To verify the Marine's record reflects the correct entitlements.

PERFORMANCE STEPS:
1. Verify eligibility to entitlement.
2. Direct preparation of pay document, if required.
3. Verify the accuracy of the source documents.
4. Forward for signature, as required.
5. Verify appropriate unit diary entries are reported, as required.
6. Submit any pay adjustments, as required.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
3. JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees
4. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
5. MCO 10110.47_ Basic Allowance for Subsistence (BAS) and Meal Card Program
6. MCO 1300.8_ Marine Corps Personnel Assignment Policy
7. MCO 1326.2_ Administration of Temporary Flight Orders
8. MCO 1751.3_ Marine Corps Dependency Determination and Support Program for Basic Allowance for Housing and Travel and Transportation Allowance
9. MCO 3000.19_ Marine Corps Total Force Mobilization, Activation, Integration, and Deactivation Plan (MAID-P)
10. MCO 3571.2_ Explosive Ordnance Disposal (EOD) Program
11. MCO 7220.12_ Special Duty Assignment (SDA) Pay Program
12. MCO 7220.21_ Advance Pay Incident to a Permanent Change of Station (PCS)
13. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
14. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
15. OPNAVINST 7220.4_ Flight Deck Hazardous Duty Incentive Pay (FDHDIP)

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS: Situations occur in the course of a member's career that may modify their Place Last Entered Active Duty (PLEAD) and service dates such as Expiration of Active Service (EAS), End of Current Contract (ECC), Armed Forces Active Duty Base Date (AFADBD), Pay Entry Base Date (PEBD), Date of Entry Armed Forces (DOEAF), Time Lost (TL), Reserve ECC, and Mandatory Drill Stop Date (MDSD) which may also affect their pay and entitlements. The Document Tracking Management System (DTMS) is used to submit pay adjustments to the Disbursing/Finance Office (DO/FO).

0111-PERA-2102: Supervise separations process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Administrative personnel are required to manage all documents related to separations, retirements, and discharges. These documents include, but not limited to, the completion of leave awaiting separation, orders home, NAVMC 11060s, DD 214s, discharge certificates, retirement ceremony documents and paraphernalia.

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based or database systems, the Electronic Service Record (ESR), and source documents.

STANDARD: To validate documents are complete and free of typographical, format, and grammatical errors.

PERFORMANCE STEPS:
 1. Verify accurate preparation of documents.
 2. Forward for signature, if applicable.
 3. Verify appropriate unit diary entries are reported.
 4. Distribute as required.

REFERENCES:
 1. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM)
 2. JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees
 3. MCO 1001.39_ Pre-Separation Counseling Concerning Marine Corps Reserve (MCR) Participation
 4. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
 5. MCO 5800.16 Legal Support and Administration Manual (LSAM)
 6. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
 7. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
 8. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
 9. SECNAVINST 1920.6_ Administrative Separation of Officers

0111-PERA-2103: Supervise Unit Diary/Marine Integrated Personnel Systems (UD/MIPS) transactions

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based and database systems, and source documents.

STANDARD: To verify all events are reported IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Review unit diary.
2. Verify transactions.
3. Return for correction, as necessary.
4. Submit unit diary for review and/or certification.
5. Distribute as required.

REFERENCES:
1. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0111-PERA-2104: Supervise Electronic Diary Feedback Report (EDFR)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based and database systems, the Electronic Service Record (ESR), and source documents.

STANDARD: To verify all required actions are completed IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Verify accuracy.
2. Return for corrective action, if required.
3. Forward for certification as required.
4. Distribute as required.

REFERENCES:
1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
2. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0111-PERA-2105: Validate Armed Forces Active Duty Base Date (AFADBD)/Pay Entry Base Date (PEBD)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Situations occur in the course of a member's career that may modify their service dates. Such dates include but are not limited to Expiration of Active Service (EAS), End of Current Contract (ECC), Armed Forces Active Duty Base Date (AFABD), Pay Entry Base Date (PEBD), Date of Entry Armed Forces (DOEAF), and Time Lost (TL).

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based or database systems, source documents, and the Electronic Service Record (ESR).

STANDARD: To ensure dates are accurate and all necessary date adjustments have posted without error.

PERFORMANCE STEPS:
1. Review official military personnel file (OMPF) for missing documentation, if required.
2. Verify computations on necessary dates.
3. Return for correction action, if necessary.
4. Forward for unit diary action, as appropriate.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
3. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0111-PERA-2106: Supervise mileage only travel claims

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: To improve the efficiency and timeliness of processing travel claims at Disbursing, the Reserve Travel Module was implemented. This program negates the submission of DD Form 1351-2 paper travel claims for Reserve members who are only requesting for mileage reimbursement.

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based and database system and source documents.

STANDARD: To ensure mileage only travel claims are certified IAW the JTR.

PERFORMANCE STEPS:
1. Input request for reimbursement for mileage associated with official orders via Reserve Travel Module in Marine Online.
2. Verify accuracy with source documentation and certifies via Reserve Travel Module.
3. Verify the mileage reimbursement has processed properly and the Marine has been paid.

REFERENCES:
1. JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees
2. Reserve Travel Module Training Guide
3. TAN 1-19 Travel Advisory Notice

0111-PERA-2107: Supervise reserve medical/dental status

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Reserve members may incur or aggravate an illness or injury in a non-duty status, inactive duty status or active duty status. Administrators must understand the different types of medical/dental classifications, what is required to be reported on unit diary, and when to submit a package to RMED/BUMED for change in medical classification, process for medical/pay entitlements or determine eligibility for continued service.

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, a Marine who is put in a particular medical/dental status; including but not limited to, Temporarily Not Physically Qualified, Temporarily Not Dentally Qualified, Not Physically Qualified, Line of Duty Benefit or Injured on Active Duty in Excess of 30 Days, access to web-based or database systems, a case file, and source documentation.

STANDARD: To ensure the member is managed and tracked until fit for full duty or is medically separated IAW with the MCO 1001R.1_.

PERFORMANCE STEPS:
1. Counsel member on their responsibilities for providing updates and medical documentation.
2. Run necessary unit diary entries.
3. Submit medical package to BUMED/REMED if applicable.
4. Track member's medical status until member is either found fit for full duty or medical separation.

REFERENCES:
1. Force Order 6000.1 Standard Operating Procedures for Medical Matters
2. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
3. MCO 1770.2_ LOD Benefits for Members of the Marine Corps Reserve
4. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
5. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
6. SECNAVINST 5300.30_ Management of HIV in the Navy and Marine Corps

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: The member is responsible for notifying their command of injury and providing source documentation.

0111-PERA-2108: Supervise career retirement credit report (CRCR) certification process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The Career Retirement Credit Report summarizes retirement credit points earned toward retirement eligibility and retired pay for a Marine's entire career. It is used by Statutory Selection Boards, Non-Statutory Selection Boards (PME, Reserve Command, AR Selection, and SNCO promotion selection), and Reenlistment Evaluators to measure a Marine's activity during his career. Administrators are responsible to assist the Marines in verifying the accuracy of these reports and ensure corrections are completed in a timely manner.

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based and database system, a CRCR, and the Electronic Service Record.

STANDARD: To certify any correction to the CRCR for retirement point accuracy for both inactive duty points and active duty points; submit corrections via the unit diary or to Marine Forces Reserve/MISSO 16/17 IAW MCO 1001R.1_.

PERFORMANCE STEPS:
1. Pull member's CRCR from the Marine Corps Total Force System.
2. Audit the member's CRCR with member.
3. Submit any corrections via unit diary or to either Marine Forces Reserve or MISSO 16/17 when applicable.
4. Verify CRCR with corrected information.
5. Upload signed CRCR into the member's OMPF.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. DoDI 1215.07 Service Credit for Reserve Retirement
3. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0111-PERA-2109: Supervise active duty orders process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The Marine Resource Order Writing Service (MROWS) and Defense Travel System (DTS) can automate the order writing process. In the Reserve community, there are different types of orders are generated, in accordance with the mission. It is important the orders are typed correctly to avoid negative impacts to mission and Marines personal finances.

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based and database system, source documents.

STANDARD: To verify the accuracy of the line of accounting and other pertinent information; authenticate the orders via MROWS and approve via DTS if applicable IAW MCO 1001R.1_.

PERFORMANCE STEPS:
1. Access MROWS and DTS as applicable.
2. Generate the orders ensuring the funding codes are correct.
3. Route MROWS orders to authentication and route DTS orders to approval, if applicable.
4. Take appropriate action if the orders are on Hard Hold, if applicable.

5. Distribute printed orders and copies as required.
6. Track for necessary diary entries (In Progress Payments).

REFERENCES:
1. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM)
2. JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees
3. MCO 1000.6_ Assignment, Classification and Travel System Manual (ACTSMAN)
4. MCO 1001.59_ Active Duty for Operational Support (ADOS) in Support of the Total Force
5. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
6. MCO 1800.11 Policy and Procedures for Reserve Component (RC) Member Service Beyond 16 Years of Active Duty
7. MCO 3000.19_ Marine Corps Total Force Mobilization, Activation, Integration, and Deactivation Plan (MAID-P)

0111-PERA-2110: Validate transfer orders within the Ready Reserve

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Within the Ready Reserve, Marines can request and receive orders to transfer to different units, transfer to a different organizational structure within the Ready Reserve or transfer to a different service component. It is imperative that administrators understand the organizational structure of the Ready Reserve, the, requirements to transfer Marines to a different unit or to a service component, and the process of transferring a Marine to a different organizational structure within the Ready Reserve.

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based or database systems, and source documents.

STANDARD: To verify member's proper inter-unit and inter-service transfer to the Individual Ready Reserve IAW MCO 1001R.1_.

PERFORMANCE STEPS:
1. Review request for transfer from the unit.
2. Verify member's eligibility for transfer.
3. Submit request up the chain-of-command, to include the DD Form 368, if applicable.
4. Prepare orders.
5. Transfer member via unit diary.
6. Run transfer pro/con marks or prepare fitness report.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
3. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
4. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
5. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0111-PERA-2111: Supervise the selected reserve join process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: There are a variety of joins associated with members of the Selected Reserve. Familiarization with joins associated Initial Inactive Duty Training, Active Duty, Inter-Service, Inter-Unit, Mobilization, Prior Service and Direct Affiliation is a must to prevent erroneous entitlements, incorrect/erroneous payments, fraudulent contractual agreements, and improper organizational structure joins.

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based, Electronic Service Record, and database system, source documents.

STANDARD: to certify the join and audit of a member IAW MCO 1001R.1_.

PERFORMANCE STEPS:
1. Verify member's Reserve record status.
2. Process an ECCO join, if applicable.
3. Complete appropriate reporting endorsement.
4. Complete an 1st Stage and 2nd Stage Join Audit.
5. Report the proper date of join.
6. Upload any pertinent documentation into member's Official Military Personal File.
7. Maintain source documentation in unit correspondence files.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. MARADMIN 080-11 Process for Officers transitioning from the Active Duty List (ADL) to the Reserve Active Status List (RASL) and individuals requesting to be appointed to the RASL
3. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)

4. MCO 1320.11_ Personnel Sponsorship Program
5. MCO P1070.12_ Marine Corps Individual Records Administration Manual
    (IRAM)
6. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
7. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
    Instructions Users Manual

0111-PERA-2112: Supervise reserve administrative separation process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Administrative personnel are required to initiate separation
proceedings on Marines who fail to meet the required standards and/or
performance requirements in the Ready Reserve, the separation process is
unique and complex. There are legal parameters for member notification,
member acknowledgment of notification and effects on benefits and
entitlements.

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based, and Electronic Service
Record, and database system, source documents.

STANDARD: To validate the separation package through Command Legal Action
(CLA) IAW MCO 1900.16_.

PERFORMANCE STEPS:
1. Review source documents.
2. Prepare Notification of Separation, Acknowledgement of Rights and Board
    for Correction of Naval Records documents.
3. Personally deliver or mail separation package to the Marine, as
    required.
4. Process separation package though Command Legal Action and upload all
    necessary and supporting documentation.

REFERENCES:
1. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual
    (MCRAMM)
2. MCO 1900.16_ Marine Corps Separation and Retirement Manual
    (MARCORSEPMAN)
3. MCO 5800.16 Legal Support and Administration Manual (LSAM)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
    Instructions Users Manual
5. SECNAVINST 1920.6_ Administrative Separation of Officers

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Ensure all necessary forms to include but not limited, PS Form 3800 and 3811, NAVMC 11378 and 11379, and Affidavit of Service by Mail, has been distributed and actions completed IAW MCO 1900.16_.

0111-PERA-2113: Supervise inactive duty training (IDT) pay process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: In the Ready Reserve, there are different types of inactive duty training periods which vary in accordance with the type of duty performed. Administrators have to be familiar with the system associated with inactive duty payments, the different types of inactive duty training periods, the authorized number of inactive duty periods, and the minimum hourly requirement for compensation. Furthermore, administrators have to be familiar with associated duty and appropriate duty, as these are for retirement points only.

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based and database system, source documents.

STANDARD: To verify the inactive duty period was properly processed through Drill Manager IAW MCO 1001R.1_.

PERFORMANCE STEPS:
 1. Muster member(s).
 2. Process various types of IDTs via Drill Manager.
 3. Verify all pay and/or entitlement are processed properly.
 4. Process Associate or Appropriate Duty Orders via MROWS.

REFERENCES:
 1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
 2. MCO 1001.59_ Active Duty for Operational Support (ADOS) in Support of the Total Force
 3. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
 4. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
 5. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS:

Including but not limited to, Regular Drill, Additional Training Period,
Readiness Management Period, Additional Flight
Training Period, and Funeral Honors Duty

0111-PERA-2114: Validate reserve active duty pay and entitlements

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: In the Ready Reserve, there are a variety of different active
duty pay and entitlements vary with the type and duration of duty performed.
Administrators must be aware of the different types of active duty periods,
the entitlements associated with those active duty periods (how duration
impacts entitlements), and the procedures for "back to back" orders.

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based and database system,
source documents.

STANDARD: To certify the pay and entitlements of an active duty period less
than 30 days and active duty period greater than 30 days (but less than 180
days) IAW MCO 1001R.1_.

PERFORMANCE STEPS:
 1. Receive active duty orders.
 2. Process the pay and/or entitlements via Unit Diary for Incremental IPPS
     as well as Final IPPs.
 3. Verify proper processing of all pay and/or entitlements.

REFERENCES:
 1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation,
     "Military Pay - Active Duty and Reserve Pay"
 2. MCO 1001.59_ Active Duty for Operational Support (ADOS) in Support of
     the Total Force
 3. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual
     (MCRAMM)
 4. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
 5. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
     Instructions Users Manual

0111-PERA-2115: Advise commanders of Reserve components and capabilities

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Administrative personnel must understand each Reserve component and their employment capabilities, including but not limited to Selected Marine Corps Reserve (SMCR), Individual Mobilization Augmentee (IMA) and Individual Ready Reserves (IRR), and provisions for employing them such as Active Duty Operational Support (ADOS) orders, Reserve Counterpart Training (RCT), and Annual Training (AT).

MOS PERFORMING: 0111

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to web-based or database systems, and the Electronic Service Record (ESR).

STANDARD: To use Reserve component criteria IAW MCO 1001R.1_.

PERFORMANCE STEPS:
 1. Identify assigned Reserve components.
 2. Identify the capabilities and restrictions, if applicable.

REFERENCES:
 1. MARADMIN 677/14 Interim Policy and Procedures for the Marine Corps Reserve Incremental Initial Active Duty Training (IIADT) Program
 2. MCO 1001.52_ Active Reserve (AR) Support to the Reserve Component (RC)
 3. MCO 1001.59_ Active Duty for Operational Support (ADOS) in Support of the Total Force
 4. MCO 1001.62_ Individual Mobilization Augmentee Program
 5. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
 6. MCO 3000.19_ Marine Corps Total Force Mobilization, Activation, Integration, and Deactivation Plan (MAID-P)
 7. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
 8. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

ADMIN T&R MANUAL

CHAPTER 6

MOS 0147 INDIVIDUAL EVENTS

                            ADMIN T&R MANUAL

                               CHAPTER 6

                       MOS 0147 INDIVIDUAL EVENTS

6000. PURPOSE. This chapter details the individual events that pertain to the Equal Opportunity Advisor. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

6001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

    a. Field one. This field represents the community. This chapter contains the following community code:

        Code   Description
        0147   Equal Opportunity Advisor

    b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty area:

        Code   Description
        EOA   Equal Opportunity Program

    c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. The chapter contains the following event level:

        Code   Description
        2000   Core Plus Skills (follow-on MOS formal training conducted at
                formal schools, MOJT, or Distance Learning)

    d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources needed to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all MOS 0147 tasks. If the individual training event cannot be performed in both environments (garrison and in the field) or references are not to be utilized, the condition statement will indicate which environment and references are not to be utilized.

    e. Most events contain some requirement to handle, modify, and otherwise maintain records of Marine Corps business and personnel activity. It is vital to preserve these records for historical and legal reasons. For events that have a records management component explicitly or implicitly as part of the performance steps, records must be managed via electronic means in accordance with MCO 5210.11_. In case of records that are maintained by approved electronic systems, the records management function may be performed automatically.

6002. INDEX OF INDIVIDUAL EVENTS. There are no 1000-level events for MOS 0147 Equal Opportunity Advisor. MOS 0147 is a Free MOS (FMOS) and is a non-Primary MOS (PMOS) that can be filled by any Marine regardless of PMOS. A FMOS requires skill sets unrelated to primary skills.

Event Code	E-Coded	Event	Page
0147-EOA-2001	NO	Facilitate an organizational climate assessment	6-3
0147-EOA-2002	NO	Process an accepted complaint	6-4
0147-EOA-2003	NO	Provide Prohibited Activities and Conduct (PAC) program advice	6-5
0147-EOA-2004	NO	Conduct inspections	6-6
0147-EOA-2005	NO	Facilitate human relations training	6-6
0147-EOA-2006	NO	Process a dismissed complaint	6-7
0147-EOA-2007	NO	Process a referred complaint	6-8

6003. 2000-LEVEL EVENTS

0147-EOA-2001: Facilitate an organizational climate assessment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 0147

BILLETS: Equal Opportunity Advisor

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and access to automated information systems.

STANDARD: To maintain cognizance of the organizational climate IAW MCO 5354.1_.

PERFORMANCE STEPS:
1. Plan for assessment, as required.
2. Conduct in-briefing, as required.
3. Revise plan, as required.
4. Order DEOMI Organizational Climate Survey (DEOCS), as required.
5. Perform survey administrator responsibilities, as required.
6. Conduct visual inspections, as required.
7. Review unit records and reports, as required.
8. Conduct focus groups, as required.
9. Conduct individual interviews, as required.
10. Prepare executive summary for commander, as required.
11. Conduct out-briefing, as required.
12. Conduct follow-up to ensure compliance.
13. Monitor command climate, as required.
14. Maintain assessment records, as required.
15. Track DEOCS compliance for all subordinate commands.

REFERENCES:
1. MCO 5210.11_ Marine Corps Records Management Program
2. MCO 5354.1_ Marine Corps Prohibited Activities and Conduct (PAC)
    Prevention and Response Policy

MISCELLANEOUS:

 ADMINISTRATIVE INSTRUCTIONS: Other Support Requirements: Access to the
 Discrimination and Sexual Harassment (DASH) database, and access to the
 Command Profile and DEOCS Retrieval System (DRS).

0147-EOA-2002: Process an accepted complaint

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 0147

BILLETS: Equal Opportunity Advisor

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a complaint and access to automated information systems.

STANDARD: To facilitate resolution IAW MCO 5354.1_.

PERFORMANCE STEPS:
1. Conduct intake interview.
2. Advise complainant on rights and responsibilities.
3. Advise the complainant of means to resolve the complaint.
4. Initiate DASH report.
5. Complete complaint analysis.
6. Send complaint analysis to Commander.
7. Receive the commander's decision.
8. Complete notification of acceptance.
9. Initiate offender acknowledgement.
10. Conduct conflict resolution, as required.
11. Advise the investigating officer.
12. Ensure complainant is provided a status update.
13. Conduct EOA sufficiency review.
14. Receive commander's final disposition.
15. Advise parties on appeals process.
16. Complete offender acknowledgement record.
17. Initiate complainant acknowledgement record.
18. Follow-up to ensure retaliation and/or ostracism has not occurred.
19. Complete Request closure of DASH.

REFERENCES:
1. MCO 5210.11_ Marine Corps Records Management Program

2. MCO 5354.1_ Marine Corps Prohibited Activities and Conduct (PAC)
    Prevention and Response Policy

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS: Other Support Requirements: Access to the
   Discrimination and Sexual Harassment (DASH) database, and access to the
   Command Profile DEOCS Retrieval System (DRS).

0147-EOA-2003: Provide Prohibited Activities and Conduct (PAC) program
advice

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The EOA is responsible for advising commanders and their staff,
along with external agencies such as NCIS, CID, VLC.

MOS PERFORMING: 0147

BILLETS: Equal Opportunity Advisor

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and access to automated information systems.

STANDARD: To ensure the command is apprised of the PAC policy IAW MCO
P5354.1_.

PERFORMANCE STEPS:
 1. Prepare PAC program documentation.
 2. Interpret PAC regulations, policies, and procedures.
 3. Advise commander in developing local PAC policy memoranda.
 4. Disseminate PAC information throughout command.
 5. Advise internal and external agencies on PAC policy.

REFERENCES:
 1. MCO 5210.11_ Marine Corps Records Management Program
 2. MCO 5354.1_ Marine Corps Prohibited Activities and Conduct (PAC)
     Prevention and Response Policy

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS: Other Support Requirements: Access to the
   Discrimination and Sexual Harassment (DASH) database, and access to the
   Command Profile DEOCS Retrieval System (DRS).

0147-EOA-2004: Conduct inspections

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 0147

BILLETS: Equal Opportunity Advisor

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to inspect and access to automated information systems.

STANDARD: To ensure the command is compliant IAW the Prohibited Activities and Conduct (PAC) Prevention and Response Checklist.

PERFORMANCE STEPS:
1. Conduct in-brief.
2. Assess command.
3. Provide on the spot training.
4. Conduct out-brief.

REFERENCES:
1. Functional Area Checklist Marine Corps Prohibited Activities and Conduct (PAC) Prevention and Response Checklist
2. MCO 5354.1_ Marine Corps Prohibited Activities and Conduct (PAC) Prevention and Response Policy

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS:
   Other Support Requirements: Access to the Discrimination And Sexual Harassment (DASH) database and access to the Command Profile and DEOCS Retrieval System (DRS).

0147-EOA-2005: Facilitate human relations training

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

READINESS-CODED: NO

DESCRIPTION: EOAs have received extensive Defense Equal Opportunity Management Institute training on the dynamics of human relations and its impact on organizational climate. EOAs are required to train personnel as part of PAC Prevention and Response. Training can occur in, but is not limited to command team PAC briefs, annual training, small group discussions, workshops, or EOR certification courses.

MOS PERFORMING: 0147

BILLETS: Equal Opportunity Advisor

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and access to automated information systems.

STANDARD: To inform personnel of how human relations topics impact mission readiness IAW MCO P5354.1_.

PERFORMANCE STEPS:
 1. Receive commander's intent, as required.
 2. Identify a target audience.
 3. Develop human relations related training material.
 4. Request funding, as required.
 5. Review lesson material.
 6. Conduct activity preparation.
 7. Collect training critique sheets.
 8. Conduct after action report.
 9. Manage a local Training Information Resources Library.

REFERENCES:
 1. MCO 5210.11_ Marine Corps Records Management Program
 2. MCO 5354.1_ Marine Corps Prohibited Activities and Conduct (PAC) Prevention and Response Policy

MISCELLANEOUS:

  ADMINISTRATIVE INSTRUCTIONS: Other Support Requirements: Access to the Discrimination and Sexual Harassment (DASH) database, and access to the Command Profile and DEOCS Retrieval System (DRS).

0147-EOA-2006: Process a dismissed complaint

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Complaints can be dismissed for the following reasons: frivolous, duplicative, not under the purview, statutory or regulatory restrictions, complaint is moot, failure to cooperate, and lateness.

MOS PERFORMING: 0147

BILLETS: Equal Opportunity Advisor

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a complaint and access to automated information systems.

STANDARD: To facilitate resolution IAW MCO 5354.1_.

PERFORMANCE STEPS:
1. Conduct intake interview.
2. Advise complainant on rights and responsibilities.
3. Advise the complainant of means to resolve the complaint.
4. Initiate DASH report.
5. Complete complaint analysis.
6. Send complaint analysis to Commander.
7. Receive the commander's decision.
8. Complete notification of dismissal.
9. Advise complainant of the right to request reconsideration.
10. Facilitate reconsideration process, as required.
11. Complete Request closure of DASH.

REFERENCES:
1. MCO 5210.11_ Marine Corps Records Management Program
2. MCO 5354.1_ Marine Corps Prohibited Activities and Conduct (PAC) Prevention and Response Policy

MISCELLANEOUS:

    ADMINISTRATIVE INSTRUCTIONS: Other Support Requirements: Access to the Discrimination and Sexual Harassment (DASH) database, and access to the Command Profile and DEOCS Retrieval System (DRS).

0147-EOA-2007: Process a referred complaint

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

READINESS-CODED: NO

MOS PERFORMING: 0147

BILLETS: Equal Opportunity Advisor

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and course materials.

STANDARD: To facilitate resolution IAW MCO P5354.1_.

PERFORMANCE STEPS:
1. Conduct intake interview.
2. Advise complainant on rights and responsibilities, as required.
3. Advise the complainant of means to resolve the complaint, as required.
4. Initiate DASH report.
5. Complete complaint analysis, as required.
6. Send complaint analysis to Commander, as required.

7. Receive the commander's decision, as required.
8. Ensure the complainant is advised that the complaint is being referred, as required.
9. Complete closure of DASH.

REFERENCES:
1. MCO 5210.11F Marine Corps Records Management Program
2. MCO 5354.1_ Marine Corps Prohibited Activities and Conduct (PAC) Prevention and Response Policy

ADMIN T&R MANUAL

CHAPTER 7

MOS 0149 INDIVIDUAL EVENTS

ADMIN T&R MANUAL

CHAPTER 7

MOS 0149 INDIVIDUAL EVENTS

7000. PURPOSE. This chapter details the individual events that pertain to the Substance Abuse Control Specialist. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

7001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

   a. Field one. This field represents the community. This chapter contains the following community code:

        Code   Description
        0149   Substance Abuse Control Specialist

   b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty area:

        Code   Description
        SACO   Substance Abuse Control

   c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

        Code   Description
        2000   Core Plus Skills (follow-on formal MOS training, MOJT, or
                    Distance Learning)

   d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources needed to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all MOS 0149 tasks. If the individual training event cannot be performed in both environments (garrison and in the field) or references are not to be utilized, the condition statement will indicate which environment and references are not to be utilized.

   e. Most events contain some requirement to handle, modify, and otherwise maintain records of Marine Corps business and personnel activity. It is vital to preserve these records for historical and legal reasons. For events that have a records management component explicitly or implicitly as part of the performance steps, records must be managed via electronic means in accordance with MCO 5210.11_. In case of records that are maintained by approved electronic systems, the records management function may be performed automatically.

7002. INDEX OF INDIVIDUAL EVENTS. There are no 1000-Level events for MOS 0149 Substance Abuse Control Specialist. MOS 0149 is a Free MOS (FMOS) and a non-Primary MOS (PMOS) that can be filled by any Marine regardless of PMOS. A FMOS requires skill sets unrelated to primary skills. Additionally, any gap in event numerical sequencing is not administrative error.

Event Code	E-Coded	Event	Page
0149-SACO-2001	NO	Administer a urinalysis test	7-3
0149-SACO-2004	NO	Conduct prevention awareness training	7-4

7003. 2000-LEVEL EVENTS

0149-SACO-2001: Administer a urinalysis test

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 0149

GRADES: SSGT, GYSGT, MSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to DOD Drug Testing Program (DTP) software, DD Form 2624, and urinalysis collection materials.

STANDARD: In order to assess the command's readiness IAW MCO 5300.17.

PERFORMANCE STEPS:
1.   Receive Commander's intent.
2.   Populate personnel screening list.
3.   Validate DD Form 2624 information.
4.   Establish collection site.
5.   Notify personnel.
6.   Verify identification of individual.
7.   Collect urine sample.
8.   Document urine sample.
9.   Maintain chain of custody.
10. Ship specimen.
11. Review internet forensics drug testing laboratory (IFDTL) portal.
12. Process Medical Review Officer (MRO) letter, if required.
13. Brief Commander.
14. Submit MRO letter to Drug Demand Reduction Coordinator, when applicable.
15. Verify records filing, as required.

REFERENCES:
1. MCO 5210.11_ Marine Corps Records Management Program
2. MCO 5300.17_ Marine Corps Substance Abuse Program

0149-SACO-2004: Conduct prevention awareness training

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 0149

GRADES: SSGT, GYSGT, MSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: To enhance unit readiness IAW MCO 5300.17.

PERFORMANCE STEPS:
 1. Schedule unit training.
 2. Review unit trends.
 3. Prepare presentation.
 4. Coordinate quest speakers, if applicable.
 5. Document attendance.
 6. Assess measure of effectiveness.
 7. Maintain training records.
 8. Conduct records disposal/retention actions, as required.

REFERENCES:
 1. MCO 5210.11_ Marine Corps Records Management Program
 2. MCO 5300.17_ Marine Corps Substance Abuse Program

ADMIN T&R MANUAL

CHAPTER 8

MOS 0161 INDIVIDUAL EVENTS

ADMIN T&R MANUAL

CHAPTER 8

MOS 0161 INDIVIDUAL EVENTS

8000. PURPOSE. This chapter details the individual events that pertain to the Postal Clerk. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

8001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

    a. Field one. This field represents the community. This chapter contains the following community code:

Code	Description
0161	Postal Clerk

    b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

Code	Description
FINA	Postal Finance Services
OPER	Postal Operations
QAQC	Quality Assurance/Quanlity Control

    c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

Code	Description
1000	Core Skills (initial MOS entry level formal training conducted at formal schools)
2000	Core Plus Skills (follow-on formal schooling, MOJT, or Distance Learning)

    d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources needed to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all MOS 0161 tasks. If the individual training event cannot be performed in both environments (garrison and in the field) or references are not to be utilized, the condition statement will indicate which environment and references are not to be utilized.

8002. INDEX OF 1000-LEVEL EVENTS

Event Code	E-Coded	Event	Page
0161-FINA-1001	NO	Operate retail equipment	8-3
0161-FINA-1002	NO	Accept an item to mail	8-4
0161-FINA-1003	NO	Maintain postal funds	8-4
0161-FINA-1004	NO	Cash a postal money order	8-5
0161-FINA-1005	NO	Sell a postal money order	8-6
0161-FINA-1006	NO	Void a money order	8-6
0161-FINA-1007	NO	Perform postal money order corrective measures	8-7
0161-OPER-1001	NO	Process outgoing mail	8-7
0161-OPER-1002	NO	Process incoming mail	8-8
0161-OPER-1003	NO	Process incoming registered mail	8-9
0161-OPER-1004	NO	Process outgoing registered mail	8-9
0161-OPER-1005	NO	Close a Registry Section	8-10
0161-OPER-1006	NO	Deliver official accountable mail	8-11
0161-OPER-1007	NO	Deliver personal accountable mail	8-12
0161-OPER-1008	NO	Operate a Postal Service Center	8-12
0161-OPER-1009	NO	Perform postal directory service	8-13

8003. 1000-LEVEL EVENTS

0161-FINA-1001: Operate retail equipment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The retail clerk utilizes USPS/MPSA equipment to conduct retail operations in a garrison and deployed environment.

MOS PERFORMING: 0161

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to postal retail equipment and internet connectivity to USPS.

STANDARD: To provide equitable postal services in garrison and deployed environment.

PERFORMANCE STEPS:
1. Log onto the USPS network via the retail equipment.
2. Retrieve "Start of Day" report.
3. File "Start of Day" report.
4. Identify proper functions for mail and/or services requested.
5. Prepare applicable list or reports at the end of the business day.
6. Log off the equipment.
7. Secure postal funds.

REFERENCES:
1. MPSA Retail Procedures Guides

2. USPS F-1 Handbook Post Office Accounting Procedures
3. USPS F-101 Handbook Field Accounting Procedures

0161-FINA-1002: Accept an item to mail

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The retail clerk places appropriate postage on an item mailed domestically or internationally.

MOS PERFORMING: 0161

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request to send an article of domestic/international mail, and standard USPS supplies and equipment.

STANDARD: To meet USPS and customs mailing standards.

PERFORMANCE STEPS:
1. Determine if the article meets standards for mailing.
2. Determine class of mail.
3. Determine rate of postage.
4. Determine the need for extra services endorsements.
5. Determine the need for customs documentation.
6. Affix postage, extra services endorsements and customs documentation properly.
7. Conduct payment procedures.
8. File mailing receipts.

REFERENCES:
1. Current USPS Postal Bulletin
2. DOD 4525.6-M Department of Defense Postal Manual
3. USPS Domestic Mail Manual
4. USPS IMM International Mail Manual
5. USPS NOTICE 123 United States Postal Service (USPS) Price List

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0161-FINA-1003: Maintain postal funds

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: A retail clerk is required to maintain postal funds for daily retail business. Postal funds include; currency, money orders, and stamps.

MOS PERFORMING: 0161

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a flexible or fixed credit account and postal equipment.

STANDARD: To ensure the trusted account is reconciled.

PERFORMANCE STEPS:
1. Verify assigned account.
2. Conduct retail business.
3. Replenish account throughout the shift.
4. Reconcile account at the end of the shift.
5. Conduct end of shift replenishment.
6. Secure account.
7. Secure account.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. MPSA Retail Procedures Guides
3. USPS F-1 Handbook Post Office Accounting Procedures
4. USPS F-101 Handbook Field Accounting Procedures

0161-FINA-1004: Cash a postal money order

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 0161

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a customer provided money order with monetary value, appropriate equipment, and available funds.

STANDARD: To provide a customer full cash value for the amount identified on the money order.

PERFORMANCE STEPS:
1. Ensure the presented money order is not on the current USPS list of lost or stolen money orders.
2. Match the identity of the customer to the money order.
3. Ensure customer has signed the back of the money order.
4. Ensure dispensed amount is correct.
5. Retain the money order for reconciliation.
6. Provide the customer with a receipt.

REFERENCES:

NAVMC 3500.3E
03 Apr 2020

1. MPSA Retail Procedures Guides
2. USPS F-1 Handbook Post Office Accounting Procedures
3. USPS F-101 Handbook Field Accounting Procedures

0161-FINA-1005: Sell a postal money order

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 0161

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request from a customer, blank postal money order and imprinter.

STANDARD: To provide a customer an accurate money order and account for postal funds.

PERFORMANCE STEPS:
 1. Account for blank postal money orders.
 2. Ensure sequencing of money orders are accurate.
 3. Verify the amount of the money order desired.
 4. Collect the money order amount plus fee.
 5. Imprint the money order with the date and desired dollar amount.
 6. Verify with the customer, the completed money order is accurate.
 7. Issue the completed money order with receipt to the customer.
 8. Retain completed money order receipt.

REFERENCES:
 1. DOD 4525.6-M Department of Defense Postal Manual
 2. MPSA Retail Procedures Guides
 3. USPS F-1 Handbook Post Office Accounting Procedures
 4. USPS F-101 Handbook Field Accounting Procedures

0161-FINA-1006: Void a money order

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 0161

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an improperly prepared postal money order and postal supplies.

STANDARD: To cancel erroneous money orders for reconciliation.

PERFORMANCE STEPS:
1. Identify an improperly prepared postal money order.
2. Endorse "Void" on the money order.
3. Maintain the voided money orders.
4. Submit all voided money orders to the Supervisor at the end of the shift.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. MPSA Retail Procedures Guides
3. USPS F-1 Handbook Post Office Accounting Procedures
4. USPS F-101 Handbook Field Accounting Procedures

0161-FINA-1007: Perform postal money order corrective measures

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 0161

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given inaccurate prepared postage, postal equipment and supplies.

STANDARD: To ensure erroneous postage is corrected.

PERFORMANCE STEPS:
1. Identify erroneous postage.
2. Determine appropriate options for correction.
3. Apply the appropriate actions for correction.
4. Account for actions taken during corrections.
5. Submit all corrective actions to supervisor.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. MPSA Retail Procedures Guides
3. USPS F-1 Handbook Post Office Accounting Procedures
4. USPS F-101 Handbook Field Accounting Procedures

0161-OPER-1001: Process outgoing mail

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Provide outgoing mail for dispatch to USPS.

MOS PERFORMING: 0161

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational post office and standard USPS supplies and equipment.

STANDARD: To ensure mail is properly sorted for dispatch to USPS.

PERFORMANCE STEPS:
1. Check mail for proper postage and endorsements.
2. Cancel stamps, if applicable.
3. Prepare mail for nesting and dispatching.
4. Conduct dispatching scanning requirements.
5. Attach appropriate Enhanced Distribution Label and U.S Mail Airstop Tag to mail sack.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. MPSA Receptacle, Nesting and Dispatching Standard Operating Procedures
3. USPS Domestic Mail Manual
4. USPS IMM International Mail Manual
5. USPS POM Postal Operations Manual

0161-OPER-1002: Process incoming mail

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Sort incoming mail for delivery to authorized agents.

MOS PERFORMING: 0161

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational mail sorting facility, incoming mail, and standard USPS supplies and equipment.

STANDARD: To ensure mail is sorted for distribution to authorized agents.

PERFORMANCE STEPS:
 1. Verify incoming mail manifest.
 2. Scan all incoming mail with appropriate scan selection for AMPS upload.
 3. Sort incoming mail by destination.
 4. Dispatch mail to destination.

REFERENCES:
 1. DOD 4525.6-M Department of Defense Postal Manual
 2. USPS Domestic Mail Manual
 3. USPS IMM International Mail Manual
 4. USPS POM Postal Operations Manual

0161-OPER-1003: Process incoming registered mail

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Sort incoming registered mail for delivery to authorized agents.

MOS PERFORMING: 0161

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational post office, appropriate forms, articles of registered mail, and standard USPS supplies and equipment.

STANDARD: To ensure incoming registered mail is sorted for delivery to authorized agents.

PERFORMANCE STEPS:
 1. Verify all registered pieces are listed outside/inside bills.
 2. Postmark pieces of registered mail upon receipt.
 3. Scan all registered mail with appropriate scan selection for AMPS upload.
 4. Maintain accountability of all registered articles.
 5. Secure registered mail in a secure room.

REFERENCES:
 1. DOD 4525.6-M Department of Defense Postal Manual
 2. USPS Domestic Mail Manual
 3. USPS IMM International Mail Manual
 4. USPS POM Postal Operations Manual

MISCELLANEOUS:

    ADMINISTRATIVE INSTRUCTIONS: Per DoD 4525.6-M when processing registered mail, a witness is to be used.

0161-OPER-1004: Process outgoing registered mail

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Provide outgoing registered mail for dispatch to authorized agent.

MOS PERFORMING: 0161

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational post office, appropriate forms, articles of registered mail, and standard USPS supplies and equipment.

STANDARD: To ensure outgoing registered mail is properly processed for dispatch to authorized agent.

PERFORMANCE STEPS:
1. Sort registered mail by destination.
2. Prepare PS Form 3854 (Inside Bill).
3. Prepare PS Form 3854 (Outside Bill).
4. Seal and pouch all registered mail by destination.
5. Maintain accountability of all registered articles.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. MPSA Receptacle, Nesting and Dispatching Standard Operating Procedures
3. USPS Handbook DM-901 Registered Mail
4. USPS IMM International Mail Manual
5. USPS POM Postal Operations Manual

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS: Per DoD 4525.6-M when processing registered mail, a witness is to be used.

0161-OPER-1005: Close a Registry Section

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Ensuring all registered mail on hand is properly inventoried at the end of each business day.

MOS PERFORMING: 0161

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a secure area or structure, blank DD Form 2261, DD Form 2261 from the previous day, all required supporting documents, and standard USPS supplies and equipment.

STANDARD: To ensure all registered mail on hand is properly inventoried at the end of each business day.

PERFORMANCE STEPS:
1. Inventory number of registered pieces on-hand.
2. Prepare and balance the DD Form 2261 against the supporting documents.
3. Ensure validation of DD Form 2261.
4. File DD Form 2261 and all supporting documentation.
5. Secure the Registry Section with lock and key.
6. Complete Security Container Check Sheet SF-702, if applicable.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. USPS Domestic Mail Manual
3. USPS POM Postal Operations Manual

MISCELLANEOUS:

> **ADMINISTRATIVE INSTRUCTIONS:** Per DoD 4525.6-M when processing registered mail, a witness is to be used.

0161-OPER-1006: Deliver official accountable mail

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Sort official accountable mail for delivery to authorized agents.

MOS PERFORMING: 0161

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational post office and applicable postal forms.

STANDARD: To ensure that official accountable mail is sorted and delivered to authorized agents.

PERFORMANCE STEPS:
1. Prepare PS Form 3883.
2. Verify identity of authorized agent.
3. Complete PS Form 3811, if applicable.
4. Obtain signature from authorized agent.
5. Scan official accountable mail and PS Form 3883 to show delivery.

6. Provide authorized agent a copy of each PS Form 3883.
7. File copies of all signed PS Forms 3883.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. USPS Domestic Mail Manual

0161-OPER-1007: Deliver personal accountable mail

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Sort personal accountable mail for delivery to authorized agents.

MOS PERFORMING: 0161

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational post office and appropriate forms.

STANDARD: To ensure personal accountable mail is sorted and delivered to authorized agents.

PERFORMANCE STEPS:
1. Prepared PS Form 3849.
2. Verify identity of addressee/authorized agent.
3. Obtain signature of addressee/authorized agent.
4. Scan personal accountable mail and PS Form 3849 to show delivery.
5. Complete PS Form 3811, if applicable.
6. File all signed PS Forms 3849.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. USPS Domestic Mail Manual

0161-OPER-1008: Operate a Postal Service Center

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Mail delivery receptacle that captures an individual delivery point to a customer.

MOS PERFORMING: 0161

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given required forms and equipment.

STANDARD: To ensure mail delivery receptacles are maintained to individual delivery point.

PERFORMANCE STEPS:
1. Ensure mail receptacles are assigned to authorized personnel only.
2. Fill out required forms.
3. Enter updated data in corresponding computer system.
4. Maintain Directory file system for each receptacle.
5. File all Forms according to the receptacle number.
6. Appropriately close a receptacle box.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. USPS Domestic Mail Manual

0161-OPER-1009: Perform postal directory service

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Provide forwarding and return service for mail.

MOS PERFORMING: 0161

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given articles of mail that cannot be delivered as addressed, available automated directory databases, and standard USPS forms and supplies.

STANDARD: To ensure undeliverable addressed mail is forwarded or returned.

PERFORMANCE STEPS:
1. Identify undeliverable mail.
2. Process undeliverable mail utilizing Marine Profile, AMPS Directory Module, and any other authorized resource available.
3. Process mail undeliverable to assigned receptacles.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. USPS Domestic Mail Manual
3. USPS POM Postal Operations Manual

8004. INDEX OF 2000-LEVEL EVENTS

Event Code	E-Coded	Event	Page
0161-FINA-2001	NO	Manage a military postal retail facility	8-14
0161-OPER-2001	NO	Manage postal operations	8-15
0161-OPER-2002	NO	Route mail	8-15
0161-QAQC-2001	NO	Inspect postal functions	8-16

8005. 2000-LEVEL EVENTS

0161-FINA-2001: Manage a military postal retail facility

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: COPEs are responsible for managing the postal retail function within a specific military postal retail facility.

MOS PERFORMING: 0161

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a postal activity, stamp stock, retail clerks, appropriate postal forms, and standard USPS equipment and supplies.

STANDARD: To maintain accountability of postal equipment and funds.

PERFORMANCE STEPS:
1.   Account for assigned postal funds.
2.   Maintain postal funds.
3.   Account for assigned blank postal money orders.
4.   Maintain blank postal money orders.
5.   Conduct initial audit of clerk stocks.
6.   Manage start of day procedures.
7.   Conduct random audits of clerk stocks.
8.   Maintain appropriate completion of documents and forms.
9.   Verify articles have proper postage affixed.
10. Verify that all classes of mail are properly packaged and endorsed.
11. Submit bank deposits.
12. Manage close out procedures.

REFERENCES:
1.   DOD 4525.6-M Department of Defense Postal Manual
2.   MPSA Retail Procedures Guides
3.   USPS F-1 Handbook Post Office Accounting Procedures
4.   USPS F-101 Handbook Field Accounting Procedures
5.   USPS Handbook DM-901 Registered Mail
6.   USPS Publication 223 United States Postal Service (USPS) Directives and Forms Catalog
7.   USPS PUBLICATION 247 United States Postal Service (USPS) Material Management Equipment and Supply Catalog

0161-OPER-2001: Manage postal operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 0161

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a postal activity, automated systems, appropriate postal forms, logistical support, postal personnel, standard USPS equipment and supplies.

STANDARD: To maintain postal services throughout the entire MPS/USPS network.

PERFORMANCE STEPS:
1. Account for assigned equipment and supplies.
2. Manage mail handling procedures.
3. Conduct pre-deployment brief.
4. Manage search and seizure.
5. Manage postal supply/equipment.
6. Manage postal directory functions.
7. Maintain postal facility security.
8. Manage the movement of mail.
9. Maintain publication and directives.
10. Report MPS/USPS requirements.
11. Manage a Postal Service Center.
12. Manage Official Mail Program.

REFERENCES:
1. Current USPS Postal Bulletin
2. DOD 4525.8-M DOD Official Mail Manual
3. MPSA Receptacle, Nesting and Dispatching Standard Operating Procedures
4. USPS Domestic Mail Manual
5. USPS Handbook DM-901 Registered Mail
6. USPS IMM International Mail Manual
7. USPS POM Postal Operations Manual

0161-OPER-2002: Route mail

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: When units deploy or change physical location, there is a requirement and procedure in place addressing the process to maintain the uninterrupted routing of mail.

MOS PERFORMING: 0161

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Mail Routing Request, available mail, automated system, postal equipment and supplies.

STANDARD: To ensure MPS/USPS routing to an authorized location.

PERFORMANCE STEPS:
1. Create a Mail Routing Instruction based on Mail Routing Request.
2. Create a Deployed Unit address.
3. Create a Mail Handling Procedure for the Unit.
4. Route the mail to the appropriate location.
5. Communicate subsequent mail routing with deployed unit.
6. Execute subsequent mail routing with deployed unit.
7. Create a Return Mail Routing Instruction based on a Return mail Routing request.
8. Route mail back to unit origin.

REFERENCES:
1. Current USPS Postal Bulletin
2. DOD 4525.6-M Department of Defense Postal Manual
3. USPS Domestic Mail Manual
4. USPS IMM International Mail Manual
5. USPS POM Postal Operations Manual

0161-QAQC-2001: Inspect postal functions

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 0161

BILLETS: Quality Assurance/Quality Control Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a postal activity, inspection requirements, and appropriate documents.

STANDARD: To ensure the postal process is compliant with MPS/USPS regulations.

PERFORMANCE STEPS:
1. Prepare for inspections.
2. Conduct unannounced inspections.
3. Conduct remedial mail handling training.

4. Document inspection results.
5. Brief results to appropriate mail handling authority.
6. Submit Reports.
7. File reports.
8. Conduct Mail Indoctrination Course.
9. Manage the reporting of MPS/USPS requirements.
10. Manage the reporting of MPS/USPS requirements.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. MCO P5110.4_ The Marine Corps Official Mail Program

ADMIN T&R MANUAL

CHAPTER 9

MOS 0171 INDIVIDUAL EVENTS

CHAPTER 9

MOS 0171 INDIVIDUAL EVENTS

9000. PURPOSE. This chapter details the individual events that pertain to the Manpower Information Systems (MIS) Analyst. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

9001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

    a. Field one. This field represents the community. This chapter contains the following community code:

        Code   Description
        0171   Manpower Information Systems (MIS) Analyst

    b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty area:

        Code   Description
        MPSP   Correspondence

    c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

        Code   Description
        2000   Core Plus (MOJT)

    d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources needed to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all MOS 0171 tasks. If the individual training event cannot be performed in both environments (garrison and in the field) or references are not to be utilized, the condition statement will indicate which environment and references are not to be utilized.

9002. INDEX OF 2000-LEVEL EVENTS. There are no 1000-Level events for MOS 0171 MIS Analyst. MOS 0171 is a Necessary MOS (NMOS). A NMOS is a non-Primary MOS (PMOS) that has a pre-requisite of one or more PMOSs. This MOS identifies a particular skill or training that is in addition to a Marine's PMOS and can only be filled by a Marine with a specific PMOS. The particular skill or training required is gained by MOJT.

Event Code	E-Coded	Event	Page
0171-MPSP-2001	NO	Prepare Manpower Information Systems Support Office (MISSO) Unit Diary (UD)	9-3
0171-MPSP-2002	NO	Research accurate processing of Type Transaction Codes (TTC)	9-4
0171-MPSP-2003	NO	Provide technical assistance in support of software releases to support Class 1 Systems	9-4
0171-MPSP-2004	NO	Monitor reporting within Marine Corps Total Force System (MCTFS)	9-5
0171-MPSP-2005	NO	Recommend MCTFS procedural and system changes to CMC/DFAS	9-6
0171-MPSP-2006	NO	Process special roster requests	9-7
0171-MPSP-2007	NO	Control access to CMC sponsored databases	9-7
0171-MPSP-2008	NO	Troubleshoot Marine Corps Manpower Class I System problems	9-8
0171-MPSP-2009	NO	Certify MISSO Unit Diary	9-9
0171-MPSP-2010	NO	Operate Marine Corps Manpower Reporting Class I Systems	9-10
0171-MPSP-2011	NO	Submit Marine Corps Total Force System problem sheet	9-10
0171-MPSP-2012	NO	Process incoming Unit Diary	9-11

9003. 2000-LEVEL EVENTS

0171-MPSP-2001: Prepare Manpower Information Systems Support Office (MISSO) Unit Diary (UD)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Manpower Information Systems Analysts prepare and submit unit diaries for review and further inclusion into Marine Corps Total Force System (MCTFS), via higher headquarters 548XX RUCs for each Manpower Information Systems Support Office (MISSO).

MOS PERFORMING: 0171

BILLETS: Manpower Information Systems (MIS) Analyst

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a unit diary reportable event, access to Marine Corps Total Force System Family of Systems (MCTFS FoS), and source documents.

STANDARD: Ensuring source documents and events are reported on the unit diary for processing into MCTFS through MCTFS FoS.

PERFORMANCE STEPS:
 1. Receive source documents to report on unit diary.

2. Type a rough working unit diary from source documents.
3. Print a rough working diary.
4. Forward printed rough and source documents for review.
5. Take corrective action in unit diary; update if necessary.
6. Finalize diary for certifying official.
7. File signed copy of unit diary and source documents as required.

REFERENCES:
1. M&RA TFDW Lookup Tables (TFDW=Total Force Data Warehouse)
2. MISSO User Manual (MUM)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0171-MPSP-2002: Research accurate processing of Type Transaction Codes (TTC)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Manpower Information Systems Analysts research and analyze the correct processing of Type Transaction Codes (TTC) within Marine Corps Total Force System (MCTFS).

MOS PERFORMING: 0171

BILLETS: Manpower Information Systems (MIS) Analyst

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a reportable event, a reported transaction error within MCTFS, and access to MCTFS FoS.

STANDARD: Providing administrative corrective action to commands within the MISSO's jurisdiction, or forwarding recommended corrective action to the MISSA or higher headquarters.

PERFORMANCE STEPS:
1. Obtain access to MCTFS Error Codes and Decision Logic Tables (DLT).
2. Review Error Codes and select DLT corresponding with the specific TTC.
3. Interpret specific processing instruction to determine if the TTC is processed correctly.
4. Prepare a MCTFS Problem Ticket if the TTC failed to process correctly.

REFERENCES:
1. M&RA TFDW Lookup Tables (TFDW=Total Force Data Warehouse)
2. MISSO User Manual (MUM)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0171-MPSP-2003: Provide technical assistance in support of software releases to support Class 1 Systems

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Manpower Information Systems Analysts provide technical assistance for educating the reporting units within the MISSO's jurisdiction.

MOS PERFORMING: 0171

BILLETS: Manpower Information Systems (MIS) Analyst

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an Automated Information System, new software release, and access to MCTFS FoS.

STANDARD: Ensuring reporting units within the MISSO's jurisdiction receive appropriate assistance when the software release updates current web-based/database systems.

PERFORMANCE STEPS:
1. Receive the software release brief from the MISSA.
2. Review the software release brief.
3. Publish the software release brief to each MISSO's jurisdiction.
4. Support each unit within the MISSO's jurisdiction on the software release brief.

REFERENCES:
1. MISSO User Manual (MUM)
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0171-MPSP-2004: Monitor reporting within Marine Corps Total Force System (MCTFS)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Manpower Information Systems Analysts analyze the command's reporting within MCTFS.

MOS PERFORMING: 0171

BILLETS: Manpower Information Systems (MIS) Analyst

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a command's reporting of events within MCTFS and access to MCTFS FoS.

STANDARD: In performance step sequence, ensuring corrective action and recommendations are provided to commands within the MISSO's jurisdiction, or recommended corrective action are forwarded to higher headquarters within established timeframes.

PERFORMANCE STEPS:
1. Determine if the MCTFS cycle has completed processing.
2. Verify all unit diaries submitted have completed processing.
3. Ensure reported information has been entered into the Central Master File (CMF) by researching individual records.
4. Monitor the reporting unit advisory file for rejected transactions.
5. Analyze reporting unit deficiencies and suggest methods for improvement.

REFERENCES:
1. M&RA TFDW Lookup Tables (TFDW=Total Force Data Warehouse)
2. MISSO User Manual (MUM)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0171-MPSP-2005: Recommend MCTFS procedural and system changes to CMC/DFAS

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Manpower Information Systems Analysts research, analyze and prepare manpower information data logic problem to the MISSA through the appropriate submission process on identified MCTFS FoS procedural and systems changes.

MOS PERFORMING: 0171

BILLETS: Manpower Information Systems (MIS) Analyst

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a procedural or systems change and access to MCTFS.

STANDARD: In performance step sequence, providing the MISSA with appropriate research and justification for the need to recommend MCTFS FoS procedural and system changes to CMC/DFAS.

PERFORMANCE STEPS:
1. Identify a system problem.
2. Research to establish the extent of the system problem.
3. Analyze research to establish common patterns for each occurrence.

4. Develop a proposed solution based upon analysis of the problem.
5. Recommend MCTFS procedural and system changes to the operating system when necessary.

REFERENCES:
1. MISSO User Manual (MUM)
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
3. SECNAV M-5216.5_ w/Ch1 Navy Correspondence Manual

0171-MPSP-2006: Process special roster requests

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Manpower Information Systems Analysts develop and instruct on special requested rosters using MCTFS FoS for commands within the MISSO's jurisdiction.

MOS PERFORMING: 0171

BILLETS: Manpower Information Systems (MIS) Analyst

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a request for special rosters and access to the database management system.

STANDARD: In performance step sequence, ensuring the special roster request is accurate and ensuring the analysts understands how the results were achieved.

PERFORMANCE STEPS:
1. Receive requirement for special roster.
2. With appropriate access, log into the database management system.
3. Develop desired report format.
4. Print or electronically save the requested report.
5. Distribute report to the requesting activity.

REFERENCES:
1. MISSO User Manual (MUM)
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0171-MPSP-2007: Control access to CMC sponsored databases

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Manpower Information Systems Analysts monitor access to information retrieved through CMC sponsored databases. This includes access to the MCTFS FoS and Automated Information Systems.

MOS PERFORMING: 0171

BILLETS: Manpower Information Systems (MIS) Analyst

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given control of and authority to access databases and access to MCTFS FoS.

STANDARD: In performance step sequence, ensuring all access to CMC sponsored databases is restricted to users with the need to know.

PERFORMANCE STEPS:
 1. Determine if the requirement for the requested database can be met by other than Class 1 systems.
 2. Determine if the requested database can meet the requirement, if the requirements are not available by the current Class 1 System.
 3. Forward approval request to appropriate security office at local computer center department/central design and programming activity (CDPA) to establish access.
 4. Notify requesting command upon approval/disapproval.

REFERENCES: MISSO User Manual (MUM)

0171-MPSP-2008: Troubleshoot Marine Corps Manpower Class I System problems

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Manpower Information Systems Analysts research, analyze and provide appropriate action to take with software on an End User Computer Equipment (EUCE) within the MISSO's jurisdiction.

MOS PERFORMING: 0171

BILLETS: Manpower Information Systems (MIS) Analyst

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a command request for support and access to manpower information systems supported by the MISSO.

STANDARD: In performance step sequence, ensuring that the EUCE issued is appropriately identified and the user is advised of corrective action required.

PERFORMANCE STEPS:
1. Receive notification of problem through phone call or trouble tickets.
2. Identify the problem as either hardware or software related.
3. Solve the problem, if possible and send corrective action to user.
4. Refer problem to other source for solution if problem is beyond MISSO's capabilities to repair.

REFERENCES: MISSO User Manual (MUM)

0171-MPSP-2009: Certify MISSO Unit Diary

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The MISSO will type diaries to report and correct entries that the Reporting Units do not have the authority to report. These diaries need to be certified for submission into the MCTFS via higher headquarters 548XX RUC assigned to the MISSO.

MOS PERFORMING: 0171

BILLETS: Manpower Information Systems (MIS) Analyst

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a unit diary reportable event, proper authority from the unit and access to MCTFS.

STANDARD: To allow the processing into MCTFS through current Automated Information Systems ensuring entries post to MCTFS.

PERFORMANCE STEPS:
1. Receive reviewed printed rough unit diary with source documents.
2. Verify rough unit diary with source documents for complete accuracy.
3. Return rough for corrections, if needed.
4. Certify 100% accurate unit diary.
5. Ensure source documents are annotated and filed as required.

REFERENCES:
1. M&RA TFDW Lookup Tables (TFDW=Total Force Data Warehouse)
2. MISSO User Manual (MUM)

3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
   Instructions Users Manual
4. SECNAV M-5216.5_ w/Ch1 Navy Correspondence Manual

0171-MPSP-2010: Operate Marine Corps Manpower Reporting Class I Systems

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The MISSO accesses and operates Marine Corps Manpower Reporting
Class I Systems (i.e. MCTFS FoS or Automated Information Systems).

MOS PERFORMING: 0171

BILLETS: Manpower Information Systems (MIS) Analyst

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a reporting requirement within a Class I System and access
to appropriate MCTFS FoS.

STANDARD: In performance step sequence, ensuring the appropriate processing
and reporting of requested information within established timeframes.

PERFORMANCE STEPS:
1. Validate analyst has met the minimum security requirement for access.
2. Ensure analyst has access to appropriate system.
3. Log on to the appropriate system.
4. Select appropriate option.
5. Execute the selected option.
6. Produce/print results of option selected.

REFERENCES: MISSO User Manual (MUM)

0171-MPSP-2011: Submit Marine Corps Total Force System problem sheet

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: As system problems in MCTFS FoS or Automated Information
Systems occur Manpower Information Systems Analysts submit system discrepancy
notices to the MISSA for research of the corrective action.

MOS PERFORMING: 0171

BILLETS: Manpower Information Systems (MIS) Analyst

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a problem ticket, discrepancy or system generated error, and access to MCTFS.

STANDARD: In performance step sequence, to identify to the MISSA a system problem and providing the appropriate research and background information.

PERFORMANCE STEPS:
1. Identify the problem.
2. Assign the problem ticket.
3. Open a problem ticket.
4. Research the problem.
5. Complete problem ticket and close the problem ticket or forward to MISSA for further action.
6. Attach documentation, if necessary.
7. Distribute copies, per the MISSO Users Manual.
8. File copies in the problem ticket.
9. Maintain problem ticket, per the references.

REFERENCES:
1. MISSO User Manual (MUM)
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
3. SECNAV M-5216.5_ w/Ch1 Navy Correspondence Manual

0171-MPSP-2012: Process incoming Unit Diary

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The MISSO processes required system advisory messages to commands within the MISSO's jurisdiction.

MOS PERFORMING: 0171

BILLETS: Manpower Information Systems (MIS) Analyst

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a system advisory for the MCTFS from MISSA, DFAS, or Higher Headquarters, and access to MCTFS FoS.

STANDARD: Ensuring all commands within the MISSO's jurisdiction are notified of advisories within established timeframes.

PERFORMANCE STEPS:
1. Receive information that needs to be pushed to all commands within JURIS.
2. Prepare a MISSO advisory.
3. Have MISSO advisory reviewed by supervisor before releasing.
4. Publish MISSO advisory manually or release it electronically for distribution to reporting units.
5. File MISSO advisory in the MISSO advisory file.

REFERENCES:
1. M&RA TFDW Lookup Tables (TFDW=Total Force Data Warehouse)
2. MISSO User Manual (MUM)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
4. SECNAV M-5216.5_ w/Ch1 Navy Correspondence Manual

ADMIN T&R MANUAL

CHAPTER 10

MOS 0160 INDIVIDUAL EVENTS

CHAPTER 10

MOS 0160 INDIVIDUAL EVENTS

10000. PURPOSE. This chapter details the individual events that pertain to the Postal Officer. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

10001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

   a. Field one. This field represents the community. This chapter contains the following community code:

Code	Description
0160	Postal Officer

   b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

Code	Description
FINA	Postal Finance Operations
OPER	Postal Operations
QAQC	Quality Assurance/Quality Control

   c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

Code	Description
2000	Core Plus Skills (follow-on MOS formal training conducted at formal schools)

   d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources needed to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all MOS 0160 tasks. If the individual training event cannot be performed in both environments (garrison and in the field) or references are not to be utilized, the condition statement will indicate which environment and references are not to be utilized.

10002. INDEX OF 2000-LEVEL EVENTS

Event Code	E-Coded	Event	Page
0160-FINA-2001	NO	Supervise military retail operations	10-3

| 0160-OPER-2001 | NO | Supervise postal operations | 10-4 |
| 0160-QAQC-2001 | NO | Supervise the inspection of postal functions | 10-4 |

10003. 2000-LEVEL EVENTS

0160-FINA-2001: Supervise military retail operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 0160

BILLETS: Postal Finance Officer (PFO)

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a postal activity, main retail stock, COPE, appropriate postal forms, and standard USPS equipment and supplies.

STANDARD: To maintain accountability of postal equipment and funds.

PERFORMANCE STEPS:
 1.   Account for assigned postal funds.
 2.   Maintain postal funds.
 3.   Supervise the management of postal funds.
 4.   Account for assigned blank postal money orders.
 5.   Maintain blank postal money orders.
 6.   Supervise the management of postal money orders.
 7.   Conduct initial audit of COPEs postal funds.
 8.   Supervise the submission of bank deposits.
 9.   Designate COPEs.
10.   Conduct random audits of COPEs.
11.   Conduct random inspection of postal functional areas.
12.   Submit required reports.
13.   Supervise close out procedures.

REFERENCES:
 1.   DOD 4525.6-M Department of Defense Postal Manual
 2.   MPSA Retail Procedures Guides
 3.   USPS F-1 Handbook Post Office Accounting Procedures
 4.   USPS F-101 Handbook Field Accounting Procedures
 5.   USPS Handbook DM-901 Registered Mail
 6.   USPS Publication 223 United States Postal Service (USPS) Directives and Forms Catalog
 7.   USPS PUBLICATION 247 United States Postal Service (USPS) Material Management Equipment and Supply Catalog

0160-OPER-2001: Supervise postal operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 0160

BILLETS: Postal Operations Officer

GRADES: CWO-2, CWO-3

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a postal activity, automated systems, appropriate postal forms, logistical support, postal personnel, standard USPS equipment and supplies.

STANDARD: To maintain postal services throughout the MPS/USPS network.

PERFORMANCE STEPS:
1. Ensure authorized personnel are provided postal support.
2. Supervise mail routing.
3. Supervise mail handling procedures.
4. Supervise search and seizure.
5. Supervise postal supply/equipment.
6. Supervise postal directory functions.
7. Supervise postal facility security.
8. Ensure proper use of mailing addresses.
9. Conduct liaison with local postal authorities.
10. Supervise the processing of mail.
11. Verify that inter-service support agreements are on file.
12. Maintain inter-service support agreements.
13. Report MPS/USPS requirements.
14. Supervise installation official mail program.
15. Submit semi-annual official mail expenditure reports.
16. Manage a Postal Service Center.
17. Plan postal operational contingency support.

REFERENCES:
1. Current USPS Postal Bulletin
2. DOD 4525.6-M Department of Defense Postal Manual
3. Joint Publication 1-0 Joint Personnel Support
4. MPSA Receptacle, Nesting and Dispatching Standard Operating Procedures
5. USPS Domestic Mail Manual
6. USPS Handbook DM-901 Registered Mail
7. USPS IMM International Mail Manual
8. USPS POM Postal Operations Manual

0160-QAQC-2001: Supervise the inspection of postal functions

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 0160

BILLETS: Quality Assurance/Quality Control Officer

GRADES: CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a postal activity, inspection requirements, and appropriate documents.

STANDARD: To ensure the postal process is compliant with MPS/USPS regulations.

PERFORMANCE STEPS:
1. Supervise the inspection process of QA/QC.
2. Supervise the inspection process of the PFO.
3. Conduct unannounced inspections of the QA/AC.
4. Conduct unannounced inspections of the PFO.
5. Supervise the completion of Mail Indoctrination Courses.
6. Review inspection reports.
7. Sign inspection reports.
8. Report findings.
9. Supervise the training of postal personnel.
10. Supervise the reporting of MPS/USPS requirements.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. MCO P5110.4_ The Marine Corps Official Mail Program

ADMIN T&R MANUAL

CHAPTER 11

MOS 0170 INDIVIDUAL EVENTS

ADMIN T&R MANUAL

CHAPTER 11

MOS 0170 INDIVIDUAL EVENTS

11000. PURPOSE. This chapter details the individual events that pertain to WO through CWO-5 Personnel Officers. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

11001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

   a. Field one. This field represents the community. This chapter contains the following community code:

Code	Description
0170	Personnel Officer

   b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

Code	Description
GENA	General Administration
MPMN	Total Force Manpower Administration
OPER	Operational Administration
PERA	Total Force Personnel Administration

   c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

Code	Description
2000	Core Plus Skills (initial MOS formal training conducted at formal school; Warrant Officers)
2100	Intermediate Core Plus Skills (follow-on formal schooling for IPAC Branch Heads and 06 level command Human Resources System Officers (HRSO); CWO-2 and CWO-3)
2200	Advanced Core Plus Skills (follow-on formal schooling for PAC Director and PAC Deputy Director and MSC/MEF/MARFOR HRSOs; CWO-4 and CWO-5)

   d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources needed to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all MOS 0170 tasks. If the individual training event cannot be performed in both environments (garrison and in the field) or references are not to be utilized, the condition statement will indicate which environment and references are not to be utilized.

11002. INDEX OF 2000-LEVEL EVENTS

Event Code	E-Coded	Event	Page
0170-OPER-2001	NO	Develop an 01XX training plan	11-3
0170-PERA-2001	NO	Supervise reporting of travel events and entitlements	11-4
0170-PERA-2002	NO	Supervise reporting of processing of involuntary/voluntary appellate leave orders	11-5
0170-PERA-2003	NO	Supervise reporting of Record of Conviction by Courts-Martial (NAVMC 118(13))	11-6
0170-PERA-2004	NO	Manage Total Force pay and allowances	11-6
0170-PERA-2005	NO	Verify personnel records within the Marine Corps Total Force System (MCTFS)	11-8
0170-PERA-2006	NO	Supervise reporting of operational pay entitlements	11-9
0170-PERA-2007	NO	Supervise reporting of overseas station allowances	11-10
0170-PERA-2008	NO	Supervise the reporting of reserve member/unit mobilization/activation	11-11
0170-PERA-2009	NO	Manage personnel data analytics	11-12
0170-PERA-2010	NO	Supervise Electronic Diary Feedback Report (EDFR) process	11-13
0170-PERA-2011	NO	Manage unit diary reporting	11-14

11003. 2000-LEVEL EVENTS

0170-OPER-2001: Develop an 01XX training plan

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Unit training management is the use of the systems approach to training and the Marine Corps training principles in a manner that maximizes training results and focuses the training priorities. Officers and staff noncommissioned officers are responsible for the development and execution of training plans. Unit training management governs the major peacetime training activity of the Marine Corps and applies to all echelons of the Total Force.

MOS PERFORMING: 0170

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given commander's guidance, a unit assessment, and requirements to train.

STANDARD: To accomplish training objectives through a long, mid, and short-range training plan.

PERFORMANCE STEPS:
1. Identify training requirements.
2. Identify available training resources.
3. Detail training requirements.
4. Prioritize training requirements based off limitations, as applicable.
5. Align training requirements to training resources, as applicable.
6. Coordinate resources, or necessities, IAW established timelines.
7. Detail training objectives to long, mid, short-range resources.
8. Create the plan.
9. Record training data.

REFERENCES:
1. MCO 1553.10 Marine Corps Training Information Management System (MCTIMS) Standing Operating Procedures (SOP)
2. MCTP 8-10A Unit Training Management Guide
3. MCTP 8-10B How to Conduct Training
4. NAVMC 3500.19 Marine Corps Common Skills (Vol.2) T&R Manual

MISCELLANEOUS:

    ADMINISTRATIVE INSTRUCTIONS: Unit training management includes institutional requirements, unit requirements, and technical requirements. These requirements include 01XX MOJT and formal training and readiness events. Training should include T&R manual update process and how to inform annual training management team working group of occupational field training gaps. HQMC IG checklists provide an excellent source to assist with the identification of training requirements.

0170-PERA-2001: Supervise reporting of travel events and entitlements

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 0170

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a member that has returned from official government travel and access to the Marine Corps Total Force System and to the automated travel system.

STANDARD: To ensure Temporary Additional Duty (TAD) travel reports are reviewed as required for recording of personnel- and pay-related transactions IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Retrieve travel reports.
2. Review completed vouchers.
3. Ensure appropriate unit diary action is reported.
4. Ensure source documents and orders are maintained.

REFERENCES:
 1. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM)
 2. JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees
 3. MCO 1000.6_ Assignment, Classification and Travel System Manual (ACTSMAN)
 4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-PERA-2002: Supervise reporting of processing of involuntary/voluntary appellate leave orders

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: As a result of a Court-Martial, where a punitive discharge was awarded, a member can be placed on involuntary appellate leave following the Convening Authority's (CA) action or results of trial.

MOS PERFORMING: 0170

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Convening Authority's (CA) action results of trial, source documents, and access to Marine Corps Total Force System (MCTFS).

STANDARD: To ensure there are no typographical or format errors in the appellate leave orders and appropriate unit diary transactions are reported IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
 1. Review appellate leave orders for compliance with appropriate references.
 2. Report appellate leave entries.
 3. Ensure audit of electronic service record is completed.
 4. Ensure proper join actions are completed by Navy and Marine Corps Appellate Leave Activity (NAMALA).
 5. Ensure source documents and orders are maintained.

REFERENCES:
 1. AFI 36-3026 Identification Cards for Members of the Uniform Services, Their Eligible Family Members, and Other Eligible Personnel
 2. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM)
 3. MCO 1050.16_ Appellate Leave Awaiting Punitive Separation
 4. MCO 1050.3_ Regulations for Leave, Liberty and Administrative Absence
 5. MCO 1306.16 Conscientious Objectors
 6. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
 7. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)

8. MCO P1400.31_ Marine Corps Promotion Manual, Volume 1, Officer
    Promotions (MARCORPROMAN VOL 1 OFFPROM)
9. MCO P1400.32_ Marine Corps Promotion Manual, Volume 2, Enlisted
    Promotions (MARCORPROMAN, VOL 2, ENLPROM)
10. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
    Instructions Users Manual
11. SECNAV M-5210.2_ Department of the Navy Standard Subject Identification
    Code (SSIC) Manual
12. SECNAVINST M-5210.1 Department of the Navy Records Management Manual

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0170-PERA-2003: Supervise reporting of Record of Conviction by Courts-
Martial (NAVMC 118(13))

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Source documents will prompt the preparation of a unit diary
containing transactions effecting reporting of Conviction by Courts-Martial.

MOS PERFORMING: 0170

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source documents and access to the Marine Corps Total Force
System.

STANDARD: To ensure the record of conviction is accurate and complete and
the member's pay and personnel records are updated in Marine Corps Total
Force System (MCTFS) IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
 1. Review source documents.
 2. Certify unit diary.
 3. Ensure electronic service record is updated.
 4. Ensure source documents and orders are maintained.

REFERENCES:
 1. MCM Manual for Courts-Martial (current edition)
 2. MCO 5800.16 Legal Support and Administration Manual (LSAM)
 3. MCO P1070.12_ Marine Corps Individual Records Administration Manual
    (IRAM)
 4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
    Instructions Users Manual

0170-PERA-2004: Manage Total Force pay and allowances

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Source documents will prompt the preparation of a unit diary containing transactions effecting reporting of personnel pay and allowances.

MOS PERFORMING: 0170

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an individual's situation, electronic service record access, source documents, and access to Marine Corps Total Force System (MCTFS).

STANDARD: To ensure a member's records reflect the correct pay and allowances, and appropriate unit diary transactions are reported within five working days of the occurrence of a reportable event IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
 1. Receive source documents.
 2. Verify pay and allowances.
 3. Certify unit diary transactions, as required.
 4. Verify electronic service record updates are completed.
 5. Ensure source documents are maintained, as required.

REFERENCES:
 1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
 2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 3. JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees
 4. MCO 1000.6_ Assignment, Classification and Travel System Manual (ACTSMAN)
 5. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
 6. MCO 10110.47_ Basic Allowance for Subsistence (BAS) and Meal Card Program
 7. MCO 1300.8_ Marine Corps Personnel Assignment Policy
 8. MCO 1320.11_ Personnel Sponsorship Program
 9. MCO 1326.2_ Administration of Temporary Flight Orders
 10. MCO 1326.6_ Selection, Screening, and Preparation of Enlisted Marines for Assignment to Drill Instructor, Recruiter, and Independent Duty
 11. MCO 1751.3_ Marine Corps Dependency Determination and Support Program for Basic Allowance for Housing and Travel and Transportation Allowance
 12. MCO 3120.11 Marine Corps Parachuting Policy and Program Administration
 13. MCO 3150.4_ Diving Policy and Administration
 14. MCO 3571.2_ Explosive Ordnance Disposal (EOD) Program
 15. MCO 7220.12_ Special Duty Assignment (SDA) Pay Program
 16. MCO 7220.21_ Advance Pay Incident to a Permanent Change of Station (PCS)

17. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
     Instructions Users Manual
18. OPNAVINST 7220.4_ Flight Deck Hazardous Duty Incentive Pay (FDHDIP)

MISCELLANEOUS:

    ADMINISTRATIVE INSTRUCTIONS:
The below examples, which are not all inclusive, are provided to supplement recent changes to this event:
1. Temporary Flight Orders (Crew/Non-Crew Member). Review the flight audit board to determine which members should be on flight orders. After this determination is made, ensure that all members have active flight orders.
2. Jump Pay. Ensure that the Marine has a set of orders signed by the Commanding Officer as verified by a valid T/O billet. Review the unit's pay/no pay roster to determine entitlement to jump pay.
3. Demo Pay. Review the unit's monthly pay/no pay roster signed by the Battalion/Squadron Commander as verified by a valid T/O billet to determine entitlement to demolition pay.
4. Flight Deck Duty Pay. Validate the monthly letter from the command meets the quotas by airframe IAW OPINST 7220.4_. If authorized quotas are exceeded ensure that the letter is endorsed by the Ship's Captain authorizing the increase of quota.
5. Dive Pay. Ensure that the Marine has a set of orders signed by the Commanding Officer as verified by a valid T/O billet. Prior to reporting new lapse date, ensure that you have a letter signed by the Battalion/Squadron Commanders stating that the member completed four dives within the calendar year.
6. SDA Pay. Ensure that the Marine is assigned to applicable billet in writing by the Commanding Officer as verified by a valid T/O billet. Ensure that a recertification letter is completed annually.

0170-PERA-2005: Verify personnel records within the Marine Corps Total Force System (MCTFS)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Source documents will prompt the preparation of a unit diary containing transactions effecting reporting of personnel records.

MOS PERFORMING: 0170

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to MCTFS, source documents, and the Electronic Service Record (ESR).

STANDARD: To ensure data elements and records within the Marine Corps Total Force System (MCTFS) are accurate for the Total Force and all necessary adjustments have posted IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Receive change notification from service member/advisory.
2. Receive extracted information from the ESR/MCTFS.
3. Review computations on necessary adjusted date data elements.
4. Certify unit diary.
5. Ensure source documents are maintained.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees
3. MCO 1000.6_ Assignment, Classification and Travel System Manual (ACTSMAN)
4. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
5. MCO 1300.8_ Marine Corps Personnel Assignment Policy
6. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
7. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
8. MCO P1400.31_ Marine Corps Promotion Manual, Volume 1, Officer Promotions (MARCORPROMAN VOL 1 OFFPROM)
9. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Based upon Performance Step #1 data elements, which could be effected and which would require verification, are as follows: EAS, EOS, ECC, RESERVE ECC, DATE ACCEPTED FIRST COMMISSION, DATE OF ENL/ACCEPT, AFADB, PEBD, MANDATORY DRILL START, END, DATE OF ORIG ENTRY, DATE OF BASIC ELIG, EFF DTE CURR EXT, DESIG MIL PILOT, PROM RESTR TERM DTE, ANNIVERSARY DATE, DCTB, DATE JOINED PRES UNIT, DATE JOINED SMCR, DEPLOY RET DATE, ROTATION TOUR DATE, OVERSEAS CONTROL DATE, LAST PHYS EXAM, RESERVE UNIT JOIN DATE, LAST SEP/DISCH DATE, DATE OF BIRTH, LAST SCREENING, SERVICE SPOUSE DATE, DU LIMIT/ED, STR CAT/ED, AVI SVC ENTRY DATE, OPFLY BASE DATE, OPFLY COMP DATE, OPFLY STRT DATE, OPFLY STOP DATE, EARLY NOTICE DT, DOEAF, CSB ELECT DATE. This listing may not be all inclusive; therefore, the references listed above should also be reviewed.

0170-PERA-2006: Supervise reporting of operational pay entitlements

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Source documents will prompt the preparation of a unit diary containing transactions impacting operational pay for deployed members, including those returned for medical reasons. Hostile Fire Pay, Deployed Per Diem, Hardship Duty Pay-Location, Combat Zone Tax Exclusion, and Family Separation Allowance-T are examples of operational pay.

MOS PERFORMING: 0170

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source documentation.

STANDARD: To ensure eligible members receive all appropriate entitlements and all pay related documentation is accurate IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Verify accuracy of the source documents
2. Certify unit diary.
3. Ensure source documents are maintained.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
3. JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-PERA-2007: Supervise reporting of overseas station allowances

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Pay and allowances vary from station to station and member to member. Upon arrival at an overseas duty station, members may be authorized special pay or entitlements associated with their overseas duty station. Administrative personnel must ensure that the member's pay and allowances are current and accurate.

MOS PERFORMING: 0170

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Marine Corps Total Force System (MCTFS), electronic service records, and supporting documents.

STANDARD: To ensure eligible members receive all appropriate entitlements IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
 1. Verify source documents' accuracy.
 2. Report and certify unit diary.
 3. Ensure source documents are maintained.

REFERENCES:
 1. M&RA TFDW Lookup Tables (TFDW=Total Force Data Warehouse)
 2. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
 3. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 4. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
 5. MCO 10110.47_ Basic Allowance for Subsistence (BAS) and Meal Card Program
 6. MCO 1300.8_ Marine Corps Personnel Assignment Policy
 7. MCO 1751.3_ Marine Corps Dependency Determination and Support Program for Basic Allowance for Housing and Travel and Transportation Allowance
 8. MCO 7220.12_ Special Duty Assignment (SDA) Pay Program
 9. MCO 7220.21_ Advance Pay Incident to a Permanent Change of Station (PCS)
 10. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-PERA-2008: Supervise the reporting of reserve member/unit mobilization/activation

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The mobilization or activation of a reserve member to active duty changes their status in the Marine Corps. Personnel Officers must understand the unique pay and allowances associated with the reservists change in status. Pay and allowances are contingency-based and thus will vary based on the contingency and orders issued.

MOS PERFORMING: 0170

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source documents, access to Marine Corp Total Force System and electronic service records.

STANDARD: To ensure eligible members/unit receive all appropriate entitlements and benefits IAW the MCTFSPRIUM.

PERFORMANCE STEPS:

1. Verify source document accuracy.
2. Certify unit diary.
3. Ensure source documents are maintained.

REFERENCES:
1. MCO 1001.59_ Active Duty for Operational Support (ADOS) in Support of the Total Force
2. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
3. MCO 1001R.54_ Marine Corps Reserve Incremental Initial Active Duty Training (IIADT) Program
4. MCO 1040R.35 Reserve Career Retention and Development Manual
5. MCO 3000.19_ Marine Corps Total Force Mobilization, Activation, Integration, and Deactivation Plan (MAID-P)
6. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-PERA-2009: Manage personnel data analytics

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Personnel Officers are required to manage a variety of reports in support of various personnel program processes related to each functional area of administration including, but not limited to, those sections within a Personnel Administrative Center (PAC).

MOS PERFORMING: 0170

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to systems, inspections checklists and internal control procedures.

STANDARD: To identify discrepancies within MCTFS and internal control procedures.

PERFORMANCE STEPS:
1. Identify report content requirements.
2. Generate report.
3. Validate report data accuracy.
4. Certify corrective action.
5. Verify completion of corrective action.

REFERENCES:
1. Report Net ODSE Help Menu
2. Current Functional Area checklist
3. Current MCAAT checklist
4. MCO 5040.6_ Marine Corps Readiness Inspections and Assessments

5. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
    Instructions Users Manual

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS: A review of select system generated reports
   related to functional areas within both an IPAC as well as S-1/G-1
   environment may enable administrators to become familiar with those
   critical aspects of errors or inconsistencies. An introduction to
   completed reports without error in contrast to those reports with built in
   errors or inconsistencies may additionally offer areas for consideration
   during inspections. For example, those BAH zip codes inconsistent with
   the PDS when displayed as a list or the member-to-member audits which may
   display each member receiving the same entitlement (i.e. duplicate
   entitlements). Other examples ADHOC reports: Timeliness Management
   Report (TMR), Special Leave Accrual (SLA), and composite scores. Refer to
   the current edition of the Marine Corps Administrative Analysis Team
   inspection checklist for functional area guidance and references.

0170-PERA-2010: Supervise Electronic Diary Feedback Report (EDFR) process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The Marine Corps Total Force System (MCTFS) automatically
generates the EDFR during every cycle for review with UD/MIPS. Individual
items on the EDFR require research to determine appropriate unit diary,
electronic service record or pay adjustments.

MOS PERFORMING: 0170

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Unit Diary/Marine Integrated Personnel System
(UD/MIPS), electronic service records, and source documents.

STANDARD: To ensure items received on the EDFR are researched on a daily
basis and all appropriate electronic service record and unit diary action is
taken IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
 1. Access EDFR module.
 2. Review notifications in part I, II, and III.
 3. Ensure proper annotation of appropriate EDFR comment.
 4. Certify the EDFR.
 5. Ensure EDFR is archived.

REFERENCES:
 1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation,
     "Military Pay - Active Duty and Reserve Pay"

2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
3. JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-PERA-2011: Manage unit diary reporting

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Unit diary preparation and certification involves the management of source documents, electronic database information, and electronic service records. Knowledge of tickler files, the Marine Corps Integrated Personnel System (MIPS), the Marine Corps Total Force System (MCTFS), situational reporting, event reporting, group entries, volume entries, filing of Electronic Diary Feedback Report (EDFR) and Intelligent Forms is required.

MOS PERFORMING: 0170

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Unit Diary/Marine Integrated Personnel System (UD/MIPS) and source documents.

STANDARD: To ensure appropriate pay and personnel data elements are recorded into Marine Corps Total Force System (MCTFS) without error and within established timeframes IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
 1. Verify source documents' accuracy.
 2. Certify unit diary.
 3. Ensure source documents are maintained.

REFERENCES: MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

11004. INDEX OF 2100-LEVEL EVENTS

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0170-PERA-2101	NO	Supervise required reporting for the enlisted promotion process	11-17
0170-PERA-2102	NO	Supervise the reporting of limited duty entries in MCTFS	11-18

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0170-PERA-2104	NO	Supervise the reporting for the inbound process	11-19
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0170-PERA-2108	NO	Supervise the reporting of the separations process	11-22
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0170-PERA-2112	NO	Supervise Marine Resource Orders Writing Service (MROWS) process	11-25

11005. 2100-LEVEL EVENTS

0170-GENA-2101: Supervise maintenance of correspondence files

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Correspondence files are maintained to provide a record of the unit's administrative actions and provide a record of communications that take place in and outside the local command.

MOS PERFORMING: 0170

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given command correspondence, file folders, and a files outline.

STANDARD: To ensure command correspondence is correctly filed and storage containers are properly marked IAW SECNAVINST M-5210.11_.

PERFORMANCE STEPS:
1. Review the references.
2. Review the files outline.
3. Compare established file folders against files outline, if applicable.
4. Correct any discrepancies.
5. Ensure accuracy of identification labels, if applicable.
6. Ensure use of Privacy Act statement.

REFERENCES:

1. MCO 5000.14_ Marine Corps Administrative Procedures (MCAP)
2. MCO 5210.11_ Marine Corps Records Management Program
3. SECNAV M-5210.2_ Department of the Navy Standard Subject Identification Code (SSIC) Manual
4. SECNAV M-5510.30 Department of the Navy Personnel Security Program
5. SECNAVINST M-5210.1 Department of the Navy Records Management Manual

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0170-MPMN-2101: Direct Personnel Administration Center (PAC)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 24 months

READINESS-CODED: NO

DESCRIPTION: The Director or Deputy Director of a PAC is responsible for managing the PAC which includes personnel, training, equipment, facilities, fiscal resources, and day to day operations. The Director or Deputy of a PAC is responsible to provide adequate personnel administrative support to supported Commanders and personnel to include the internal rotation.

MOS PERFORMING: 0170

BILLETS: PAC Deputy Director, PAC Director

GRADES: CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the unit Table of Organization and Equipment (TO&E), facilities, training, fiscal resources, and the personnel reporting requirements of the supported units within an administrative RUC.

STANDARD: In accordance with established levels of manning/staffing for military and civilian resources, in addition to providing accurate planning, programming, and budgeting with consideration for the Program Objective Memorandum requirements, accurately assign, train personnel and maintain adequate facilities and fiscal resources to meet unit personnel reporting requirements.

PERFORMANCE STEPS:
1. Review requirements.
2. Assess resources.
3. Identify shortfalls.
4. Conduct training.
5. Submit TOECR, as required.
6. Submit planned budget.
7. Maintain facilities.

REFERENCES:
1. MCO 11000.12 Real Property Facilities Manual, Facilities Planning and Programming

2. MCO 12250.2 Civilian Command-Level Strategic Workforce Planning Procedures

3. MCO 5311.1_ Total Force Structure Process (TFSP)
4. MCO 5320.12_ Precedence Levels for Manning and Staffing
5. MCO 7300.21_ Marine Corps Financial Management Standard Operating
    Procedure Manual
6. NAVMC 3500.3_ Personnel Administration T&R Manual

MISCELLANEOUS:

> **ADMINISTRATIVE INSTRUCTIONS:**
> Total force structure process web based training management capability is
> available via the Total Force Structure Management System--Transactional
> user.
> The following fiscal management courses are available on MarineNet:
> FIN05A01--Organizational Budgeting Activities and the Master Budget;
> FIN05A02--Planning and Preparing an Operating Budget; and FIN05A04--Using
> Budgets for Management and Control.
> The following facilities management course is available on Marinenet:
> OPER21A08-Operations Management; Facilities Planning and Management.
> Administrative training resources are available via Marine Corps Training
> Information Management System Training Resource Module.

0170-PERA-2101: Supervise required reporting for the enlisted promotion
process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Unit commanders have the authority to promote members of their
commands from the ranks of private through sergeant and to prepare promotion
warrants for staff non-commissioned officers as directed by HQMC. Personnel
officers will manage the necessary processes based upon the unit commander's
recommendations.

MOS PERFORMING: 0170

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based or database systems, the Electronic
Service Record (ESR), source documents, and promotion warrants.

STANDARD: To ensure current training data is resident in the Marine Corps
Total Force System (MCTFS) prior to a promotion period cutoff date, member's
MCTFS records accurately reflect promotion eligibility, and meritorious
promotion warrants are completed without error in IAW MCO P1400.32_.

PERFORMANCE STEPS:
1. Monitor unit diary feedback reports for promotion information.
2. Report meritorious promotion.
3. Report non-recs/will not promote, as necessary.
4. Report delete as erroneous promotions, as necessary.

5. Request re-compute as needed.
6. Request remedial promotion, as necessary.
7. Ensure source documents are maintained.

REFERENCES:
1. MOL Help Menu
2. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
3. MCO P1400.32_ Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (MARCORPROMAN, VOL 2, ENLPROM)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Reserve promotions to corporal and sergeant are conducted quarterly vice monthly. Administrators must ensure staff noncommissioned officer promotions are tracked, as required. Promotion information on unit diary feedback reports includes tracking members selected for promotion and notifying commanders of zeroed out composite scores. Administrators must establish internal control procedures for monitoring the promotions process.

0170-PERA-2102: Supervise the reporting of limited duty entries in MCTFS

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Source documents will prompt the preparation of a unit diary containing transactions effecting reporting of limited duty entries.

MOS PERFORMING: 0170

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an abbreviated limited duty board NAVMED 6100/5 and access to Marine Corps Total Force System (MCTFS).

STANDARD: To ensure that MCTFS is updated properly from assignment through termination from limited duty IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Verify member's current duty status.
2. Ensure updated limited duty status in MCTFS.
3. Review limited duty roster.
4. Identify discrepancies.
5. Certify unit diary.
6. Ensure processing of corrections into MCTFS.
7. Ensure source documents are maintained.

REFERENCES:
1. M&RA TFDW Lookup Tables (TFDW=Total Force Data Warehouse)
2. MCO 6100.13_ Marine Corps Physical Fitness and Combat Fitness Tests
3. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
4. MCO P1400.31_ Marine Corps Promotion Manual, Volume 1, Officer Promotions (MARCORPROMAN VOL 1 OFFPROM)
5. MCO P1400.32_ Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (MARCORPROMAN, VOL 2, ENLPROM)
6. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-PERA-2103: Supervise electronic service record maintenance

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Source documents will prompt the submission of completed document to the electronic service record (ESR).

MOS PERFORMING: 0170

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an audit occasion or personal event, source documents, access to web-based or database systems, and the Electronic Service Record (ESR).

STANDARD: To ensure documents contained in the Electronic Service Record (ESR) match information contained in Marine Corps Total Force System (MCTFS) and are complete IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Ensure auditors are appointed in writing.
2. Review source documents.
3. Review MCTFS data elements against electronic service record documents.
4. Ensure required changes are entered into MCTFS via unit diary.
5. Ensure required electronic service record documents are submitted and updated correctly.

REFERENCES:
1. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
2. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-PERA-2104: Supervise the reporting for the inbound process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Source documents will prompt the preparation of a unit diary containing transactions effecting reporting of inbound personnel.

MOS PERFORMING: 0170

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a set of orders, access to automated system and the Marine Corps Total Force System (MCTFS), the Electronic Service Record (ESR), and personnel.

STANDARD: To ensure orders are properly endorsed and 1st and 2nd stage audits are conducted IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
 1. Verify proper endorsement of the orders.
 2. Ensure travel claim is processed.
 3. Ensure completion of appropriate electronic service record updates.
 4. Certify unit diary.
 5. Ensure unit diary entries post.
 6. Ensure travel claim is settled.

REFERENCES:
 1. MCO 1300.8_ Marine Corps Personnel Assignment Policy
 2. MCO 1326.5_ Marine Corps Web Orders Systems (WEB ORDERS)
 3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-PERA-2105: Supervise the process of reporting Deserter/Absentee Wanted by the Armed Forces (DD Form 553/616)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Source documents will prompt the preparation of a unit diary containing transactions effecting reporting of deserter/absentee wanted by the Armed Forces.

MOS PERFORMING: 0170

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a DD Form 553/616, access to Marine Corps Total Force System (MCTFS), electronic service records, source documents, and personnel.

STANDARD: To ensure appropriate unit diary transactions are reported within five working days of the member being declared a deserter and upon return from absentee/deserter IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Verify information contained on the DD Form 553/616 against source documents.
2. Ensure electronic service record updates are completed.
3. Certify unit diary.

REFERENCES:
1. MCO 1620.3_ Marine Corps Absentee and Deserter Apprehension Program
2. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
3. MCO P5800.16_ Marine Corps Manual for Legal Administration (LSAM)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-PERA-2106: Supervise reporting of Unit Punishment Book (UPB) (NAVMC 10132)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Source documents will prompt the preparation of a unit diary containing transactions effecting reporting of the unit punishment book.

MOS PERFORMING: 0170

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a completed Unit Punishment Book (UPB) (NAVMC 10132), access to the Electronic Service Record (ESR) and source documents.

STANDARD: To ensure the UPB accurately reflects the punishment, forfeitures, fines authorized, and appropriate unit diary transactions are reported IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Review UPB.
2. Ensure punishment awarded does not exceed maximum allowable.
3. Certify unit diary.
4. Ensure electronic service record is updated.
5. Ensure source documents are maintained.

REFERENCES:
1. MCM Manual for Courts-Martial (current edition)

2. MCO P1070.12_ Marine Corps Individual Records Administration Manual
   (IRAM)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
   Instructions Users Manual

0170-PERA-2107: Supervise the reporting for the outbound process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Source documents will prompt the preparation of a unit diary
containing transactions effecting reporting of outbound personnel.

MOS PERFORMING: 0170

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Marine Corps Total Force System (MCTFS) and to an
automated system.

STANDARD: To ensure appropriate source documentation is properly prepared,
endorsed/approved and appropriate unit diary transactions are reported IAW
the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Review source documentation.
2. Verify proper endorsement/approval, if required.
3. Certify appropriate unit diary entries.
4. Ensure completion of appropriate electronic service record updates.
5. Ensure source documents are maintained.

REFERENCES:
1. JTR The Joint Travel Regulations Uniformed Service Members and DOD
   Civilian Employees
2. MCO 1000.6_ Assignment, Classification and Travel System Manual
   (ACTSMAN)
3. MCO 1300.8_ Marine Corps Personnel Assignment Policy
4. MCO P1070.12_ Marine Corps Individual Records Administration Manual
   (IRAM)
5. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
   Instructions Users Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: The outbound process includes but not limited to: Permanent Change of Station (PCS), Permanent Change of Assignment (PCA), separations, and retirements. Given a scenario such as, but not limited to, PCS, PCS, separations or retirement approve properly prepared source documents and certify appropriate unit diary transactions IAW the references.

0170-PERA-2108: Supervise the reporting of the separations process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 0170

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source documents and access to an automated system and the Marine Corps Total Forces System (MCTFS).

STANDARD: To ensure the timely and accurate processing of separating personnel IAW the MARCORSEPSMAN.

PERFORMANCE STEPS:
 1. Review applicable directives.
 2. Verify source documents' accuracy.
 3. Process separations documents.
 4. Report and certify unit diary.
 5. Ensure source documents are maintained.

REFERENCES:
 1. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
 2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-PERA-2109: Supervise Document Tracking and Management System (DTMS) process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Document Tracking and Management System (DTMS) is a web-based application that electronically delivers NAVMC 11116 (Miscellaneous Military Pay Order/Special Payment Authorization), NAVMC 11060 (Separation/Travel Pay Certificate), and DD Form 1351-2 (Travel Voucher or Subvoucher) to the servicing finance office.

MOS PERFORMING: 0170

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to Marine Corps Total Force System (MCTFS) and the Document Tracking and Management System (DTMS).

STANDARD: To ensure pay related documents are forwarded and tracked to completion and pay adjustments reported into MCTFS are accurate.

PERFORMANCE STEPS:
1. Process all pay-related documents.
2. Ensure MCTFS record is updated.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
3. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-PERA-2110: Supervise the reporting of travel transactions

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Regulations and local policies dictate procedures for processing government funded travel claims. The command is required to manage travel control procedures to ensure the timely and accurate submission of travel claims. This also includes retention of the claims upon settlement.

MOS PERFORMING: 0170

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to an automated system, Permanent Change of Station (PCS)/Permanent Change of Assignment (PCA)/Temporary Additional Duty (TAD)/reserve travel orders and source documents.

STANDARD: To ensure travel claims are completed prior to submission for settlement and appropriate unit diary transactions are reported IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Review travel claims.
2. Certify unit diary.
3. Ensure claims are tracked through completion.
4. Ensure proper filing of completed/settled travel claims.

REFERENCES:
1. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM)
2. JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees
3. MCO 1000.6_ Assignment, Classification and Travel System Manual (ACTSMAN)
4. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
5. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-PERA-2111: Supervise reporting of Reserve Line of Duty (LOD) determination process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 24 months

READINESS-CODED: NO

DESCRIPTION: If a reservist may incur or aggravate an illness or injury in a non-duty, inactive duty, or active duty status. Reservist may apply for medical/dental care and incapacitation pay via the LOD process. Once approved by Headquarters Marine Corps (HQMC), they are eligible to receive medical/dental care for that specific illness/injury until they are returned to duty or separated from the service.

MOS PERFORMING: 0170

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to automated systems and supporting documents and the Marine Corps Total Force System (MCTFS).

STANDARD: To ensure reserve personnel are placed on appropriate duty status and limitations in MCTFS per supporting documentation provided and IAW MCTFSPRIUM.

PERFORMANCE STEPS:

1. Receive LOD supporting documentation.
2. Determine appropriate duty status and limitation codes.
3. Certify unit diary.
4. Ensure entries post to MCTFS.
5. Maintain source documents on file.

REFERENCES:
1. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
2. MCO 1770.2_ LOD Benefits for Members of the Marine Corps Reserve
3. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-PERA-2112: Supervise Marine Resource Orders Writing Service (MROWS) process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The Marine Resource Order Writing Service (MROWS) is a system that automates the reserve order writing process which creates, modifies and issues orders. It includes the capability to track orders throughout the process and maintains a historical archive.

MOS PERFORMING: 0170

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to automated systems and source documents.

STANDARD: To ensure reserve pay and personnel records are complete and accurate IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Receive/validate source documents.
2. Authenticate MROWS requests, as required.
3. Certify unit diary.
4. Ensure source documents are maintained.

REFERENCES:
1. MCO 1000.6_ Assignment, Classification and Travel System Manual (ACTSMAN)
2. MCO 1001.59_ Active Duty for Operational Support (ADOS) in Support of the Total Force
3. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
4. MCO 1510R.39_ Reserve Counterpart Training (RCT) Program

5. MCO P1070.12_ Marine Corps Individual Records Administration Manual
    (IRAM)
6. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
    Instructions Users Manual
7. MROWS Users Manual

11006. INDEX OF 2200-LEVEL EVENTS

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0170-MPMN-2201	NO	Supervise civilian personnel	11-26
0170-MPMN-2202	NO	Coordinate general schedule (GS) human resource management (HRM) processes	11-27
0170-MPMN-2203	NO	Coordinate general schedule (GS) recruitment and hiring procedures	11-28
0170-MPMN-2204	NO	Coordinate GS and Federal Wage System (FWS) civilian position management	11-29
0170-MPMN-2205	NO	Coordinate GS labor-management relations and grievances	11-30
0170-MPMN-2206	NO	Coordinate GS Equal Employment Opportunity (EEO) programs	11-31
0170-MPMN-2207	NO	Conduct GS human resource (HR) data analysis	11-32

11007. 2200-LEVEL EVENTS

0170-MPMN-2201: Supervise civilian personnel

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Civilian personnel now fill many formerly military
administrative positions. As a result, administrators need an understanding
of civilian personnel matters.

MOS PERFORMING: 0170

GRADES: CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to civilian personnel management automated
information systems.

STANDARD: To ensure administrative actions are 100% compliant with
established civilian personnel practices IAW local Human Resources Office
requirements.

PERFORMANCE STEPS:
1. Review civilian personnel directives.
2. Supervise the civilian performance management program.

3. Supervise the adjudication of grievances.
4. Liaise with HRO, as required.
5. Validate time and attendance.

REFERENCES:
1. DOD 1400.25-M DOD Civilian Personnel Manual (CPM)
2. Local Master Labor Agreement
3. MCO 12000.10_ Employment Protection for Certain Non-Appropriated Fund Instrumentality Employees/Applicants
4. MCO 12301.1_ Authority to Approve Extensions to The DoD 5-Year Overseas Employment Limitation and Movements Between Overseas Areas for Civilian Employees
5. MCO 12335.1_ Merit Staffing Program
6. MCO 12410.21_ Consolidated Civilian Career Training (CCCT) Program
7. MCO 12410.24_ Civilian Leadership Development
8. MCO 12430.2_ Performance Management Program
9. MCO 12451.2_ Honorary Awards For Civilian Employees
10. MCO 12451.3_ Time-Off Incentive Awards
11. MCO 12510.2_ Civilian Workforce Management: Managing to Payroll
12. MCO 12620.1_ Flexitime/Compressed Work Schedule (CWS) Program
13. MCO 12630.1_ Voluntary Leave Transfer Program
14. MCO 12630.2_ Hours of Duty, Absence, and Leave
15. MCO 12630.3_ Family and Medical Leave
16. MCO 12771.2_ Grievance Procedure
17. MCO 12790.2_ Civilian Non-Appropriated Fund Instrumentality (NAFI) and Civilian Morale, Welfare Recreation (MWR) Activities
18. MCO 12792.1_ Drug-Free Workplace Program (DFWP) for Civilian Employees

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0170-MPMN-2202: Coordinate general schedule (GS) human resource management (HRM) processes

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 18 months

READINESS-CODED: NO

DESCRIPTION: The Assistant Chief of Staff G-1/Director J-1, Director Administrative Services, and Director (Installation) Personnel Administration Center (IPAC) serve as a conduit between Commanders, Hiring Managers, Civilian Liaisons, Headquarters U.S. Marine Corps, and the Director, Office of Civilian Human Resources. These key leaders assume oversight and/or advisory roles on federal HRM processes, affecting federal HRM decisions. Such processes include compensation, classification, pay and benefits, fairness in pay, hiring processes, workforce productivity, performance management, employee development, Equal Employment Opportunity (EEO), employee relations, labor relations programs, EEO complaint processes, agency administrative grievance systems, and union/management relations.

MOS PERFORMING: 0170

BILLETS: PAC Director

GRADES: CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a general schedule (GS) human resources (HR) issue.

STANDARD: To ensure management decisions are in compliance with OPM, DODI and service directives.

PERFORMANCE STEPS:
1. Receive HR issue.
2. Review applicable statutory and regulatory regulations.
3. Advise Commander on the appropriate HRM process(es) to address HR issue.
4. Forward for review.

REFERENCES:
1. 5 CFR 335 Promotion and Internal Placement
2. 5 U.S.C. 2301(b) Merit Systems Principles
3. 5 U.S.C. 2302(c) Prohibited Personnel Practices
4. DoD Instruction 1400.25 Civilian Personnel Management
5. MCO 12510.2_ Civilian Workforce Management: Managing to Payroll
6. MCO 5311.1_ Total Force Structure Process (TFSP)
7. SECNAVINST 12300.9_ Merit Staffing, Placement and Employment
8. SECNAVINST 12510.9 Delegation of Position Classification Authority and Position Management Responsibilities

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0170-MPMN-2203: Coordinate general schedule (GS) recruitment and hiring procedures

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 18 months

READINESS-CODED: NO

DESCRIPTION: The Assistant Chief of Staff G-1/Director J-1, Director Administrative Services, and Director (Installation) Personnel Administration Center (IPAC) serve as a conduit between Commanders, Hiring Managers, Civilian Liaisons, Headquarters U.S. Marine Corps, and the Director, Office of Civilian Human Resources. These key leaders assume oversight and/or advisory roles on assisting agency managers, devising alternative recruitment solutions, accessing available resource and reference material (including legal), assessing minimum qualifications (general schedule standards), evaluating Knowledge, Skills, Abilities (KSA), and competencies, applying concepts of time-in-grade/time-after-competitive appointment restrictions, applying merit promotions, applying downsizing concepts, and advising on the civil service employment system.

MOS PERFORMING: 0170

BILLETS: PAC Director

GRADES: CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a general schedule (GS) recruitment and hiring requirement.

STANDARD: To ensure management actions are in compliance with OPM, DODI and service directives.

PERFORMANCE STEPS:
1. Receive recruitment and hiring requirement.
2. Review applicable statutory and regulatory regulations.
3. Advise management on appropriate appointment authorities, recruitment methods and hiring procedures, qualifications, merit promotion, and in-service placement actions.
4. Forward Requests for Personnel Actions (RPA) to the appropriate OCHR office.

REFERENCES:
1. 5 CFR 335 Promotion and Internal Placement
2. 5 U. S. C. 2302(c) Prohibited Personnel Practices
3. 5 U.S.C. 2301(b) Merit Systems Principles
4. DoD Instruction 1400.25 Civilian Personnel Management
5. MCO 12510.2_ Civilian Workforce Management: Managing to Payroll
6. MCO 5311.1_ Total Force Structure Process (TFSP)
7. SECNAVINST 12300.9_ Merit Staffing, Placement and Employment
8. SECNAVINST 12510.9 Delegation of Position Classification Authority and Position Management Responsibilities

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0170-MPMN-2204: Coordinate GS and Federal Wage System (FWS) civilian position management

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 18 months

READINESS-CODED: NO

DESCRIPTION: The Assistant Chief of Staff G-1/Director J-1, Director Administrative Services, and Director (Installation) Personnel Administration Center (IPAC) serve as a conduit between Commanders, Hiring Managers, Civilian Liaisons, Headquarters U.S. Marine Corps, and the Director, Office of Civilian Human Resources. These key leaders assume oversight and/or advisory roles on the primary systems used to evaluate positions in the federal system, the general schedule system (legal basis and structure), the use of the Factor Evaluation System (FES), procedures to classify federal positions in the Federal Wage System (including supervisory), procedures to classify general schedule leader/supervisory/managerial positions, and applying rules applicable to classifying mixed grade/series and interdisciplinary positions.

MOS PERFORMING: 0170

BILLETS: PAC Director

GRADES: CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a civilian GS or FWS billet for evaluated positions in the federal system.

STANDARD: To ensure management actions are in compliance with OPM, DODI and service directives.

PERFORMANCE STEPS:
1. Receive GS or FWS civilian billet for evaluation.
2. Review applicable statutory and regulatory regulations.
3. Evaluate position based on GS and FWS classification principles.
4. Forward Requests for Personnel Actions (RPA) to the appropriate OCHR office.

REFERENCES:
1. 5 CFR 335 Promotion and Internal Placement
2. 5 U.S.C. 2301(b) Merit Systems Principles
3. 5 U.S.C. 2302(c) Prohibited Personnel Practices
4. DoD Instruction 1400.25 Civilian Personnel Management
5. MCO 12510.2_ Civilian Workforce Management: Managing to Payroll
6. MCO 5311.1_ Total Force Structure Process (TFSP)
7. SECNAVINST 12300.9_ Merit Staffing, Placement and Employment
8. SECNAVINST 12510.9 Delegation of Position Classification Authority and Position Management Responsibilities

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0170-MPMN-2205: Coordinate GS labor-management relations and grievances

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 18 months

READINESS-CODED: NO

DESCRIPTION: The Assistant Chief of Staff G-1/Director J-1, Director Administrative Services, and Director (Installation) Personnel Administration Center (IPAC) serve as a conduit between Commanders, Hiring Managers, Civilian Liaisons, Headquarters U.S. Marine Corps, and the Director, Office of Civilian Human Resources. These key leaders assume oversight and/or advisory roles on general schedule (GS) labor-management relations, process of collective bargaining, contract administration, grievance procedures, and unfair labor practices.

MOS PERFORMING: 0170

BILLETS: PAC Director

GRADES: CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a labor-management relations issue or grievance.

STANDARD: To ensure management actions are in compliance with OPM, DODI and service directives.

PERFORMANCE STEPS:

1. Receive GS labor-management relations issue or grievance.
2. Review applicable statutory and regulatory regulations.
3. Advise management on the rights and responsibilities of employees, management, and unions in the federal labor relations processes.
4. Forward Requests for Personnel Actions (RPA) to the appropriate OCHR office.

REFERENCES:
1. 5 CFR 335 Promotion and Internal Placement
2. 5 U. S. C. 2302(c) Prohibited Personnel Practices
3. 5 U.S.C. 2302(c) Prohibited Personnel Practices
4. DoD Instruction 1400.25 Civilian Personnel Management
5. MCO 12510.2_ Civilian Workforce Management: Managing to Payroll
6. MCO 5311.1_ Total Force Structure Process (TFSP)
7. SECNAVINST 12300.9_ Merit Staffing, Placement and Employment
8. SECNAVINST 12510.9 Delegation of Position Classification Authority and Position Management Responsibilities

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0170-MPMN-2206: Coordinate GS Equal Employment Opportunity (EEO) programs

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 18 months

READINESS-CODED: NO

DESCRIPTION: The Assistant Chief of Staff G-1/Director J-1, Director Administrative Services, and Director (Installation) Personnel Administration Center (IPAC) serve as a conduit between Commanders, Hiring Managers, Civilian Liaisons, Headquarters U.S. Marine Corps, and the Director, Office of Civilian Human Resources. These key leaders assume oversight and/or advisory roles for establishing and maintaining general schedule (GS) EEO and affirmative employment programs, explaining the manager's role and responsibilities in the EEO program, explaining the rights and responsibilities of employees, supervisors and managers under EEO regulations, and explaining how EEO interfaces with human resource management.

MOS PERFORMING: 0170

BILLETS: PAC Director

GRADES: CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an EEO complaint.

STANDARD: To ensure management actions are in compliance with OPM, DODI and service directives.

PERFORMANCE STEPS:
1. Receive EEO complaint.
2. Review applicable statutory and regulatory regulations.
3. Advise management on the appropriate EEO program actions.

4. Forward Requests for Personnel Actions (RPA) to the appropriate OCHR office.

REFERENCES:
1. 5 CFR 335 Promotion and Internal Placement
2. 5 U.S.C. 2301(b) Merit Systems Principles
3. 5 U.S.C. 2302(c) Prohibited Personnel Practices
4. DoD Instruction 1400.25 Civilian Personnel Management
5. MCO 12510.2_ Civilian Workforce Management: Managing to Payroll
6. MCO 5311.1_ Total Force Structure Process (TFSP)
7. SECNAVINST 12300.9_ Merit Staffing, Placement and Employment
8. SECNAVINST 12510.9 Delegation of Position Classification Authority and Position Management Responsibilities

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0170-MPMN-2207: Conduct GS human resource (HR) data analysis

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 18 months

READINESS-CODED: NO

DESCRIPTION: The Assistant Chief of Staff G-1/Director J-1, Director Administrative Services, and Director (Installation) Personnel Administration Center (IPAC) serve as a conduit between Commanders, Hiring Managers, Civilian Liaisons, Headquarters U.S. Marine Corps, and the Director, Office of Civilian Human Resources. These key leaders assume oversight and/or advisory roles on coordinating general schedule (GS) HR data collection sources, assessing and analyzing manpower data, leveraging data to improve HR practices, and presenting data-driven recommendations to support decision-making and organizational mission requirements.

MOS PERFORMING: 0170

BILLETS: PAC Director

GRADES: CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a GS human resource (HR) manpower data requirement.

STANDARD: To ensure management actions are in compliance with OPM, DODI and service directives.

PERFORMANCE STEPS:
1. Receive data information request.
2. Review systems available to support data analysis and decision-making.
3. Advise management on appropriate GS HR data sources, collections, and analysis, to support decision-making.

REFERENCES:
1. 5 CFR 335 Promotion and Internal Placement
2. 5 U.S.C. 2301(b) Merit Systems Principles
3. 5 U.S.C. 2302(c) Prohibited Personnel Practices

4. DoD Instruction 1400.25 Civilian Personnel Management
5. MCO 12510.2_ Civilian Workforce Management: Managing to Payroll
6. MCO 5311.1_ Total Force Structure Process (TFSP)
7. SECNAVINST 12300.9_ Merit Staffing, Placement and Employment
8. SECNAVINST 12510.9 Delegation of Position Classification Authority and Position Management Responsibilities

ADMIN T&R MANUAL

APPENDIX A

ACRONYMS

2NDLT . . . . second lieutenant
1STLT . . . . .first lieutenant
AA . . . . .administrative action
ACC . . . . administrative clerk course
ACTSMAN . . . . Assignment, Classification, and Travel System Manual
ADC . . . . .area distribution center
ADCON . . . . administrative control
ADJ . . . . Adjutant
ADP . . . . automatic data processing
ADOS . . . . .Active Duty Operational Support
ADSEP . . . . administrative separation
ADSW . . . . active duty special work
ADT . . . . active duty training
AFADBD . . . . armed forces active duty base date
AIC . . . . .accounting identification code
AIS . . . . automated information systems
AMCITS . . . . .American Citizens
AO . . . . area of operations
AO . . . . Approving Official
AOR . . . . area of responsibility
APAC . . . . advance personnel administrative chief course
APACS . . . . .Aircraft and Personnel Area Clearance System
APC . . . . .Agency Program Coordinator
APDS . . . . .all-purpose date stamp
APES . . . . Automated Performance Evaluation System
APO . . . . .Army Post Office
APS . . . . Awards Processing System
APSM . . . . Automated Pay Systems Manual
AR . . . . Active Reserve
ARCR .Annual Retirement Credit Report
ASR . . . . Authorized Strength Report
AT . . . . .Annual Training
ATO/ATC . . . . Authority to Operate/Authority to Connect
BAS . . . . .Basic Allowance for Subsistence
BAH . . . . Basic Allowance for Housing
BIC . . . . .Billet Identification Code
BIR . . . . basic individual record
BTR . . . . basic training record
BMOS . . . . Billet Military Occupational Specialty
BCNR . . . . Bureau of Corrections for Naval Records
B2C2WG . . . . Boards, Bureaus, Cells, Conferences, and Working Groups
CA . . . . .Convening Authority
CACO . . . . Casualty Assistance Call Officer
CAC . . . . common access card
CAPT . . . . .captain
CC . . . . component code
CCCT .consolidated civilian career training
CDPA . . . . Central Design and Programming Activity
CE . . . . .command element

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CEI . . . . . . . . . . . . . . . . . . . . . . . Civilian Employment Information
CertCom . . . . . . . . . . . . . . . . . . . . . . Certificate of Commendation
CHART . . . . . . . . . . . . . . . . . . . Civilian Hiring and Recruitment Tool
CHRO . . . . . . . . . . . . . . . . . . . . . . .Command Human Resource Office
CJCS . . . . . . . . . . . . . . . . . Chairman of the Joint Chiefs of Staff
CJCSI . . . . . . . . . . . . Chairman of the Joint Chiefs of Staff instruction
CJCSM . . . . . . . . . . . . . Chairman of the Joint Chiefs of Staff manual
CMC . . . . . . . . . . . . . . . . . . . . . . .Commandant of the Marine Corps
CMCC . . . . . . . . . . . . . . . . . . . . . Classified Material Control Center
CMF . . . . . . . . . . . . . . . . . . . . . . . . . . . . . central master file
CMR . . . . . . . . . . . . . . . . . . . . . . Consolidated Memorandum Receipt
CMRRB . . . . . . . . . . . . . . . Civilian Resource Management Review Board
CMS . . . . . . . . . . . . . . . . . . . . . . . . . COMSEC materials system
CO  . . . . . . . . . . . . . . . . . . . . . . . . . . . . commanding officer
COCOM . . . . . . . . . . . . . . . . . . . . . . . . . Combatant Commander
COC . . . . . . . . . . . . . . . . . . . . . . . certificate of commendation
COD . . . . . . . . . . . . . . . . . . . . . . . . . . . collect on delivery
COLA . . . . . . . . . . . . . . . . . . . . . . . Cost of Living Allowance
COMMARFOR . . . . . . . . . . . . . . . . . . . Commander, Marine Corps Forces
COMMARFORLANT . . . . . . . . . . . . Commander, Marine Corps Forces, Atlantic
COMMARFORPAC . . . . . . . . . . . . . Commander, Marine Corps Forces, Pacific
COMREL . . . . . . . . . . . . . . . . . . . . . . . . . . .command relationships
COMREL . . . . . . . . . . . . . . . . . . . . . . . . . . .community relations
COMSEC . . . . . . . . . . . . . . . . . . . . . . . . communications security
CON . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . conduct
CONGRINT/SPLINT . . . . . . . . . . . . . . . . .Congressional/Special Interest
CONUS . . . . . . . . . . . . . . . . . . . . . . . . . Continental United States
COPE . . . . . . . . . . . . . . . . . . . . . . . .Custodian of Postal Effects
CPL . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . corporal
CPM . . . . . . . . . . . . . . . . . . . . . . . . Civilian Personnel Manual
CRB . . . . . . . . . . . . . . . . . . . . . . . . . Competency Review Board
CRCR . . . . . . . . . . . . . . . . . . . . . . .Career Retirement Credit Report
CSB . . . . . . . . . . . . . . . . . . . . . . . . . . . Career Status Bonus
CSP . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Career Sea Pay
CSR . . . . . . . . . . . . . . . . . . . . . . . . Consolidated Strength Report
CSR . . . . . . . . . . . . . . . . . . . . . . . . . Command Staffing Report
CSO . . . . . . . . . . . . . . . . . . . . . . . . . . Command Special Order
CTO . . . . . . . . . . . . . . . . . . . . . . . . Commercial Ticketing Office
CTZE . . . . . . . . . . . . . . . . . . . . . . . .Combat Tax Zone Exclusion
CY . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .calendar year
C2 . . . . . . . . . . . . . . . . . . . . . . . . . . . .command and control
CWS . . . . . . . . . . . . . . . . . . . . . . . . . . .compressed work schedule
DASH . . . . . . . . . . . . . . . . . . . . . discrimination and sexual harassment
DEAF . . . . . . . . . . . . . . . . . . . . . . . . .date of entry armed forces
DFN . . . . . . . . . . . . . . . . . . . . . . . . Designated Foreign National
DISA . . . . . . . . . . . . . . . . . . . . . Defense Information Systems Agency
DCIPS. . . . . . . . . . . . Defense Civilian Intelligence Personnel System
DCIPS . . . . . . . . . . . .Defense Casualty Information Processing System
DCP . . . . . . . . . . . . . . . . . . . . . . . . . . .Directives Control Point
DCTB . . . . . . . . . . . . . . . . . . . . . . . . Date Current Tour Began
DD . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Defense Department
DD&E . . . . . . . . . . . . . . . . . . . . . . . . delay, deferment and exemption
DEOCS . . . . . . . . . . . . . . . . .Defense Equal Opportunity Climate Survey
DEERS . . . . . . . . . . . . . . Defense Enrollment Eligibility Reporting System
DES . . . . . . . . . . . . . . . . . . . . . . . . . Disability Evaluation System
DIMHRS . . . . . . . . . . Defense Integrated Manpower Human Resource System
DISN . . . . . . . . . . . . . . . . . . . . . . Defense Information System Network
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DISTLEARN . . . . . . . . . . . . . . . . . . . . . . . . . . . . distance learning
DFAS . . . . . . . . . . . . . . . . . . . . . Defense Finance Accounting Service
DFN . . . . . . . . . . . . . . . . . . . . . . . Designated Foreign National
DL . . . . . . . . . . . . . . . . . . . . . . . . . . . . .distance learning
DLA . . . . . . . . . . . . . . . . . . . . . . . . . . dislocation allowance
DLT . . . . . . . . . . . . . . . . . . . . . . . . . Decision Logic Tables
DMM . . . . . . . . . . . . . . . . . . . . . . . . . . .Domestic Mail Manual
DMS . . . . . . . . . . . . . . . . . . . . . . . . . . Defense Message System
DO . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Disbursing Officer
DoD . . . . . . . . . . . . . . . . . . . . . . . . . . . Department of Defense
DoDD . . . . . . . . . . . . . . . . . . . . . . . Department of Defense directive
DoDI . . . . . . . . . . . . . . . . . . . . . Department of Defense instruction
DoDFMR . . . . . . . . Department of Defense financial management regulations
DON . . . . . . . . . . . . . . . . . . . . . . . . . . Department of the Navy
DONCAF . . . . . . . . Department of the Navy Central Adjudication Facility
DOR . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date of Rank
DPC . . . . . . . . . . . . . . . . . . . . . . . .Deployment Processing Center
DR . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . dental record
DRRS . . . . . . . . . . . . . . . . . . . . Defense Readiness Reporting System
DS . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .duty status
DS . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . direct support
DSR . . . . . . . . . . . . . . . . . . . . . . . .Deployment Status Report
DTAS . . . . . . . . . . . . . . . . . Deployed Theatre Accountability System
DTMS. . . . . . . . . . . . . . . . . . Document Tracking Management System
DTOD . . . . . . . . . . . . . . . . . . . Defense Table of Official Distances
DTP . . . . . . . . . . . . . . . . . . . . . . . .DoD Drug Testing Program
DTS . . . . . . . . . . . . . . . . . . . . . . . . Defense Travel System
EA . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Executive Agent
EAS . . . . . . . . . . . . . . . . . . . . . . . . . . End of Active Service
ECC . . . . . . . . . . . . . . . . . . . . . . . . . End of Current Contract
ECCO . . . . . . . . . . . . . . . . . . . . . . . .Entry Contract/Control Option
EAD . . . . . . . . . . . . . . . . . . . . . . . . . . Extended Active Duty
EDA . . . . . . . . . . . . . . . . . . . . . . . . . Estimated Date of Arrival
EDD . . . . . . . . . . . . . . . . . . . . . . . . Estimated Date of Departure
EDFR . . . . . . . . . . . . . . . . . . . . Electronic Diary Feedback Report
EEO . . . . . . . . . . . . . . . . . . . . . . . equal employment opportunity
EIS . . . . . . . . . . . . . . . . . . . . . . . Electronic Information System
ELSIG . . . . . . . . . . . . . . . . . . . . . . . electronic signature
EO . . . . . . . . . . . . . . . . . . . . . . . . . . . . Equal Opportunity
EOA . . . . . . . . . . . . . . . . . . . . . . . . . Equal Opportunity Advisor
EOD . . . . . . . . . . . . . . . . . . . . . . . . . Explosive Ordnance Disposal
EOM . . . . . . . . . . . . . . . . . . . . . . . . .Equal Opportunity Manual
EOS . . . . . . . . . . . . . . . . . . . . . . . . . . . .end of service
EPAD . . . . . . . . . . . . . . . . . . . Enlisted Personnel Availability Digest
EPAR . . . . . . . . . . . . . . . . . . . electronic personnel action request
EPW . . . . . . . . . . . . . . . . . . . . . . . . . . . Enemy Prisoner of War
ESG . . . . . . . . . . . . . . . . . . . . . . . . . . .Enlisted Staffing Goal
ESGM . . . . . . . . . . . . . . . . . . . . . . . Enlisted Staffing Goal Model
ESR . . . . . . . . . . . . . . . . . . . . . . . . . electronic service record
ETD . . . . . . . . . . . . . . . . . . . . . . . .Estimated Time of Delivery
EUCU . . . . . . . . . . . . . . . . . . . . . . . .End User Computer Equipment
FA . . . . . . . . . . . . . . . . . . . . . . . . . . . Force Augment(ation)
FAP . . . . . . . . . . . . . . . . . . . . . . . . . Fleet Assistance Program
FCG . . . . . . . . . . . . . . . . . . . . . . . . . . Foreign Clearance Guide
FDP&E . . . . . . . . . . . . . . . . . . Force Deployment Planning and Execution
FGE . . . . . . . . . . . . . . . . . . . . . . . . . . Force Gerneration Element
FM . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Fleet Marine
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FMC . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Fleet Mail Center
FMF . . . . . . . . . . . . . . . . . . . . . . . . . . . . Fleet Marine Force
FMFM . . . . . . . . . . . . . . . . . . . . . . . . Fleet Marine Force manual
FHTNR . . . . . . . . . . . . . . . . . . . . . Fleet Home Town News Release
FMCC . . . . . . . . . . . . . . . . . . . . . . . . future monitor command code
FMR . . . . . . . . . . . . . . . . . . . . . . financial management regulations
FO . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Finance Officer
FOS . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Family of Systems
FPO . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Fleet Post Office
FSA . . . . . . . . . . . . . . . . . . . . . . . . . Family Separation Allowance
FSGLI . . . . . . . . . . . . . . .Family Service Member's Group Life Insurance
FWS . . . . . . . . . . . . . . . . . . . . . . . . . . . . federal wage system
FY . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .fiscal year
G-1 . . . . . . . . . . . . . . . . . . . . . manpower or personnel staff officer
G-2 . . . . . . . . . . . . . . . . . . . . . . . . intelligence staff officer
G-3 . . . . . . . . . . . . . . . . . . . . . . . . . operations staff officer
G-4 . . . . . . . . . . . . . . . . . . . . . . . . . logistics staff officer
G-6 . . . . . . . . . . . . . communications and information systems officer
G-5 . . . . . . . . . . . . . . . . . . . . . . . . . . civil affairs officer
G-8 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . comptroller
GCM . . . . . . . . . . . . . . . . . . . . . . . . . . . Good Conduct Medal
GCMCA . . . . . . . . . . . . . . . .General Courts-Martial Convening Authority
GEMS. . . . . . . . . . . . . . . . . . . . . . .Global Enterprise Mail System
GI . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . government issue
GPO . . . . . . . . . . . . . . . . . . . . . . . . . .Government Printing Office
GS . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .general service
GSA . . . . . . . . . . . . . . . . . . . . . General Services Administration
GTCC . . . . . . . . . . . . . . . . . . . . . . Government Travel Charge Card
GTCCP . . . . . . . . . . . . . . . . . . Government Travel Charge Card Program
GTN . . . . . . . . . . . . . . . . . . . . . . Global Transportation Network
GTR . . . . . . . . . . . . . . . . . . . . .Government Transportation Request
GYSGT . . . . . . . . . . . . . . . . . . . . . . . . . . .gunnery sergeant
HDP . . . . . . . . . . . . . . . . . . . . . . . . . . . . Hardship Duty Pay
HFP . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Hostile Fire Pay
HQMC . . . . . . . . . . . . . . . . . . . . . . Headquarters, U.S. Marine Corps
HR . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . health record
HRDP . . . . . . . . . . . . . . . . . . . .Human Resources Development Process
HRO . . . . . . . . . . . . . . . . . . . . . . . . Human Resources Office
HSAP . . . . . . . . . . . . . . . . . . Health Services Augmentation Program
IA . . . . . . . . . . . . . . . . . . . . . . . . . . . . individual augment
IAC . . . . . . . . . . . . . . . . . . . . . . . . .Individual Activity Code
IAW . . . . . . . . . . . . . . . . . . . . . . . . . . .in accordance with
IADT . . . . . . . . . . . . . . . . . . . . . . Incremental Active Duty Training
IAPS . . . . . . . . . . . . . . . . . . . . . . improved Awards Process System
IDL . . . . . . . . . . . . . . . . . . . . . . . . . International Date Line
IDP . . . . . . . . . . . . . . . . . . . . . . . . . . . Imminent Danger Pay
IDP . . . . . . . . . . . . . . . . . . . . . . . . Individual Development Plan
IDT . . . . . . . . . . . . . . . . . . . . . . . Internal Distribution List
IFDTL . . . . . . . . . . . . . . . .internet forensics drug testing laboratory
IHCA . . . . . . . . . . . . . . . . . . . . . In Hands of Civilian Authorities
IHFA . . . . . . . . . . . . . . . . . . . . . In Hands of Foreign Authorities
ID . . . . . . . . . . . . . . . . . . . . . . . . . . . . . identification
IDL . . . . . . . . . . . . . . . . . . . . . . . . .Internal Distribution List
IDP . . . . . . . . . . . . . . . . . . . . . . . . . . Imminent Danger Pay
IDT . . . . . . . . . . . . . . . . . . . . . . . . . Inactive Duty Training
IFDTL . . . . . . . . . . . . . .Internet Forensics Drug Testing Laboratory
IG . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Inspector General
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IIADT . . . . . . . . . . . . . . . . . . . . . . . Incremental Initial Active Duty
ILOC . . . . . . . . . . . . . . . . . . . . . . . . . . . .Intermediate Location
IMM . . . . . . . . . . . . . . . . . . . . . . . . . . International Mail Manual
IO . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Investigating Officer
IOT . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . in order to
IPAC . . . . . . . . . . . . . . .Installation Personnel Administrative Center
IPP . . . . . . . . . . . . . . . . . . . . . . . .irregular parcels and pieces
IPP . . . . . . . . . . . . . . . . . . . . . . . . . . . . In Progress Payments
IRAM . . . . . . . . . . . . . . . . Individual Records Administration Manual
IRO . . . . . . . . . . . . . . . . . . . . . . . . . . . .Initial Review Officer
IRR . . . . . . . . . . . . . . . . . . . . . . . . . Individual Ready Reserve
IRT . . . . . . . . . . . . . . . . . . . . . . . .Integrated Retail Terminal
JAGMAN . . . . . . . . . . . . . . . . . Manual of the Judge Advocate General
JCS . . . . . . . . . . . . . . . . . . . . . . . . . Joint Chiefs of Staff
JFTR . . . . . . . . . . . . . . . . . . . . . . Joint Federal Travel regulations
JIA . . . . . . . . . . . . . . . . . . . . . . . . . Joint Individual Augment
JMPA . . . . . . . . . . Joint Military Postal Activity (Atlantic or Pacific)
JOPES . . . . . . . . . . Joint Operation Planning and Execution System
JP  . . . . . . . . . . . . . . . . . . . . . . . . . . . Joint Publication
JPERSTAT . . . . . . . . . . . . . . . . . . . . . . Joint Personnel Status
JPRA . . . . . . . . . . . . . . . . . . . . . . .Joint Personnel Recovery Agency
JRC . . . . . . . . . . . . . . . . . . . . . . . . . . Joint Reception Center
JTF . . . . . . . . . . . . . . . . . . . . . . . . . . . . Joint Task Force
JTR . . . . . . . . . . . . . . . . . . . . . . . .Joint Travel Regulations
IA . . . . . . . . . . . . . . . . . . . . . . . . . . Individual Augment
IMM . . . . . . . . . . . . . . . . . . . . . . . . International mail Manual
LCM . . . . . . . . . . . . . . . . . . . . Leave and Earnings Statement
LCPL . . . . . . . . . . . . . . . . . . . . . . . . . . . . . lance corporal
LEGADMINMAN . . . . . . . . . . .Marine Corps Manual for Legal Administration
LES . . . . . . . . . . . . . . . . . . . . . . . . . . . letter class mail
LOA . . . . . . . . . . . . . . . . . . . . . . . . letter of appreciation
LOD . . . . . . . . . . . . . . . . . . . . . . . . . . . .Line of Duty
LOI . . . . . . . . . . . . . . . . . . . . . . . . . Letter of Instruction
LSSS . . . . . . . . . . . . . . . . . . . . . . . Legal Services Support Section
LTCOL . . . . . . . . . . . . . . . . . . . . . . . . . . . lieutenant colonel
LWAS . . . . . . . . . . . . . . . . . . . . . Leave While Awaiting Separation
MACOM . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . major command
MAGTF . . . . . . . . . . . . . . . . . . . . Marine Air-Ground Task Force
MAID-P . . . . . Mobilization, Activations, Integration and Deactivation Plan
MAJ . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . major
MAMAS . . . . . . . . . . . . . . . Military Automated Mail Accounting System
MAO . . . . . . . . . . . . . . . . . . . . . . . . . . . mail address only
MARADMIN . . . . . . . . . . . . . . . . . . . . . Marine Corps Administrative
MARDIV . . . . . . . . . . . . . . . . . . . . . . . . . . . Marine Division
MARFOR . . . . . . . . . . . . . . . . . . . . . . . . Marine Corps Forces
MARCORPROMAN . . . . . . . . . . . . . . . . . . Marine Corps Promotion Manual
MARCORSEPMAN . . . . . . . . Marine Corps Separation and Retirement Manual
MCAP . . . . . . . . . . . . . . . . . Marine Corps Administrative Procedures
MCB . . . . . . . . . . . . . . . . . . . . . . . . . . . Marine Corps Base
MCC . . . . . . . . . . . . . . . . . . . . . . . . Monitor Command Code
MCCS . . . . . . . . . . . . . . . . . . . . . .Marine Corps Community Services
MCCSSS . . . . . . . . . . . . . Marine Corps Combat Service Support Schools
MCFTB . . . . . . . . . . . . . . . . . .Marine Corps Family Team Building
MCM . . . . . . . . . . . . . . . . . . . . . . . . Manual for Courts-Martial
MCMP . . . . . . . . . . . . . . . . . . . . . Marine Corps Mentoring Program
MCMEDS . . . . . . . . . Marine Corps Medical Evaluation Disability System
MCMPS . . . . . . . . . . . . . . Marine Corps Mobilization Processing System
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MCO . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Marine Corps Order
MCPP  . . . . . . . . . . . . . . . . . . . . . Marine Corps Planning Process
MCPDS . . . . . . . . . . . Marine Corps Publication Distribution System
MCPEL . . . . . . . . . . . . . Marine Corps Publications Electronic Listing
MCRAMM . . . . . . . .Marine Corps Reserve Administrative Management Manual
MCWP . . . . . . . . . . . . . . . . . .Marine Corps Warfighting Publication
MCTFS . . . . . . . . . . . . . . . . . . Marine Corps Total Force System
MCTFSCODESMAN . . . . . . . . Marine Corps Total Force System Codes Manual
MCTFSPRIUM . Marine Corps Total Force System Personnel Reporting Instructions
                                                             Users Manual
MCTIM . . . . . . . . . . . . . . . .Marine Corps Travel Instruction Manual
MCTIMS. . . . . . . . . Marine Corps Training Information Management System
MDSD . . . . . . . . . . . . . . . . . . . . . .Mandatory Drill Stop Date
MEF . . . . . . . . . . . . . . . . . . . . . Marine Expeditionary Force
MEU . . . . . . . . . . . . . . . . . . . . . . Marine Expeditionary Unit
MEU(SOC)  . . . . . . Marine Expeditionary Unit (special operations capable)
MFR . . . . . . . . . . . . . . . . . . . . . . . Marine Forces Reserve
MFR . . . . . . . . . . . . . . . . . . . . Memorandum for the Record
MGIB-SR . . . . . . . . . . . . . . . . Montgomery GI Bill-Selected Reserve
MGYSGT . . . . . . . . . . . . . . . . . . . . . .master gunnery sergeant
MIDAS . . . . . Military and International Dispatch and Accountability System
MILSTAMP . . . . . .military standard transportation and movement procedure
MIPS . . . . . . . . . . . . . . . . . Marine Corps Integrated Personnel System
MIS . . . . . . . . . . . . . . . . . . . . . .  Manpower Information Systems
MISSA . . . . . . . . . . . . . Manpower Information System Support Agency
MISSO . . . . . . . . . . . . . Manpower Information System Support Office
MLG . . . . . . . . . . . . . . . . . . . . . . .Marine Logistics Group
MM . . . . . . . . . . . . . . . . . . . . . . . . . . . meritorious mast
MMRP . . . . . . . . . . Manpower Management Records and Perfromance Branch
MO . . . . . . . . . . . . . . . . . . . . . . . . . . . . .money order
MOB . . . . . . . . . . . . . . . . . . . . . . .money order business
MOC . . . . . . . . . . . . . . . . . . . . . . Manpower Officer Course
MODIS . . . . . . . . . . . .Military Origin Destination Information System
MOID . . . . . . . . . . . . . . . . . . . .money order identification number
MOJT . . . . . . . . . . . . . . . . . . . . . Managed On the Job Training
MOL . . . . . . . . . . . . . . . . . . . . . . . . . . . Marine Online
MOM . . . . . . . . . . . . . . . . . . . . . . . .military ordinary mail
MOS . . . . . . . . . . . . . . . . . . . . . . Military Occupational Specialty
MPC . . . . . . . . . . . . . . . . . . . . . . . . . military postal clerk
MPO . . . . . . . . . . . . . . . . . . . . . . . .Military Post Office
MPS . . . . . . . . . . . . . . . . . . . . . . Military Postal System
MPSA . . . . . . . . . . . . . . . . . . . . . . . Military Postal Service Agency
M&RA TFDW . . . . . . . Manpower and Reserve Affairs Total Force Data Warehouse
MRI . . . . . . . . . . . . . . . . . . . . . . . . .mail routing instruction
MRO . . . . . . . . . . . . . . . . . . . . . . . . . Marine Reported On
MRO . . . . . . . . . . . . . . . . . . . . . . . .Medical Review Officer
MROWS . . . . . . . . . . . . . . . . Marine Resource Order Writing Service
MRTM . . . . . . . . . . . . . . . . . . manpower requirements tracking module
MSC . . . . . . . . . . . . . . . . . . . . . . . Major Subordinate Command
MSGT . . . . . . . . . . . . . . . . . . . . . . . . . .master sergeant
MSE . . . . . . . . . . . . . . . . . . . . . . Major Subordinate Element
MSM . . . . . . . . . . . . . . . . . . . . . . Meritorious Service Medal
MSPF . . . . . . . . . . . . . . . . . . . Maritime Special Purpose Force
MSR . . . . . . . . . . . . . . . . . . . . . . .Modified Strength Report
MUM . . . . . . . . . . . . . . . . . . . . . . . MISSO User Manual
MWR . . . . . . . . . . . . . . . . . . . . . . Morale, Welfare and Recreation
NAFI . . . . . . . . . . . . . . . . . . . .Non-Appropriated Fund Instrumentality
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NAMALA . . . . . . . . . . . . . Navy and Marine Corps Appellate Leave Activity
NARA . . . . . . . . . . . . . . . National Archives and Records Administration
NATO . . . . . . . . . . . . . . . . . . . North Atlantic Treaty Organization
NAVMC . . . . . . . . . . . . . . . . . . . . . . . . Navy and Marine Corps
NCIS . . . . . . . . . . . . . . . . . Naval Criminal Investigative Service
NCO . . . . . . . . . . . . . . . . . . . . . . . .non-commissioned officer
NDEA. . . . . . . . . . . . . . . . . . . . . . . . . Non-DTS Entry Agent
NEO . . . . . . . . . . . . . . . . . . . .Noncombatant Evacuation Operations
NIPRNET . . . . . . . . . . . . . nonsecure internet protocol router network
NJP . . . . . . . . . . . . . . . . . . . . . . . . . non-judicial punishment
MCTFS . . . . . . . . . . . . . . . . . . . . Marine Corps Total Force System
NMCAM . . . . . . . . . . . . . . Navy and Marine Corps Achievement Medal
NMCCM . . . . . . . . . . . . . . .Navy and Marine Corps Commendation Medal
NMOS . . . . . . . . . . . . . . . .Necessary Military Occupational Specialty
NPQ . . . . . . . . . . . . . . . . . . . . . . .Not Physically Qualified
NSPS . . . . . . . . . . . . . . . . . . National Security Personnel System
NOE . . . . . . . . . . . . . . . . . . . . . . . . . Notice of Eligibility
NOK . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Next of Kin
NTP . . . . . . . . . . . . . . . . . Naval Telecommunications Procedures
NWP . . . . . . . . . . . . . . . . . . . . . .Navy Warfighting Publication
OCCFLD . . . . . . . . . . . . . . . . . . . . . . . . . . occupational field
OCONUS . . . . . . . . . . . . . . . Outside the Continental United States
ODSE . . . . . . . . . . . . . . . . . . . .Operational Data Storage Enterprise
ODTA . . . . . . . . . . . . . . .Organizational Defense Travel Administrator
OHA . . . . . . . . . . . . . . . . . . . . . Overseas Housing Allowance
OIC . . . . . . . . . . . . . . . . . . . . . . . . . Officer-in-Charge
OMPF . . . . . . . . . . . . . . . . . . . Official Military Personnel File
OPCOM . . . . . . . . . . . . . . . . . . . . . . . operational command
OPCON . . . . . . . . . . . . . . . . . . . . . . . operational control
OPFOR . . . . . . . . . . . . . . . . . . . . . . .Operating Forces
OPLAN . . . . . . . . . . . . . . . . . . . . . . . . . operations plan
OPNAV . . . . . . . . . . . . . . . Office of the Chief of Naval Operations
OPNAVINST . . . . . . . .Office of the Chief of Naval Operations Instruction
OPORD . . . . . . . . . . . . . . . . . . . . . . . . . . . operations order
OPT . . . . . . . . . . . . . . . . . . . . . . . Operational Planning Team
OSP . . . . . . . . . . . . . . . . . . . . . . . . . . . outside piece
OPREP . . . . . . . . . . . . . . . . . . . . . . . . Operations Report
OPSEC . . . . . . . . . . . . . . . . . . . . . . operations security
OQR . . . . . . . . . . . . . . . . . . . . . Officer Qualification Record
PAC . . . . . . . . . . . . . . . . . . . .Personnel Administration Center
PAO . . . . . . . . . . . . . . . . . . . . . . .Public Affairs Officer
PAR . . . . . . . . . . . . . . . . . . . . . . . personnel action request
PAS . . . . . . . . . . . . . . . . . . . . Personnel Administration School
PB . . . . . . . . . . . . . . . . . . . . . . . USPS Postal bulletin
PC . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . postal clerk
PCA . . . . . . . . . . . . . . . . . . . . . Permanent Change of Assignment
PCR. . . . . . . . . . . . . . . . . . . . . . Personnel Casualty Report
PCS . . . . . . . . . . . . . . . . . . . . Permanent Change of Station
PDMRA . . . . . . . . . . . . . . .Post-Deployment/Mobilization Respite Absence
PDRL . . . . . . . . . . . . . . . . . . . Permanent Disability Retired List
PDS . . . . . . . . . . . . . . . . . . . . . . . . permanent duty station
PEB . . . . . . . . . . . . . . . . . . . . . . . .Physical Evaluations Board
PEBD . . . . . . . . . . . . . . . . . . . . . . . . . Pay Entry Base Date
PERB . . . . . . . . . . . . . . . . . . . .Performance Evaluation Review Board
PERSTAT . . . . . . . . . . . . . . . . . . . . Personnel Status Report
PERSTEMPO . . . . . . . . . . . . . . . . . . . . . . . . . personnel tempo
PES . . . . . . . . . . . . . . . . . . . . . . Performance Evaluation System
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PFC . . . . . . . . . . . . . . . . . . . . . . . . . Private First Class
PFO . . . . . . . . . . . . . . . . . . . . . . .Postal Finance Officer
PII . . . . . . . . . . . . . . . . . . Personally Identifiable Information
PIP . . . . . . . . . . . . . . . . . . . .. performance improvement plan
PLEAD . . . . . . . . . . . . . . . . . . . . . . Place Entered Active Duty
PLMS . . . . . . . . . . . . . . . . Publications Library Management System
PME . . . . . . . . . . . . . . . . . . . . . Professional Military Education
PMOS . . . . . . . . . . . . . . . . .Primary Military Occupational Specialty
POA&M . . . . . . . . . . . . . . . . . . . . . plan of action and milestones
POC . . . . . . . . . . . . . . . . . . . . . . . . Personnel Officer Course
POM . . . . . . . . . . . . . . . . . . . . . . . .Postal Operations Manual
POP . . . . . . . . . . . . . . . . . . . . . . . . .Postal Operations Plan
POS . . . . . . . . . . . . . . . . . . . . . . . . . . . . Point of Sale
PNA . . . . . . . . . . . . . . . . . . . . . . . . . . .postal net alert
PNOK . . . . . . . . . . . . . . . . . . . . . . . . .Primary Next of Kin
PDMRA . . . . . . . . . . . . . Post Deployment Mobilization Respite Absence
PPP . . . . . . . . . . . . . . . . . . . . . . . . . priority placement pool
PRO . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . proficiency
PRO/CON . . . . . . . . . . . . . . . . . . . . . proficiency and conduct
PS . . . . . . . . . . . . . . . . . . . . . . . . . . . . Postal Service
PSC . . . . . . . . . . . . . . . . . . . . . . . . Postal Service Center
PSD . . . . . . . . . . . . . . . . . . . . . . .Personnel Support Detachment
PSP . . . . . . . . . . . . . . . . . . . . . . . Personnel Security Program
PTAD . . . . . . . . . . . . . . . . . Permissive Temporary Additional Duty
PVI . . . . . . . . . . . . . . . . . . . . . .postage validation imprinter
PVT . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . private
RBE . . . . . . . . . . . . . . . . . . . . . . . .Remain Behind Element
RC . . . . . . . . . . . . . . . . . . . . . . . . .Reserve Component
RCT . . . . . . . . . . . . . . . . . . . . . .Reserve Counterpart Training
RED . . . . . . . . . . . . . . . . . . . . . . . Record of Emergency Data
RFF . . . . . . . . . . . . . . . . . . . . . . . .Request for Forces
RIDT . . . . . . . . . . . . . . . . . . Rescheduled Inactive Duty Training
RLO . . . . . . . . . . . . . . . . . . . . . . . . Reserve Liaison Officer
ROT . . . . . . . . . . . . . . . . . . . . . . . . . . . . record of trial
RPA . . . . . . . . . . . . . . . . . . . . . . request for personnel action
RUC . . . . . . . . . . . . . . . . . . . . . . . . . Reporting Unit Code
RU . . . . . . . . . . . . . . . . . . . . . . . . . . . . . reporting unit
S-1 . . . . . . . . . . . . . . . . . . . . manpower or personnel staff officer
S-2 . . . . . . . . . . . . . . . . . . . . . . . intelligence staff officer
S-3 . . . . . . . . . . . . . . . . . . . . . . . . operations staff officer
S-4 . . . . . . . . . . . . . . . . . . . . . . . . . logistics staff officer
S-6 . . . . . . . . . . . communications and information systems staff officer
SACO . . . . . . . . . . . . . . . . . . . . . . . .Substance Abuse Control
SDA . . . . . . . . . . . . . . . . . . . . . . . . Special Duty Assignment
SDAP . . . . . . . . . . . . . . . . . . . . . . .Special Duty Assignment Pay
SDP . . . . . . . . . . . . . . . . . . . . . . . . . . .Special Duty Pay
SE . . . . . . . . . . . . . . . . . . . . . . . . Supporting Establishment
SECNAV . . . . . . . . . . . . . . . . . . . . . . . . .Secretary of the Navy
SECNAVINST . . . . . . . . . . . . . . . .Secretary of the Navy Instruction
SG . . . . . . . . . . . . . . . . . . . . . . . . . . . . .staffing goal
SGT . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .sergeant
SGLI . . . . . . . . . . . . . . . . .Service Member's Group Life Insurance
SIPRNET . . . . . . . . . . . . . . . secret internet protocol router network
SITREPS . . . . . . . . . . . . . . . . . . . . . . . . Situation Reports
SJA . . . . . . . . . . . . . . . . . . . . . . . . .Staff Judge Advocate
SLDCADA . . . . . Standard Labor Data Collection and Distribution Application
SLTE . . . . . . . . . . . . . . . . . . . . . . .service level training evaluation
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SMCR . . . . Select Marine Corps Reserve
SNCO . . . . .Staff Noncommissioned Officer
SNM . . . . Subject Named Marine
SNP . . . . Subject Named Personnel
SOFA . . . . Status of Forces Agreement
SOP . . . . standing operating procedure
SPA . . . . Secure Personnel Accountability
SPMAGTF . . . . Special-Purpose Marine Air-Ground Task Force
SRB . . . . service record book
SR . . . . service record
SR . . . . .strength report
SSBI . . . . single-scope background investigation
SSGT . . . . staff sergeant
SSIC . . . . Standard Subject Identification Code
SSM . . . . .Single Service Manager
TACON . . . . .tactical control
TA . . . . Tuition Assistance
TAD . . . . Temporary Additional Duty
TCC . . . . Type Transaction Code
TDRL . . . . Temporary Disability Retired List
TEEP . . . . .training and exercise employment plan
TFAS . . . . .Total Force Administration System
TFSMS . . . . Total Force Structured Management System
TFSP . . . . .Total Force Structure Process
TL . . . . .Time Lost
TLA . . . . temporary lodging allowance
TMO . . . . .Travel Management Office
TMR . . . . Timeliness Management Report
TMS . . . . Training Management System
TNPQ . . . . Temporarily Not Physically Qualified
T/O . . . . Table of Organization
TO&E . . . . .Table of Organization and Equipment
TOECR . . . . .Table of Organization and Equipment Change Request
TPFDD . . . . Time Phased Force Deployment Database
TRS . . . . .Transition Readiness Seminar
TTC . . . . .Type of Transaction Code
TTISMM . . . . .Transit Time Information System Military Mail
UA . . . . unauthorized absence
UCMJ . . . . Uniform Code of Military Justice
UD . . . . Unit Diary
UDMIPS . . . . Unit Diary Manpower Integrated Personnel System
UDP . . . . unit deployment program
UDS . . . . Unit Diary System
UIC . . . . .Unit Identification Code
ULN . . . . .Unit Line Number
UMC . . . . unit mail clerk
UMR . . . . .unit mail room
UMSR . . . . .Unit Management Status Report
UPB . . . . Unit Punishment Book
USC . . . . U.S. Code
USMC . . . . United States Marine Corps
USMCR . . . . United States Marine Corps Reserve
USPS . . . . .U.S. Postal Service
WMD . . . . weapons of mass destruction
WWR . . . . .Wounded Warrior Regiment
ZIP . . . . Zone Improvement Code

APPENDIX B

TERMS AND DEFINITIONS

Terms in this glossary are subject to change as applicable orders and directives are revised. Terms established by Marine Corps orders or directives take precedence after definitions found in Joint Publication 1-02, DOD Dictionary of Military and Associated Terms.

A

After Action Review. A professional discussion of training events conducted after all training to promote learning among training participants. The formality and scope increase with the command level and size of the training evolution. For longer exercises, they should be planned for at predetermined times during an exercise. The results of the AAR shall be recorded on an after action report and forwarded to higher headquarters. The commander and higher headquarters use the results of an AAR to reallocate resources, reprioritize their training plan, and plan for future training.

Assessment. An informal judgment of the unit's proficiency and resources made by a commander or trainer to gain insight into the unit's overall condition. It serves as the basis for the midrange plan. Commanders make frequent use of these determinations during the course of the combat readiness cycle in order to adjust, prioritize or modify training events and plans.

C

Chaining. A process that enables unit leaders to effectively identify subordinate collective events and individual events that support a specific collective event. For example, collective training events at the 4000-Level are directly supported by collective events at the 3000-Level. When a higher level event by its nature requires the completion of lower level events, they are "chained"; Sustainment credit is given for all lower level events chained to a higher event.

Collective Event. A clearly defined, discrete, and measurable activity, action, or event (i.e., task) that requires organized team or unit performance and leads to accomplishment of a mission or function. A collective task is derived from unit missions or higher-level collective tasks. Task accomplishment requires performance of procedures composed of supporting collective or individual tasks. A collective task describes the exact performance a group must perform in the field under actual operational conditions. The term "collective" does not necessarily infer that a unit accomplishes the event. A unit, such as a squad or platoon conducting an attack; may accomplish a collective event or, it may be accomplished by an individual to accomplish a unit mission, such as a battalion supply officer completing a reconciliation of the battalion's CMR. Thus, many collective events will have titles that are the same as individual events; however, the standard and condition will be different because the scope of the collective event is broader.

Collective Training Standards (CTS). Criteria that specify mission and functional area unit proficiency standards for combat, combat support, and combat service support units. They include tasks, conditions, standards, evaluator instruction, and key indicators. CTS are found within collective training events in T&R Manuals.

Combat Readiness Cycle. The combat readiness cycle depicts the relationships within the building block approach to training. The combat readiness cycle progresses from T&R Manual individual core skills training, to the accomplishment of collective training events, and finally, to a unit's participation in a contingency or actual combat. The combat readiness cycle demonstrates the relationship of core capabilities to unit combat readiness. Individual core skills training and the training of collective events lead to unit proficiency and the ability to accomplish the unit's stated mission.

Combat Readiness Percentage (CRP). The CRP is a quantitative numerical value used in calculating collective training readiness based on the E-Coded events that support the unit METL. CRP is a concise measure of unit training accomplishments. This numerical value is only a snapshot of training readiness at a specific time. As training is conducted, unit CRP will continuously change.

Condition. The condition describes the training situation or environment under which the training event or task will take place. Expands on the information in the title by identifying when, where and why the event or task will occur and what materials, personnel, equipment, environmental provisions, and safety constraints must be present to perform the event or task in a real-world environment. Commanders can modify the conditions of the event to best prepare their Marines to accomplish the assigned mission (e.g. in a desert environment; in a mountain environment; etc.).

Core Competency. Core competency is the comprehensive measure of a unit's ability to accomplish its assigned MET. It serves as the foundation of the T&R Program. Core competencies are those unit core capabilities and individual core skills that support the commander's METL and T/O mission statement. Individual competency is exhibited through demonstration of proficiency in specified core tasks and core plus tasks. Unit proficiency is measured through collective tasks.

Core Capabilities. Core capabilities are the essential functions a unit must be capable of performing during extended contingency/combat operations. Core unit capabilities are based upon mission essential tasks derived from operational plans; doctrine and established tactics; techniques and procedures.

Core Plus Capabilities. Core plus capabilities are advanced capabilities that are environment, mission, or theater specific. Core plus capabilities may entail high-risk, high-cost training for missions that are less likely to be assigned in combat.

Core Plus Skills. Core plus skills are those advanced skills that are environment, mission, rank, or billet specific. 2000-Level training is designed to make Marines proficient in core skills in a specific billet or at a specified rank at the Combat Ready level. 3000-8000-Level training produces combat leaders and fully qualified section members at the Combat Qualified level. Marines trained at the Combat Qualified level are those the

commanding officer feels are capable of accomplishing unit-level missions and of directing the actions of subordinates. Many core plus tasks are learned via MOJT, while others form the base for curriculum in career level MOS courses taught by the formal school.

D

Defense Readiness Reporting System (DRRS). A comprehensive readiness reporting system that evaluates readiness on the basis of the actual missions and capabilities assigned to the forces. It is a capabilities-based, adaptive, near real-time reporting system for the entire Department of Defense.

Deferred Event. A T&R event that a commanding officer may postpone when in his or her judgment, a lack of logistic support, ammo, ranges, or other training assets requires a temporary exemption. CRP cannot be accrued for deferred "E-Coded" events.

Delinquent Event. An event becomes delinquent when a unit exceeds the sustainment interval for that particular event. The individual or unit must update the delinquent event by first performing all prerequisite events. When the unit commander deems that performing all prerequisite is unattainable, then the delinquent event will be re-demonstrated under the supervision of the appropriate evaluation authority.

E

E-Coded Event. An "E-Coded" event is a collective T&R event that is a noted indicator of capability or, a noted collective skill that contributes to the unit's ability to perform the supported MET. As such, only "E-Coded" events are assigned a CRP value and used to calculate a unit's CRP.

Evaluation. Evaluation is a continuous process that occurs at all echelons, during every phase of training and can be both formal and informal. Evaluations ensure that Marines and units are capable of conducting their combat mission. Evaluation results are used to reallocate resources, reprioritize the training plan, and plan for future training.

Event (Training). 1) An event is a significant training occurrence that is identified, expanded and used as a building block and potential milestone for a unit's training. An event may include formal evaluations. 2) An event within the T&R Program can be an individual training evolution, a collective training evolution or both. Through T&R events, the unit commander ensures that individual Marines and the unit progress from a combat capable status to a Fully Combat Qualified (FCQ) status.

Event Component. The major procedures (i.e., actions) that must occur to perform a Collective Event to standard.

Exercise Commander (EC). The Commanding General, Marine Expeditionary Force or his appointee will fill this role, unless authority is delegated to the respective commander of the Division, Wing, or FSSG. Responsibilities and functions of the EC include: 1) designate unit(s) to be evaluated, 2) may designate an exercise director, 3) prescribe exercise objectives and T&R events to be evaluated, 4) coordinate with commands or agencies external to the Marine Corps and adjacent Marine Corps commands, when required.

Exercise Director (ED). Designated by the EC to prepare, conduct, and report all evaluation results. Responsibilities and functions of the ED include: 1) Publish a letter of instruction (LOI) that: delineates the T&R events to be evaluated, establishes timeframe of the exercise, lists responsibilities of various elements participating in the exercise, establishes safety requirements/guidelines, and lists coordinating instructions. 2) Designate the TEC and TECG to operate as the central control agency for the exercise. 3) Assign evaluators, to include the senior evaluator, and ensure that those evaluators are properly trained. 4) Develop the general exercise scenario taking into account any objectives/events prescribed by the EC. 5) Arrange for all resources to include: training areas, airspace, aggressor forces, and other required support.

M

Marine Corps Ground Training and Readiness (T&R) Program. The T&R Program is the Marine Corps' primary tool for planning and conducting training, for planning and conducting training evaluation, and for assessing training readiness. The program will provide the commander with standardized programs of instruction for units within the ground combat, combat support, and combat service support communities. It consolidates the ITS, CTS, METL and other individual and unit training management tools. T&R is a program of standards that systematizes commonly accepted skills, is open to innovative change, and above all, tailors the training effort to the unit's mission. Further, T&R serves as a training guide and provides commanders an immediate assessment of unit combat readiness by assigning a CRP to key training events. In short, the T&R Program is a building block approach to training that maximizes flexibility and produces the best-trained Marines possible.

Mission Essential Task(s) MET(s). A MET is a collective task in which an organization must be proficient in order to accomplish an appropriate portion of its wartime mission(s). MET listings are the foundation for the T&R Manual; all events in the T&R Manual support a MET.

Mission Essential Task List (METL). Descriptive training document that provides units a clear, war fighting focused description of collective actions necessary to achieve wartime mission proficiency. The service-level METL, that which is used as the foundation of the T&R Manual, is developed using Marine Corps doctrine, operational plans, T/Os, UJTL, UNTL, and MCTL. For community based T&R Manuals, an occupational field METL is developed to focus the community's collective training standards. Commanders develop their unit METL from the service-level METL, operational plans, contingency plans, and SOPs.

O

Operational Readiness (DOD, NATO). OR is the capability of a unit/formation, ship, weapon system, or equipment to perform the missions or functions for which it is organized or designed. May be used in a general sense or to express a level or degree of readiness.

P

Prerequisite Event. Prerequisites are the academic training and/or T&R events that must be completed prior to attempting the event.

R

Readiness (DOD). Readiness is the ability of U.S. military forces to fight and meet the demands of the national military strategy. Readiness is the synthesis of two distinct but interrelated levels: a) Unit readiness--The ability to provide capabilities required by combatant commanders to execute assigned missions. This is derived from the ability of each unit to deliver the outputs for which it was designed. b) Joint readiness--The combatant commander's ability to integrate and synchronize ready combat and support forces to execute assigned missions.

S

Section Skill Tasks. Section skills are those competencies directly related to unit functioning. They are group rather than individual in nature, and require participation by a section (S-1, S-2, S-3, etc).

Simulation Training. Simulators provide the additional capability to develop and hone core and core plus skills. Accordingly, the development of simulator training events for appropriate T&R syllabi can help maintain valuable combat resources while reducing training time and cost. Therefore, in cases where simulator fidelity and capabilities are such that simulator training closely matches that of actual training events, T&R Manual developers may include the option of using simulators to accomplish the training. CRP credit will be earned for E-Coded simulator events based on assessment of relative training event performance.

Standard. A standard is a statement that establishes criteria for how well a task or learning objective must be performed. The standard specifies how well, completely, or accurately a process must be performed or product produced. For higher-level collective events, it describes why the event is being done and the desired end-state of the event. Standards become more specific for lower-level events and outline the accuracy, time limits, sequencing, quality, product, process, restrictions, etc., that indicate the minimum acceptable level of performance required of the event. At a minimum, both collective and individual training standards consist of a task, the condition under which the task is to be performed, and the evaluation criteria that will be used to verify that the task has been performed to a satisfactory level.

Sustainment Training. Periodic retraining or demonstration of an event required maintaining the minimum acceptable level of proficiency or capability required to accomplish a training objective. Sustainment training goes beyond the entry-level and is designed to maintain or further develop proficiency in a given set of skills.

Systems Approach to Training (SAT). An orderly process for analyzing, designing, developing, implementing, and evaluating a unit's training program to ensure the unit, and the Marines of that unit acquire the knowledge and skills essential for the successful conduct of the unit's wartime missions.

T

Training Task. This describes a direct training activity that pertains to an individual Marine. A task is composed of 3 major components: a description of what is to be done, a condition, and a standard.

Technical Exercise Controller (TEC). The TEC is appointed by the ED, and usually comes from his staff or a subordinate command. The TEC is the senior evaluator within the TECG and should be of equal or higher grade than the commander(s) of the unit(s) being evaluated. The TEC is responsible for ensuring that the evaluation is conducted following the instructions contained in this order and MCO 1553.3A. Specific T&R Manuals are used as the source for evaluation criteria.

Tactical Exercise Control Group (TECG). A TECG is formed to provide subject matter experts in the functional areas being evaluated. The benefit of establishing a permanent TECG is to have resident, dedicated evaluation authority experience, and knowledgeable in evaluation technique. The responsibilities and functions of the TECG include: 1) developing a detailed exercise scenario to include the objectives and events prescribed by the EC/ED in the exercise LOI; 2) conducting detailed evaluator training prior to the exercise; 3) coordinating and controlling role players and aggressors; 4) compiling the evaluation data submitted by the evaluators and submitting required results to the ED; 5) preparing and conducting a detailed exercise debrief for the evaluated unit(s).

Training Plan. Training document that outlines the general plan for the conduct of individual and collective training in an organization for specified periods of time.

U

Unit CRP. Unit CRP is a percentage of the E-Coded collective events that support the unit METL accomplished by the unit. Unit CRP is the average of all MET CRP.

Unit Evaluation. All units in the Marine Corps must be evaluated, either formally or informally, to ensure they are capable of conducting their combat mission. Informal evaluations should take place during all training events. The timing of formal evaluations is critical and should, when appropriate, be directly related to the units' operational deployment cycle. Formal evaluations should take place after the unit has been staffed with the majority of its personnel, has had sufficient time to train to individual and collective standards, and early enough in the training cycle so there is sufficient time to correctly identified weaknesses prior to deployment. All combat units and units' task organized for combat require formal evaluations prior to operational deployments.

Unit Training Management (UTM). Unit training management is the use of the SAT and Marine Corps training principles in a manner that maximizes training results and focuses the training priorities of the unit on its wartime mission. UTM governs the major peacetime training activity of the Marine Corps and applies to all echelons of the Total Force.

W

Waived Event. An event that is waived by a commanding officer when in his or her judgment, previous experience or related performance satisfies the requirement of a particular event.