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From: Commandant of the Marine Corps
To: Distribution List

Subj: PERSONNEL AND ADMINISTRATION TRAINING AND READINESS MANUAL

Ref: (a) MCO P3500.72A
      (b) MCO 1553.3A
      (c) MCO 3400.3G
      (d) MCO 3500.27B W/Erratum
      (e) MCRP 3-0A
      (f) MCRP 3-0B
      (g) MCO 1553.2B

Encl: (1) NAVMC 3500.3C

1. <u>Purpose</u>. Per reference (a), this Training and Readiness (T&R) Manual establishes training standards, regulations and policies regarding the training of Marines in the Personnel and Administration occupational field.

2. <u>Cancellation</u>. NAVMC 3500.3B

3. <u>Scope</u>

    a. Per reference (b), commanders will conduct an internal assessment of the unit's ability to execute its mission and develop long, mid and short-range training plans to sustain proficiency and correct deficiencies. Training plans will incorporate these events to standardize training and provide objective assessment of progress toward attaining combat readiness. Commanders will keep records at the unit and individual levels to record training achievements, identify training gaps and document objective assessments of readiness associated with training Marines. Commanders will use reference (c) to incorporate nuclear, biological and chemical defense training into training plans and reference (d) to integrate operational risk management. References (e) and (f) provide amplifying information for effective planning and management of training within the unit.

    b. Formal school and training detachment commanders will use references (a) and (g) to ensure programs of instruction meet skill training requirements established in this Manual and provides career-progression training in the events designated for initial training in the formal school environment.

4. <u>Information</u>. The Commanding General (CG), Training and Education Command (TECOM) will update this T&R Manual as necessary to provide 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, Marine Air Ground Task Force Training and Education Standards Division (MTESD), 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.

R. C. FOX
By direction

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From: Commandant of the Marine Corps
To: Distribution List

Subj: PERSONNEL AND ADMINISTRATION (ADMIN) TRAINING AND READINESS (T&R) MANUAL

Encl: (1) New chapter 4 to NAVMC 3500.3C

1. Purpose. To transmit chapter replacement to the basic Manual.

2. Scope. Remove current chapter 4 and replace with the enclosure.

3. Information. This change is out of the normal T&R review cycle due to mission requirements.

4. Filing Instructions. This change transmittal will be filed immediately following the signature page of the basic manual.

T. M. MURRAY
By direction

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

Enclosure (1)

ADMIN T&R MANUAL

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ADMIN T&R MANUAL

CHAPTER 1

OVERVIEW

ADMIN T&R MANUAL

CHAPTER 1

OVERVIEW

1000. INTRODUCTION

1. The T&R Program is the Corps' primary tool for planning, conducting and evaluating training and assessing training readiness. Subject matter experts (SMEs) from the operating forces developed core capability Mission Essential Task Lists (METLs) for ground communities derived from the Marine Corps Task List (MCTL). This T&R Manual is built around these METLs and other related Marine Corps Tasks (MCT). All events contained in the 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. The T&R Manual contains the individual and collective training requirements to prepare units to accomplish their combat mission. The 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. The 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. The T&R Manual is designed for use by unit commanders to determine pre-deployment training requirements in preparation for training and for Formal Learning Centers and Training Detachments to create courses of instruction. This directive focuses on individual and collective tasks performed by operating forces (OPFOR) units and supervised by personnel in the performance of unit Mission Essential Tasks (METs).

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. However, it is not necessary to have all individuals within a unit fully trained in order for that organization to accomplish its assigned tasks. Manpower shortfalls, temporary assignments, leave, or other factors outside the commander's control, often affect the ability to conduct individual training. During these periods, unit readiness is enhanced if emphasis is placed on the individual training of Marines on-hand. Subsequently, these Marines will be mission ready and capable of executing as part of a team when the full complement of personnel is available.

2. Commanders will ensure that all tactical training is focused on their combat mission. The T&R Manual is a tool to help develop the unit's training

plan. In most cases, unit training should focus on achieving unit proficiency in the core METL. However, commanders will adjust their training focus to support METLs associated with a major OPLAN/CONPLAN or named operation as designated by their higher commander and reported accordingly in the Defense Readiness Reporting System (DRRS). Tactical training will support the METL in use by the commander and be tailored to meet T&R standards. Commanders at all levels are responsible for effective combat training. The conduct of training in a professional manner consistent with Marine Corps standards cannot be over emphasized.

3. Commanders will provide personnel the opportunity to attend formal and operational level courses of instruction as required by this manual. Attendance at all formal courses must enhance the warfighting capabilities of the unit as determined by the unit commander.

1002. UNIT TRAINING MANAGEMENT

1. Unit Training Management (UTM) is the application of the Systems Approach to Training (SAT) and the Marine Corps Training Principles. 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 wartime mission.

2. UTM techniques, described in references (b) and (e), provide commanders with the requisite tools and techniques to analyze, design, develop, implement, and evaluate the training of their unit. The Marine Corps Training Principles, explained in reference (b), provide sound and proven direction and are flexible enough to accommodate the demands of local conditions. These principles are not inclusive, nor do they guarantee success. They are guides that commanders can use to manage unit-training programs. The Marine Corps training principles are:

- Train as you fight
- Make commanders responsible for training
- Use standards-based training
- Use performance-oriented training
- Use mission-oriented training
- Train the MAGTF to fight as a combined arms team
- Train to sustain proficiency
- Train to challenge

3. To maintain an efficient and effective training program, leaders at every level must understand and implement UTM. Guidance for UTM and the process for establishing effective programs are contained in references (b), (e) and (f).

1003. SUSTAINMENT AND EVALUATION OF TRAINING

1. 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).

2. Marines are expected to maintain proficiency in the training events for their MOS at the appropriate grade or billet to which assigned. Leaders are

responsible for recording the training achievements of their Marines.
Whether it involves individual or collective training events, they must
ensure proficiency is sustained by requiring retraining of each event at or
before expiration of the designated sustainment interval. Performance of the
training event, however, is not sufficient to ensure combat readiness.
Leaders at all levels must evaluate the performance of their Marines and the
unit as they complete training events, and only record successful
accomplishment of training based upon the evaluation. The goal of evaluation
is to ensure that correct methods are employed to achieve the desired
standard, or the Marines understand how they need to improve in order to
attain the standard. Leaders must determine whether credit for completing a
training event is recorded if the standard was not achieved. While
successful accomplishment is desired, debriefing of errors can result in
successful learning that will allow ethical recording of training event
completion. 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.

3. 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. References (a) and (f)
provide further guidance on the conduct of informal and formal evaluations
using the Marine Corps Ground T&R Program.

1004. ORGANIZATION. The Admin T&R Manual is comprised of 11 chapters. As
there are no personnel and administration units which directly report
readiness in the Defense Readiness Reporting System (DRRS), Chapter 2 is only
a placeholder. Chapter 3 contains a Section (4000-level) collective training
event for the Postal community and Chapters 4 through 11 contain individual
training events for the entire Personnel and Administration/01 occupational
field.

1005. T&R EVENT CODING

1. T&R events are coded for ease of reference. Each event has a 4-4-4-digit
identifier. The first four digits are referred to as a "community" and
represent the MOS. The second four digits represent the functional or duty
area (PLAN, OPER, PROT, etc.). The last four digits represent the level,
duty area and sequence of the event.

2. The T&R levels are illustrated in Figure 1. An example of the T&R coding
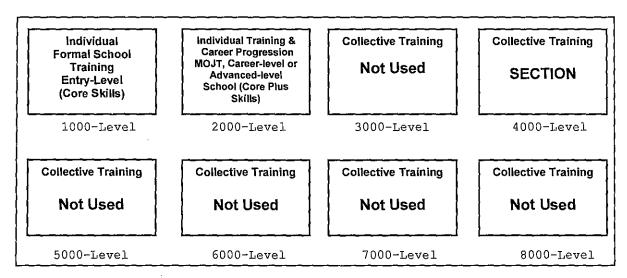used in this manual is shown in Figure 2.

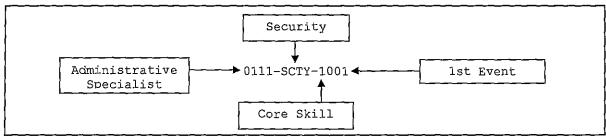| Individual Formal School Training Entry-Level (Core Skills)	Individual Training & Career Progression MOJT, Career-level or Advanced-level School (Core Plus Skills)	Collective Training **Not Used**	Collective Training **SECTION**
1000-Level	2000-Level	3000-Level	4000-Level
Collective Training **Not Used**	Collective Training **Not Used**	Collective Training **Not Used**	Collective Training **Not Used**
5000-Level	6000-Level	7000-Level	8000-Level

Figure 1: T&R Event Levels

Figure 2: T&R Event Coding

1006. EVALUATION-CODED (E-CODED) EVENTS

1. T&R Manuals can contain numerous unit events, some for the whole unit and others for integral parts that serve as building blocks for training. To simplify training management and readiness assessment, only collective events that are critical components of a Mission Essential Task (MET), or key indicators of a unit's readiness, are used to generate CRP for a MET. These critical or key events are designated in the T&R Manual as Evaluation-Coded (E-Coded) events because they directly support a MET on the METL. Formal evaluation of unit performance in these events is recommended because of their value in assessing combat readiness. Only E-Coded events are used to calculate CRP for each MET.

2. The use of a METL-based training program allows the commander discretion in training. This makes the T&R Manual a training tool rather than a prescriptive checklist.

1007. COMBAT READINESS PERCENTAGE

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 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 (CRP) 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 "Evaluation-Coded" (E-Coded) Events. E-Coded Events and unit CRP calculation are described in follow-on paragraphs. CRP achieved through the completion of E-Coded Events is directly relevant to readiness assessment in DRRS.

4. Individual combat readiness is assessed as the percentage of required individual events in which a Marine is current. This translates as the percentage of training events for his/her MOS and grade that the Marine successfully completes within the directed sustainment interval. Individual skills are developed through a combination of 1000-level training (entry-level formal school courses), individual on-the-job training in 2000-Level events, and follow-on formal school training. Skill proficiency is maintained by retraining in each event per the specified sustainment interval.

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. 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%

1009. T&R EVENT COMPOSITION

1. This section explains each of the components of a T&R event. Some of the components listed below are not included in the events within this T&R manual.

   a. Event Code (see Sect 1005). The event code is an up to 4-4-4 character set. For individual training events, the first four characters indicate the occupational function. The second up to four characters indicate the functional area. The third four characters are simply a numerical designator/sequence for the event.

   b. Event Title. The event title is the name of the event (behavior).

   c. E-Coded. This is a "yes/no" category to indicate whether the event is E-Coded. If yes, the event contributes toward the CRP of the associated MET. The value of each E-Coded event is based on number of E-Coded events for that MET. Refer to paragraph 1007 for detailed explanation of E-Coded events.

   d. Supported MET(s). List all METs that are supported by the training event.

   e. Sustainment Interval. This is the period, expressed in number of months, between evaluation or retraining requirements. Skills and capabilities acquired through the accomplishment of training events are refreshed at pre-determined intervals. It is essential that these intervals are adhered to in order to ensure Marines maintain proficiency.

   f. Billet. Individual training events may contain a list of billets within the community that are responsible for performing that event. This ensures that the billets expected tasks are clearly articulated and a Marine's readiness to perform in that billet is measured.

   g. Grade. Each individual training event will list the rank(s) at which Marines are required to learn and sustain the training event.

   h. Initial Training Setting. Specifies the location for initial instruction of the training event in one of three categories (formal school, managed on-the-job training, distance learning). Regardless of the specified Initial Training Setting, any T&R event may be introduced and evaluated during managed on-the-job training.

      (1) "Formal" – When the Initial Training Setting of an event is identified as "FORMAL" (formal school), the appropriate formal school or training detachment is required to provide initial training in the event.

Conversely, formal schools and training detachments are not authorized to provide training in events designated as Initial Training Setting "MOJT" or "DL." Since the duration of formal school training must be constrained to optimize Operating Forces' manning, this element provides the mechanism for Operating Forces' prioritization of training requirements. For formal schools and training detachments, this element defines the requirements for content of courses.

   (2) "DL" – Identifies the training event as a candidate for initial training via a Distance Learning product (correspondence course or MarineNet course).

   (3) "MOJT" – Events specified for Managed On-the-Job Training are to be introduced to Marines as part of training within a unit by supervisory personnel.

   i. <u>Event Description</u>. Provide a description of the event purpose, objectives, goals, and requirements. It is a general description of an action requiring learned skills and knowledge (e.g. Camouflage the M1A1 Tank).

   j. <u>Condition</u>. Describe the condition(s), under which tasks are performed. Conditions are based on a "real world" operational environment. They indicate what is provided (equipment, materials, manuals, aids, etc.), environmental constraints, conditions under which the task is performed, and any specific cues or indicators to which the performer must respond. When resources or safety requirements limit the conditions, this is stated.

   k. <u>Standard</u>. The standard indicates the basis for judging 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 is strictly adhered to. The standard for collective events is general, describing the desired end-state or purpose of the event. While the standard for individual events specifically describe to what proficiency level in terms of accuracy, speed, sequencing, quality of performance, adherence to procedural guidelines, etc., the event is accomplished.

   l. <u>Event Components</u>. Describe the actions composing the event and help the user determine what must be accomplished to properly plan for the event.

   m. <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.

   n. <u>Chained Events</u>. Collective T&R events are supported by lower-level collective and individual T&R events. This enables unit leaders to effectively identify subordinate T&R events that ultimately support specific mission essential tasks. When the accomplishment of any upper-level events, by their nature, result in the performance of certain subordinate and related events, the events are "chained." The completion of chained events will update sustainment interval credit (and CRP for E-Coded events) for the related subordinate level events.

o. Related Events. Provide a list of all Individual Training Standards that support the event.

p. References. The training references are utilized to determine task performance steps, grading criteria, and ensure standardization of training procedures. They assist the trainee in satisfying the performance standards, or the trainer in evaluating the effectiveness of task completion. References are also important to the development of detailed training plans.

q. Distance Learning Products (IMI, CBT, MCI, etc.). Include this component when the event can be taught via one of these media methods vice attending a formal course of instruction or receiving MOJT.

r. Support Requirements. This is a list of the external and internal support the unit and Marines will need to complete the event. The list includes, but is not limited to:

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

s. Miscellaneous. Provide any additional information that assists in the planning and execution of the event. Miscellaneous information may include, but is not limited to:

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

1010. CBRN TRAINING

1. All personnel assigned to the operating force must be trained in chemical, biological, radiological, and nuclear defense (CBRN), 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.

1011. NIGHT TRAINING

1. While it is understood that all personnel and units of the operating force are capable of performing their assigned mission in "every climate 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.

1012. OPERATIONAL RISK MANAGEMENT (ORM)

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

2. Commanders, leaders, maintainers, planners, and schedulers will integrate risk assessment in the decision-making process and implement hazard controls to reduce risk to acceptable levels. Applying the ORM process will reduce mishaps, lower costs, and provide for more efficient use of resources. ORM assists the commander in conserving lives and resources and avoiding unnecessary risk, making an informed decision to implement a Course of Action (COA), identifying feasible and effective control measures where specific measures do not exist, and providing reasonable alternatives for mission accomplishment. Most importantly, ORM assists the commander in determining the balance between training realism and unnecessary risks in training, the impact of training operations on the environment, and the adjustment of training plans to fit the level of proficiency and experience of Sailors/Marines and leaders. Further guidance for ORM is found in references (b) and (d).

1013. APPLICATION OF SIMULATION

1. Simulations/Simulators and other training devices shall be used when they are capable of effectively and economically supplementing training on the identified training task. Particular emphasis shall be placed on simulators that provide training that might be limited by safety considerations or constraints on training space, time, or other resources. When deciding on simulation issues, the primary consideration shall be improving the quality of training and consequently the state of readiness. Potential savings in operating and support costs normally shall be an important secondary consideration.

2. Each training event contains information relating to the applicability of simulation. If simulator training applies to the event, then the applicable simulator(s) is/are listed in the "Simulation" section and the CRP for simulation training is given. This simulation training can either be used in place of live training, at the reduced CRP indicated; or can be used as a precursor training for the live event, i.e., weapons simulators, convoy trainers, observed fire trainers, etc. It is recommended that tasks be performed by simulation prior to being performed in a live-fire environment. However, in the case where simulation is used as a precursor for the live

event, then the unit will receive credit for the live event CRP only. If a
tactical situation develops that precludes performing the live event, the
unit would then receive credit for the simulation CRP.

1014. MARINE CORPS GROUND T&R PROGRAM

1. The Marine Corps Ground T&R Program continues to evolve. The vision for
Ground T&R Program is to publish a T&R Manual for every readiness-reporting
unit so that core capability METs are clearly defined with supporting
collective training standards, and to publish community-based T&R Manuals for
all occupational fields whose personnel augment other units to increase their
combat and/or logistic capabilities. The vision for this program includes
plans to provide a Marine Corps training management information system that
enables tracking of unit and individual training accomplishments by unit
commanders and small unit leaders, automatically computing CRP for both units
and individual Marines based upon MOS and rank (or billet). Linkage of T&R
Events to the Marine Corps Task List (MCTL), through the core capability
METs, has enabled objective assessment of training readiness in the DRRS.

2. DRRS measures and reports on the readiness of military forces and the
supporting infrastructure to meet missions and goals assigned by the
Secretary of Defense. With unit CRP based on the unit's training toward its
METs, the CRP will provide a more accurate picture of a unit's readiness.
This will give fidelity to future funding requests and factor into the
allocation of resources. Additionally, the Ground T&R Program will help to
ensure training remains focused on mission accomplishment and that training
readiness reporting is tied to units' METLs.

CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

The Admin T&R Manual does not contain a Mission Essential Task Matrix as there are no personnel and administration units which report readiness in the Defense Readiness Reporting System (DRRS). Although the collective and individual events contained in this manual are not directly linked to Mission Essential Tasks, they support the Marine Corps' ability to meet the capabilities identified in the Marine Corps Task List (MCO 3500.26_).

ADMIN T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

ADMIN T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

3000. PURPOSE. Chapter 3 contains collective training events for the Personnel 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 codes:

Code	Description
PERS	Personnel and Administration

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

Code	Description
POST	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
4000	Section Level

Every collective event has a numerical identifier from 001 to 999.

3002. INDEX OF COLLECTIVE EVENTS

EVENT CODE	E-CODED	EVENT	PAGE
4000-LEVEL			
PERS-POST-4001		Establish an Expeditionary Post Office	3-2

3003. 4000-LEVEL EVENTS

PERS-POST-4001: Establish an Expeditionary Post Office

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

DESCRIPTION: A Postal Detachment attached to a deployed unit will be capable of standing up and maintaining a fully operational post office.

CONDITION: Given a mission, a detachment of Postal personnel, standard United States Postal Service (USPS) supplies and equipment, appropriate administrative supplies, appropriate logistical supplies and equipment, and with the aid of references.

STANDARD: Ensuring that a fully operational expeditionary post office can be set up in the Area of Responsibility (AOR) within 24 hours of receipt of embarked equipment and supplies.

EVENT COMPONENTS:
1. Inform the S-4 prior to embarkation of postal requirements.
2. Establish expeditionary post office in designated location.
3. Perform mail acceptance/dispatch operations.
4. Perform required postal finance services.
5. Coordinate transportation of mail.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.32-R Military Standard Transportation and Movement Procedures
3. DOD 4525.6-M Department of Defense Postal Manual
4. DOD 4525.8-M DOD Official Mail Manual
5. IMM International Mail Manual
6. MCO P5110.4 The Marine Corps Official Mail Program
7. MCO P5110.6 Marine Corps Unit Mailrooms and distribution Centers Standard Operating Procedures (MARCORUMRSOP)
8. POM Postal Operations Manual
9. USPS F-1 Handbook United States Postal Service (USPS) Post Office Accounting Procedures

SUPPORT REQUIREMENTS:

  AIRCRAFT: Rotor Wing Assets

  ROOMS/BUILDINGS: Permanent Facility

  EQUIPMENT: Standard USPS Equipment, Tentage

  MATERIAL: Standard USPS Supplies

  UNITS/PERSONNEL: Detachment of Postal personnel, Unit Mailroom personnel augmentation, Heavy Equipment support, Engineer Support Battalion, Maintenance Battalion

ADMIN T&R MANUAL

CHAPTER 4

MOS 0111 INDIVIDUAL EVENTS

ADMIN T&R MANUAL

CHAPTER 4

MOS 0111 INDIVIDUAL EVENTS

4000. PURPOSE. This chapter details the individual events that pertain to Administrative Specialist. Each individual event provides an event title, the conditions events will be performed, and the standard to which the event must be performed.

4001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Events in the T&R Manual are depicted with a 12 field alphanumeric system, i.e. 0111-CORP-1001. This chapter utilizes the following methodology:

a. The first four digits represent the occupational field or military occupational field (e.g., Occupational Field 01 or Administrative Specialist 0111). This chapter contains 0111 events.

b. The second four alpha characters represent the functional or duty area (e.g., CORP - Correspondence). Functional areas for Administrative Specialists are:

    CORP - Correspondence
    CTMN - Casualty Management
    FIDR - Files and Directives
    GENA - General Administration
    LGAD - Legal Administration
    MPMN - Manpower Management
    MPSP - Manpower Support
    MPSY - Manpower Systems
    OFMN - Office Management
    OPAD - Operational Administration
    PYAL - Pay and Allowances
    RESA - Reserve Administration
    SCTY - Security
    SEPS - Separations
    SERR - Service Records
    UNDR - Unit Diary

c. The last four digits represent the task level and numerical sequencing. The Admin individual training events are separated into three task levels:

    1000 - Core Skills (initial MOS training conducted at formal schools)
    2000 - Core Plus Skills (follow-on formal schooling, MOJT, or Distance
            Learning)
    2500 - Staff Non-Commissioned Officer (SNCO) Core Plus Skills (follow-
            on formal schooling, MOJT, or Distance Learning)

Every individual event has a numerical identifier from 001 to 999.

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. If questions arise as to Reserve specific entitlements, administrators may contact the Marine Corps Administrative Analysis Team. The Team can be reached at (703) 432-9813/DSN 278-9809; email: MCAAT@usmc.mil; or website https://eis.usmc.mil/sites/missa/default.aspx. The MARFORRES Administrative Assistance Unit (AAU) may also assist. The MARFORRES AAU can be contacted at phone (504) 697-7269/7273; email: MFRAAU@usmc.mil; or check the MARFORRES AAU website: http://www.marforres.marines.mil/GeneralSpecialStaff/G1.aspx for information.

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4003. 1000-LEVEL EVENTS

<u>0111-CORP-1001</u>: Prepare Permanent Change of Assignment (PCA) orders endorsement

<u>EVALUATION-CODED</u>: NO   <u>SUSTAINMENT INTERVAL</u>: 12 months

<u>GRADES</u>: PVT, PFC, LCPL

<u>INITIAL TRAINING SETTING</u>: FORMAL

<u>CONDITION</u>: Given access to web-based and database systems, source documents, service record, and the web order authorization from Headquarters Marine Corps (HQMC).

<u>STANDARD</u>: Ensuring there are no typographical or format errors and the PCA endorsement is completed 15 days prior to the service member's detachment date.

<u>PERFORMANCE STEPS</u>:
1. Receive web PCA orders/CMC messages.
2. Review information contained in Web Orders.
3. Prepare command endorsement.
4. Forward for review.

<u>REFERENCES</u>:
1. MCO 1326.5_ Marine Corps Web Orders Systems (WEB ORDERS)
2. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
3. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
4. MCO P1300.8_ Marine Corps Personnel Assignment Policy
5. MCO P1326.6_ Selecting, Screening, and Preparing Enlisted Marines for Special Duty Assignments and Independent Duties
6. SECNAV M-5216.5_ Secretary of the Navy Correspondence Manual
7. SECNAV M-5210.2_ Standard Subject Identification Code (SSIC) Manual

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<u>0111-CORP-1002</u>: Prepare Permanent Change of Station (PCS) orders endorsement

<u>EVALUATION-CODED</u>: NO   <u>SUSTAINMENT INTERVAL</u>: 12 months

<u>GRADES</u>: PVT, PFC, LCPL

<u>INITIAL TRAINING SETTING</u>: FORMAL

<u>CONDITION</u>: Given access to web-based and database systems, the web order authorization from Headquarters Marine Corps (HQMC) directing a member's PCS, source documents, and the service record.

<u>STANDARD</u>: Ensuring there are no typographical or format errors and the orders are completed 90 days prior to the detachment date.

PERFORMANCE STEPS:
1. Receive web PCS orders/CMC messages.
2. Review information contained in Web Orders.
3. Interview member.
4. Provide screening/dependent checklists.
5. Submit request for overseas dependent entry approval/area clearance upon completion of checklist, if required.
6. Submit port call request upon approval of overseas area clearance, if required.
7. Prepare command endorsement.
8. Forward for review.

REFERENCES:
1. JFTR NAVSO P-6034 Volume 1 Joint Federal Travel Regulation, Uniformed Service Members
2. MCO 1320.11_ Personnel Sponsorship Program
3. MCO 1326.5 Marine Corps Web Orders Systems (WEB ORDERS)
4. MCO 4650.30 Port Call Procedures Applicable to the Movement of Marine Corps - Sponsored Passenger Traffic BTWN CONUS and Overseas areas (Including Alaska and Hawaii) and Within and BTWN Overseas Areas
5. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
6. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
7. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
8. MCO P1300.8_ Marine Corps Personnel Assignment Policy
9. MCO P1326.6_ Selecting, Screening and Preparing Enlisted Marines for Special Duty Assignments and Independent Duties
10. MCO P4650.37_ Marine Corps Travel Instructions Manual (MCTIM)
11. MCO P7301.104 Accounting Under the Appropriations "Military Personnel, Marine Corps" and "Reserve Personnel, Marine Corps"
12. SECNAV M-5216.5_ Naval Correspondence Manual
13. SECNAV M-5210.2_ Standard Subject Identification Code (SSIC) Manual

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0111-CORP-1003: Prepare naval correspondence

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

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 rough draft through completed document.

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a rough draft or verbal instructions, appropriate equipment, general office supplies, and source documents.

STANDARD: Ensuring there are no typographical or format errors.

PERFORMANCE STEPS:
1. Receive source document.
2. Prepare draft.
3. Forward for review.

REFERENCES:
1. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
2. SECNAV M-5216.5_ Secretary of the Navy Correspondence Manual
3. SECNAV M-5210.2_ Standard Subject Identification Code (SSIC) Manual

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0111-CORP-1004: Prepare Command Special Orders

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

DESCRIPTION: Command special orders are utilized to reassign members within the local command and/or designation.

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request and approval for assignment, reassignment, and/or designation.

STANDARD: Ensuring there are no typographical or format errors.

PERFORMANCE STEPS:
1. Receive supporting documents or requirement.
2. Assign special order number.
3. Draft Command Special Order.
4. Forward for review.

REFERENCES:
1. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
2. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
3. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
4. SECNAV M-5216.5_ Naval Correspondence Manual
5. SECNAV M-5210.2_ Standard Subject Identification Code (SSIC) Manual

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0111-FIDR-1001: Maintain correspondence files

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

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given correspondence files and file folders, appropriate equipment, and general office supplies.

STANDARD: Ensuring correspondence is filed by Standard Subject Identification Code (SSIC), file folders are properly labeled, and retention/disposal of files is performed in sequential order.

PERFORMANCE STEPS:
1. Identify SSIC.
2. Prepare labels.
3. Prepare files outlines.
4. Type Privacy Act statement and post, as required.
5. File correspondence.
6. Conduct disposal/retention actions.

REFERENCES:
1. MCO 5210.11_ Marine Corps Records Management Program
2. SECNAVINST M-5210.1 Records Management Manual
3. SECNAV M-5210.2_ Standard Subject Identification Code (SSIC) Manual

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0111-LGAD-1001: Prepare Unit Punishment Book (UPB) (NAVMC 10132)

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

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based systems or database systems, electronic forms, the service record, and source documents.

STANDARD: Ensuring there are no format or typographical 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. MCM Manual for Courts-Martial (current edition)
2. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
3. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)

0111-MPMN-1001: Navigate Marine Online (MOL)

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

DESCRIPTION: Marine Online (MOL) is a web-based application that provides multiple administrative tools for commanders and administrators. MOL functionality includes promotions, UMSR, leave, PTAD, PDMRA, EPAR, OMPF, Report Net, Web Orders, processing service awards, and DTMS to include the DD

1351-2 (Travel Voucher or Subvoucher), and NAVMC 11115 (Authorization for Advance Dependents Travel and/or Dislocation).

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to MOL.

STANDARD: Locating and identifying all modules.

PERFORMANCE STEPS:
1. Log on to MOL.
2. Select the appropriate module.
3. Determine functionality within module.

REFERENCE:
1. MOL Users Manual

0111-PYAL-1001: Determine Total Force pay and allowances

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Administrative personnel are responsible for pay and allowance changes based on member's duty station, family, and personal status. This includes but is not limited to operational, overseas, regular/reserve specific pay, and allowances.

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to current web-based and database systems, the service record, and source documents.

STANDARD: Ensuring the Marine Corps Total Force System (MCTFS) reflects the member's correct pay and allowances IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Receive completed source documentation.
2. Review documentation.
3. Identify entitlements.
4. Maintain documentation, as required.

REFERENCES:
1. DFAS-CL 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedure – Active Duty and Reserve Pay
3. MCO 10110.47_ Basic Allowance for Subsistence (BAS)
4. MCO 7220.12_ Special Duty Assignment (SDA) Pay Program
5. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual

(MCRAMM)
6.   MCO P1300.8_ Marine Corps Personnel Assignment Policy
7.   MCO P1751.3_ Dependency Determination and Basic Allowance for Housing
     (BAH) Manual
8.   MCTFSCODESMAN Marine Corps Total Force System Codes Manual
9.   MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
     Instructions Users Manual

ADMINISTRATIVE NOTE: There are many reserve specific entitlements. At this level, both an Active Duty and Reserve administrator would be able to process at a minimum entitlements based upon Place Entered Active Duty (PLEAD) to include Basic Allowance for Housing (BAH).

0111-PYAL-1002: Prepare Miscellaneous Military Pay Order/Special Payment Authorization (NAVMC 11116)

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

DESCRIPTION: Certain instances require adjustment to a member's pay record. In some cases, the local disbursing office will perform this adjustment. The NAVMC 11116 is the source document submitted to the local disbursing office to request an adjustment.

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based and database systems, NAVMC 11116, the service record, and source documents.

STANDARD: Ensuring completeness with no typographical or format errors.

PERFORMANCE STEPS:
1.   Review service record and source documents.
2.   Complete all required blocks on NAVMC 11116.
3.   Forward for review.
4.   Track through completion.

REFERENCES:
1.   DFAS-CL 7220.31-R Marine Corps Total Force System Automated Pay Systems
     Manual (APSM)
2.   DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, Military
     Pay Policy and Procedure – Active Duty and Reserve Pay
3.   MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
     Instructions Users Manual

0111-SCTY-1001: Safeguard Personally Identifiable Information (PII)

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

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

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request for information, access to web-based or database systems, the service record, and OPNAV Form 5211 (Disclosure Accounting Form-Record of Disclosure).

STANDARD: Ensuring only personally identifiable information authorized by The Privacy Act of 1974 or the individual is released.

PERFORMANCE STEPS:
1. Receive a request for disclosure of personal information.
2. Determine if personal information can be released in compliance with the Privacy Act of 1974.
3. Obtain member's permission to release information not authorized for release under the Privacy Act of 1974.
4. Extract information from the service record and/or computer record, as required.
5. Effect release of information, if appropriate.
6. Document the release of all information on OPNAV Form 5211 (Disclosure Accounting Form-Record of Disclosure), maintained in the service record.
7. Maintain OPNAV Form 5211 in the service record.

REFERENCES:
1. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
2. MCO P5211.2_ the Privacy Act of 1974

0111-SEPS-1001: Prepare separations documents

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Administrative personnel must be able to prepare all documents related to separations, retirements, and discharges.

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the web-based and database systems, service records, and source documents.

STANDARD: Ensuring all documents are free of typographical or format errors.

PERFORMANCE STEPS:
1. Receive separation notification.
2. Review separation data sheet.

3. Prepare draft separation documents, as required.
4. Forward for review.

REFERENCES:
1. MCO 1001.39_ Pre-Separation Counseling Concerning Marine Corps Reserve
   (MCR) Participation
2. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
3. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
   Instructions Users Manual
5. MCO P1000.6_Assignment Classification and Travel Systems Manual (ACTSMAN)

0111-SEPS-1002: Prepare Separation/Travel Pay Certificate (NAVMC 11060)

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

DESCRIPTION: Separating service members are entitled to certain travel
entitlements, pay and allowances. Administrative personnel submit a NAVMC
11060 to the local disbursing office to effect those payments.

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems, NAVMC 11060
(Separation/Travel Pay Certificate), the service record, and source
documents.

STANDARD: Ensuring the form is complete, without typographical or format
errors.

PERFORMANCE STEPS:
1. Review source documents.
2. Prepare draft.
3. Forward for review.

REFERENCES:
1. DFAS-CL 7220.31-R Marine Corps Total Force System Automated Pay Systems
   Manual (APSM)
2. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, Military
   Pay Policy and Procedure – Active Duty and Reserve Pay
3. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
4. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)

0111-SERR-1001: Prepare Family Service Member's Group Life Insurance

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

DESCRIPTION: All military members and dependents are authorized to enroll in
Family Service Member's Group Life Insurance (FSGLI). The individual will

assist the member in the preparation of the FSGLI forms, and process the forms into the service record and UD/MCTFS.

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based and database systems, electronic forms, and Service Member's Group Life Insurance (SGLI) forms.

STANDARD: Ensuring the forms are complete and free of typographical errors.

PERFORMANCE STEPS:
1. Determine insurance requirements.
2. Verify supporting documents, if required.
3. Verify document completion.
4. Obtain signatures from member and certifying official.
5. Distribute forms as appropriate.
6. Ensure spouse notification letter is completed and mailed, if required.

REFERENCES:
1. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
2. MCO P1741.8_ Government Life Insurance Manual

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0111-SERR-1002: Prepare service record entries

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

DESCRIPTION: Administrative personnel will make required entries to service record pages based on source documents/audits of personnel.

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to make entries on the service records, source documents, and access to Marine Corps Total Force System (MCTFS).

STANDARD: Ensuring all entries are free of typographical or format errors.

PERFORMANCE STEPS:
1. Determine required entries.
2. Draft entries.
3. Forward for review.

REFERENCES:
1. MCO 1001.45_ Augmentation, Retention, and Return of Active Duty of Reserve Officers and the Redesignation of Restricted Officers to Unrestricted Status
2. MCO 1740.13_ Family Care Plans
3. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)

4. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
5. MCO P1741.8 Government Life Insurance Manual
6. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
7. MCO P5800.16_Marine Corps Manual for Legal Administration (LEGADMINMAN)

0111-SERR-1003: Conduct service records audit

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

DESCRIPTION: The purpose of a service record audit is to verify information contained in the member's service record and BAH NAVMC 10922 in accordance with the PRIUM.

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems, service records, and source documents.

STANDARD: Ensuring MCTFS data is accurate and concurrent with information contained in the service record.

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

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedure – Active Duty and Reserve Pay
2. JFTR NAVSO P-6034 Volume 1 Joint Federal Travel Regulation, Uniformed Service Members
3. MCO 10110.47_ Basic Allowance for Subsistence (BAS)
4. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
5. MCO P1741.8 Government Life Insurance Manual
6. MCO P1751.3_ Dependency Determination and Basic Allowance for Housing (BAH) Manual
7. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
8. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
9. MCO 7220.12_ Special Duty Assignment (SDA) Pay Program
10. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)

0111-UNDR-1001: Extract Marine Corps Total Force System (MCTFS) data

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

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to extract data from Marine Corps Total Force System (MCTFS), access to web-based or database systems, service records, and source documents.

STANDARD: In performance step sequence, to verify the data contained in the member's service record is accurate.

PERFORMANCE STEPS:
1. Access MCTFS.
2. Retrieve required information.
3. Submit research results.

REFERENCE:
1. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0111-UNDR-1002: Prepare Unit Diary entries

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

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

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Unit Diary/Marine Integrated Personnel System (UD/MIPS) and source documents.

STANDARD: Ensuring all adjustments are reported IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Review source document to determine required adjustment/update/reportable transaction.
2. Determine the Type of Transaction Code (TTC) and sequence number for the transaction.
3. Prepare the rough draft unit diary.
4. Annotate source documents with processed unit diary information
5. Forward for review.
6. 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

0111-UNDR-1003: Process Electronic Diary Feedback Report (EDFR)

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

DESCRIPTION: An Electronic Diary Feedback Report (EDFR) is generated by the Unit Diary/Marine Integrated Personnel System (UD/MIPS) when either an individual utilizing a web-based system or administrative personnel utilizing UD/MIPS change information contained in the Marine Corps Total Force System (MCTFS). Administrative personnel will monitor and review action taken on the EDFR and update as required.

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based and database systems, the service record, and electronic forms.

STANDARD: Ensuring items received on the Electronic Diary Feedback report (EDFR) are monitored on a daily basis IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Download EDFR.
2. Determine action required on all parts of the EDFR.
3. Take appropriate unit diary/service record action.
4. Forward for review.

REFERENCES:
1. DFAS-CL 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedure - Active Duty and Reserve Pay
3. MCTFSCODESMAN System-based online Marine Corps Manpower Codes Manual
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
5. UDS-1080-02 Unit Diary System (UDS) Users Manual

4004. 2000-LEVEL EVENTS

0111-CORP-2001: Process Permanent Change of Assignment (PCA) orders endorsement

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

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the web order authorization from Headquarters Marine Corps (HQMC) directing a member's Permanent Change of Assignment (PCA).

STANDARD: Ensuring there are no typographical or format errors.

PERFORMANCE STEPS:
1. Edit orders.
2. Forward orders for review and signature.
3. Deliver signed original orders to member.
4. Forward official file copy of orders to unit diary.
5. Retain official file copy for correspondence files with required documents.

REFERENCES:
1. JFTR NAVSO P-6034 Volume 1 Joint Federal Travel Regulation, Uniformed Service Members
2. MCO 1326.5 Marine Corps Web Orders Systems (WEB ORDERS)
3. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
4. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
5. MCO P1300.8_ Marine Corps Personnel Assignment Policy
6. MCO P1326.6_ Selecting, Screening and Preparing Enlisted Marines for Special Duty Assignments and Independent Duties
7. MCO P4650.37 Marine Corps Travel Instructions Manual
8. SECNAV M-5216.5_ Secretary of the Navy Correspondence Manual
9. SECNAV M-5210.2_ Standard Subject Identification Code (SSIC) Manual

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0111-CORP-2002: Process Permanent Change of Station (PCS) orders endorsement

EVALUATION-CODED: NO   , SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the web order authorization from Headquarters, Marine Corps (HQMC) directing a member's Permanent Change of Station (PCS), the Defense Table of Official Distances (DTOD), and access to MCTFS.

STANDARD: Ensuring there are no typographical or format errors.

PERFORMANCE STEPS:
1. Edit orders.
2. Forward completed orders for review and signature.
3. Deliver completed orders to member.
4. Forward official file copy of orders to unit diary.
5. Retain official file copy for correspondence files with required documents.
6. Distribute as required.

REFERENCES:
1. JFTR NAVSO P-6034 Volume 1 Joint Federal Travel Regulation, Uniformed

Service Members
2. MCO 1326.5 Marine Corps Web Orders Systems (WEB ORDERS)
3. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
4. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
5. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
6. MCO P1300.8_ Marine Corps Personnel Assignment Policy
7. MCO P1326.6_ Selecting, Screening and Preparing Enlisted Marines for Special Duty Assignments and Independent Duties
8. MCO P4650.37_ Marine Corps Travel Instructions Manual (MCTIM)
9. SECNAV M-5216.5_ Naval Correspondence Manual
10. SECNAV M-5210.2_ Standard Subject Identification Code (SSIC) Manual

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0111-CORP-2003: Process Command Special Orders

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

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the request and approval for assignment, reassignment, and/or designation.

STANDARD: Ensuring there are no typographical or format errors.

PERFORMANCE STEPS:
1. Edit Command Special Order.
2. Forward for review and signature.
3. Report appropriate entries via unit diary, if required.
4. Distribute as required.

REFERENCES:
1. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
2. SECNAV M-5216.5_ Secretary of the Navy Correspondence Manual
3. SECNAV M-5210.2_ Standard Subject Identification Code (SSIC) Manual

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0111-CORP-2004: Process naval correspondence

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

DESCRIPTION: Letters, endorsements, messages, and Administrative Action (AA) Forms are the most common types of correspondence generated by a unit.

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given typed correspondence and source documents.

STANDARD: Ensuring 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 5216.20_ HQMC Supplement to the Department of the Navy (DON) Correspondence Manual
2. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
3. SECNAV M-5216.5_ Secretary of the Navy Correspondence Manual
4. SECNAV M-5210.2_ Standard Subject Identification Code (SSIC) Manual

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0111-CORP-2005: Process naval messages

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring there are no typographical or format errors.

PERFORMANCE STEPS:
1. Prepare naval message.
2. Forward naval message for review and release.

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

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0111-CTMN-2001: Process Personnel Casualty Report (PCR)

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months
GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based and database systems, information regarding a casualty, and the service record.

STANDARD: Ensuring there are no typographical or format errors.

PERFORMANCE STEPS:
1. Receive notification of a casualty.
2. Extract needed information from service record.
3. Enter casualty data into the web-based system.
4. Forward for review.
5. Distribute as required.

REFERENCES:
1. MCO 3040.4_ Marine Corps Casualty Procedures Manual (MARCORCASPROCMAN)
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
3. NTP 4 Naval Telecommunications Procedures
4. USN PLAD 1 Message Address Directory

0111-FIDR-2001: Maintain Directives Control Point (DCP)

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based and database systems, command issue directives, directives checklists, and changes.

STANDARD: Ensuring mission essential publications are IAW MCO 5210.11_.

PERFORMANCE STEPS:
1. Prepare checklist of command issued directives.
2. Establish a publications listing within Marine Corps Publication System (MCPDS).
3. Audit higher headquarters Directives Management System Checklist.
4. File master directives, as required.
5. Receive published changes.
6. Make changes per directives.
7. File page changes, as required.
8. Make pen changes, as required.
9. Complete Record of Changes page in directives, as required.
10. Enter changes to the PL through MCPDS, as required.
11. Requisition missing directives.

REFERENCES:
1. MCO 5210.11_ Marine Corps Records Management Program
2. MCO P5211.2_ The Privacy Act of 1974
3. MCO P5215.17_ Marine Corps Technical Publications System
4. MCO P5600.31_ Marine Corps Publication and Printing Regulations
5. OPNAV M-5215.17 Navy Directives Issuance System

6.   SECNAVINST M-5215.1 Secretary of the Navy Directives Policy

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0111-FIDR-2002:   Edit command issued directives

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

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

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given rough drafts, source documents, a requirement for a command directive, and appropriate equipment.

STANDARD: Ensuring command issued directives are prepared without typographical or format errors, and are completed within the timeframes established by the requester.

PERFORMANCE STEPS:
1.   Verify format is appropriate for directive type.
2.   Edit directive for grammar, spelling, and sentence structure.
3.   Submit prepared directive with documentation for review and signature.
4.   Forward signed directive for publication.
5.   Distribute and file completed directive.

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-5216.5_ Secretary of the Navy Correspondence Manual
5.   SECNAV M-5210.2_ Standard Subject Identification Code (SSIC) Manual

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0111-GENA-2001:   Process award recommendations

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

DESCRIPTION: When a unit commander desires to commend an individual, administrative personnel must be able to process the different types of unit level awards.   These awards include but not limited to Meritorious Mast (MM), Letter of Appreciation (LOA), and Certificate of Commendation (COC).

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based or database systems and award recommendations.

STANDARD: Ensuring awards are complete and prepared without typographical or format error.

PERFORMANCE STEPS:
1. Receive award recommendation.
2. Review source documents and award citation.
3. Ensure award is printed on correct certificate.
4. Review final award.
5. Forward to awarding authority for signature.
6. Make copies of award and file as required.
7. Forward electronic copy to MMSB for filling in E-records.
8. Distribute award, as required.

REFERENCES:
1. MCO 1650.19_ Administrative and Issue Procedures for Decorations, Medals, and Awards
2. SECNAVINST 1650.1_ Navy and Marine Corps Awards Manual

0111-LGAD-2001: Process Unit Punishment Book (UPB) (NAVMC 10132)

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The Unit Punishment Book (UPB) (NAVMC 10132) is prepared for use during a unit commander's non-judicial punishment (NJP) proceedings.

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems, electronic forms, the service record, and source documents.

STANDARD: Ensuring there are no typographical or grammatical errors prior to and upon completion of the non-judicial punishment (NJP) proceedings, punishment imposed does not exceed the maximum punishment allowed, and that appropriate unit diary entries are reported within 5 working days of the reportable event.

PERFORMANCE STEPS:
1. Edit source documents.
2. Forward for review.
3. Distribute copies as appropriate.

REFERENCES:
1. MCM Manual for Courts-Martial (current edition)
2. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
3. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
4. DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A
5. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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<u>0111-LGAD-2002</u>:   Process Courts-Martial packages

<u>EVALUATION-CODED</u>:   NO   <u>SUSTAINMENT INTERVAL</u>:   12 months

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

<u>GRADES</u>:   CPL, SGT

<u>INITIAL TRAINING SETTING</u>:   FORMAL

<u>CONDITION</u>:   Given access to web-based or database systems, service records, legal support, source documents, results of trial (ROT), and convening authority's (CA) action.

<u>STANDARD</u>:   In performance step sequence, ensuring that prior to and upon completion of the courts-martial, the NAVMC 118(13) is completed without typographical or format errors, and that appropriate unit diary transactions are entered into Marine Corps Total Force System (MCTFS) within 5 working days of the reportable event.

<u>PERFORMANCE STEPS</u>:
1. Receive ROT.
2. Review source documents to include appellate leave, if applicable.
3. Report entries via unit diary.
4. Make proper distribution of NAVMC 118(13).
5. Maintain source documents.
6. Track source documents, as appropriate.
7. Reconcile.

<u>REFERENCES</u>:
1.   MCM Manual for Courts-Martial (current edition)
2.   MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
3.   MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
4.   MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
5.   MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPSMAN)
6.   MCO 1050.16_ Appellate Leave Awaiting Punitive Separation
7.   DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A, Military Pay Policy and Procedures – Active Duty and Reserve Pay

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<u>0111-LGAD-2003</u>:   Prepare Competency Review Board (CRB) packages

<u>EVALUATION-CODED</u>:   NO   <u>SUSTAINMENT INTERVAL</u>:   12 months

<u>GRADES</u>:   CPL, SGT

<u>INITIAL TRAINING SETTING</u>:   FORMAL

CONDITION: Given a notice of incompetence and source documents.

STANDARD: Ensuring the package is prepared without typographical or format errors.

PERFORMANCE STEPS:
1. Review source documents.
2. Draft appropriate documents.
3. Forward for review.
4. Make corrections if necessary.

REFERENCES:
1. MCO 1200.17_ Military Occupational Specialties (MOS) Marine Corps Manual (MOS Manual)
2. MCO P1400.32_ Marine Corps Promotion Manual, Volume 2, Enlisted Promotions
3. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
4. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
5. SECNAV M-5216.5_ Secretary of the Navy Correspondence Manual

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0111-MPSY-2001: Prepare Joint Personnel Status (JPERSTAT) reports

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

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.

BILLET: G-1 Operations

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring the report is accurate and complete and prepared within the timeframes established by competent authority.

PERFORMANCE STEPS:
1. Consolidate figures provided by subordinate units or sections.
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 Personnel Support to Joint Operations

0111-MPSY-2002:   Generate database reports

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

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request for a simple list report, ad hoc report or roster, and access to web-based or database systems.

STANDARD: Providing the list, roster, or crosstab report in the format requested.

PERFORMANCE STEPS:
1.   Receive request or notification to pull simple report or roster.
2.   Log into database system.
3.   Search database to obtain required data elements.
4.   Format report as required by request.
5.   Run report.
6.   Print or export report if necessary.
7.   Forward printed or saved report.

REFERENCES:
1.   MCTFSCODESMAN Marine Corps Total Force System Codes Manual
2.   MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
3.   SECNAVINST 5510.36_ Dept of the Navy Information and Personnel Security Program Regulations
4.   MOL Users Manual

0111-PYAL-2001:   Process travel claim

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

DESCRIPTION: Travel claims must be submitted upon completion of all periods of funded temporary additional duty (TAD) and permanent change of station (PCS).

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based and database systems and a set of Temporary Additional Duty (TAD) or Permanent Change of Station (PCS) orders, DD Form 1351-2 (Travel Voucher), and DD 1351-2C (Subvoucher) receipts.

STANDARD: Ensuring the claim is submitted within five working days once the member has completed official travel, and the travel settlement payment is correct.

PERFORMANCE STEPS:
1. Review completed claim.
2. Forward travel claim to approving official (AO) for review and signature.
3. Distribute as required.
4. Track completion of travel claim.
5. Review travel settlement to ensure payment is correct.
6. File travel claim, as required.

REFERENCES:
1. JFTR NAVSO P-6034 Volume 1 Joint Federal Travel Regulation, Uniformed Service Members
2. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
3. MCO P4650.37_ Marine Corps Travel Instructions Manual

0111-PYAL-2002: Process Miscellaneous Military Pay Order/Special Payment Authorization (NAVMC 11116)

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

DESCRIPTION: Certain instances require adjustment to a member's pay record. In some cases, the local disbursing office will perform this adjustment. The NAVMC 11116 is the source document submitted to the local disbursing office to request an adjustment.

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based and database systems, the service record, source documents, and NAVMC 11116.

STANDARD: Ensuring the form is completed without typographical or format errors.

PERFORMANCE STEPS:
1. Edit form for accuracy.
2. Forward for review.
3. Track form through completion.

REFERENCES:
1. DFAS-CL 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedure - Active Duty and Reserve Pay
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0111-PYAL-2003: Review Total Force pay and allowances

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

DESCRIPTION: Administrators 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), IDT/drills, ADOS (over and under 30 days), special duty pay, BAH, and CONUS COLA. Additionally, situations occur in the course of a member's career that may modify their 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), Place Last Entered Active Duty (PLEAD), Date of Entry Armed Forces (DOEAF), Time Lost, Reserve ECC, and Mandatory Drill Stop Date.

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to current web-based and database systems, the service record, and source documents.

STANDARD: Ensuring a Marine's record reflects the correct pay and allowances as well as appropriate entitlements.

PERFORMANCE STEPS:
1. Receive completed documentation for review.
2. Review documentation for accuracy and completeness.
3. Identify pay entitlement.
4. Forward for review.
5. Enter changes in UD/MIPS.
6. Maintain documentation, as required.

REFERENCES:
1. DFAS-CL 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedure – Active Duty and Reserve Pay
3. MCO 10110.47_ Basic Allowance for Subsistence (BAS)
4. MCO 1326.2_ Administration of Temporary Flight Orders
5. MCO 3571.2_ Explosive Ordnance Disposal (EOD) Program
6. MCO 7220.12_ Special Duty Assignment (SDA) Pay Program
7. MCO 7220.21_ Advance Pay Incident to a Permanent Change of Station (PCS)
8. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
9. MCO P1300.8_ Marine Corps Personnel Assignment Policy
10. MCO P1751.3_ Dependency Determination and Basic Allowance for Housing (BAH) Manual
11. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
12. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
13. OPNAVINST 7220.4_ Flight Deck Hazardous Duty Incentive Pay (FDHDIP)
14. MCO P3000.19 Total Force Mobilization, Activation, Integration, and Deactivation Plan (MAID-P)
15. JFTR NAVSO P-6034 Joint Federal Travel Regulations, Volume 1

ADMINISTRATIVE NOTES: There are many reserve specific entitlements such as Annual Training (AT), IDT/drills, ADOS (over and under 30 days), special duty pay, BAH, and CONUS COLA. The unit reasonable commuting order must be reviewed to ensure correct entitlements, based on the member's PLEAD and the location of the HTC. The tasks involves transferring reserve members to active duty (for various reasons), initial joining the member to active duty, and release from active duty. If questions arise as to Reserve specific entitlements, administrators may contact the Marine Corps Administrative Analysis Team. The Team can be reached at (703) 432-9813/DSN 278-9809; email: MCAAT@usmc.mil; or website: https://eis.usmc.mil/sites/missa/default.aspx.

0111-PYAL-2004: Compute Armed Forces Active Duty Base Date (AFADBD)/Pay Entry Base Date (PEBD)

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

DESCRIPTION: Situations occur in the course of a member's career that may modify their Expiration of Active Service (EAS), End of Current Contract (ECC), Armed Forces Active Duty Base Date (AFABD), or Pay Entry Base Date (PEBD).

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems, source documents, and the service record.

STANDARD: Ensuring dates in MCTFS are accurate and all necessary date adjustments have posted without error.

PERFORMANCE STEPS:
1. Receive notification from member or feedback advisory regarding necessary change.
2. Extract information from the service record and MCTFS required to compute the appropriate dates.
3. View official military personnel file (OMPF) for missing documentation, if required.
4. Perform computations on necessary dates.
5. Forward for review.
6. Report as appropriate.

REFERENCES:
1. DOD FMR 7000.14-R, Volume 7A, DOD Financial Management Regulation, Military Pay Policy and Procedure – 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-PYAL-2005: Process travel entitlements

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

DESCRIPTION: Administrative personnel are responsible to ensure that travel entitlements are paid correctly for personnel in a travel status. This includes, but is not limited to, reserve travel entitlements, permanent change of station, and temporary additional duty.

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

GRADES: CPL, SGT

CONDITION: Given access to web-based and database systems, the service record, and source documents.

STANDARD: Ensuring the member receives all travel entitlements and required unit diary transactions are reported.

PERFORMANCE STEPS:
1. Verify the member's entitlements.
3. Direct the preparation of the pay document, as required.
4. Review the accuracy of the source documents.
5. Obtain signatures.
6. Ensure unit diary entries are reported, as required.
8. Distribute as required.
7. Submit appropriate documents to the local finance office via DTMS, as required.

REFERENCES:
1. DFAS-CL 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedure – Active Duty and Reserve Pay
3. JFTR NAVSO P-6034 Volume 1 Joint Federal Travel Regulation, Uniformed Service Members
4. MCO 7220.21_ Advance Pay Incident to a Permanent Change of Station (PCS)
5. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
6. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
7. MCO P1300.8_ Marine Corps Personnel Assignment Policy
8. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
9. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
10. MCO P3000.19 Total Force Mobilization, Activation, Integration, and Deactivation Plan (MAID-P)

0111-PYAL-2006: Research special leave accrual

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

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Ensuring documentation for all Marines who rate leave restoration is completed IAW MCO P1050.3_.

PERFORMANCE STEPS:
1. Identify personnel with lost leave.
2. Verify deployment dates or circumstances for eligibility.
3. Restore leave if required.
4. Distribute source documents.

REFERENCES:
1. MCO P1050.3_ Regulations for Leave, Liberty, and Administrative Absence
2. DoDFMR Department of Defense Financial Management Regulations, (DoDFMR), Volume 7A, Military Pay Policy and Procedures – Active Duty and Reserve Pay
3. MOL Users Manual

0111-RESA-2001: Process reserve medical requests

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

DESCRIPTION: Reserve Marines may incur injuries while on active/inactive duty or during periods of non-duty. An administrator needs to ensure that those Marines' medical statuses are reported into MCTFS correctly. This includes, but is not limited to, temporarily not physically qualified, not physically qualified, line of duty, active duty medical hold, and incapacitation pay for reserve members injured in while in a duty status.

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring data is entered into Marine Corps Total Force System (MCTFS).

PERFORMANCE STEPS:
1. Receive source documents.
2. Report appropriate unit diary transactions.
3. Forward documents for review.

REFERENCES:
1. MCO 1770.2 LOD Benefits for Members of the Marine Corps Reserve

2. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
4. MCTFSCODESMAN Marine Corps Total Force System Codes Manual

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0111-RESA-2002: Adjust Career Retirement Credit Reports (CRCR)

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

DESCRIPTION: The Automated Annual Retirement Credit Report (ARCR) and the Career Retirement Credit Report (CRCR) are the primary means of verifying retirement points for all reserve members. Missing or incomplete data may affect promotion opportunities, reenlistments, selection for Professional Military Education (PME) schools, and Active Reserve (AR) program status and retirement. Administrative personnel assist the reserve member in verifying the accuracy of their ARCR/CRCR and ensure timely adjustments are entered into Marine Corps Total Force System (MCTFS).

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems, electronic forms, and the service record.

STANDARD: Ensuring all Accumulated Deployed Time (ADT)/Inactive Duty Training (IDT) information is 100% correct, audits are conducted on an annual basis, and appropriate unit diary transactions are reported within 5 working days of the occurrence of the reportable event.

PERFORMANCE STEPS:
1. Verify ARCR/CRCR information from applicable source documents.
2. Submit appropriate corrections for unit diary input.
3. Retrieve corrected ARCR/CRCR from online system.
4. Verify ARCR/CRCR for accuracy.
5. Obtain required signature on ARCR/CRCR.

REFERENCES:
1. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
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-RESA-2003: Process personnel administrative actions for Reserve active duty operational support (ADOS) or mobilization of a reserve member/unit

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

DESCRIPTION: The ADOS or mobilization of reserve members changes their status in the Marine Corps. Administrators must understand the unique procedures and criteria when verifying 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/or the orders issued.

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems, an intent for mobilization message, active duty operational support (ADOS) orders, and source documents.

STANDARD: Ensuring eligible members receive all appropriate entitlements and benefits.

PERFORMANCE STEPS:
1. Receive documents that require processing.
2. Verify the member's eligibility to receive entitlements.
3. Report required transactions on unit diary.
4. Forward for review.

REFERENCES:
1. MCO 1001.59 Active Duty for Operational Support (ADOS) in Support of the Total Force
2. MCO 1001.54_ Marine Corps Reserve Incremental Initial Active Duty Training (IIADT) Program
3. MCO 1001R.1_ Marine Corps Reserve Administration Management Manual (MCRAMM)
4. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual
5. MCO P3000.19 Total Force Mobilization, Activation, Integration, and Deactivation Plan (MAID-P)
6. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

ADMINISTRATIVE NOTES: This task involves transferring Reserve members to active duty (for various reasons), initial joining the member to active duty, and release from active duty. The administrator must ensure Reserve members are granted access to early TRICARE benefits as well as TAMP benefits and TRICARE RESERVE SELECT upon return to a drilling status.

0111-RESA-2004: Process Selected Marine Corps Reserve (SMCR) joins

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Administrators are responsible to join reserve members to their units as required. These joins can consist of members being released from active duty for various reasons, joins from the IRR, and joins for members who have broken service.
GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to current web-based and database systems, the service record, and source documents.

STANDARD: Ensuring a Marine's record reflects the correct join entry.

PERFORMANCE STEPS:
1. Verify member's record status.
2. Complete appropriate endorsements.
3. Verify the member's effective date of join.
4. Report appropriate transactions.
5. Submit completed unit diary for review.

REFERENCES:
1. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
2. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

ADMINISTRATIVE NOTES: This includes (Reserve) Officer Accession Programs. Administrators must verify record status to determine the correct TTC and Entry Contract/Control Option (ECCO) process.

0111-RESA-2005: Process education assistance documentation

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Administrators 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.

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems, the service record, and source documents.

STANDARD: Ensuring all required documentation is 100% complete and accurate and reported IAW MCO 1001R.1

PERFORMANCE STEPS:
1. Receive completed documentation.
2. Report required entries into UD/MIPS.
3. Maintain source documents.

REFERENCES:
1. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual
   (MCRAMM)
2. MCO 7220R.38_ Selected Reserve Incentive Program
3. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
   Instructions Users Manual
5. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulations

ADMINISTRATIVE NOTES: For information regarding the process of and
entitlements for educational assistance refer to
http://gbill.va.gov/contact/.

0111-RESA-2006: Utilize Marine Reserve Order Writing System (MROWS)

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

DESCRIPTION: The Marine Reserve Order Writing System (MROWS) automates the
entire reserve order writing process. MROWS also includes the capability to
track the status of orders from initial entry through authentication.

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems and the Marine
Reserve Order Writing System (MROWS), source documents, and the service
record.

STANDARD: Ensuring individual or group orders requests are completed without
typographical or format errors and orders are tracked from initial request
through authentication.

PERFORMANCE STEPS:
1. Log into MROWS.
2. Input MROWS request.
3. Notify appropriate personnel of hard holds on orders.
4. Forward for authentication in MROWS.
5. Print reserve orders.
6. Distribute reserve orders, as required.
7. Track reserve orders, as required.

REFERENCES:
1. NAVSO P-6034 Joint Federal Travel Regulations (JFTR), Volume 1
2. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
3. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual
   (ACTS MANUAL)
4. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual
   (MCRAMM)
5. MCO P4650.37_ Marine Corps Travel Instructions Manual (MCTIM)

ADMINISTRATIVE NOTES: Notification of hard holds on orders may include Civilian Employment Information (CEI), outdated medical information, outdated contract information, etc.

0111-RESA-2007: Determine Reserve components

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

DESCRIPTION: Administrative personnel must understand the capabilities of each Reserve component and their employment capabilities, e.g., 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).

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to Marine Corps Total Force System (MCTFS), and service records.

STANDARD: Utilizing all reserve component criteria IAW MCO 1001R.1_.

PERFORMANCE STEPS:
1. Identify assigned Reserve Components.
2. Identify the capabilities/restrictions.

REFERENCES:
1. MCO 1001.52_ Active Reserve Support to the United States Marine Corps Reserve
2. MCO 1001.59_ Active Duty for Operational Support (ADOS) in Support of the Total Force
3. MCO 1001R.54_ Marine Corps Reserve Incremental Initial Active Duty Training (IIADT) Program
4. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
5. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
6. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
7. MCO 1001.62_ Individual Mobilization Augmentee Program
8. MCO P3000.19_ U.S. Marine Corps Total Force Mobilization, Activation, Integration, and Deactivation Plan (Short Title: USMC MAID-P)

ADMINISTRATIVE NOTES: Administrative personnel must be able to identify reserve components in order to properly employ Marines of these Reserve components.

0111-RESA-2008: Process Reserve transfer orders

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

DESCRIPTION: Marine Corps reservists are obligated to actively participate for a period of time as determined by the service contract and appendices. After their initial obligation is completed they may transfer to the Individual Ready Reserve (IRR). They may also transfer units at any given time upon acceptance of the gaining command.

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems, source documents, and the service record.

STANDARD: Ensuring individual transfer orders are completed without typographical or format errors and appropriate unit diary entries are reported within 5 working days of the reportable event.

PERFORMANCE STEPS:
1. Receive transfer request.
2. Determine eligibility for transfer.
3. Prepare transfer orders.
4. Forward for review.
5. Report unit diary entries.
6. Maintain documents, as required.

REFERENCES:
1. MCO 1001R.1_ (Marine Corps Reserve Administrative Management Manual (MCRAMM)
2. DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A, Military Pay Policy and Procedures – Active Duty an Reserve Pay
3. MCTFSPRIUM, Marine Corps Total Force System Personnel Reporting Instructions Users Manual
4. MCTFSCODESMAN Marine Corps Total Force System Codes Manual

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0111-SCTY-2001: Implement program for safeguarding Personally Identifiable Information (PII)

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

DESCRIPTION: The administrative office is required to implement a program to safeguard personally identifiable information about a service member. Administrative personnel must be able to instruct and inform unit personnel regarding PII regulations as required.

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: DL

CONDITION: Given a PII program, OPNAV Form 5211/9 (Disclosure Accounting Form-Record of Disclosure), and the Privacy Act of 1974 as amended.

STANDARD: Ensuring only personally identifiable information authorized by the references or individual is released, all released information is documented, and all OPNAV Form 5211/9s are maintained in the service record.

PERFORMANCE STEPS:
1. Receive a PII program.
2. Conduct PII training, as required.

REFERENCES:
1. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
3. SECNAVINST 5510.36_ Dept of the Navy Information and Personnel Security Program Regulations

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0111-SEPS-2001: Process separations documents

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

DESCRIPTION: Administrative personnel must be able to prepare all documents related to separations, retirements and discharges. This includes documents for Marines of all components to include the separating of reserve members from mobilization and ADOS.

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems, service records, and source documents.

STANDARD: Ensuring all documents are complete, without typographical or format errors.

PERFORMANCE STEPS:
1. Review separations package.
2. Ensure the processing of the DD 214.
3. Forward documents to supervisor for review.
4. Distribute documents and records, as required.

REFERENCES:
1. JFTR NAVSO P-6034 Volume 1 Joint Federal Travel Regulation, Uniformed Service Members
2. MCO 1001.39_ Pre-Separation Counseling Concerning Marine Corps Reserve (MCR) Participation
3. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
4. MCO P1751.3_ Dependency Determination and Basic Allowance for Housing (BAH) Manual
5. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
6. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
7. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

ADMINISTRATIVE NOTES: Ensure that PDMRA use is tracked prior to discharge and that the member is provided the required TAMP ID card documentation, as required.

0111-SEPS-2002: Process humanitarian request

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

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.

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems, source documents, and service records.

STANDARD: Ensuring there are no typographical or format errors and that the package contains all required supporting documents IAW MCO P1000.6_.

PERFORMANCE STEPS:
1. Receive formal/verbal request from member.
2. Verify leave balance.
3. Notify member's command leadership.
4. Contact CMC, if applicable
5. Make appropriate unit diary entries.
6. Generate package.
7. Process package.
8. Track package.
9. Conduct separation process, if necessary.
10. Transfer by service record, if necessary.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedure - Active Duty and Reserve Pay
2. JFTR NAVSO P-6034 Volume 1 Joint Federal Travel Regulation, Uniformed Service Members
4. MCO 10110.47_ Basic Allowance for Subsistence (BAS)
5. MCO 1050.3_ Regulations for Leave, Liberty and Administrative Absence
6. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
7. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
8. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
9. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
10. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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<u>0111-SEPS-2003</u>: Process administrative separation

<u>EVALUATION-CODED</u>: NO   <u>SUSTAINMENT INTERVAL</u>: 12 months

<u>DESCRIPTION</u>: Administrators 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.

<u>GRADES</u>: CPL, SGT

<u>INITIAL TRAINING SETTING</u>: FORMAL

<u>CONDITION</u>: Given access to web-based or database systems, the service record, and source documents.

<u>STANDARD</u>: Ensuring administrative separation packages are prepared without typographical or format error, appropriate service record entries are completed, and appropriate unit diary transactions are reported.

<u>PERFORMANCE STEPS</u>:
1. Review source documents.
2. Prepare notification letter/package.
3. Prepare required entries for notification.
4. Forward for review.
5. Prepare after notification documents.
6. Forward for review.
7. Prepare required entries upon forwarding separation package to GCMCA.
8. Prepare required entries for separation.
9. Distribute as required.

<u>REFERENCES</u>:
1. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
3. SECNAVINST 1920.6_ Administrative Separation of Officers
4. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
5. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)

<u>ADMINISTRATIVE NOTES</u>: Specific additional attention must be given to the process of administrative separation of reservists such as suspension of GI Bill and notification of suspension of SGLI.

<u>0111-SERR-2001</u>: Process Total Force enlisted promotions

<u>EVALUATION-CODED</u>: NO   <u>SUSTAINMENT INTERVAL</u>: 24 months

<u>DESCRIPTION</u>: 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. Administrators will prepare the necessary paperwork based upon the unit

commander's recommendations.

<u>GRADES</u>: CPL, SGT

<u>INITIAL TRAINING SETTING</u>: FORMAL

<u>CONDITION</u>: Given access to web-based or database systems, electronic forms, the service record, and promotion warrants.

<u>STANDARD</u>: Ensuring the promotions process is performed IAW MCO P1400.32_.

<u>PERFORMANCE STEPS</u>:
1. Retrieve eligibility rosters.
2. Retrieve current training data.
3. Monitor unit diary feedback reports.
4. Work zeroed out composite scores.
5. Forward manual computation of composite scores, as necessary.
6. Request remedial promotion, as necessary.
7. Verify preparation of promotion warrants.
8. Distribute promotion warrants, as required.
9. Report on unit diary, as required.

<u>REFERENCES</u>:
1. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
2. MCO P1400.32_ Marine Corps Promotion Manual, Volume 2, Enlisted Promotions
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

<u>ADMINISTRATIVE NOTES</u>: 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. Report "Will Not Promote" via the unit diary for members not recommended. Ensure the Commanding Officer certifies "Will Not Promote" entries via the MOL Promotion Module for members not recommended as required.

<u>0111-SERR-2002</u>: Process Servicemembers' Group Life Insurance (SGLI) and Family Service members' Group Life Insurance (FSGLI) forms

<u>EVALUATION-CODED</u>: NO   <u>SUSTAINMENT INTERVAL</u>: 12 months

<u>DESCRIPTION</u>: SGLI is a program that provides low-cost term life insurance coverage to eligible service members. FSGLI is a policy for military dependents. Administrative personnel provide guidance on the completion of this form.

<u>GRADES</u>: CPL, SGT

<u>INITIAL TRAINING SETTING</u>: MOJT

<u>CONDITION</u>: Given access to web-based or database systems and service records.

STANDARD: Ensuring the form is prepared without typographical or format errors, is complete, and required transactions are reported IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Review form for signatures.
2. Report information on the unit diary.
4. Distribute as required.

REFERENCES:
1. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual
2. MCO P1741.8_ Government Life Insurance Manual
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0111-SERR-2003:   Review service record audit process

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

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based or database systems, electronic forms, the service record, BAH NAVMC 10922, and source documents.

STANDARD: Ensuring data is accurate and concurrent with information contained in the service record.

PERFORMANCE STEPS:
1. Coordinate occasion for audit.
2. Validate information contained in the service record against source documents and MCTFS.
3. Return for corrective action, if necessary.
4. Forward for review.

REFERENCES:
1. DFAS-CL 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedure - Active Duty and Reserve Pay
3. JFTR NAVSO P-6034 Volume 1 Joint Federal Travel Regulation, Uniformed Service Members
4. MCO 10110.47_ Basic Allowance for Subsistence (BAS)
5. MCO 7220.21_ Advance Pay Incident to a Permanent Change of Station (PCS)
6. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
7. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
8. MCO P1741.8_ Government Life Insurance Manual
9. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
10. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting

Instructions Users Manual.
11. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual
(MCRAMM)

0111-SERR-2004: Process Service awards

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

DESCRIPTION: Administrators determine eligibility for a Marine's Good
Conduct Medal, Armed Forces Reserve Medal, Selected Marine Corps Reserve
Medals, and create certificates as required.

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems, electronic forms,
and the service record.

STANDARD: Ensuring necessary requirements are met for the completion of
service awards IAW SECNAVINST 1650.1_.

PERFORMANCE STEPS:
1. Determine time period of the award.
2. Determine eligibility.
3. Create the award in MOL, as appropriate.
4. Forward for review.
5. Print award once approved.
6. Forward to OMPF after approval.

REFERENCES:
1. MCO P1070.12_ Individual Records Administration Manual (IRAM)
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. SECNAVINST 1650.1_ Navy and Marine Corps Awards Manual

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

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems, service records, and source documents.

STANDARD: Ensuring accurate Proficiency and Conduct (Pro/Con) marks are properly entered into Marine Corps Total Force System (MCTFS) for all eligible members, within 5 days of the occurrence of the reportable event.

PERFORMANCE STEPS:
1. Log into MOL.
2. Create occasion.
3. Add members to occasion.
4. Request unit diary action corrections for failed or erroneous transactions, as required.
5. Report appropriate entries.
6. Retrieve roster to ensure all eligible members received proficiency and conduct marks.

REFERENCES:
1. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
2. MCO P1080.20 Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

ADMINISTRATIVE NOTE: Attention must be paid to Reserve Pro/Con occasions.

0111-UNDR-2001: Process Electronic Diary Feedback Report (EDFR)

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based and database systems, the service record, and electronic forms.

STANDARD: Ensuring all required action is completed IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Verify accuracy.
2. Notify supervisor when complete for review and certification.

REFERENCES:
1. DFAS-CL 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual (APSM)
2. MCTFSCODESMAN System-based online Marine Corps Manpower Codes Manual
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
4. UDS-1080-02 Unit Diary System (UDS) Users Manual

0111-UNDR-2002: Process Unit Diary/Marine Integrated Personnel Systems (UD/MIPS) transactions

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

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Ensuring all reportable events are reported correctly IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Review the rough unit diary.
2. Verify the transactions.
3. Return for correction, as necessary.
4. Submit the unit diary to supervisor 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
3. UDS-1080-02 Unit Diary System (UDS) Users Manual

4005. 2500-LEVEL EVENTS

0111-CORP-2501: Manage naval correspondence

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

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given typed correspondence and source documents.

STANDARD: Ensuring the content meets the intent, and there are no typographical or format errors.

PERFORMANCE STEPS:
1. Review correspondence for signature.
2. Route for distribution.

REFERENCES:
1. MCO 5216.20_ HQMC Supplement to the Department of the Navy (DON) Correspondence Manual
2. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)

3. SECNAV M-5216.5__ Secretary of the Navy Correspondence Manual
4. SECNAV M-5210.2_ Standard Subject Identification Code (SSIC) Manual

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0111-CORP-2502: Manage naval messages

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

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring the content meets the intent, and there are no typographical or format errors.

PERFORMANCE STEPS:
1. Review message.
2. Release message.

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

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0111-CORP-2503: Manage Individual Augments (IA)

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

BILLET: G-1 Operations

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based or database systems and validated billet requirements.

STANDARD: Ensuring validated billet requirements are sourced within the established operational timelines.

PERFORMANCE STEPS:
1. Identify sourcing solutions to billets.
2. Task to subordinate units.
3. Process reclamas from subordinate units.

4. Submit shortfalls to higher headquarters.
5. Coordinate reporting instructions.

REFERENCES:
1. CJCS 1301.01_ Individual Augmentation Procedures
2. MCO 1001.61 Policy and Procedures for Sourcing Personnel to Meet Individual Augmentation (IA) Requirements
3. MCO 1200.17_ Military Occupational Specialties (MOS) Marine Corps Manual (MOS Manual)
4. MCWP 5-1 Marine Corps Planning Process

0111-CORP-2504:   Manage Command Special Orders

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

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a completed Command Special Order and access to Marine Corps Total Force System (MCTFS).

STANDARD: Ensuring there are no typographical or format errors

PERFORMANCE STEPS:
1. Review for signature.
2. Route for distribution.

REFERENCES:
1. MCO 5216.20_ HQMC Supplement to the Department of the Navy (DON) Correspondence Manual
2. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)

0111-CTMN-2501:   Manage Personnel Casualty Report (PCR)

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

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based and database systems, information regarding a casualty, and the service records.

STANDARD: Ensuring there are no typographical or format errors.

PERFORMANCE STEPS:
1. Review for release.
2. Distribute as required.

REFERENCES:
1. MCO 3040.4_ Marine Corps Casualty Procedures Manual (MARCORCASPROCMAN)
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
    Instructions Users Manual

0111-FIDR-2501: Manage correspondence files

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

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement to maintain correspondence files, file folders, file labels, and files outline.

STANDARD: Ensuring command correspondence is correctly maintained, proper Standard Subject Identification Code (SSIC) codes are utilized, and files are properly disposed of and within established timeframes

PERFORMANCE STEPS:
1. Ensure establishment of correspondence files.
2. Review the files outline.
3. Review the identification labels on the file folders.
4. Check for proper SSIC.
5. Check for disposition retention instructions.
6. Verify filing of correspondence by SSIC and date.
7. Ensure files disposal per the references.

REFERENCES:
1. MCO 5210.11_ Marine Corps Records Management Program
2. MCO 5216.20_ HQMC Supplement to the Department of the Navy (DON)
    Correspondence Manual
3. SECNAV M-5216.5_ Secretary of the Navy Correspondence Manual
4. SECNAVINST M-5210.1 DON Records Management Manual
5. SECNAVM-5210.2_ Standard Subject Identification Code (SSIC) Manual

ADMINISTRATIVE NOTE: This is recommended for distance learning.

0111-FIDR-2502: Manage Directives Control Point (DCP)

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

DESCRIPTION: Command issued directives, as well as higher headquarters and Navy directives, are filed and maintained in the unit Directives Control Point (DCP), and as directed by the unit's mission.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to Marine Corps Publications Distribution System (MCPDS), software to create an internal distribution list (IDL) or access to the Publications Library Management System (PLMS), Internet access to the Marine Corps Publications Electronic Listing (MCPEL), directives checklists, directives, and changes.

STANDARD: Ensuring command issued directives are updated upon receipt of higher headquarters and Navy directives, issued by consecutive point numbers, maintained in proper filing sequence, annual reviews are conducted, and publications listing changes are entered into MCPDS as they occur.

PERFORMANCE STEPS:
1. Review command issued directives.
2. Track assigned consecutive point numbers.
3. Certify annual review of command issued directives or as required.
4. Verify publication of command issued directives checklist, as required.
5. Verify completion of publication listing changes in MCPDS, as required.
6. Review Marine Corps and other higher headquarters directives for required modifications to command issued directives.
7. Review Navy directives for required modifications to command issued directives.
8. Maintain inventories.
9. Verify completion of applicable changes.
10. Requisition missing directives.

REFERENCES:
1. MCO 5210.11_ Marine Corps Records Management Program
2. MCO P5215.17_ Marine Corps Technical Publications System
3. MCO P5600.31_ Marine Corps Publication and Printing Regulations
4. OPNAV M-5215.17 Navy Directives Issuance System
5. SECNAVINST M-5215.1 Secretary of the Navy Directives Policy
6. SECNAVINST 5510.36_ Dept of the Navy Information and Personnel Security Program Regulations

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0111-FIDR-2503: Review command issued directives

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

DESCRIPTION: Command directives publish guidance specific to the local command.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring command issued directives contain no typographical, grammatical or format errors, only original signed directives are maintained in the command Directives Control Point (DCP), and the publications checklists is updated upon directive issuance.

PERFORMANCE STEPS:
1. Receive draft command directive and source documents.
2. Verify proper format.
3. Review for grammatical and spelling errors.
4. Forward for signature.
5. Distribute copies of signed directive, as required.
6. Maintain original signed directive in command DCP.
7. Update publications checklist.

REFERENCES:
1. MCO 5215.1_ Marine Corps Directives Management Program
2. MCO 5216.20_ HQMC Supplement to the Department of the Navy (DON) Correspondence Manual
3. SECNAVINST M-5215.1 Secretary of the Navy Directives Policy
4. SECNAV M-5216.5_ Secretary of the Navy Correspondence Manual
5. SECNAV M-5210.2_ Standard Subject Identification Code (SSIC) Manual

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0111-GENA-2501: Manage the Career Status Bonus (CSB) program

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

DESCRIPTION: Members eligible for Career Status Bonus (CSB) must be counseled on their decision to elect or decline CSB. Upon the member's decision, administrative action must be taken to document the member's election.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to Marine Corps Total Force System (MCTFS), electronic forms, and service records.

STANDARD: Ensuring the Career Status Bonus (CSB) form is completed within established timeframes, and appropriate unit diary transactions are reported within five working days of the occurrence of the CSB counseling event.

PERFORMANCE STEPS:
1. Establish procedures to identify Marines requiring counseling.
2. Determine occasion requiring counseling.
3. Advise personnel on aspects of CSB.
4. Provide appropriate informational handouts.
5. Ensure completion of appropriate unit diary entries.
6. Ensure election form is filed in the service record.
7. Ensure election form is forwarded to MMSB, as required.

REFERENCES:
1. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0111-GENA-2502: Perform mailroom operations

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

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an operating mailroom.

STANDARD: Ensuring all unit mailroom functions are performed IAW MCO P5110.6_.

PERFORMANCE STEPS:
1. Verify proper completion of required forms.
2. Process unit mail.
3. Verify physical security of the mailroom.
4. Conduct unannounced inspections using unit mailroom inspection checklist at least weekly by appointed official.

REFERENCES:
1. MCO P5110.4 The Marine Corps Official Mail Program
2. MCO P5110.6_ SOP for Marine Corps Unit Mailrooms

0111-GENA-2503: Manage Personnel Sponsorship Program

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

DESCRIPTION: Sponsorship of inbound/outbound personnel eases transition from one permanent duty station to another.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an inbound and outbound roster and access to web-based or database systems.

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

PERFORMANCE STEPS:
1. Assign sponsors to inbound personnel.
2. Request sponsors for outbound personnel.
3. Ensure sponsored personnel receive appropriate support.
4. Maintain sponsorship questionnaires for two years.

REFERENCES:
1. MCO 1320.11_ Personnel Sponsorship Program
2. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)

3. MCO P1300.8_ Marine Corps Personnel Assignment Policy

0111-GENA-2504:   Manage Permanent Change of Assignment (PCA) orders endorsement

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

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a set of Permanent Change of Assignment (PCA) Web Orders, access to Marine Corps Total Force System (MCTFS), PCA endorsement, and the service record.

STANDARD: Ensuring orders reflect the correct reassignment location, IAW MCO P1000.6_.

PERFORMANCE STEPS:
1. Ensure rosters are extracted and reviewed for accuracy.
2. Review orders endorsement for signature.
3. Ensure checkout process is completed by member.
4. Deliver signed original copies to member.
5. Ensure completion of appropriate service record audit.
6. Ensure completion of unit diary entries.
7. Route as required.

REFERENCES:
1. JFTR NAVSO P-6034 Volume 1 Joint Federal Travel Regulation, Uniformed Service Members
2. MCO 5216.20_ HQMC Supplement to the Department of the Navy (DON) Correspondence Manual
3. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
4. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
5. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
6. SECNAV M-5216.5_ Secretary of the Navy Correspondence Manual
7. SECNAV M-5210.2_ Standard Subject Identification Code (SSIC) Manual

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0111-GENA-2505:   Manage award recommendations

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

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given award recommendations, access to award certificates, source documents, and a web-based system.

STANDARD: Ensuring award recommendations contain no typographical or format errors IAW MCO 1650.19_.

PERFORMANCE STEPS:
1. Access improved Awards Processing System (iAPS).
2. Receive the award or decoration recommendation.
3. Review award information in the system for correctness.
4. Facilitate awards board process.
5. Track award through completion.

REFERENCES:
1. MCO 1650.19_ Administrative and Issue Procedures for Decorations, Medals, and Awards
2. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
3. SECNAVINST 1650.1_ Navy and Marine Corps Awards Manual

0111-GENA-2506: Manage Permanent Change of Station (PCS) orders endorsement

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

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Marine Corps Total Force System (MCTFS), Web Orders, Permanent Change of Station (PCS) endorsement, and the service record.

STANDARD: Ensuring orders are endorsed, contain no typographical or format errors and are completed IAW MCO P1000.6_.

PERFORMANCE STEPS:
1. Ensure rosters are extracted and reviewed for accuracy.
2. Ensure checkout process is completed by member for CONUS/OCONUS.
3. Review orders endorsement for signature.
4. Route as required.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedure – Active Duty and Reserve Pay
2. JFTR NAVSO P-6034 Volume 1 Joint Federal Travel Regulation, Uniformed Service Members
3. MCO 1001.59 Active Duty for Operational Support (ADOS) in Support of the Total Force
4. MCO 5216.20_ HQMC Supplement to the Department of the Navy (DON) Correspondence Manual
5. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
6. MCO P1300.8_ Marine Corps Personnel Assignment Policy
7. MCO P1326.6_ Selecting, Screening and Preparing Enlisted Marines for Special Duty Assignments and Independent Duties
8. MCTFSCODESMAN Marine Corps Total Force System Codes Manual

9. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
    Instructions Users Manual
10. SECNAV M-5216.5_ Secretary of the Navy Correspondence Manual
11. SECNAV M-5210.2_ Standard Subject Identification Code (SSIC) Manual
12. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual
    (MCRAMM)

0111-LGAD-2501: Review appellate leave orders

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

DESCRIPTION: Members awaiting review of a punitive discharge or dismissal
can be placed on appellate leave either voluntarily or involuntarily.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a request for appellate leave, the service records, and
source documents.

STANDARD: Ensuring there are no typographical or formatting errors, and
orders are completed IAW MCO 1050.16_.

PERFORMANCE STEPS:
1. Review appellate leave source documents (voluntary/involuntary).
2. Prepare Appellate Leave orders, as applicable.
3. Forward for review and signature.
4. Issue signed orders to member.
5. Ensure completion of appropriate service record entries, as required.
6. Ensure completion of appropriate unit diary entries, as required.
7. Ensure orders and source documents are maintained, as required.
8. Submit pay documents as appropriate.
9. Ensure 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 P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
4. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
5. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
    Instructions Users Manual

0111-LGAD-2502: Manage Deserter/Absentee Wanted by the Armed Forces process

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

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a completed DD Form 553, access to Marine Corps Total Force System (MCTFS), service records, unit diary, completed Primary Next of Kin (PNOK) letter, and a completed 72-hour inventory.

STANDARD: Ensuring the process is accurate and completed IAW MCO 5800.10_.

PERFORMANCE STEPS:
1. Ensure completion of 48 hour phone call.
2. Ensure completion of 72 hour inventory.
3. Ensure completion of 10 day PNOK letter.
4. Verify the requirement for issuance of DD Form 553.
5. Ensure completion of DD Form 553.
6. Ensure submission of naval message on officer absences.
7. Ensure submission of DD Form 553 to the unit diary for processing into MCTFS.
8. Ensure inventory documentation is filed, as required.
9. Ensure proper distribution of completed DD Form 553, as required.
10. Verify the requirement for issuance of DD Form 616.
11. Ensure completion of DD Form 616.
12. Ensure submission of DD Form 616 to the unit diary for processing into MCTFS.
13. Ensure proper distribution of completed DD Form 616, as required.

REFERENCES:
1. MCO 5800.10_ Return of Marine Corps Absentees and Deserters
2. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
3. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0111-LGAD-2503: Review stragglers orders

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Upon apprehension or voluntary return from an unauthorized absence, administrative personnel prepare stragglers orders that authorize the member to return to their parent command. CMC (POS-40) should be contacted in order to receive the requirement to produce straggler orders. These orders also provide transportation authorization for the member's return to their parent command.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL
CONDITION: Given a member's apprehension or voluntary return to military control, access to Marine Corps Total Force System (MCTFS), and source documents.

STANDARD: Ensuring documents are 100% accurate and complete.

PERFORMANCE STEPS:
1. Receive requirement to produce straggler orders.
2. Review source documents.
3. Issue stragglers orders per the references.
4. Issue Government Transportation Request (GTR).
5. Complete DD Form 139 (Pay Adjustment Authorization).
6. Distribute DD Form 139, as appropriate.
7. Validate processing of the DD Form 139 checkage.
8. Ensure maintenance of copies of orders and source documents, as required.

REFERENCES:
1. MCO 5216.20_ HQMC Supplement to the Department of the Navy (DON) Correspondence Manual
2. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
3. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
4. SECNAV M-5216.5_ Secretary of the Navy Correspondence Manual
5. DFAS-CL 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual (APSM)
6. MCO 1640.3_ Procedures for the Transfer of Marine Corps Prisoners
7. MCO 5800.10_ Return of Marine Corps Absentees and Deserters
8. MCO 1050.3_ Regulations for Leave, Liberty, and Administrative Absence

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0111-LGAD-2504: Manage the Unit Punishment Book (UPB) (NAVMC 10132)

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

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.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the Unit Punishment Book (UPB).

STANDARD: Ensuring the UPB is complete and accurate, prepared without typographical or format errors and is IAW MCO 5800.16_.

PERFORMANCE STEPS:
1. Review source documents prior to proceedings.
2. Forward for NJP proceedings.
3. Complete proceedings actions.
4. Verify required unit diary entries are reported into MCTFS.
5. Verify completion of required service record entries.
6. Ensure distribution of UPB, as appropriate.

REFERENCES:
1. MCM Manual for Courts-Martial (current edition)
2. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
3. MCO P1400.32_ Marine Corps Promotion Manual Volume 2, Enlisted Promotions

(MARCORPROMMAN)
4. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
5. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0111-LGAD-2505: Manage the Courts-Martial process

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

DESCRIPTION: Administrative personnel are responsible for managing command legal documentation and ensuring Courts-martial are prepared correctly, and that appropriate unit diary transactions are reported.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Court-martial package.

STANDARD: Ensuring the Court-Martial is complete and accurate, prepared without typographical or format errors and is IAW MCO 5800.16_.

PERFORMANCE STEPS:
1. Review source documents prior to proceedings.
2. Forward for Court-Martial proceedings.
3. Complete proceedings actions.
4. Verify required unit diary entries are reported into MCTFS.
5. Verify completion of required service record entries.
6. Ensure distribution of Court-Martial, as appropriate.

REFERENCES:
1. MCM Manual for Courts-Martial (current edition)
2. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
3. MCO P1400.32_ Marine Corps Promotion Manual Volume 2, Enlisted Promotions (MARCORPROMMAN)
4. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
5. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0111-LGAD-2506: Manage the Unauthorized Absence/Deserter processes

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

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.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a completed DD Form 553, access to Marine Corps Total Force System (MCTFS), service records, and unit diary.

STANDARD: Ensuring the DD 553 is 100% accurate and completed IAW MCO P5800.16_.

PERFORMANCE STEPS:
1. Verify requirement for issuance of a DD Form 553.
2. Verify completion of additional administrative requirements.
3. Verify completion of DD Form 553.
4. Verify submission of naval message on officer absences, as applicable.
5. Verify submission of DD Form 553 to the unit diary for processing into MCTFS.
6. Verify filing of inventory documentation, as required.
7. Verify proper distribution of completed DD Form 553, as required.

REFERENCES:
1. MCO 5800.10_ Return of Marine Corps Absentees and Deserters
2. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
3. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
5. MCO 5216.20_ HQMC Supplement to the Department of the Navy (DON) Correspondence Manual
6. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
7. SECNAV M-5216.5_ Secretary of the Navy Correspondence Manual
8. DFAS-CL 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual (APSM)
9. MCO 1640.3_ Procedures for the Transfer of Marine Corps Prisoners
10. MCO 1050.3_ Regulations for Leave, Liberty, and Administrative Absence

ADMINISTRATIVE NOTES: Administrative requirements include the completion of a 48-hour phone call, an inventory of personal effects conducted within 72-hours, and the completion of a 10-day next of kin (NOK) letter.

0111-LGAD-2507: Manage the Return of Absentee/Deserter to Military Control process

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Once the determination has been made that a member has been returned to military control, a DD Form 616, Report of Return of Absentee, must be completed and issued. CMC POS-40 should be contacted to receive the requirement to produce straggler orders.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a completed DD Form 616, access to Marine Corps Total Force System (MCTFS), service records, and unit diary.

STANDARD: Ensuring the DD 616 is 100% accurate and completed IAW MCO P5800.16_.

PERFORMANCE STEPS:
1. Verify requirement for issuance of a DD Form 616.
2. Verify completion of DD Form 616.
3. Verify submission of DD Form 616 to the unit diary for processing into MCTFS.
4. Verify proper distribution of completed DD Form 616, as required.
5. Receive requirement to produce straggler orders.
6. Review source documents and stragglers orders for accuracy and completeness.
7. Issue Government Transportation Request (GTR), as required.
8. Complete DD Form 139 (Pay Adjustment Authorization).
9. Distribute DD Form 139, as appropriate.
10. Validate processing of DD Form 139 checkage.
11. Ensure proper maintenance of copies of orders and source documents, as required.

REFERENCES:
1. MCO 5800.10_ Return of Marine Corps Absentees and Deserters
2. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
3. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
5. MCO 5216.20_ HQMC Supplement to the Department of the Navy (DON) Correspondence Manual
6. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
7. SECNAV M-5216.5_ Secretary of the Navy Correspondence Manual
8. DFAS-CL 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual (APSM)
9. MCO 1640.3_ Procedures for the Transfer of Marine Corps Prisoners
10. MCO 1050.3_ Regulations for Leave, Liberty, and Administrative Absence

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0111-MPMN-2501: Manage Fleet Assistance Program (FAP)

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

DESCRIPTION: Local commands require additional personnel augmentation on a routine basis to accomplish their mission. The Fleet Assistance Program (FAP) provides that augmentation.

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the local agreement.

STANDARD: Ensuring personnel are assigned and appropriate unit diary transactions are reported IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Identify FAP requirements.
2. Assign quotas to identified sections as required.
3. Ensure FAP orders are completed.
4. Join/drop FAP in MOL.
5. Distribute FAP orders as required.

REFERENCES:
1. MCO 1000.8 Fleet Assistance Program (FAP)
2. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
4. MOL Users Manual

0111-MPMN-2502: Manage Deployment Status Report (DSR)

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

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

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a medical report, legal report, expiration of active service cut-offs, staffing goal, projected inbound or outbound personnel, and projected mission statement and date.

STANDARD: Ensuring the report contains all required information, identifies all personnel deficiencies and non-deployable statuses or personnel within the unit, and is submitted to higher headquarters within established timeframes.

PERFORMANCE STEPS:
1. Receive requirement to generate DSR.
2. Retrieve roster to identify on hand strength.
3. Compile medical report, legal report, and EAS reports to identify non-deployable.
4. Compare on hand strengths, non-deployable to Table of Organization and Equipment (TO&E), Authorized Strength Report (ASR), and Staffing Goal.
5. Complete the report.
6. Submit DSR to supervisor for release.
7. Verify draw case code in MCTFS.
8. Distribute as required.

REFERENCES:
1. MCO P1300.8_ Marine Corps Personnel Assignment Policy
2. MCO P3000.15_ Manpower Unit Deployment Program Standing Operating Procedures (MANPOWER SOP)

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

0111-MPMN-2503: Manage internal staffing targets

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

DESCRIPTION: Administrators are responsible for ensuring that military
occupational specialties are maintained per the Table of Organization and
Equipment (TO&E) for each Monitored Command Code (MCC). Targets are
developed in coordination with Strength Reports (SR), Staffing Goals (SG),
TO&Es, and Enlisted Personnel Availability Digest (EPAD).

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an Authorized Strength Report (ASR), Staffing Goal (SG),
Enlisted Staffing Goal (ESG), Command Staffing Report (CSR), and Table of
Organization and Equipment (TO&E).

STANDARD: Developing accurate internal staffing targets throughout the
Monitored Command Code (MCC) in order to meet mission requirements.

PERFORMANCE STEPS:
1. Review sourcing documents.
2. Determine any internal distribution of assets.
3. Submit changes to sourcing documents.
4. Identify incorrectly assigned personnel.
5. Request changes for incorrectly assigned personnel.

REFERENCE:
1. MCO 5311.1_ Total Force Structure Process (TFSP)

0111-MPMN-2504: Manage Unit Management Status Report (UMSR)

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

DESCRIPTION: The UMSR is an overview of all personnel assigned within a
given unit. Accurate personnel accounting allows higher headquarters to make
manpower plans and policies.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the section accountability reports using a web-based or
database management system.

STANDARD: Ensuring the report submitted is accurate and complete IAW the MOL

Users Manual.

PERFORMANCE STEPS:
1. Review subordinate unit or sections morning reports.
2. Review for accuracy.
3. Publish for higher headquarters.
4. Notify unit diary section as appropriate.

REFERENCE:
1. MOL Users Manual

0111-MPSP-2501: Manage Individual Augments (IA)

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

DESCRIPTION: Individual augmentation allows combatant commanders to augment existing units and organizations with temporary personnel. This in turn enables them to effectively perform their assigned missions.

BILLET: G-1 Operations Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given operational requirements, personnel shortfalls and Table of Organization and Equipment (TO&E) requirements.

STANDARD: Validating billet requirements as mission essential force sourcing capability.

PERFORMANCE STEPS:
1. Review ASR and TO&E and on hand unit strength.
2. Identify unit shortfalls.
3. Review request for individual augments.
4. Forward IA request to commanding officer for signature.
5. Submit signed request to appropriate higher headquarters.

REFERENCES:
1. MCO 1200.17_ Military Occupational Specialties (MOS) Marine Corps Manual (MOS MANUAL)
2. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
3. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
4. MCO P1300.8_ Marine Corps Personnel Assignment Policy
5. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
6. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
7. MCWP 5-1 Marine Corps Planning Process

0111-MPSY-2501: Manage Joint Personnel Status (JPERSTAT) reports

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

DESCRIPTION: Joint Personnel Status (JPERSTAT) reports provide the commander and higher headquarters with an overview of personnel strengths.

BILLET: G-1 Operations

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring reports are submitted to higher headquarters, as required.

PERFORMANCE STEPS:
1. Review figures.
2. Compare previous reports against consolidated figures.
3. Incorporate changes identified during review.
4. Submit completed report to supervisor for review.
5. Ensure submission of report in web-based or database systems, as required.
6. Maintain report, as appropriate

REFERENCES:
1. CJCSM 3150.13 Joint Reporting Structure - Personnel Manual
2. JP 1-0 Personnel Support to Joint Operations
3. MCWP 5-1 Marine Corps Planning Process

0111-MPSY-2502: Generate complex database reports

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

DESCRIPTION: From time to time situations require a review of Marine Corps Total Force System (MCTFS) data.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a request for a complex roster, ad hoc or crosstab report, and access to web-based or database systems.

STANDARD: Providing the list, roster, or crosstab report in the format requested.

PERFORMANCE STEPS:
1. Receive request to generate report.
2. Log into database system.
3. Search database to obtain required data elements.

4. Format report as required by request.
5. Run report.
6. Print or export report if necessary.
7. Forward printed or saved report.

REFERENCES:
1. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
3. SECNAVINST 5510.36_ Dept of the Navy Information and Personnel Security Program Regulations
4. MOL Users Manual

0111-MPSY-2503: Manage permissions for Marine Online (MOL)

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

DESCRIPTION: The unit commander delegates authority within the command for access to Marine Online (MOL) modules by use of electronic permissions.

BILLET: MOL Manager/Coordinator

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to Marine Online (MOL), the Commander's intent and written delegation of authority from the Commanding Officer.

STANDARD: Assigning permissions so that only those who the Commanding Officer has identified have access to MOL modules.

PERFORMANCE STEPS:
1. Log into MOL.
2. Manage permissions based upon the commander's intent.
3. Monitor assigned permissions of current users in each command.

REFERENCE:
1. MOL Users Manual

0111-OPAD-2501: Develop Annex E to Operation Plans (OPLAN) and Operational Orders (OPORD)

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

DESCRIPTION: Annexes are prepared by different staff sections to provide more information on details pertinent to those sections in the overall concept of operations. Administrative members will develop the Administrative and Personnel Annex and the Distribution Annex to an Operations Plan or Operational Order.

BILLET: G-1 Operations Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an Operations Order or Warning Order.

STANDARD: Ensuring Annex E contains all required input and is without typographical or format errors.

PERFORMANCE STEPS:
1. Receive order to prepare Annex E.
2. Review reference to determine required input.
3. Request input from staff sections.
4. Coordinate format of reports with appropriate headquarters.
5. Prepare Annex E.

REFERENCE:
1. MCWP 5-1 Marine Corps Planning Process

0111-PYAL-2501:   Manage waiver of indebtedness package

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

DESCRIPTION: Waiver of indebtedness packages 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.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a waiver of indebtedness package, access to Marine Corps Total Force System (MCTFS), Defense Tracking and Management System (DTMS), and source documents.

STANDARD: Ensuring there are no typographical or format errors, and the package contains all required documentation.

PERFORMANCE STEPS:
1. Receive source documents and completed waiver of indebtedness package.
2. Review waiver package for accuracy and completeness.
3. Submit for endorsement.
4. Forward signed original package, as required.
5. Maintain file copy, as required.

REFERENCES:
1. DFAS-CL 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedure - Active Duty and Reserve Pay

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0111-PYAL-2502: Coordinate Total Force enlisted promotion requirements

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

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 non-commissioned officers as directed by HQMC. Administrative personnel will manage the necessary processes based upon the unit commander's recommendations.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems, the service record, source documents, and promotion warrants.

STANDARD: Ensuring current training data is resident in Marine Corps Total Force System (MCTFS) prior to a promotion period cutoff date, member's MCTFS records accurately reflect promotion eligibility, and promotion warrants are completed without typographical or format error.

PERFORMANCE STEPS:
1. Verify promotion eligibility.
2. Verify current training information.
3. Monitor unit diary feedback reports for promotion information.
4. Verify manual computation of composite scores, as necessary.
5. Request remedial promotion, as necessary.
6. Verify preparation of promotion warrants.
7. Manage the promotion process, 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
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
4. MOL User Manual

ADMINISTRATIVE NOTE: 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.

0111-PYAL-2503: Manage Document Tracking and Management System (DTMS)

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

DESCRIPTION: Document Tracking and Management System (DTMS) is utilized to electronically forward pay related documents to the local disbursing office.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring pay-related documents are tracked until completion, pay documents are complete prior to submission, and pay adjustments are reported.

PERFORMANCE STEPS:
1. Review draft pay documents to ensure accuracy and completeness.
2. Forward to appropriate approving official.
3. Track approved pay document until completion at local disbursing office.
4. Ensure review of member's pay and personnel records for appropriate disbursing action.
5. Review all Advisory Notices for possible corrective action.
6. Submit any identified unit diary reportable entries into MCTFS.

REFERENCES:
1. DFAS-CL 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedure - Active Duty and Reserve Pay
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0111-PYAL-2504: Verify service dates

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Situations occur in the course of a member's career that may modify their Expiration of Active Service (EAS), End of Current Contract (ECC), Armed Forces Active Duty Base Date (AFABD), Pay Entry Base Date (PEBD), Place Last Entered Active Duty (PLEAD), Date of Entry Armed Forces (DOEAF), and Time Lost.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems, source documents, and the service record.

STANDARD: Ensuring dates in the Marine Corps Total Force System (MCTFS) 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. Distribute as appropriate.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedure - 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

ADMINISTRATIVE NOTES: If questions arise as to Reserve specific entitlements, administrators may contact the Marine Corps Administrative Analysis Team (MCAAT) at (703) 432-9813/DSN 278-9809; email: MCAAT@usmc.mil; or website: https//eis.usmc.mil/sites/missa/default.aspx.

0111-PYAL-2505: Validate Total Force pay and allowances

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Administrators are responsible to manage pay and allowance changes based on member's duty station, family members, and personnel status. This includes, but is not limited to, regular pay and allowances; operational, overseas, continuation pay; incentive and Reserve specific pay and allowances. Additionally situations occur in the course of members' careers that may modify their 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), Place Last Entered Active Duty (PLEAD), Date of Entry Armed Forces (DEAF), Time Lost, Reserve ECC, and Mandatory Drill Stop Date.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems, the service record, and source documents.

STANDARD: Ensuring the Marine's record reflects the correct pay and allowances as well as appropriate entitlements.

PERFORMANCE STEPS:
1. Verify the members eligible to receive the entitlement.
2. Direct preparation of pay document, if required.
3. Verify the accuracy of the source documents.
4. Forward for signature.
5. Ensure completion of appropriate unit diary actions, as required.
6. Submit any pay adjustments as required.

REFERENCES:
1. DFAS-CL 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual (APSM)

2. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedure - Active Duty and Reserve Pay
3. MCO 10110.47_ Basic Allowance for Subsistence (BAS)
4. MCO 1326.2_ Administration of Temporary Flight Orders
5. MCO 3571.2_ Explosive Ordnance Disposal (EOD) Program
6. MCO 7220.12_ Special Duty Assignment (SDA) Pay Program
7. MCO 7220.21_ Advance Pay Incident to a Permanent Change of Station (PCS)
8. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
9. MCO P1300.8_ Marine Corps Personnel Assignment Policy
10. MCO P1751.3_ Dependency Determination and Basic Allowance for Housing (BAH) Manual
11. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
12. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
13. OPNAVINST 7220.4_ Flight Deck Hazardous Duty Incentive Pay (FDHDIP)
14. MCO P3000.19 Total Force Mobilization, Activation, Integration, and Deactivation Plan (MAID-P)
15. JFTR NAVSO P-6034 NAVSO P-6034 Joint Federal Travel Regulations, Volume 1

ADMINISTRATIVE NOTES: There are many Reserve specific entitlements such as Annual Training (AT), IDT/drills, ADOS (over and under 30 days), special duty pay, BAH, and CONUS COLA. The unit reasonable commuting order must be reviewed to ensure correct entitlements, based on the member's PLEAD and the location of the HTC. The task involves transferring Reserve members to active duty (for various reasons), initial joining the member to active duty, and release from active duty. If questions arise as to Reserve specific entitlements, administrators may contact the Marine Corps Administrative Analysis Team (MCAAT) at (703) 432-9813/DSN 278-9809; email: MCAAT@usmc.mil; or website: https//eis.usmc.mil/sites/missa/default.aspx.

0111-PYAL-2506: Manage meal card program

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

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a completed DD Form 714, access to web-based or database systems, and a meal card logbook.

STANDARD: Ensuring meal cards are valid and audit requirements are complete.

PERFORMANCE STEPS:
1. Verify proper completion/authorization of meal card.
2. Ensure proper accountability of meal card within the logbook/database.
3. Verify retrieval of meal card from member departing unit or changing eligibility status during inventory.
4. Ensure reporting of appropriate unit diary entries.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedure - Active Duty and Reserve Pay
2. MCO 10110.47_ Basic Allowance for Subsistence (BAS)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
4. MARADMIN 047/98 FY99 Reserve Lieutenant Colonel Selection Board
5. MARADMIN 497/00 Total Force Administration Quality Leadership Board (QLB) After Action Report
6. MCO 1050.3_ Regulations for Leave, Liberty, and Administrative Absence

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0111-PYAL-2507: Manage travel entitlements

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

DESCRIPTION: Administrative personnel are responsible to ensure that travel entitlements are paid correctly for personnel in a travel status. This includes, but is not limited to, reserve, permanent change of station and temporary additional duty travel entitlements.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based and database systems, the service record, and source documents.

STANDARD: Ensuring the member receives all travel entitlements and required unit diary transactions are reported.

PERFORMANCE STEPS:
1. Verify the member's entitlements.
2. Direct the preparation of the pay document, as required.
3. Review the accuracy of the source documents.
4. Obtain signatures.
5. Ensure unit diary entries are reported, as required.
6. Distribute as required.
7. Submit appropriate documents to the local finance office via DTMS, as required.

REFERENCES:
1. DFAS-CL 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedure - Active Duty and Reserve Pay
3. JFTR NAVSO P-6034 Volume 1 Joint Federal Travel Regulation, Uniformed Service Members
4. MCO 7220.21_ Advance Pay Incident to a Permanent Change of Station (PCS)
5. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
6. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
7. MCO P1300.8_ Marine Corps Personnel Assignment Policy

8. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
   Instructions Users Manual
9. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual
   (MCRAMM)
10. MCO P3000.19 Total Force Mobilization, Activation, Integration, and
    Deactivation Plan (MAID-P)

0111-RESA-2501: Manage Marine Corps Medical Evaluation Disability System
(MCMEDS) case files

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

DESCRIPTION: If a Marine reservist becomes injured in the line of duty while
on inactive duty or active duty orders for a period of 30 days or less, they
may apply for medical care and incapacitation pay.

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based or database systems, a case file,
source documents including employer certification letters, Line of Duty
investigations, and non-medical assessments.

STANDARD: Ensuring data is entered into MCMEDS.

PERFORMANCE STEPS:
1. Review source documents.
2. Log into MCMEDS.
3. Enter data.
4. Submit data for authentication.

REFERENCES:
1. MCO 1770.2 LOD Benefits for Members of the Marine Corps Reserve
2. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual
   (MCRAMM)

0111-RESA-2502: Manage Reserve medical requests

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

DESCRIPTION: Reserve Marines may incur injuries while on active/inactive
duty or during periods of non-duty. An administrator needs to determine the
classification and the appropriate process required to ensure that Marines'
medical statuses are reported into Marine Corps Total Forces System (MCTFS)
and Marine Corps Medical System (MCMEDS) correctly. This includes, but is
not limited to, temporarily not physically qualified, not physically
qualified, line of duty, active duty medical hold, and incapacitation pay for
Reserve members injured while in a duty status.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Ensuring data is entered into Marine Corps Total Force System (MCTFS).

PERFORMANCE STEPS:
1. Determine medical classification.
2. Complete required documents.
3. Upload documents into MCMEDS.
4. Track MCMEDS cases.
5. Coordinate orders process, as required.
6. Complete required entries.
7. Maintain case file.

REFERENCES:
1. MCO 1770.2 LOD Benefits for Members of the Marine Corps Reserve
2. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
4. MCTFSCODESMAN Marine Corps Total Force System Codes Manual

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0111-RESA-2503: Manage active duty operational support (ADOS) or mobilization of reserve units/members

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The ADOS or mobilization of Reserve members changes their status in the Marine Corps. Administrators must understand the unique procedures and delay, deferment and exemption (DD&E) criteria when verifying pay and allowances associated with the reservists' change in status. Pay and allowances are contingency-based and will vary based on the contingency and/or the orders issued.

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems, an intent for mobilization message, active duty operational support (ADOS) orders, and source documents.

STANDARD: Ensuring eligible members' orders are processed in performance step sequence.

PERFORMANCE STEPS:
1. Coordinate orders for Reserve personnel.

2. Publish notification to reserve members.
3. Coordinate mobilization initial processing.
4. Coordinate further assignment of personnel.
5. Review personnel records while deployed.
6. Coordinate deployed unit inbound personnel.
7. Coordinate return of deployed personnel.
8. Coordinate demobilization processing.

REFERENCES:
1. MCO 1001.59_ Active Duty for Operational Support (ADOS) in Support of the Total Force.
2. MCO 1001.54_ Marine Corps Reserve Incremental Initial Active Duty Training (IIADT) Program (May 99)
3. MCO 1001R.1_ Marine Corps Reserve Administration Management Manual (MCRAMM)
4. MCO P1040R.35_ Marine Corps Reserve Career Planning and Retention Manual
5. MCO P3000.19_ Total Force Mobilization, Activation, Integration, and Deactivation Plan (MAID-P)
6. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
7. MFR Admin LOI for Mobilization
8. Title 10 USC – Armed Forces
9. DOD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A
10. NAVSO P-6034 Joint Federal Travel Regulations (JFTR), Volume 1

ADMINISTRATIVE NOTES: The supervisor must ensure Reserve members are granted access to early TRICARE benefits as well as TAMP benefits and TRICARE RESERVE SELECT, if they desire, upon return to a drilling status. Close attention must be paid to PLEAD, the completion of travel claims, issuance of DD 214s, completion of NAVMC 11060, and tracking of PDMRA.

0111-RESA-2504: Supervise Selected Marine Corps Reserve (SMCR) joins process

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

DESCRIPTION: Administrators are required to supervise the joining of reserve members to their units as required. These joins can consist of members being released from active duty, joins from the IRR, and joins for members who have broken service.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to current web-based or database systems, the service record, and source documents.

STANDARD: Ensuring a Marine's record reflects the correct join entry.

PERFORMANCE STEPS:
1. Verify member at the Reserve unit.

2. Verify member's record status.
3. Verify completion of appropriate endorsements.
4. Verify member's effective date of join.
5. Verify appropriate transactions.
6. Submit completed unit diary for certification.

REFERENCES:
1. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
2. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

ADMINISTRATIVE NOTE: This also includes (Reserve) Officer Accession Programs. A member's record status should be verified to determine the correct TTC and the Entry Contract/Control Option (ECCO) requirements and process.

0111-RESA-2505: Supervise education assistance process

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

DESCRIPTION: Administrators 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.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based or database systems, the service record, and source documents.

STANDARD: Ensuring that all required documentation is 100% complete and accurately identifies the member's eligibility for education benefits.

PERFORMANCE STEPS:
1. Review completed documentation.
2. Ensure appropriate entries are reported in UD/MIPS.
3. Forward for certification.

REFERENCES:
1. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
2. MCO 7220R.38_ Selected Reserve Incentive Program
3. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

5. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulations
6. MCO 1200.17_ Military Occupation Specialty Manual

ADMINISTRATIVE NOTE: For information regarding the process and entitlements for education assistance refer to http://gibill.va.gov/contact/.

0111-RESA-2506: Supervise Marine Reserve Orders Writing System (MROWS) request

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

DESCRIPTION: Marine Reserve Orders Writing System (MROWS) automates the entire reserve order writing process from the initial request for orders through the final settlement. MROWS also includes the capability to track orders throughout the generation process.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based or database systems and source documents.

STANDARD: Ensuring reserve orders are completed prior to the effective date/execution of the orders with 100% accuracy.

PERFORMANCE STEPS:
1. Log into MROWS.
2. Verify MROWS request.
3. Notify appropriate personnel of hard holds on orders.
4. Route MROWS request as necessary.
5. Authenticate MROWS requests, as required.
6. Authenticate modification to orders, as required.

REFERENCES:
1. MCO 1001.59 Active Duty for Operational Support (ADOS) in Support of the Total Force
2. NAVSO P-6034 Joint Federal Travel Regulations (JFTR), Volume 1
3. MCO 1510.39_ Reserve Counterpart Training (RCT) Program
4. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
5. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
6. MCO P1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
7. MCO P4650.37_ Marine Corps Travel Instructions Manual

ADMINISTRATIVE NOTE: Notification of hard holds on orders may include Civilian Employment Information (CEI), outdated medical information, outdated contract information, etc. The administrator must be aware of the reasonable commuting distance requirement to ensure proper travel entitlements are provided to the member.

0111-RESA-2507: Advise commander on Reserve categories

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Administrative personnel must understand the capabilities of each Reserve category and their employment, e.g., 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).

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to Marine Corps Total Force System (MCTFS), and service records.

STANDARD: Utilizing all Reserve component criteria IAW MCO 1001R.1_.

PERFORMANCE STEPS:
1. Review assigned reserve components.
2. Identify the capabilities/restrictions.
3. Monitor reserve assets.

REFERENCES:
1. MCO 1001.52_ Active Reserve Support to the United States Marine Corps Reserve
2. MCO 1001.59__ Active Duty for Operational Support (ADOS) in Support of the Total Force
3. MCO 1001R.54_ Marine Corps Reserve Incremental Initial Active Duty Training (IIADT) Program
4. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
5. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
6. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
7. MCO 1001.62_ Individual Mobilization Augmentee Program
8. MCO P3000.19_ U.S. Marine Corps Total Force Mobilization,
. Activation, Integration, and Deactivation Plan (Short Title: USMC MAID-P)

ADMINISTRATIVE NOTE: Administrative personnel must be able to identify Reserve components in order to properly employ Marines of these Reserve components.

0111-RESA-2508: Manage Reserve transfer orders process

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 24 months

DESCRIPTION: Marine Corps reservists are obligated to actively participate for a period of time as determined by the service contract and appendices. After their initial obligation is completed, they may transfer to the Individual Ready Reserve (IRR). They may also transfer units at any given

time upon acceptance of the gaining command.

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based or database systems, source documents, and the service record.

STANDARD: Ensuring Marines are properly transferred via unit diary.

PERFORMANCE STEPS:
1. Receive the request for transfer.
2. Determine eligibility for transfer.
3. Forward for signature.
4. Verify unit diary entries.
5. Forward unit diary and source documents for certification.

REFERENCES:
1. MCO 1001R.1_ (Marine Corps Reserve Administrative Management Manual (MCRAMM)
2. DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A, Military Pay Policy and Procedures – Active Duty and Reserve Pay
3. MCTFSPRIUM, Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0111-SCTY-2501: Safeguard Personally Identifiable Information (PII)

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

DESCRIPTION: The administrative office may be contacted in order to obtain personally identifiable information about a service member. Administrative personnel must be able to determine what information can be provided and ensure provided information is properly safeguarded.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: DL

CONDITION: Given a request for information, access to web-based and database systems, service record, OPNAV Form 5211/9 (Disclosure Accounting Form-Record of Disclosure), and the Privacy Act of 1974 as amended.

STANDARD: Ensuring only personally identifiable information authorized by the references or individual is released, all released information is documented, and all OPNAV Form 5211/9s are maintained in the service record.

PERFORMANCE STEPS:
1. Receive a request for disclosure of personally identifiable information.
2. Determine if personally identifiable information can be released.
3. Obtain member's permission to release information that is not authorized

for release.
4. Extract requested information from the service record and/or computer record.
5. Effect release of information.
6. Document the release of all information on OPNAV Form 5211/9.
7. Maintain OPNAV Form 5211/9 in the service record.

REFERENCES:
1. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
3. SECNAVINST 5510.36_ Dept of the Navy Information and Personnel Security Program Regulations

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0111-SEPS-2501: Manage separations package

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

DESCRIPTION: Administrators are required to manage the processing of documents that affect a member's separation from the Marine Corps. These documents include the completion of leave awaiting separation, orders home, NAVMC 11060s, DD 214s, discharge certificates, retirement ceremony documents and paraphernalia.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Ensuring administrative documents are prepared without typographical or format error, and required unit diary transactions are reported.

PERFORMANCE STEPS:
1. Ensure accurate preparation of documents.
2. Forward for signature.
3. Verify required entries.
4. Distribute as required.

REFERENCES:
1. JFTR NAVSO P-6034 Volume 1 Joint Federal Travel Regulation, Uniformed Service Members
2. MCO 1001.39 Pre-Separation Counseling Concerning Marine Corps Reserve (MCR) Participation
3. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
4. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
5. MCO P4650.37_ Marine Corps Travel Instructions Manual (MCTIM)
6. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
7. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

8. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)

0111-SEPS-2502: Manage humanitarian procedures

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

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.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based systems, the service record, source documents, and Headquarters Marine Corps (HQMC) approval messages.

STANDARD: Ensuring case files contain all required documentation.

PERFORMANCE STEPS:
1. Interview member.
2. Verify leave.
3. Ensure member's command is contacted.
4. Ensure HQMC is contacted.
5. Ensure package is updated.
6. Verify unit diary entries.
7. Track packages.
8. Separations process, if appropriate.
9. Transfer by service record, if appropriate.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedure - Active Duty and Reserve Pay
2. JFTR NAVSO P-6034 Volume 1 Joint Federal Travel Regulation, Uniformed Service Members
3. MCO 10110.47_ Basic Allowance for Subsistence (BAS)
4. MCO 1050.3_ Regulations for Leave, Liberty and Administrative Absence
5. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
6. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
7. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
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-SERR-2501: Supervise reenlistments and extensions

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

DESCRIPTION: To ensure members are not erroneously dropped or discharged upon their Expiration of Active Service (EAS), administrators must report into Marine Corps Total Force System (MCTFS) the member's intent to reenlist or extend.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring members' pay and personnel records are properly adjusted to reflect their intent to reenlist or extend prior to their end of service date.

PERFORMANCE STEPS:
1. Review EAS roster.
2. Identify members approaching end of service.
3. Coordinate with subordinate units' career retention specialist for status of members reenlisting or extending.
4. Receive the completed extension/reenlistment documents.
5. Review the unit diary transactions for accuracy.
6. Forward unit diary to supervisor for certification.
7. Ensure transactions properly adjusted the member's pay and personnel record.
8. Ensure source documents are filed and maintained, as required.
9. Ensure timely reporting of Will Reenter entry, as applicable.
10. Ensure appropriate documents are forwarded to the local finance office, as required.

REFERENCES:
1. DFAS-CL 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual (APSM)
2. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
4. MCTFSCODESMAN

0111-SERR-2502: Manage service record audit process

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

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based or database systems, electronic forms, the service record, and source documents.

STANDARD: Ensuring data is accurate and concurrent with information contained in the service record.

PERFORMANCE STEPS:
1. Coordinate occasion for audit.
2. Validate information contained in the service record against source documents and MCTFS.
3. Return for corrective action, if necessary.
4. Distribute as required.

REFERENCES:
1. DFAS-CL 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedure - Active Duty and Reserve Pay
3. JFTR NAVSO P-6034 Volume 1 Joint Federal Travel Regulation, Uniformed Service Members
4. MCO 10110.47_ Basic Allowance for Subsistence (BAS)
5. MCO 7220.21_ Advance Pay Incident to a Permanent Change of Station (PCS)
6. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
7. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
8. MCO P1741.8_ Government Life Insurance Manual
9. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
10. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual.
11. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)

ADMINISTRATIVE NOTE: Specific attention must be given to Pro/Con marks as they have a direct impact on a member's composite score and promotion potential.

0111-SERR-2503: Review Service awards process

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

DESCRIPTION: Administrators must verify the eligibility for a Marine's Good Conduct Medal, Armed Forces Reserve Medal, and Selected Marine Corps Reserve Medals as required.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based or database systems, electronic forms, and the service record.

STANDARD: Ensuring necessary requirements are met for the issuance of service awards IAW SECNAVINST 1650.1_.

PERFORMANCE STEPS:
1. Verify time period of the award.
2. Verify eligibility.
3. Forward for signature.

4. Forward to issuing official.
5. Forward copy of award.

REFERENCES:
1. MCO P1070.12 Individual Records Administration Manual (IRAM)
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. SECNAVINST 1650.1_ Navy and Marine Corps Awards Manual

0111-UNDR-2501: Manage Unit Diary/Marine Integrated Personnel Systems (UD/MIPS) transactions

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

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Ensuring all reportable events are reported IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Review the rough unit diary.
2. Verify the transactions.
3. Return for correction, as necessary.
4. Submit the unit diary to supervisor 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
3. UDS-1080-02 Unit Diary System (UDS) Users Manual

0111-UNDR-2502: Manage Electronic Diary Feedback Report (EDFR)

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

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based and database systems, electronic forms, the service record, and source documents.

<u>STANDARD</u>: Ensuring all required action is completed IAW the MCTFSPRIUM.

<u>PERFORMANCE STEPS</u>:
1. Verify accuracy.
2. Return for corrective action, if required.
3. Notify supervisor when complete for review and certification.

<u>REFERENCES</u>:
1. DFAS-CL 7220.31-R Marine Corps Total Force System Automated Pay Systems
    Manual (APSM)
2. MCTFSCODESMAN System-based online Marine Corps Manpower Codes Manual
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
    Instructions Users Manual
4. UDS-1080-02 Unit Diary System (UDS) Users Manual

ADMIN T&R MANUAL

CHAPTER 5

MOS 0147 INDIVIDUAL EVENTS

ADMIN T&R MANUAL

CHAPTER 5

MOS 0147 INDIVIDUAL EVENTS

5000. 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.

5001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Events in the T&R Manual are depicted with a 12 field alphanumeric system, i.e. 0147-EOA-2001. This chapter utilizes the following methodology:

a. The first four digits represent the occupational field or military occupational field (e.g., Occupational Field 01 or Equal Opportunity Advisor MOS 0147). This chapter contains 0147 events.

b. The second up to four alpha characters represent the functional or duty area (e.g., EOA – Equal Opportunity Advisor). The functional area for Equal Opportunity Advisors is:

EOA – Equal Opportunity Advisor

c. The last four digits represent the task level and numerical sequencing. The Equal Opportunity Advisor individual training events are only:

2000-Level – Core Plus Skills (follow-on MOS formal training conducted at formal schools, MOJT, or Distance Learning)

Every individual event has a numerical identifier from 001 to 999.

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.

5002. INDEX OF INDIVIDUAL EVENTS

2000-LEVEL EVENTS. There are no 1000-level events for MOS 0147 Equal Opportunity Advisor. MOS 0147 is a Free MOS (FMOS). A FMOS 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. Equal Opportunity Advisor individual events are taught at follow-on schools, MOJT, or by Distance Learning.

EVENT	DESCRIPTION	PAGE
	POSTAL FINANCE SERVICES	
0147-EOA-2001	Conduct command climate assessment	5-3
0147-EOA-2002	Process equal opportunity related complaint	5-3
0147-EOA-2003	Conduct cultural awareness activities	5-4
0147-EOA-2004	Provide equal opportunity program advice	5-4
0147-EOA-2005	Conduct mediations	5-5
0147-EOA-2006	Provide advice on Equal Opportunity (EO) investigations	5-5
0147-EOA-2007	Conduct Equal Opportunity (EO) inspections	5-6
0147-EOA-2008	Conduct Equal Opportunity (EO) training	5-6
0147-EOA-2009	Conduct Defense Equal Opportunity Climate Survey (DEOCS) analysis	5-7

5003. 2000-LEVEL EVENTS

0147-EOA-2001: Conduct command climate assessment

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

BILLETS: EOA

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and access to survey materials.

STANDARD: Within 90 days of assumption of command and/or as directed.

PERFORMANCE STEPS:
1. Plan for command climate assessment.
2. Conduct climate assessment in-briefing.
3. Revise climate assessment plan, as required.
4. Conduct unit observation via walkthrough, as required.
5. Review unit records and reports, as required.
6. Administer climate assessment survey, as required.
7. Conduct climate assessment focus group meetings, as required.
8. Conduct individual climate assessment interviews, as required.
9. Prepare survey analysis. ·
10. Prepare climate assessment report for commander.
11. Conduct climate assessment out-briefing.
12. Conduct climate assessment follow-up, as required.

REFERENCE:
1. MCO P5354.1_ Marine Corps Equal Opportunity Manual (Short Title: EOM)

0147-EOA-2002: Process equal opportunity related complaints

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

BILLETS: EOA

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a complaint of illegal discrimination or sexual harassment.

STANDARD: IAW MCO P5354.1_, Chapter 5.

PERFORMANCE STEPS:
1. Conduct intake interview.
2. Document complaint.
3. Mediate and/or resolve conflict if requested by complainant.

4. Submit FORMAL complaints to HQMC.
5. Ensure complainant is provided status update every 14 days.

REFERENCE:
1. MCO P5354.1_ Marine Corps Equal Opportunity Manual (Short Title: EOM)

0147-EOA-2003: Coordinate cultural awareness activities

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

BILLETS: EOA

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: IAW MCO P5354.1_, Chapter 4.

PERFORMANCE STEPS:
1. Establish working relationships with military and external agencies.
2. Arrange for special observance activities.
3. Advise special observance committee or human relations council on celebrations, events, guest speakers, or displays, as required.
4. Maintain relationships with military and external agencies.

REFERENCE:
1. MCO P5354.1_ Marine Corps Equal Opportunity Manual (Short Title: EOM)

0147-EOA-2004: Provide equal opportunity program advice

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

BILLETS: EOA

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: IAW MCO P5354.1_, Chapter 1.

PERFORMANCE STEPS:
1. Prepare equal opportunity program documentation.
2. Interpret equal opportunity regulations, policies, and procedures.
3. Advise commander in developing local equal opportunity policy memoranda.
4. Monitor command climate.
5. Establish working relationships in military and civilian agencies.
6. Maintain relationships in military and civilian agencies.
REFERENCE:
1. MCO P5354.1_ Marine Corps Equal Opportunity Manual (Short Title: EOM)

0147-EOA-2005: Conduct mediations

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 6 months

BILLETS: EOA

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: To resolve conflict at the lowest level.

PERFORMANCE STEPS:
1. Notify participants.
2. Coordinate venue.
3. Write settlement agreement, as required.
4. Conduct follow-up.

REFERENCE:
1. MCO P5354.1_ Marine Corps Equal Opportunity Manual (Short Title: EOM)

0147-EOA-2006: Provide advice on Equal Opportunity (EO) investigations

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

BILLETS: EOA

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an investigation.

STANDARD: IAW MCO P5354.1_, Chapter 5.

PERFORMANCE STEPS:
1. Advise the Investigating Officer (IO).

2.   Conduct EO sufficiency review.
3.   Submit DASH reports, as required.

REFERENCE:
1.   MCO P5354.1_ Marine Corps Equal Opportunity Manual (Short Title: EOM)

0147-EOA-2007:   Conduct Inspections

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

BILLETS: EOA

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to inspect.

STANDARD: IAW AIRS 190 Equal Opportunity Checklist.

PERFORMANCE STEPS:
1.   Conduct in-brief.
2.   Assess command.
3.   Conduct out-brief.

REFERENCES:
1.   MCO P5354.1_ Marine Corps Equal Opportunity Manual (Short Title: EOM)
2.   AIRS 190 Equal Opportunity Checklist

0147-EOA-2008:   Conduct Equal Opportunity (EO) training

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 6 months

BILLETS: EOA

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and course materials.

STANDARD: IAW MCO P5354.1_, Chapter 4.

PERFORMANCE STEPS:
1.   Locate a venue.
2.   Identify students.
3.   Request funding, as required.
4.   Review lesson material.
5.   Conduct activity prep.
6.   Present lesson material.
7.   Conduct after lesson management.

REFERENCE:
1. MCO P5354.1_ Marine Corps Equal Opportunity Manual (Short Title: EOM)

0147-EOA-2009: Conduct Defense Equal Opportunity Climate Survey (DEOCS) analysis

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

BILLETS: EOA

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and a DEOCS.

STANDARD: IAW MCO P5354.1_, Chapter 2.

PERFORMANCE STEPS:
1. Review assessment.
2. Record trends.
3. Prepare executive summary
4. Conduct out-brief.

REFERENCES:
1. MCO P5354.1_ Marine Corps Equal Opportunity Manual (Short Title: EOM)
2. www.deomi.org Defense Equal Opportunity Management Institute website

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ADMIN T&R MANUAL

CHAPTER 6

MOS 0149 INDIVIDUAL EVENTS

CHAPTER 6

MOS 0149 INDIVIDUAL EVENTS

6000. PURPOSE. This chapter details the individual events that pertain to the Substance Abuse Control Officer/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.

6001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Events in the T&R Manual are depicted with a 12 field alphanumeric system, i.e. 0149-SACO-2001. This chapter utilizes the following methodology:

a. The first four digits represent the occupational field or military occupational field (e.g., Occupational Field 01 or Substance Abuse Control Officer/Specialist MOS 0149). This chapter contains 0149 events.

b. The second four alpha characters represent the functional or duty area (e.g., SACO – Substance Abuse Control). The functional area for Substance Abuse Control Officer/Specialists is:

SACO – Substance Abuse Control Officer/Specialist

c. The last four digits represent the task level and numerical sequencing. The Substance Abuse Control Officer/Specialist individual training events are only:

2000-Level – Core Plus Skills (follow-on formal MOS training, MOJT, or Distance Learning)

Every individual event has a numerical identifier from 001 to 999.

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.

6002. INDEX OF INDIVIDUAL EVENTS

2000-LEVEL EVENTS. There are no 1000-Level events for MOS 0149 Substance Abuse Control Officer/Specialist. MOS 0149 is a Free MOS (FMOS). A FMOS 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. Substance Abuse

Control Officer/Specialist individual events are taught at follow-on schools, by MOJT, or through Distance Learning.

EVENT	DESCRIPTION	PAGE
	SUBSTANCE ABUSE CONTROL	
0149-SACO-2001	Administer a urinalysis test	6-3
0149-SACO-2002	Train urinalysis administrators	6-3
0149-SACO-2003	Document case administrative records	6-4
0149-SACO-2004	Conduct Prevention Awareness training	6-4
0149-SACO-2005	Monitor after care	6-5

6003. 2000-LEVEL EVENTS

0149-SACO-2001: Administer a urinalysis test

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

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 the Commander.
14. Submit MRO letter to Drug Demand Reduction Coordinator, when applicable.

REFERENCE:
1. MCO 5300.17 Marine Corps Substance Abuse Program

0149-SACO-2002: Train urinalysis administrators

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

DESCRIPTION: This event trains Urinalysis Program Coordinators and Observers to ensure they adhere to the roles and responsibilities of the assigned duties.

GRADES: SSGT, GYSGT, MSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: To ensure compliance IAW MCO 5300.17.

PERFORMANCE STEPS:
1. Review unit's administrator list.
2. Analyze trends.
3. Conduct sustainment training.

REFERENCE:
1. MCO 5300.17 Marine Corps Substance Abuse Program

0149-SACO-2003: Document case administrative records

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a drug or alcohol related incident.

STANDARD: Without error and IAW MCO 5300.17.

PERFORMANCE STEPS:
1. Determine case type.
2. Prepare document(s).
3. Create SACO records.
4. Brief the Commander.
5. Coordinate referral, if applicable.
6. Submit documentation to treatment facility, when required.
7. Review screening assessment recommendation.
8. Maintain treatment correspondence.
9. Forward records upon transfer.
10. Destroy records, when applicable.

REFERENCE:
1. MCO 5300.17 Marine Corps Substance Abuse Program

0149-SACO-2004: Conduct Prevention Awareness training

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

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.

REFERENCE:
1. MCO 5300.17 Marine Corps Substance Abuse Program

0149-SACO-2005: Monitor after care

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

GRADES: SSGT, GYSGT, MSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an individualized recovery plan.

STANDARD: To meet the needs of the individual IAW MCO 5300.17.

PERFORMANCE STEPS:
1. Review recovery plan.
2. Establish schedule.
3. Conduct individual session.
4. Document session(s). ·
5. Follow up on individual(s) appointment(s).
6. Brief the Commander.
7. Coordinate with counseling center, if applicable.
8. Maintain records.

REFERENCES:
1. MCO 5300.17 Marine Corps Substance Abuse Program

CHAPTER 7

MOS 0161 INDIVIDUAL EVENTS

ADMIN T&R MANUAL

CHAPTER 7

MOS 0161 INDIVIDUAL EVENTS

7000. 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.

7001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Events in the T&R Manual are depicted with a 12 field alphanumeric system, i.e. 0161-FINA-1001. This chapter utilizes the following methodology:

    a. The first four digits represent the occupational field or military occupational field (e.g., Occupational Field 01 or Postal Clerk MOS 0161). This chapter contains 0161 events.

    b. The second four alpha characters represent the functional or duty area (e.g., FINA – Postal Finance Services). Functional areas for Postal Clerks are:

        FINA – Postal Finance Services
        OPER – Postal Operations

    c. The last four digits represent the task level and numerical sequencing. The Postal Clerk individual training events are separated into two task levels:

        1000-level – Core Skills (initial MOS entry level formal training
                    conducted at formal schools)
        2000-level – Core Plus Skills (follow-on formal schooling,
                    MOJT, or Distance Learning)

Every individual event has a numerical identifier from 001 to 999.

    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.

7002. INDEX OF INDIVIDUAL EVENTS

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7003. 1000-LEVEL EVENTS

0161-FINA-1001: Operate an Integrated Retail Terminal (IRT)

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

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to an IRT and a clerk diskette.

STANDARD: Ensuring postal clerk can use basic IRT functions.

PERFORMANCE STEPS:
1. Log onto the IRT.
2. Enter clerk ID number.
3. Retrieve/file "Start of Day" report.
4. Identify proper functions for mail and/or services requested.
5. Print applicable list or reports at the end of the business day.
6. Log off the IRT.

REFERENCES:
1. USPS F-1 Handbook United States Postal Service (USPS) Post Office

Accounting Procedures
2. USPS F-101 Handbook United States Postal Service (USPS) Field Accounting
    Procedures
3. USPS Integrated Retail Terminal (IRT) Instructional Manual

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0161-FINA-1002: Accept domestic mail

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

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request to send an article of domestic mail and standard USPS supplies and equipment.

STANDARD: Ensuring proper procedures are followed for acceptance into the Military Postal System (MPS), change is delivered to the customer without error, and postage is securely affixed to the mail, and the proper endorsement is affixed.

PERFORMANCE STEPS:
1. Verify customer's authorization to use the Military Post Office (MPO).
2. Determine if the article is mailable.
3. Determine class of mail/rate of postage.
4. Add special service endorsements as applicable.
5. Ensure that all postage stamps (if used) are affixed by the mailer.
6. Affix PVI (Postage Validation Imprinter) label.
7. Ensure customs documentation is attached to required articles addressed to all OCONUS locations.
8. Endorse the article.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.6-M Department of Defense Postal Manual
3. USPS NOTICE 123 United States Postal Service (USPS) Ratefold (Postage Rates)

0161-FINA-1003: Accept international mail

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

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request to send an article of international mail.

STANDARD: Ensuring proper procedures are followed for acceptance into the MPS system, change is delivered without error, and postage is securely affixed to the mail, and the proper endorsement is affixed.

PERFORMANCE STEPS:
1. Verify customer's authorization to use the MPO.
2. Determine if the article is mailable according to individual Country mailing requirements.
3. Determine class of mail/rate of postage.
4. Add special service endorsements as applicable.
5. Ensure all postage stamps, if used, are affixed by the mailer.
6. Affix PVI (Postage Validation Imprinter) label.
7. Ensure customs documentation is attached to required articles addressed to all OCONUS locations.
8. Endorse the article.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. IMM International Mail Manual
3. USPS Poster 51 United States Postal Service (USPS) International Postal Rates and Fees

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0161-FINA-1004: Receive stamp stock

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

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to receive a flexible credit account.

STANDARD: Ensuring stamp stock is replenished for daily business.

PERFORMANCE STEPS:
1. Determine denominations of stamp stock required.
2. Submit a stamp requisition.
3. Receipt for the filled requisition with a witness.
4. Input total amount of the stamp requisition into the IRT.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. USPS F-1 Handbook United States Postal Service (USPS) Post Office Accounting Procedures
3. USPS F-101 Handbook United States Postal Service (USPS) Field Accounting Procedures

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0161-FINA-1005: Issue domestic postal money orders

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

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a blank postal money order, money order imprinter, and an IRT.

STANDARD: Ensuring domestic postal money orders are issued without error.

PERFORMANCE STEPS:
1. Verify the customer's authorization to use the MPO.
2. Verify the amount of the money order desired.
3. Enter the amount of desired money order into the IRT.
4. Imprint the money order with the correct date and desired dollar amount.
5. Validate money order for accuracy of date, amount desired, and legibility.
6. Retain the money order voucher in numerical sequence in the drawer.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. USPS F-1 Handbook United States Postal Service (USPS) Post Office Accounting Procedures
3. USPS F-101 Handbook United States Postal Service (USPS) Field Accounting Procedures

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0161-FINA-1006: Cash domestic postal money orders

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a list of lost or stolen money orders from the most recent USPS Postal Bulletin and access to an IRT.

STANDARD: Ensuring applicable monies are paid to the patron without error.

PERFORMANCE STEPS:
1. Verify customer's authorization to use the MPO.
2. Verify that the money order presented does not appear on the USPS list of lost or stolen money orders.
3. Determine that there are sufficient funds (AIC 752, cash remitted final) on hand to cash the presented money order.
4. Verify money order is properly completed.
5. Place impression of an All Purpose Date Stamp (APDS) on the reverse side of the money order and initial.
6. Press the key "Checks" on the IRT and enter the amount of the check when prompted.
7. Ensure amount to be given to the customer is correct.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. USPS F-1 Handbook United States Postal Service (USPS) Post Office Accounting Procedures
3. USPS F-101 Handbook United States Postal Service (USPS) Field Accounting Procedures
4. USPS Postal Bulletin

0161-FINA-1007: Perform postal money order corrective measures

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an improperly prepared postal money order, access to an
IRT, and a money order imprinter.

STANDARD: Ensuring a replacement postal money order is prepared without
error.

PERFORMANCE STEPS:
1. Print or stamp the word "Spoiled" in the "Pay To" or "From" block on the
    face of the money order.
2. Depress the void/change money order key on the IRT.
3. Verify the voided money order against the displayed serial number on the
    screen.
4. Press CE to change the amount to zero and press enter.
5. File improperly prepared (spoiled) postal money orders in numerical
    sequence with the retained money order vouchers.
6. Destroy spoiled money order voucher and customer receipt.
7. Prepare new postal money order for the customer.
8. Submit all improperly prepared (spoiled) money orders to the Supervisor at
    the close of the business day with all other close out documents and
    receipts.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. USPS F-1 Handbook United States Postal Service (USPS) Post Office
    Accounting Procedures
3. USPS F-101 and book United States Postal Service (USPS) Field Accounting
    Procedures

0161-OPER-1001: Prepare ordinary mail for dispatch

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational post office and standard USPS supplies and
equipment.

STANDARD: Ensuring ordinary mail is processed IAW appropriate routing
scheme.

PERFORMANCE STEPS:
1. Check mail for proper postage.
2. Cancel stamps.
3. Sort mail to appropriate destinations.
4. Tray/pouch/sack mail for dispatch.
5. Weigh and enter weights on tags/labels.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.6-M Department of Defense Postal Manual
3. POM Postal Operations Manual

0161-OPER-1002: Process mail for distribution to MPO

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

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: Ensure ordinary mail is processed for distribution to MPO upon receipt.

PERFORMANCE STEPS:
1. Verify incoming mail manifest.
2. Sort incoming mail by destination.
3. Dispatch mail by destination

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.6-M Department of Defense Postal Manual

0161-OPER-1003: Process incoming registered mail

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

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational post office, PS Form 3854, articles of registered mail, and standard USPS supplies and equipment.

STANDARD: Ensuring registered mail is processed as prescribed in DOD 4525.6-M.

PERFORMANCE STEPS:
1. Verify all registered pieces are listed on the PS Form 3854.
2. Enter number of pieces received on the PS Form 3854.
3. Open all containers/sacks.
4. Postmark all pieces of registered mail upon receipt.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.6-M Department of Defense Postal Manual

ADMINISTRATIVE NOTES: Per DoD 4525.6-M, when processing registered mail, a witness is to be used whenever possible.

0161-OPER-1004: Process outgoing registered mail

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational post office, PS Form 3854, articles of registered mail, and standard USPS supplies and equipment.

STANDARD: Ensuring outgoing registered mail is prepared for dispatch and maintained in a secure location.

PERFORMANCE STEPS:
1. Sort registered mail by destination.
2. Prepare the PS Form 3854 (Inside Bill) for all pieces of registered mail to be sacked.
3. Ensure that PS label 87 is used on all registered OSPs (Outside Pieces), as applicable.
4. Prepare the PS Form 3854 (Outside Bill) for all outside pieces of registered mail.
5. Maintain 100% accountability of all registered articles.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. DOD 4525.6_ Mail Distribution Instruction and Labeling Handbook

ADMINISTRATIVE NOTES: Per DoD 4525.6-M, when processing registered mail, a witness is to be used whenever possible.

0161-OPER-1005: Close a Registry Section

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

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: Ensuring all registered mail on hand is properly inventoried at the end of each business day.

PERFORMANCE STEPS:
1. Verify number of registered pieces on-hand.
2. Balance the DD Form 2261 according to number of items processed during the business day.

3. Obtain a verifying official to verify accuracy of the DD Form 2261.
4. File DD Form 2261 and all supporting documentation.
5. Secure the Registry Section.

REFERENCE:
1. DOD 4525.6-M Department of Defense Postal Manual

ADMINISTRATIVE NOTES: Per DoD 4525.6-M, when processing registered mail, a witness is to be used whenever possible.

0161-OPER-1006: Deliver official accountable mail

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational post office and applicable postal forms.

STANDARD: Ensuring that official accountable mail is delivered to an authorized agent.

PERFORMANCE STEPS:
1. APDS all accountable mail.
2. Prepare PS Form 3883 for each type of accountable mail.
3. Verify identity of authorized agent against the DD Form 285 or PS Form 3801.
4. Remove return receipts (PS Form 3811) from the article for signature, if applicable.
5. Obtain signature from authorized agent for each PS Form 3883.
6. Provide authorized agent a copy of each PS Form 3883.
7. File copies of all signed PS Forms 3883.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.6-M Department of Defense Postal Manual

0161-OPER-1007: Deliver personal accountable mail

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational post office and PS Form 3849.

STANDARD: Ensuring that personal accountable mail is delivered.

PERFORMANCE STEPS:
1. APDS all accountable mail.
2. Prepare PS Form 3849 for each accountable piece.

3. Verify identity of addressee/authorized agent.
4. Obtain signature of addressee/authorized agent.
5. Ensure all return receipts are signed and dated by the addressee/authorized agent, if applicable.
6. File all signed PS Forms 3849.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.6-M Department of Defense Postal Manual

0161-OPER-1008: Operate a Postal Service Center

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Postal Service Center (PSC) and required forms and equipment.

STANDARD: Ensuring personal mail is placed in the mail receptacles.

PERFORMANCE STEPS:
1. Ensure mail receptacles are assigned to authorized personnel only.
2. Ensure a DD Form 2262 is on file for each receptacle.
3. Utilize DD Form 2258 as needed.
4. Conduct periodic visual inspection of mail receptacle.
5. Conduct periodic inspections of receptacle records.

REFERENCE:
1. DOD 4525.6-M Department of Defense Postal Manual

0161-OPER-1009: Perform postal directory service

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

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: Ensuring mail undeliverable as addressed is processed.

PERFORMANCE STEPS:
1. Identify undeliverable mail.
2. Process casualty mail.
3. Process undeliverable mail.
4. Prepare mail for dispatch.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.6-M Department of Defense Postal Manual

0161-OPER-1010: Process postal claims

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a claim and required USPS forms.

STANDARD: Ensuring postal claims are adjudicated.

PERFORMANCE STEPS:
1. Receive claim inquiry.
2. Provide assistance to customer.
3. Maintain damaged articles until adjudication.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.6-M Department of Defense Postal Manual

7004. 2000-LEVEL EVENTS

0161-FINA-2001: Monitor mail acceptance procedures

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a post office, incoming mail, and standard USPS supplies and equipment.

STANDARD: Ensuring postal personnel are in 100% compliance with established mail acceptance procedures.

PERFORMANCE STEPS:
1. Verify all classes of mail are endorsed.
2. Verify proper postage has been applied.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.6-M Department of Defense Postal Manual
3. IMM International Mail Manual
4. USPS NOTICE 123 United States Postal Service (USPS) Ratefold (Postage Rates)
5. USPS Poster 51 United States Postal Service (USPS) International Postal Rates and Fees

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<u>0161-FINA-2002</u>: Perform Custodian of Postal Effects (COPE) duties

<u>EVALUATION-CODED</u>: NO   <u>SUSTAINMENT INTERVAL</u>: 12 months

<u>GRADES</u>: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

<u>INITIAL TRAINING SETTING</u>: FORMAL

<u>CONDITION</u>: Given a post office, main stamp stock, appropriate USPS postal forms, and standard USPS equipment and supplies.

<u>STANDARD</u>: Ensuring accountability of postal effects.

<u>PERFORMANCE STEPS</u>:
1. Maintain main stamp stock.
2. Maintain money order accountability.
3. Conduct audit of clerk stamp stocks.
4. Prepare PS Form 1590 for USPS supplies and equipment.
5. Prepare PS Form 3977, Duplicate Key Envelope, to record and safeguard duplicate keys, combinations, and passwords.
6. Verify Unit PS Form 1412, the Daily Financial Report.
7. Submit bank deposits within 24 hours or as required.

<u>REFERENCES</u>:
1. DOD 4525.6-M Department of Defense Postal Manual
2. DOD 4525.6_ Department of Defense Postal Supply Catalog
3. USPS F-1 Handbook United States Postal Service (USPS) Post Office Accounting Procedures
4. USPS F-101 Handbook United States Postal Service (USPS) Field Accounting Procedures
5. OPNAVINST 5112.6 Department of the Navy Postal Instructions
6. USPS Publication 247 United States Postal Service (USPS) Material Management Equipment and Supply Catalog
7. USPS Publication 223 United States Postal Service (USPS) Directives and Forms Catalog

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<u>0161-FINA-2003</u>: Conduct clerk audit of a flexible credit account

<u>EVALUATION-CODED</u>: NO   <u>SUSTAINMENT INTERVAL</u>: 12 months

<u>GRADES</u>: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

<u>INITIAL TRAINING SETTING</u>: MOJT

<u>CONDITION</u>: Given a requirement to conduct an audit, and PS Forms 3368 and 3294.

<u>STANDARD</u>: Ensuring a complete audit is conducted and the stamp stock does not exceed 1% of the total value.

<u>PERFORMANCE STEPS</u>:
1. Verify amount of the flexible credit on PS Form 1412.
2. Count all stamps and accountable paper.
3. Count all cash on hand.
4. Verify money orders.

5. Ensure auditor and clerk being audited sign the PS Form 3294.
6. Record result of audit on clerk's PS Form 3368, Stamped Credit Examination Record.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. USPS F-1 Handbook United States Postal Service (USPS) Post Office Accounting Procedures
3. USPS F-101 Handbook United States Postal Service (USPS) Field Accounting Procedures

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0161-OPER-2001: Monitor official mail

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an official meter machine, articles of official mail, and standard USPS supplies and equipment.

STANDARD: Ensuring official mail is processed as prescribed in DOD 4525.8-M, Department of Defense Official Mail Manual.

PERFORMANCE STEPS:
1. Verify all items received for mailing are official.
2. Verify all processed mail has the required postage/endorsements.
3. Ensure cost saving measures are implemented.
4. Maintain sufficient funds.

REFERENCES:
1. DOD 4525.8-M Department of Defense Official Mail Manual
2. MCO P5110.4_ The Marine Corps Official Mail Program

0161-OPER-2002: Perform Quality Assurance/Quality Control

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement from the DOD 4525.6-M and inspection checklists.

STANDARD: Ensuring postal functions are in compliance with DOD 4525.6-M, Department of Defense Official Mail Manual.

PERFORMANCE STEPS:
1. Instruct unit mail clerk/postal officer Indoctrination Course.
2. Conduct unannounced inspections.
3. Document inspection results.

4. Brief results to unit commander/section OIC.
5. Submit results to Inspector General (IG) Office.
6. File reports.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. MCO P5110.6 SOP for Marine Corps Unit Mailrooms

0161-OPER-2003: Monitor postal operations

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement to provide postal services for tenant commands and authorized DOD civilian/contractors, within an established area of responsibility.

STANDARD: Ensuring postal services are provided within established guidelines of DOD 4525.6-M, Department of Defense Official Mail Manual.

PERFORMANCE STEPS:
1. Monitor mail handling procedures.
2. Conduct pre-deployment brief.
3. Monitor search and seizure.
4. Monitor postal supply/equipment.
5. Monitor postal directory functions.
6. Monitor Postal Claims Section.
7. Maintain postal facility security.
8. Maintain Automated Military Postal Systems.
9. Maintain publication and directives.
10. Monitor postal embarkation equipment.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual

ADMIN T&R MANUAL

CHAPTER 8

MOS 0171 INDIVIDUAL EVENTS

CHAPTER 8

MOS 0171 INDIVIDUAL EVENTS

8000. 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.

8001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. T&R events are coded for ease of reference. Events in the T&R Manual are depicted with a 12 field alphanumeric system, i.e. 0171-MPSP-2001. This chapter utilizes the following methodology:

a. The first four digits represent the occupational field or military occupational field (e.g., Occupational Field 01 or Manpower Information Systems (MIS) Analyst MOS 0171). This chapter contains 0171 events.

b. The second four alpha characters represent the functional or duty area (e.g., MPSP – Manpower Support). The functional area for MIS Analysts is:

MPSP – Manpower Support

c. The last four digits represent the task level and numerical sequencing. The MIS Analysts individual training events have only one level:

2000-Level – Core Plus Skills (follow-on schooling, MOJT, or Distance Learning)

Every individual event has a numerical identifier from 001 to 999.

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.

8002. INDEX OF INDIVIDUAL EVENTS

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	DESCRIPTION	PAGE
	MANPOWER SUPPORT	
0171-MPSP-2001	Prepare Manpower Information Systems Support Office (MISSO) Unit Diary (UD)	8-3
0171-MPSP-2002	Research accurate processing of Type Transaction Codes (TTC)	8-4
0171-MPSP-2003	Provide technical assistance in support of software releases to support Class 1 Systems	8-5
0171-MPSP-2004	Monitor reporting within Marine Corps Total Force System (MCTFS)	8-5
0171-MPSP-2005	Recommend MCTFS procedural and system changes to CMC/DFAS	8-6
0171-MPSP-2006	Process special roster requests	8-7
0171-MPSP-2007	Control access to CMC sponsored manpower databases	8-7
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8003. 2000-LEVEL EVENTS

0171-MPSP-2001: Prepare Manpower Information Systems Support Office (MISSO) Unit Diary (UD)

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

DESCRIPTION: Manpower Information Systems Analysts prepare and submit unit diaries for review and further inclusion into Marine Corps Total Force System (MCTFS), Manpower Information Systems Support Office (MISSO) unit diaries.

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 (MCTFS), and source documents.

STANDARD: Ensuring source documents and events are reported on the unit diary for processing into MCTFS through web based/database management systems.

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. Forward to certifying official for signature.
7. File signed copy of unit diary and source documents as required.

REFERENCES:
1. MCO P1080.33 Manpower Information System Support Office Manual (MISSO Manual)
2. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual
3. MCTFSCODESMAN System-based online Marine Corps Manpower Codes Manual
4. UDS-1080-02 Unit Diary System (UDS) Users Manual

0171-MPSP-2002: Research accurate processing of Type Transaction Codes (TTC)

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

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.

STANDARD: Providing administrative corrective action commands within the MISSO's jurisdiction, or forwarding recommended corrective action to the MISSA or higher headquarters.

PERFORMANCE STEPS:
1. Obtain TTC Decision Logic Table.
2. Select Decision Logic Table corresponding with the specific TTC.
3. Interpret specific processing instruction to determine if the TTC is processed correctly.
4. Prepare a MCTFS Problem Sheet if the TTC failed to process correctly.

REFERENCES:
1. MCO P1080.33 Manpower Information System Support Office Manual (MISSO Manual)
2. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual
3. MCTFSCODESMAN System-based online Marine Corps Manpower Codes Manual
4. UDS-1080-02 Unit Diary System (UDS) Users Manual

0171-MPSP-2003: Provide technical assistance in support of software releases to support Class 1 Systems

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Manpower Information Systems Analysts provide technical assistance for updating software release to reporting units with 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 unit diary system, new software release, and access to MCTFS.

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 request for support.
2. Identify deficiencies.
3. Determine type of support required.
4. Perform corrective action or forward to higher headquarters for appropriate action.

REFERENCES:
1. MCO P1080.33 Manpower Information System Support Office Manual (MISSO Manual)
2. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual
3. UDS-1080-02 Unit Diary System (UDS) Users Manual

0171-MPSP-2004: Monitor reporting within Marine Corps Total Force System (MCTFS)

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

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.

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. MCO P1080.33 Manpower Information System Support Office Manual (MISSO Manual)
2. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual
3. MCTFSCODESMAN System-based online Marine Corps Manpower Codes Manual
4. UDS-1080-02 Unit Diary System (UDS) Users Manual

0171-MPSP-2005: Recommend MCTFS procedural and system changes to CMC/DFAS

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Manpower Information Systems Analysts research, analyze and prepare manpower information data logic response to the MISSA on identified MCTFS 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 procedural and system changes to CMC/DFAS.

PERFORMANCE STEPS:
1. Identify the recurring 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. MCO P1080.33 Manpower Information System Support Office Manual (MISSO Manual)
2. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual
3. SECNAVINST 5216.5D DoN Correspondence Manual
4. UDS-1080-02 Unit Diary System (UDS) Users Manual

0171-MPSP-2006: Process special roster requests

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Manpower Information Systems Analysts develop and distribute command special requested rosters using web based/database management systems 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 request for special rosters and access to the Operational Data Store Enterprise (ODSE).

STANDARD: In performance step sequence, ensuring the special roster request is accurate and forwarded to the requesting unit within established timeframes.

PERFORMANCE STEPS:
1. Receive request for special roster.
2. Log into appropriate system.
3. Create desired report format.
4. Write retrieval program using retrieval language users manual.
5. Print or electronically save the requested report.
6. Distribute report to the requesting activity.

REFERENCES:
1. MCO P1080.33 Manpower Information System Support Office Manual (MISSO Manual)
2. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual
3. UDS-1080-02 Unit Diary System (UDS) Users Manual
4. Operational Data Store Enterprise (ODSE) and Impromptu Users Guide

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0171-MPSP-2007: Control access to CMC sponsored databases

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Manpower Information Systems Analysts monitor access to information retrieved through CMC sponsored databases. This includes access

to the Marine Corps Total Force System, the Operational Data Store
Enterprise, Web Orders and Marine Online and Estimated Date of Arrival (EDA)

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.

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.

REFERENCE:
1. MCO P1080.33 Manpower Information System Support Office Manual (MISSO
    Manual)

0171-MPSP-2008: Troubleshoot Marine Corps Manpower Class I System problems

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

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.

REFERENCE:
1. MCO P1080.33 Manpower Information System Support Office Manual (MISSO Manual)

0171-MPSP-2009: Certify MISSO Unit Diary

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

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 to be uploaded for submission into the Marine Corps Total Force System headquarters diaries under the RUC assigned to the MISSO.

MOS PERFORMING: 0171

BILLETS: Manpower Information Systems (MIS) Analyst

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a unit diary reportable event and proper authority from the unit and access to MCTFS.

STANDARD: To allow the uploading and processing into MCTFS through current web based/database management systems and 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. MCO P1080.33 Manpower Information System Support Office Manual (MISSO Manual)
2. MCO P1080.39 Administrative Instructions for Manpower Management System of Headquarters Marine Corps (AIMMS)
3. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual
4. MCTFSCODESMAN System-based online Marine Corps Manpower Codes Manual
5. SECNAVINST 5216.5D DoN Correspondence Manual
6. UDS-1080-02 Unit Diary System (UDS) Users Manual

0171-MPSP-2010: Operate Marine Corps Manpower Reporting Class I Systems

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The MISSO accesses and operates Marine Corps Manpower Reporting Class I Systems (i.e. CICS, MOL, UD/MIPS, DCIPS, DTMS, ODSE, and MCTFS).

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 or MIS system.

STANDARD: In performance step sequence, ensuring the appropriate processing and reporting of requested information within established timeframes.

PERFORMANCE STEPS:
1. Log on to the appropriate system.
2. Determine application required.
3. Select appropriate option.
4. Operate selected option.
5. Produce/print results of option selected.

REFERENCE:
1. MCO P1080.33 Manpower Information System Support Office Manual (MISSO Manual)

0171-MPSP-2011: Submit Marine Corps Total Force System problem sheet

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: As system problems in MCTFS or UD/MIPS 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 sheet, discrepancy or system generated error, and access to MCTFS.

STANDARD: In performance step sequence, identifies to the MISSA a system problem and providing the appropriate research and background information.

PERFORMANCE STEPS:
1. Identify the problem.
2. Open a problem sheet.

3. Research the problem.
4. Complete problem sheet.
5. Attach documentation.
6. Distribute copies, per the MISSO manual
7. File copies in the problem file sheet.
8. Maintain problem file sheet, per the references.

REFERENCES:
1. MCO P1080.33 Manpower Information System Support Office Manual (MISSO Manual)
2. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual
3. SECNAVINST 5216.5D DoN Correspondence Manual
4. UDS-1080-02 Unit Diary System (UDS) Users Manual

0171-MPSP-2012: Process incoming Unit Diary

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: In the event a reporting unit is unable to upload a unit diary courier, the MISSO will receive a unit diary courier for processing and submission into MCTFS.

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 courier file and access to MCTFS.

STANDARD: In performance step sequence, ensuring the unit diary is uploaded on the day received into MCTFS for processing and verifies the unit diary processed correctly.

PERFORMANCE STEPS:
1. Receive the unit diary and transmittal sheet.
2. Date stamp the transmittal sheet with the date received and return a copy to the reporting unit.
3. Update unit diary electronically.
4. Verify loading of unit diary.
5. Log completion of unit diary.
6. Maintain the control log, per the references.

REFERENCES:
1. MCO P1080.33 Manpower Information System Support Office Manual (MISSO Manual)
2. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual
3. UDS-1080-02 Unit Diary System (UDS) Users Manual

0171-MPSP-2013: Process Manpower Information Systems Support Office (MISSO) advisories

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

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.

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. MCO P1080.33 Manpower Information System Support Office Manual (MISSO Manual)
2. MCO P1080.39 Administrative Instructions for Manpower Management System of Headquarters Marine Corps (AIMMS)
3. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual
4. MCTFSCODESMAN System-based online Marine Corps Manpower Codes Manual
5. SECNAVINST 5216.5D DoN Correspondence Manual
6. UDS-1080-02 Unit Diary System (UDS) Users Manual

ADMIN T&R MANUAL

CHAPTER 9

MOS 0160 INDIVIDUAL EVENTS

ADMIN T&R MANUAL

CHAPTER 9

MOS 0160 INDIVIDUAL EVENTS

9000. 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.

9001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Events in the T&R Manual are depicted with a 12 field alphanumeric system, i.e. 0160-MGMT-2001. This chapter utilizes the following methodology:

a. The first four digits represent the occupational field or military occupational field (e.g., Occupational Field 01 or Postal Officer MOS 0160). This chapter contains 0160 events.

b. The second four alpha characters represent the functional or duty area (e.g., MGMT – Management). The functional area for Postal Officers is:

MGMT – Management

c. The last four digits represent the task level and numerical sequencing. The Postal Officer individual training events are separated into two task levels:

2000 – Core Plus Skills (follow-on MOS formal training conducted at formal schools)
2900 – Core Plus Skills (follow-on schooling, MOJT, or Distance Learning)

Every individual event has a numerical identifier from 001 to 999.

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.

9002. INDEX OF INDIVIDUAL EVENTS

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0160-MGMT-2003	Coordinate international customs operations	9-4
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2900-LEVEL		
EVENT	DESCRIPTION	PAGE
MANAGEMENT		
0160-MGMT-2901	Monitor unit mailroom inspections	9-9
0160-MGMT-2902	Develop command mail handling order	9-9

9003. 2000-LEVEL EVENTS

0160-MGMT-2001: Audit Custodian of Postal Effects (COPE)

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

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to conduct an audit and proper postal forms.

STANDARD: Ensuring an accurate audit of the COPE is conducted quarterly.

PERFORMANCE STEPS:
1. Verify that the COPE has been correctly designated.
2. Verify that required records are being maintained for the specified period.
3. Verify that the COPE has correctly receipted for all accountable postal equipment.
4. Audit the COPE's Flexible account.
5. Verify that all blank money orders are accounted for.
6. Verify all stamp requisitions.
7. Verify that an original PS Form 3369 is maintained for each flexible credit.
8. Verify that the COPE maintains the duplicate keys or safe combinations for all issued flexible credits.
9. Verify Unit PS Form 1412 and bank deposit slips

REFERENCE:
1. DOD 4525.6-M Department of Defense Postal Manual

0160-MGMT-2002: Conduct inspection of Military Postal Finance Units

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a military post office, a requirement to conduct a
quarterly inspection, and proper postal forms.

STANDARD: Ensuring a mission capable inspection is conducted quarterly.

PERFORMANCE STEPS:
1. Verify physical security.
2. Verify post office lobbies are accurately maintained.
3. Ensure all mail is properly processed.
4. Ensure all postal clerks are properly appointed
5. Ensure correct procedures are followed to replenish the clerk stamp stock.
6. Ensure postal clerk receipted for blank money orders.
7. Audit the Flexed credit of each clerk
8. Ensure original PS Form(s) 3369 for each assigned Flexed credit is
    retained.
9. Ensure cash received for all transactions is accurately collected and
    submitted to the COPE.
10. Ensure all blank money order forms are accurately accounted for.
11. Ensure the daily statistical sheet is maintained
12. Ensure all claims/inquiries are handled correctly.

REFERENCE:
1. DOD 4525.6-M Department of Defense Postal Manual

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0160-MGMT-2003: Coordinate international customs operations

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references and a requirement to exchange mail with
local foreign post offices in conjunction with local custom officials.

STANDARD: Ensuring international mail is properly processed through the
military post office.

PERFORMANCE STEPS:
1. Conduct liaison with foreign postal authorities.
2. Arrange for receipt of military mail arriving through international
    channels.
3. Arrange for dispatch of mail requiring entry into local postal system.
4. Arrange for timely inspection of incoming military mail.
5. Develop points of contact with local and customs authorities for
    assistance in unusual circumstances.

REFERENCES:
1. Applicable Status of Forces Agreement (SOFA)

2. DOD 4525.6-M Department of Defense Postal Manual

0160-MGMT-2004: Coordinate domestic customs operations

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

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references and a requirement to exchange mail with carriers to allow custom officials inspections.

STANDARD: Ensuring domestic military mail is properly processed through the Postal System.

PERFORMANCE STEPS:
1. Conduct liaison with domestic custom authorities.
2. Arrange for receipt/dispatch of mail through local carriers.
3. Arrange for inspection of incoming military mail.
4. Develop points of contact with carriers and customs authorities for assistance in unusual circumstances.

REFERENCES:
1. Applicable Status of Forces Agreement (SOFA)
2. DOD 4525.6-M Department of Defense Postal Manual

0160-MGMT-2005: Coordinate postal operations

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

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to coordinate daily mail operations with USPS and MPSA authorities and the references.

STANDARD: Establishing postal services IAW USPS and MPSA standards.

PERFORMANCE STEPS:
1. Conduct liaison with local postal authorities.
2. Arrange for receipt of incoming mail.
3. Arrange for dispatch of outgoing mail.
4. Obtain and replenish Flexible credit accounts.
5. Obtain blank domestic money orders.
6. Arrange for ordering of postal supplies and equipment.
7. Obtain permits for bulk mailings.
8. Obtain a permit for business reply mail.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.8-M DOD Official Mail Manual

3. DOD 4525.6-M Department of Defense Postal Manual

0160-MGMT-2006: Conduct search and seizure

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

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a mail-related incident at a military post office.

STANDARD: Ensuring USPS and DOD guidelines are followed during the search/seizure process.

PERFORMANCE STEPS:
1. Notify the Major command (MACOM) and local investigative authorities.
2. Submit postal offense report via AMPS.
3. Ensure authorized personnel have a duly authorized search warrant.
4. Ensure correct procedures are followed in authorizing use of a mail cover.
5. Ensure the appropriate chain of receipts is maintained for articles of mail confiscated.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. USPS Postal Operations Manual (POM)

0160-MGMT-2007: Manage postal operations

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

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to provide postal services for tenant commands and authorized DOD civilian/contractors and within an established area of responsibility.

STANDARD: Ensuring postal services are provided within the established guidelines of DOD 4525.6-M.

PERFORMANCE STEPS:
1. Ensure only authorized personnel are provided postal support.
2. Monitor mail routing.
3. Ensure proper use of mailing addresses.
4. Maintain liaison with main airport terminals, Fleet Mail Centers and/or mail control activities.
5. Verify that Inter-service Agreements are on file.
6. Brief CO on postal matters.

REFERENCE:
2. DOD 4525.6-M Department of Defense Postal Manual

0160-MGMT-2008: Plan postal support

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

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement for a contingency operation and local mail handling instructions.

STANDARD: Ensuring postal services during contingency operations.

PERFORMANCE STEPS:
1. Establish routings for affected units.
2. Conduct deploying unit Command pre-deployment brief.
3. Establish TO&E requirements.
4. .Coordinate alternate transportation requirements.
5. Request free mail services via MPSA.
6 Monitor movement of mail for deployed units.

REFERENCE:
1. DOD 4525.6-M Department of Defense Postal Manual

0160-MGMT-2009: Conduct physical security inspections of postal facilities

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

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given local command security instructions, a requirement to validate security for all mail, funds, and postal supplies and equipment.

STANDARD: Ensuring that the facility, mail transportation, and personnel are in compliance with DOD 4525.6-M.

PERFORMANCE STEPS:
1. Verify structural requirements.
2. Verify interior/exterior security lighting.
3. Ensure Registry Section meets security standards.
4. Verify the secure transportation of mail.
5. Validate continuous security of postal facilities.
6. Validate security documentation.
7. Verify security for classified material, if applicable.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. Local Command Security Instructions

0160-MGMT-2010: Submit Postal Incident Report

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a postal incident.

STANDARD: Ensuring the report is submitted within 72 hours of an incident.

PERFORMANCE STEPS:
1. Identify the type of postal offense(s) committed.
2. Notify the local investigating agency immediately.
3. Notify the commander immediately.
4. Notify the Major command(s) as required.
5. Notify the Headquarters component.
6. Submit an initial report to the Military Postal Service Agency (MPSA).
7. Submit a follow-up report(s).

REFERENCS:
1. DOD 4525.6-M Department of Defense Postal Manual

0160-MGMT-2011: Review Postal Operations Plan (POP)

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to review a POP, operational data and schedules, and an operational post office.

STANDARD: Ensuring the Plan is current, contains all required information, and is reviewed annually.

PERFORMANCE STEPS:
1. Review existing POP for format/content.
2. Ensure the POP contains basic facility information.
3. Ensure the POP contains mail processing profiles
4. Ensure the POP contains transportation information
5. Ensure the POP contains any special instructions.

REFERENCE:
1. DOD 4525.6-M Department of Defense Postal Manual

0160-MGMT-2012: Manage installation official mail program

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an official mail requirement.

STANDARD: Ensuring official mail is processed in accordance with DOD 4525.8-M.

PERFORMANCE STEPS:
1. Verify appointment letters are on file.
2. Request funds annually through Base Comptroller.
3. Ensure equipment supports command requirements.
4. Ensure maintenance agreement is funded.
5. Verify official mail cost control program is complied.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.8-M DOD Official Mail Manual
3. MCO P5110.4 The Marine Corps Official Mail Program

9004. 2900-LEVEL EVENTS

0160-MGMT-2901: Monitor unit mailroom inspections

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement to inspect unit mailrooms.

STANDARD: Ensuring unit mailrooms are in 100% compliance with MCO P5110.6.

PERFORMANCE STEPS:
1. Verify that previous discrepancies are corrected.
2. Verify that the inspection checklist is completed.
3. Review results of unit mailroom inspections
4. Verify that copies of the inspection checklist are distributed.
5. Verify that the command is briefed on the results of the inspection.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. MCO P5110.4 The Marine Corps Official Mail Program
3. MCO P5110.6 SOP for Marine Corps Unit Mailrooms
4. Local Standard Operating Procedures (SOP)

0160-MGMT-2902: Develop command mail handling order

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement to develop a command mail handling order.

STANDARD: Ensuring that Postal guidelines established for the command are in compliance with the DOD 4525.6-M.

PERFORMANCE STEPS:
1. Verify order has location and hours of the Post Office.
2. Verify order has hours of mail collection from receptacles for outgoing mail.
3. Verify order has time and method of distribution of incoming mail
4. Verify order has instructions relative to the custom regulations.
5. Verify order has samples of correct and complete mailing addresses.
6. Verify order has instructions for use of change of address cards.
7. Verify order has information concerning non-mailable matter.
8. Verify order has information on emergency destruction procedures.
9. Verify order has information on security postal effects.

10. Verify order has information regarding the command official mail cost control program.
11. Verify order has mail routing information for mobile units.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. DOD 4525.8-M DOD Official Mail Manual
3. MCO P5110.4 The Marine Corps Official Mail Program
4. MCO P5110.6 SOP for Marine Corps Unit Mailrooms

ADMIN T&R MANUAL

CHAPTER 10

MOS 0170 INDIVIDUAL EVENTS

ADMIN T&R MANUAL

CHAPTER 10

MOS 0170 INDIVIDUAL EVENTS

10000. PURPOSE. This chapter details the individual events that pertain to the WO-1 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.

10001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Events in the T&R Manual are depicted with a 12 field alphanumeric system, i.e. 0170-LGAD-1001. This chapter utilizes the following methodology:

a. The first four digits represent the occupational field or military occupational field (e.g., Occupational Field 01 or Personnel Officer MOS 0170). This chapter contains 0170 events.

b. The second four alpha characters represent the functional or duty area (e.g., LGAD – Legal Administration). Functional areas for Personnel Officers are:

        CORP – Correspondence
        FIDR – Files and Directives
        INBD – Inbound Process
        LGAD – Legal Administration
        MPSP – Manpower Support
        MPSY – Manpower Systems
        OFMN – Office Management
        OUTB – Outbound Process
        PYAL – Pay and Allowances
        RESA – Reserve Administration
        SERR – Service Records
        UNDR – Unit Diary

c. The last four digits represent the task level and numerical sequencing. The Personnel Officer individual training events are separated into three task levels:

        2100-level – Core Plus Skills (initial MOS formal training
                conducted at formal schools; Warrant Officers)
        2200-level – Core Plus Skills (follow-on formal schooling, for PAC
                Director and PAC Deputy Director; CWO3 through CWO5)
        2900-level – Core Plus Skills (MOJT)

Every individual event has a numerical identifier from 001 to 999.

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.

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10003. 2100-LEVEL EVENTS

0170-LGAD-2101: Supervise the processing of involuntary appellate leave orders

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

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.

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Convening Authority's (CA) action, source documents, and access to Marine Corps Total Force System (MCTFS).

STANDARD: Ensuring there are no typographical or format errors in the involuntary appellate leave orders, and appropriate unit diary transactions are reported IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Review involuntary appellate leave orders for compliance with appropriate references.
2. Report appellate leave entries.
3. Ensure audit of 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. MCO 1050.16_ Appellate Leave Awaiting Punitive Separation
2. MCO 1050.3_ Regulations for Leave, Liberty and Administrative Absence
3. MCO 1640.3_ Procedures for the Transfer of Marine Corps Prisoners
4. MCO 4630.16_ Air Transportation Eligibility
5. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
6. MCO P1400.32 Marine Corps Promotion Manual, Volume 2, Enlisted Promotions
7. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
8. MCO P4650.37_ Marine Corps Travel Instructions Manual
9. MCO P5512.11_ Identification Cards for Members of the Uniform Services, Their Dependents, and Other Individuals
10. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
11. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
12. MCO P1400.31_ Marine Corps Promotion Manual, Volume 1, Officer Promotions (MARCORPROMMAN VOL 1 OFFPROM)
13. SECNAV M-5210.2_ Standard Subject Identification Codes (SSIC) Manual
14. SECNAVINST M-5210.1 Department of the Navy Records Management Program

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0170-LGAD-2102: Supervise the processing of voluntary appellate leave orders

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 24 months

DESCRIPTION: As a result of a Court-martial, where a punitive discharge was awarded, a member can be placed on voluntary appellate leave following the results of trial.

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the results of trial, source documents, and access to Marine Corps Total Force System (MCTFS).

STANDARD: Ensuring there are no typographical or format errors in the voluntary appellate leave orders, and appropriate unit diary transactions are reported IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Review voluntary appellate leave orders for compliance with appropriate references.
2. Report appellate leave entries.
3. Ensure audit of service record is completed.
4. Ensure source documents and orders are maintained.

REFERENCES:
1. MCO 1050.16_ Appellate Leave Awaiting Punitive Separation
2. MCO 1050.3_ Regulations for Leave, Liberty and Administrative Absence
3. MCO 1306.16 Conscientious Objectors
4. MCO 1640.3 Procedures for the Transfer of Marine Corps Prisoners
5. MCO 4630.16_ Air Transportation Eligibility

6. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
7. MCO P1400.32 Marine Corps Promotion Manual, Volume 2, Enlisted Promotions
8. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
9. MCO P4650.37__ Marine Corps Travel Instructions Manual (MCTIM)
10. MCO P5512.11_ Identification Cards for Members of the Uniform Services, Their Dependents, and Other Individuals
11. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
12. MCO P1400.31_ Marine Corps Promotion Manual, Volume 1, Officer Promotions (MARCORPROMMAN VOL 1 OFFPROM)
13. SECNAV M-5210.2_ Standard Subject Identification Codes (SSIC) Manual
14. SECNAVINST M-5210.1 Department of the Navy Records Management Program

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0170-LGAD-2103: Supervise reporting of Record of Conviction by Courts-Martial (NAVMC 118(13))

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

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source documents and access to the service record.

STANDARD: Ensuring 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. Ensure required unit diary entries are reported.
3. Certify unit diary.
4. Ensure service record is updated.
5. Review MCTFS to verify properly posted adjustments.

REFERENCES:
1. MCM Manual for Courts-Martial (current edition)
2. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
3. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-MPSY-2101: Manage permissions for Marine Online (MOL)

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

DESCRIPTION: The unit commanding officer delegates authority for access to Marine Online (MOL) modules by use of electronic permissions.

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given appropriate permissions from the commanding officer and access to Marine Online (MOL).

STANDARD: Ensuring only those personnel identified by the commanding officer have access to MOL modules.

PERFORMANCE STEPS:
1. Log into MOL.
2. Assign permissions based upon the commander's intent.

REFERENCE:
1. MOL User Manual

0170-OFMN-2101: Supervise Defense Travel System (DTS) process

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a member that has returned from official government travel, access to service records, and access to DTS.

STANDARD: Ensuring Temporary Additional Duty (TAD) travel reports are reviewed as required for recording of personnel- and pay-related transactions, IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Pull travel report.
2. Review completed vouchers.
3. Ensure appropriate unit diary action is taken.

REFERENCES:
1. JFTR NAVSO P-6034 Volume 1 Joint Federal Travel Regulation, Uniformed Service Members
2. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
3. MCO P4650.37_ Marine Corps Travel Instructions Manual
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-PYAL-2101: Manage Total Force pay and allowances

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an individual's situation, service record access, source documents, and access to Marine Corps Total Force System (MCTFS).

STANDARD: Ensuring 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. Review pay and allowances.
3. Ensure unit diary entries are reported, as required.
4. Verify service record updates are completed.
5. Ensure source documents are maintained, as required.

REFERENCES:
1. DFAS-CL 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedure - Active Duty and Reserve Pay
3. JFTR NAVSO P-6034 Volume 1 Joint Federal Travel Regulation, Uniformed Service Members
4. MCO 10110.47_ Basic Allowance for Subsistence (BAS)
5. MCO 7220.12_ Special Duty Assignment (SDA) Pay Program
6. MCO 7220.21_ Advance Pay Incident to a Permanent Change of Station (PCS)
7. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
8. MCO P1300.8_ Marine Corps Personnel Assignment Policy
9. MCO P1751.3 Dependency Determination and Basic Allowance for Housing (BAH) Manual
10. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-PYAL-2102: Verify Total Force date data elements

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

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to MCTFS, source documents, and the service record.

STANDARD: Ensuring date data elements in 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 service record/MCTFS.
3. Review computations on necessary adjusted date data elements.
4. Certify unit diary.
5. Review MCTFS to verify properly posted adjustments.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedure - 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

ADMINISTRATIVE INSTRUCTIONS: Based upon Performance Step #1 date 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-PYAL-2103: Supervise operational pay entitlements process

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

DESCRIPTION: Source documents will prompt the preparation of a unit diary containing transactions effecting operational pay for deployed members, including those returned for medical reasons. Hostile Fire Pay, Deployed Per Diem, Hazardous Duty Pay-Location, Combat Zone Tax Exclusion and Family Separation Allowance-T are examples of operational pay.

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source documentation.

STANDARD: Ensuring eligible members receive appropriate operational entitlements, and all pay related documentation is accurate IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Verify member's eligibility to receive the entitlement.
2. Verify the accuracy of the source documents.
3. Certify unit diary.
4. Review MCTFS to verify properly posted adjustments.

REFERENCES:
1. DFAS-CL 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedure - Active Duty and Reserve Pay
3. JFTR NAVSO P-6034 Volume 1 Joint Federal Travel Regulation, Uniformed Service Members
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-PYAL-2104: Supervise the reporting of overseas station allowances

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

DESCRIPTION: Pay and allowances vary from station to station, 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.

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Marine Corps Total Force System (MCTFS), service records, and supporting documents.

STANDARD: Ensuring eligible members receive all appropriate entitlements IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Receive documents requiring pay and allowance changes.
2. Verify the member's eligibility to receive the entitlement.
3. Verify source documents' accuracy.
4. Certify unit diary.
5. Review MCTFS to verify properly posted adjustments.

REFERENCES:
1. DFAS-CL 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedure – Active Duty and Reserve Pay
3. MCO 10110.47_ Basic Allowance for Subsistence (BAS)
4. MCO 7220.12_ Special Duty Assignment (SDA) Pay Program
5. MCO 7220.21_ Advance Pay Incident to a Permanent Change of Station (PCS)
6. MCO 1001R._ Marine Corps Reserve Administrative Management Manual (MCRAMM)
7. MCO P1300.8_ Marine Corps Personnel Assignment Policy
8. MCO P1751.3_ Dependency Determination and Basic Allowance for Housing (BAH) Manual
9. MCTFSCODESMAN System-based online Marine Corps Manpower Codes Manual
10. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-RESA-2101: Supervise the personnel administrative actions required for the activation/deactivation of a reserve member/unit

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

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.

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source documents and access to MCTFS, and service records.

STANDARD: Ensuring eligible members receive all appropriate entitlements and benefits IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Receive documents requiring personnel administrative changes.
2. Verify the member's eligibility to receive entitlements.
3. Verify source documents' accuracy.
4. Certify unit diary.
5. Review MCTFS to verify properly posted adjustments.

REFERENCES:
1. MCO 1001.59 Active Duty for Operational Support (ADOS) in Support of the Total Force
2. MCO 1001R.54 Marine Corps Reserve Incremental Initial Active Duty Training (IIADT) Program
3. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
4. MCO P1040R.35_ Marine Corps Reserve Career Planning and Retention Manual
5. MCO P3000.19 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-UNDR-2101: Supervise the generation of personnel administrative lists, reports, and crosstab reports

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Personnel Administration Centers are required to pull a variety of reports in support of various processes, including, but not limited to, the CSB program, limited duty, and promotions.

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Providing required reports within the established timeframe.

PERFORMANCE STEPS:
1. Search system to obtain required data elements.
2. Format report as required.
3. Run report.
4. Print/export report.
5. Forward printed/saved report following current Personally Identifiable Information (PII) standards.

REFERENCES:
1. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting

Instructions Users Manual
2. SECNAVINST 5510.36_ Dept of the Navy Information and Personnel Security
    Program Regulations
3. AIS Users Guide

0170-UNDR-2102: Supervise Electronic Diary Feedback Report (EDFR) process

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

DESCRIPTION: 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, service record or pay adjustments.

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Unit Diary/Marine Integrated Personnel System (UD/MIPS), service records, and source documents.

STANDARD: Ensuring items received on the Electronic Diary Feedback Report (EDFR) are researched on a daily basis and all appropriate service record and unit diary action is taken within five working days from date of cycle 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. DFAS-CL 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedure – Active Duty and Reserve Pay
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
4. UDS-1080-02 Unit Diary System (UDS) Users Manual

0170-UNDR-2103: Manage unit diary reporting

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

DESCRIPTION: Unit diary preparation and certification involves the management of source documents, electronic database information, and service records. Knowledge of Electronic Signatures (ELSIGs), tickler files, Marine Corps Integrated Personnel System (MIPS), 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. Unit Diary reporting includes, but is not limited to, the

CSB Program, the promotions process, and reporting of non-punitive reductions.

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Unit Diary/Marine Integrated Personnel System (UD/MIPS) and source documents.

STANDARD: Ensuring 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. Receive documents requiring personnel administrative changes.
2. Verify the member's eligibility to receive entitlements.
3. Verify source documents' accuracy.
4. Certify unit diary.
5. Review MCTFS to verify properly posted adjustments.

REFERENCE:
1. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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10004. 2200-LEVEL EVENTS

0170-MPSP-2201: Manage Personnel Administration Center (PAC) structure

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

DESCRIPTION: The Director or Deputy Director of a PAC are responsible for managing structure within the PAC. Where personnel or equipment shortfalls or excesses are identified, a TOECR will be submitted in order to request the appropriate change. This event does not put 0170s in the overall TOECR process, but speaks only to the PAC Director's role in managing the internal structure of the PAC.

The Director or Deputy of a PAC is responsible to provide adequate personnel administrative support through reach-back. This may require assignment of IPAC personnel to deploying units or forming IPAC support forward. This requires coordination with supported units and management of personnel to meet mission requirements. This includes the internal rotation of personnel to ensure administrators are being cross trained and are not assigned to the same section within the IPAC for a three year tour. This also includes management of external tasks and individual personnel task requirements (IAs) that are above and beyond the simple manpower assignment coordination with CMC (MMOA/MMEA).

GRADES: CWO-3, CWO-4, CWO-5

BILLETS PERFORMING: PAC Director, PAC Deputy Director

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an organization or function, the unit Table of Organization and Equipment (TO&E), and current web-based systems.

STANDARD: Ensuring the TO&E accurately reflects current unit manpower requirements and IAW MCO 5311.1_.

PERFORMANCE STEPS:
1. Review requirements.
2. Access capabilities.
3. Identify shortfalls.
4. Prepare, review and staff the TOECR, as required.
5. Submit TOECR, as required.
6. Monitor the progress of TOECR approval/disapproval through HQMC, as required.

REFERENCE:
1. MCO 5311.1_ Total Force Structure Process (TFSP)

10005. 2900-LEVEL EVENTS

0170-CORP-2901: Manage naval correspondence

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 24 months

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

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given prepared correspondence and source documents.

STANDARD: Ensuring correspondence is completed without typographical, format, or grammatical errors IAW SECNAV M-5216.5_.

PERFORMANCE STEPS:
1. Ensure utilization of appropriate format.
2. Edit/proof prepared correspondence.
3. Submit correspondence for signature, as required.
4. Sign correspondence, as required.
5. Process signed correspondence.

REFERENCES:
1. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
2. SECNAV M-5216.5_ Secretary of the Navy Correspondence Manual
3. SECNAV M-5210.2_ Standard Subject Identification Code (SSIC) Manual

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0170-FIDR-2901: Supervise maintenance of correspondence files

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 24 months

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.

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given command correspondence, file folders, and a files outline.

STANDARD: Ensuring command correspondence is correctly filed and storage containers are properly marked IAW SECNAVINST M-5210.11_.

PERFORMANCE STEPS:
1. Review the references to ensure the file folders meet the established guidelines.
2. Review the files outline.
3. Compare established file folders against files outline.
4. Correct any discrepancies.
5. Ensure accuracy of identification labels.
6. Ensure Privacy Act statement placement on all correspondence storage containers.

REFERENCES:
1. MCO 5000.14 Marine Corps Administrative Procedures (MCAP)
2. MCO 5210.11_ Marine Corps Records Management Program
3. SECNAVINST 5510.36_ Dept of the Navy Information and Personnel Security Program Regulations
4. SECNAVINST M-5210.1 DON Records Management Manual
5. SECNAV M-5210.2_ DON Standard Subject Identification Code (SSIC) Manual

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0170-INBD-2901: Supervise inbound process

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 24 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a set of orders, access to Marine Corps Total Force System (MCTFS), the service record, and personnel.

STANDARD: Ensuring 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 that travel claim is processed.
3. Ensure completion of appropriate service record updates.
4. Ensure completion of appropriate unit diary entries.
5. Ensure that unit diary entries post.
6. Ensure that travel claim is settled.

REFERENCES:
1. MCO 1326.5 Marine Corps Web Orders Systems (WEB ORDERS)

2. MCO P1300.8_ Marine Corps Personnel Assignment Policy
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
   Instructions Users Manual

0170-LGAD-2901: Supervise the process of reporting of Deserter/Absentee Wanted by the Armed Forces (DD Form 553)

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

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a completed DD Form 553, access to Marine Corps Total Force System (MCTFS), service records, source documents, and personnel.

STANDARD: Ensuring appropriate unit diary transactions are reported within five working days of the member being declared a deserter IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Verify information contained on the DD Form 553 against source documents.
2. Ensure service record updates are completed.
3. Ensure unit diary actions are completed.

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 (LEGADMINMAN)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
   Instructions Users Manual

0170-LGAD-2902: Supervise the reporting of Return of Absentee Wanted by the Armed Forces (DD Form 616)

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

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a member's return from desertion, access to Marine Corps Total Force System (MCTFS), a completed DD Form 616, service records, and source documents.

STANDARD: Ensuring appropriate unit diary transactions are reported within five working days of the return of the absentee/deserter IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Verify information contained on DD Form 616.
2. Verify service record updates are completed.
3. Verify unit diary actions are completed.

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 (LEGADMINMAN)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
    Instructions Users Manual

0170-LGAD-2903: Supervise Unit Punishment Book (UPB) (NAVMC 10132) process

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

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 service record, and source documents.

STANDARD: Ensuring the UPB is complete and prepared without typographical
and format errors, accurately reflects the punishment authorized, and
appropriate unit diary transactions are reported within five working days to
adjust member's pay and personnel records IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Review UPB.
2. Ensure punishment awarded does not exceed maximum allowable.
3. Ensure required unit diary entries are reported.
4. Certify unit diary.
5. Ensure service record is updated.
6. Review MCTFS to verify properly posted adjustments.

REFERENCES:
1. MCM Manual for Courts Martial (current edition)
2. MCO P1070.12 Marine Corps Individual Records Administration Manual (IRAM)
3. MCO P5800.16 Marine Corps Manual for Legal Administration (LEGADMINMAN)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
    Instructions Users Manual

0170-LGAD-2904: Process straggler orders

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

DESCRIPTION: Members that are in an Unauthorized Absence (UA) or Deserter
status may return to military control in locations other than their permanent
duty station. Straggler orders must be prepared to send them back to their
parent command. This task is typically performed at stand-alone units such
as Inspector-Instructor staffs, Security Force battalions, etc.

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given completed stragglers orders, source documents, and access
to Marine Corps Total Force System (MCTFS).

STANDARD: Ensuring orders are without format or typographical errors and the
DD Form 139 (Pay Adjustment Authorization) is completed without error.

PERFORMANCE STEPS:
1. Issue signed straggler orders to member.
2. Submit signed DD Form 139 to Finance Office.
3. Ensure proper filing/maintenance of source documents.
4. Ensure processing of DD Form 139.

REFERENCES:
1. MCO 1640.3 Procedures for the Transfer of Marine Corps Prisoners
2. MCO 1640.6 Marine Corps Corrections Program
3. MCO 5800.10_ Return of Marine Corps Absentees and Deserters
4. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
5. MCO P4650.37_ Marine Corps Travel Instructions Manual
6. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)

0170-OFMN-2901: Manage civilian personnel

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Civilian personnel now fill many formerly military
administrative positions. As a result, administrators need an understanding
of civilian personnel matters.

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to civilian personnel management automated
information systems.

STANDARD: Ensuring administrative actions are 100% compliant with
established civilian personnel practices IAW the local Master Labor
Agreement.

PERFORMANCE STEPS:
1. Review civilian personnel directives.
2. Supervise the civilian performance evaluation program.
3. Supervise the processing of grievances.
4. Maintain liaison with HRO for disciplinary actions, as required.

REFERENCES:
1. Local Master Labor Agreement
2. DOD 1400.25 DOD Civilian Personnel Manual (CPM)
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_ Flextime/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-OFMN-2902: Supervise travel control procedures

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

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.

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based or database systems, Permanent Change of Station (PCS)/Permanent Change of Assignment (PCA)/Temporary Additional Duty (TAD)/reserve travel orders, and source documents.

STANDARD: Ensuring travel claims are 100% complete prior to submission for settlement, appropriate unit diary transactions are reported within five working days of the receipt of a claim IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Review travel claims.
2. Ensure required unit diary entries are reported.
3. Certify unit diary.
4. Review MCTFS to verify properly posted adjustments.
5. Ensure claims are tracked through completion.
6. Ensure proper filing of completed/settled travel claims.

REFERENCES:
1. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
2. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
3. MCO P4650.37__ Marine Corps Travel Instructions Manual (MCTIM)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
5. NAVSO P-6034 Volume 1 Joint Federal Travel Regulations (JFTR), Uniformed Service Members

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0170-OUTB-2901: Supervise Permanent Change of Assignment (PCA)/Permanent Change of Station (PCS) orders process

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

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a set of orders, access to Marine Corps Total Force System (MCTFS), and the service record.

STANDARD: Ensuring orders are properly endorsed, appropriate unit diary transactions are reported within five working days of the occurrence of the reassignment/transfer, and orders are issued within the established timeframe IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Review orders.
2. Verify proper endorsement of the orders.
3. Ensure completion of appropriate service record updates.
4. Ensure members are briefed on PCS/PCA entitlements.
5. Ensure orders are issued.
6. Ensure completion of appropriate unit diary entries.
7. Ensure that unit diary entries post.

REFERENCES:
1. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
2. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
3. MCO P1300.8_ Marine Corps Personnel Assignment Policy
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
5. NAVSO P-6034 Volume 1 Joint Federal Travel Regulations (JFTR), Uniformed Service Members

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0170-OUTB-2902: Supervise separations process

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

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given source documents and access to web-based or database systems.

STANDARD: Ensuring the timely and accurate processing of separating personnel IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Review applicable directives.
2. Verify source documents' accuracy.
3. Review separations documents.
4. Process separations documents.

5. Certify unit diary.
6. Review MCTFS to verify properly posted adjustments.

REFERENCES:
1. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-PYAL-2901: Supervise Document Tracking and Management System (DTMS) process

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

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.

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: Ensuring pay related documents are forwarded and tracked to completion and pay adjustments reported into MCTFS are 100% accurate and complete IAW DFAS-CL 7220.31-R.

PERFORMANCE STEPS:
1. Process all pay-related documents.
2. Ensure MCTFS record is updated.

REFERENCES:
1. DFAS-CL 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedure – Active Duty and Reserve Pay
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-PYAL-2902: Supervise Meal Cards (DD Form 714) process

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

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a completed DD Form 714, access to web-based or database systems, and service records.

STANDARD: Ensuring meal cards are properly completed prior to issuance, appropriate unit diary transactions are reported upon issue/recovery, and required audits/inspections are conducted of meal card inventory IAW MCO 10110.47_.

PERFORMANCE STEPS:
1. Review completed meal card.
2. Sign completed meal card.
3. Verify meal card accountability.
4. Ensure that signed meal card is issued to member.
5. Verify recovery of meal cards from members departing station/base.
6. Verify destruction of meal cards, as required.
7. Conduct required accountability inspections of meal card inventory.

REFERENCES:
1. MCO 10110.47_ Basic Allowance for Subsistence (BAS)
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

ADMINISTRATIVE INSTRUCTIONS: Tracking methods may be, but are not limited to, the following: logbook, database, Excel Spreadsheet, etc.

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0170-RESA-2901: Supervise Line of Duty (LOD) determination process

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 24 months

DESCRIPTION: If a reservist becomes injured in the line of duty either while on inactive duty or active duty orders, they may apply for medical care and incapacitation pay. Once approved by Headquarters Marine Corps (HQMC), they are eligible to receive medical care for that specific injury until they are returned to duty or separated from the service through the AIS.

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based or database systems and supporting documents.

STANDARD: Ensuring eligible reserve personnel receive Line of Duty (LOD) benefits IAW MCO 1770.2_.

PERFORMANCE STEPS:
1. Receive LOD supporting documentation.
2. Review supporting documentation for accuracy and completeness.
3. Return supporting documentation for corrections, as necessary.
4. Forward to approving official for final determination.
5. Ensure LOD determination is reflected in MCTFS.
6. Ensure required monthly updates are uploaded to MCMEDS.
7. Maintain individual case files.

REFERENCES:
1. MCO 1770.2_ LOD Benefits for Members of the Marine Corps Reserve
2. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)

3. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
4. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
5. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
    Instructions Users Manual

0170-RESA-2902: Advise the commander on reserve component member
administration limitations

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

DESCRIPTION: Administrative personnel need to understand the administrative
limitations of each reserve component.

GRADES: CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to Marine Corps Total Force System (MCTFS) and
service records.

STANDARD: Ensuring command compliance with Title 10 USC.

PERFORMANCE STEPS:
1. Identify assigned reserve component.
2. Identify the administrative limitations of assigned component.

REFERENCES:
1. MCO 1001.45 Augmentation, Retention, and Return of Active Duty of Reserve
    Officers and the Redesignation of Restricted Officers to Unrestricted
    Status
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 1001R.54 Marine Corps Reserve Incremental Initial Active Duty Training
    (IIADT) Program
5. MCO 1001R.1 Marine Corps Reserve Administrative Management Manual (MCRAMM)
6. MCO P1040R.35_ Marine Corps Reserve Career Planning and Retention Manual
7. MCO P3000.19_ Total Force Mobilization, Activation, Integration, and
    Deactivation Plan (MAID-P)
8. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
9. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting
    Instructions Users Manual
10. Title 10 USC – Armed Forces

0170-RESA-2903: Supervise Marine Reserve Orders Writing System (MROWS)
process

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

DESCRIPTION: Marine Reserve Order Writing System (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.

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based or database systems and source documents.

STANDARD: Ensuring reserve pay and personnel records are complete and accurate IAW MCO 1001R.1_.

PERFORMANCE STEPS:
1. Validate MROWS request.
2. Authenticate MROWS requests, as required.
3. Ensure appropriate unit diary entries are completed.

REFERENCES:
1. MCO 1001.59_ Active Duty for Operational Support (ADOS) in Support of the Total Force
2. MCO 1510.39 Reserve Counterpart Training (RCT) Program
3. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
4. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
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

0170-SERR-2901: Supervise service record maintenance

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

MOS PERFORMING: 0170

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an audit occasion or personal event, source documents, access to web-based or database systems, and the service record.

STANDARD: Ensuring documents contained in the service record match information contained in Marine Corps Total Force System (MCTFS) and are 100% accurate and complete, IAW MCO P1070.12_.

PERFORMANCE STEPS:
1. Ensure auditors are appointed in writing.
2. Review source documents.
3. Review MCTFS data elements against service record documents.
4. Ensure required changes are entered into MCTFS via unit diary.
5. Ensure required service record updates are made.

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

0170-SERR-2902: Supervise the limited duty process

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

GRADES: WO-1, CWO-2, CWO-3, CWO-4

MOS PERFORMING: 0170

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an abbreviated limited duty board document and access to Marine Corps Total Force System (MCTFS).

STANDARD: Ensuring that MCTFS is updated properly from assignment through termination from limited duty IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Verify a member's current duty status.
2. Ensure updated limited duty status in MCTFS.
3. Review limited duty roster.
4. Identify discrepancies.
5. Coordinate with subordinate units to resolve deficiencies.
6. Ensure processing of corrections into MCTFS.
7. Ensure service record is updated.

REFERENCES:
1. MCO 6100.13 Marine Corps Physical Fitness Program
2. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
3. MCO P1400.31_ Marine Corps Promotion Manual, Volume 1, Officer Promotions (MARCORPROMMAN OFFPROM)
4. MCO P1400.32_ Marine Corps Promotion Manual Volume 2, Enlisted Promotions
5. MCTFSCODES Marine Corps Total Force System Codes
6. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-UNDR-2901: Manage the Timeliness Management Report (TMR)

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

DESCRIPTION: The Timeliness Management Report (TMR) provides information to assist the commander and Personnel Administrative Center (PAC) leadership in the analysis of unit timeliness and the evaluation of personnel reporting performance.

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a timeliness management report (TMR) and with the aid of references.

STANDARD: Ensuring timely and accurate reporting of unit diary transactions IAW the MCTFSPRIUM.

PERFORMANCE STEPS:
1. Analyze TMR.
2. Determine corrective action.
3. Supervise corrective action.

REFERENCE:
1. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual