



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS DEFENSE PENTAGON
WASHINGTON, DC 20350-3000

MCO 1130.76C
MCRC
22 Jul 2015

MARINE CORPS ORDER 1130.76C

From: Commandant of the Marine Corps
To: Distribution List

Subj: CONDUCT OF RECRUITING OPERATIONS

Ref: (a) MCRCO 1100.1
(b) MCRCO 1100.2
(c) MCRCO 1130.1
(d) SECNAV M-5210.1
(e) SECNAVINST 5211.5E

1. Situation. To publish instructions and information on the use of procedural orders and guidebooks for the Marine Corps Recruiting Command (MCRC). References (a) through (c) contain the policies to be used in the conduct of Marine Corps personnel procurement.

2. Cancellation. MCO P1100.72C, MCO P1100.73B and MCO 1130.76B.

3. Mission. All levels of total force recruiting shall supplement the policies contained in references (a) through (c) by using the orders, information, and procedures published in the following orders and procedural guidebooks.

a. Marine Corps Recruiting Command Orders (MCRCO). The following MCRCOs are established:

(1) MCRCO 1100.1 Enlistment Processing Manual (EPM). This MCRCO serves as the single reference for enlistments into the Marine Corps. Standing orders previously cited in MCO P1100.72C are now directed to MCRCO 1100.1. These orders can be administratively updated to reflect this change of reference in their next revision.

(2) MCRCO 1100.2 Officer Commissioning Manual (OCM). This MCRCO serves as the single reference for officer procurement into the Marine Corps. Standing orders previously

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cited in MCO P1100.73B are now directed to MCRCO 1100.2. These orders can be administratively updated to reflect this change of reference in their next revision.

(3) MCRCO 1130.1 Total Force Recruiting Quality Control. This MCRCO serves as the single reference for total force recruiting quality control measures for the Marine Corps. These orders can be administratively updated to reflect the change of reference in their next revision.

b. Procedural Guidebooks

<u>VOLUME</u>	<u>TITLE</u>
I	Guidebook for Recruiters
II	Guidebook for Officer Selection Officers
III	Guidebook for Recruiting Station Operations
V	Guidebook for Marine Corps District Operations
VI	Guidebook for Recruiting Region Operations
PSR VOL VIII	Guidebook for Prior Service Recruiters
PSR VOL IX	Guidebook for Prior Service Recruiting Operations

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Provide recruiting leadership and personnel ready references for achieving the assigned Marine Corps Total Force Recruiting Mission.

(2) Concept of Operations. The orders and procedural guidebooks remain effective from the date each was signed. They will be used for the daily conduct of total force recruiting operations, procurement, and processing.

b. Subordinate Element Missions. The Commanding General (CG), MCRC is responsible for the implementation of total force recruiting policies and directives as established by the Department of Defense, Department of the Navy, or Headquarters, U.S. Marine Corps. Additions or modifications to these orders

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and publications will not be made without prior approval of the CG, MCRC.

5. Administration and Logistics

a. Recruiting activities are encouraged to submit recommended changes to the CG MCRC (G-3).

b. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (d) to ensure proper maintenance, accessibility, and preservation regardless of format or medium.

c. The generation, collection or distribution of personally identifiable information (PII) and management of privacy sensitive information shall be in accordance with the Privacy Act of 1974, as amended, per reference (e). Any unauthorized review, use, disclosure or distribution is prohibited.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force recruiting effort.

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



M. A. BRILAKIS
By direction

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