

ADMIN T&R MANUAL

CHAPTER 11

MOS 0180 INDIVIDUAL EVENTS

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CHAPTER 11

MOS 0180 INDIVIDUAL EVENTS

11000. PURPOSE. This chapter details the individual events that pertain to the Adjutant. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

11001. 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. 0180-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 Adjutant MOS 0180). This chapter contains 0180 events.

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

- CORP - Correspondence
- CASA - Casualty Assistance
- 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
- PYAL - Pay and Allowances
- RESA - Reserve Administration
- SCTY - Security
- SEPS - Separations
- UNDR - Unit Diary

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

- 1000 - Core Skills (initial MOS training conducted at formal schools)
- 2000 - 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 0180 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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11003. 1000-LEVEL EVENTS

0180-CORP-1001: Develop Personnel Annexes

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 48 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, as a part of deliberate planning in the Marine Corps Planning Process (MCP). Administrative members will develop the Personnel Annex to an Operational Order (OPORD).

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

INITIAL TRAINING SETTING: FORMAL

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

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

PERFORMANCE STEPS:

1. Receive Order.
2. Review reference to determine required input.
3. Review Annex E from higher headquarters.
4. Prepare unit level Annex E with appropriate appendices.

REFERENCE:

1. MCWP 5-1 Marine Corps Planning Process

0180-CORP-1002: Manage 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. Additional formats include information/position/decision papers, and Letters of Instruction (LOI). Administrative personnel either prepare correspondence, advice on formatting, and/or conduct proofreading of command correspondence.

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: Ensuring correspondence is free from spelling, format, and grammatical errors, and is written IAW SECNAV M-5216.5_.

PERFORMANCE STEPS:

1. Receive correspondence.
2. Determine correspondence type.
3. Review correspondence content.
4. Review reference requirements.
5. Edit correspondence.
6. Submit correspondence for signature.
7. Retain file copy.

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
5. SECNAV M-5210.1 Naval Marine Corps Records Management

ADMINISTRATIVE NOTE: Messages are one form of naval correspondence. Administrators utilize the message system to release command messages. This system is overseen by the G-6/S-6, but administrative correspondence is one of the many uses. Message releasing authority and local requirements vary, and training is typically available online through the base/station G-6/S-6.

Releasing a message includes the following steps:

1. Receive requirement.
2. Draft content for the message.
3. Format to message standards.
4. List required addressees, to include the sending unit for posting on unit message board.
5. Coordinate approval of message releasing authority.
5. Release message.
6. Track to ensure sending/posting.
7. File original in the Directives Control Point (DCP).

0180-CORP-1003: Supervise Congressional/Special Interest Inquiries (CONGRINTS)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Ensuring the response prepared is free of typographical or format errors and is forwarded within five working days or other timeframes established by the commander.

PERFORMANCE STEPS:

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

REFERENCES:

1. SECNAV M-5216.5 Secretary of the Navy Correspondence Manual
 2. SECNAVINST 5730.5 Procedures for the Handling of Naval legislative Affairs and Congressional Relations
 3. SECNAV M-5210.1 Navy Marine Corps Records Management
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0180-CORP-1004: Supervise command staffing

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Staffing occurs through a variety of methods, such as Command Special Order (CSO), Permanent Change of Station (PCS), Permanent Change of Assignment (PCA), and Temporary Additional Duty (TAD). It can be coordinated through unit occupational field managers, but must be supervised by the administrators for manpower and career path implications. In particular, coordination with the PAC must occur for updating personnel records, to include unit diary action as applicable.

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Ensuring there are no procedural, typographical, or format errors.

PERFORMANCE STEPS:

1. Receive transfer notification.
2. Coordinate with affected subordinate commands, MOS specialists, and/or senior enlisted or officers, as applicable.
3. Process requirement.

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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0180-CASA-1001: Supervise casualty accountability

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Administrators establish casualty accountability processes to ensure timely and accurate reporting and tracking of casualties.

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a reportable casualty, access to the Defense Casualty Information Processing System (DCIPS), and current medical tracking systems.

STANDARD: Assessing current personnel readiness based on casualty status and according to operational requirements.

PERFORMANCE STEPS:

1. Verify submission of casualty information into DCIPS.
2. Comply with casualty assistance requirements.
3. Prepare casualty tracking report/brief.
4. Verify accuracy of the report/brief.
5. Verify assignment of CACO.
6. Verify notification of NOK.
7. Access casualty tracking systems.
8. Track location/status until completion of treatment.
9. Request transfer to Wounded Warrior Regiment (WWR), as required.
10. Coordinate with hospital liaison staff.
11. Verify notification of the servicing personnel administration center.

REFERENCES:

1. MCO 6320.2 Administration and Processing of Injured/Ill/Hospitalized Marines
2. MCO 3040.4 Marine Corps Casualty Assistance Program (MARCORCASASTPRO)

ADMINISTRATIVE NOTE: Tracking systems include both administrative and medical systems as available, such as the Theater Medical Information Program (TMIP).

0180-CTMN-1001: Manage Personnel Casualty Report (PCR) process

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

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

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given information regarding a casualty, personnel records, current database, or Defense Casualty Information Processing System (DCIPS) software.

STANDARD: Ensuring there are no formatting or typographical errors, casualty information is up to date, 100% complete and accurate prior to reporting into DCIPS and to higher headquarters IAW MCO 3040.4_.

PERFORMANCE STEPS:

1. Receive casualty notification.
2. Gather information.
3. Make voice notification.
4. Ensure casualty information is entered into DCIPS.
5. Review PCR for correctness.
6. Forward PCR for release.
7. Verify PCR receipt by appropriate agencies.
8. Submit supplemental and final reports, as required.

REFERENCE:

1. MCO 3040.4_ Marine Corps Casualty Assistance Program (MARCORCASASTPRO)

ADMINISTRATIVE NOTE: Brevity codes and voice formats exist for communication of casualty report information to reporting headquarters.

0180-FIDR-1001: Supervise command issued directive development

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

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

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

PERFORMANCE STEPS:

1. Receive draft command directive and source documents.
2. Review for correct format.
3. Review for grammatical and spelling errors.
4. Staff as required.
5. Forward for signature.
6. Verify update of 5215.
7. Verify filing of original signed copy in command DCP.

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 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
 6. SECNAV M-5210.1 Navy Marine Corps Records Management
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0180-FIDR-1002: Supervise Directives Control Point (DCP)

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

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

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

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), directives checklists, directives, changes, and the Internet for access to Marine Corps Publications Electronic Listing (MCPEL).

STANDARD: Ensuring command directives are updated upon receipt of higher headquarters and Navy directives, issued by consecutive point numbers, maintained in proper filing sequence, and annual reviews are conducted.

PERFORMANCE STEPS:

1. Verify review of command issued directives.
2. Track proper assignment of consecutive point numbers.
3. Certify annual or periodic review of command issued directives, as required.
4. Verify publication of command issued directives checklist.
5. Review Marine Corps and other higher headquarters directives received for required changes.
6. Review Navy directives for required changes.
7. Maintain inventories, as required.

REFERENCES:

1. MCO 5210.11 Marine Corps Records Management Program
 2. MCO 5215.1 Marine Corps Directives Management Program
 3. SECNAVINST 5211.5 Department of the Navy Privacy Program
 4. MCO P5215.17 Marine Corps Technical Publications System
 5. MCO P5600.31 Marine Corps Publication and Printing Regulations
 6. OPNAV 5215.17 Navy Directives Issuance System
 7. SECNAVINST M-5215.1 Secretary of the Navy Directives Policy
 8. SECNAVINST M-5210.1 Department of Navy Records Management
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0180-FIDR-1003: Supervise maintenance of correspondence files

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Correspondence files are maintained to provide a record of the unit's administrative actions and provide a record of communications that takes place in and outside the local command.

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: Ensuring command correspondence is correctly filed and storage containers are properly marked.

PERFORMANCE STEPS:

1. Verify file folders meet the established guidelines.
2. Review the files outline.
3. Verify correction of discrepancies.
4. Verify accuracy of identification labels.
5. Verify placement of the Privacy Act Statement.

REFERENCES:

1. MCO 5210.11 Marine Corps Records Management Program
 2. SECNAVINST 5211.5 Department of the Navy Privacy Program
 3. SECNAV M-5210.2 Standard Subject Identification Code (SSIC) Manual
 4. SECNAVINST M-5210.1 Department of Navy Records Management
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0180-GENA-1001: Review service records

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Service records may consist of E-records and contain personal and service information documented throughout the service member's career. Particular focus is on the useful information that can be provided and what occasions require referencing it.

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or data-based systems and the service record.

STANDARD: Identifying required data-elements IAW mission requirement.

PERFORMANCE STEPS:

1. Access service record.
2. Identify required information.
3. Liaise with personnel administration center as required.

REFERENCES:

1. MCO 1001R.1 Marine Corps Reserve Administrative Management Manual (MCRAMM)
2. MCO P1070.12 Marine Corps Individual Records Administration Manual (IRAM)

3. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
 4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
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0180-GENA-1002: Manage command awards program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The web based awards processing system is an electronic tool that allows the origination, creation, endorsing, forwarding, approving, and tracking of awards. Awards can include personal decorations (including combat action ribbons) and unit awards.

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source documents and an awards processing system.

STANDARD: Ensuring the summary of action and proposed citation are included, recommendations contain no formatting or typographical errors, are substantively correct, are submitted in the timeframe established, and the recommendation is tracked until receipt of award.

PERFORMANCE STEPS:

1. Publish command awards program guidance.
2. Access the web-based awards processing system.
3. Review the recommendation.
4. Submit recommendations to the awards board.
5. Ensure completion of unit level actions.
6. Track award.

REFERENCES:

1. MCO 1650.19 Administrative and Issue Procedures for Decorations, Medals, and Awards
 2. SECNAVINST 1650.1 Navy and Marine Corps Awards Manual
 3. NAVMC 2922 Marine Corps Unit Awards Manual
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0180-GENA-1003: Advice on performance evaluation matters

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Specific situations arise requiring detailed knowledge of the performance evaluation process. The S-1 is often relied upon to be familiar with the references and advise others on procedures and requirements as contained in the references. Such requirements include adversity, accelerated promotion, and the Performance Evaluation Review Board (PERB) process.

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

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

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

PERFORMANCE STEPS:

1. Publish commander's guidance.
2. Access MMSB fitness report inventory.
3. Advise personnel on the Performance Evaluation System.

REFERENCES:

1. MCO P1610.7_ Performance Evaluation System (PES)
 2. MOL Users Manual
 3. MCO 1610.11_ Performance Evaluation Appeals
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0180-LGAD-1001: Review administrative separation packages

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source documents, access to Marine Corps Total Force System (MCTFS), and the service record.

STANDARD: Ensuring the package is complete and presents required justification and documentation based on the category.

PERFORMANCE STEPS:

1. Receive package.
2. Verify source documents with justification.
3. Submit completed package.
4. Forward signed package.
5. Verify completion of checkout requirements, as required.
6. Track package.

PREREQUISITE EVENTS:

0180-LGAD-1002

0180-SCTY-2002

0180-CORP-1002

REFERENCES:

1. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
 2. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
 3. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
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0180-LGAD-1002: Coordinate legal assistance services

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The command may require legal support from the base legal office. Legal support may consist of legal services for individual service members or providing legal assistance briefs to commands prior to deployment.

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: Identifying command or service members' requirements for legal services or briefs.

PERFORMANCE STEPS:

1. Identify the legal issues.
2. Research the legal issue.
3. Generate the request.
4. Forward request.
5. Monitor request to completion.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 2. MCM Manual for Courts-Martial (current edition)
 3. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
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0180-LGAD-1003: Manage the non-judicial punishment process

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

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

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

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

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

PERFORMANCE STEPS:

1. Receive the report.
2. Supervise UPB preparation.
3. Verify completion of the acknowledgement of rights.
4. Verify the member was given the opportunity to consult with a lawyer.

5. Coordinate NJP proceedings.
6. Ensure UPB is complete with attachments.
7. Verify administrative actions with appropriate sections.
8. Verify completion of appropriate service record entries.
9. Verify unit diary number is annotated on the UPB.
10. Verify filing of completed UPB.

REFERENCES:

1. MCM Manual for Courts-Martial (current edition)
2. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)

ADMINISTRATIVE NOTE: Legal officers should ensure punishment awarded is not in excess of maximum authorized.

0180-LGAD-1004: Support command investigations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and source document.

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

PERFORMANCE STEPS:

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

PREREQUISITE EVENTS:

1. 0180-CORP-1002 Manage naval correspondence
2. 0180-LGAD-1002 Coordinate legal assistance services
3. 0180-SCTY-2002 Safeguard Personally Identifiable Information (PII)

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
2. SECNAV M-5210.1 Navy Marine Corps Records Management

ADMINISTRATIVE NOTE: Depending on the incident, NCIS or CID may or may not assert jurisdiction.

0180-LGAD-1005: Advise commander on disciplinary matters

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

BILLET: Legal Officer

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: Ensuring that courses of action offered are in compliance with the commander's intent.

PERFORMANCE STEPS:

1. Receive information of situation.
2. Assess situation.
3. Advise commander on courses of action.

REFERENCES:

1. MCO 1500.58_ Marine Corps Mentoring Program (MCMP)
2. MCO P5800.6_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
3. MCO P1900.16_ Marine Corps Separations and Retirement Manual (MARCORSEPMAN)
4. MCM Manual for Courts-Martial (current edition)

ADMINISTRATIVE NOTE:

Options may include:

1. Informal counseling, by the chain of command.
2. Fitness Report/Pro-Con evaluations by the chain of command.
3. Non-Punitive Letter of Caution, by the chain of command.
4. Page 11 counseling, with submission to the PAC for personnel record updates.
5. Administrative Reduction.
6. Administrative Separation (Enlisted) and Board of Inquiry (Officer).
7. NJP, with submission to the PAC for personnel record updates, and to HQMC/MMSB (OMPF) for entry.
8. Summary Court-Martial, with review by Legal Services Support Section, submission to PAC for personnel record updates, and to HQMC/MMSB (OMPF) for entry.
9. Special Court-Martial.
10. General Court-Martial.
11. Submit to OMPF and to PAC.

An S-1/Legal Officer may also provide administrative support preparing or formatting applicable forms, submitting or routing documents, or providing updates for inclusion in personnel records.

The Naval Justice School, Naval Base, Newport, RI, offers a Legal Officer course.

0180-MPMN-1001: Maintain Table of Organization and Equipment (TO&E)

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

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

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: To submit a correct manpower TO&E change request.

PERFORMANCE STEPS:

1. Retrieve source documents.
2. Review references/source documents.
3. Draft TO&E change request.
4. Staff TO&E change request.
5. Brief commander.
6. Submit manpower TO&E request.

REFERENCE:

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

ADMINISTRATION NOTES: Staffing must occur through occupational field experts and affected units/staff sections, to include the S-4 for affiliated Table of Equipment effects. The G-1/S-1 processes the manpower portion of the TO&E; the equipment portion of the TO&E is maintained by the S-4/G-4.

0180-MPMN-1002: Supervise unit staffing

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Headquarters Marine Corps (HQMC) uses a number of documents to staff units throughout the Marine Corps and Administrators must be able to analyze these documents to identify MOS/grade shortages or other manning issues within a Monitored Command Code (MCC) or Reporting Unit Code (RUC).

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a TO&E, an Authorized Strength Report (ASR), the officer Command Staffing Report (CSR)/Enlisted Staffing Goal Model (ESGM), TO&E, and access to web based systems.

STANDARD: Determining 100% personnel shortfalls.

PERFORMANCE STEPS:

1. Retrieve source documents.
2. Review source documents.
3. Identify shortfalls.

PREREQUISITE EVENTS:

0180-MPMN-1001 0180-UNDR-1001

REFERENCES:

1. MCO 5311.1 Total Force Structure Process (TFSP)
2. MCO 5320.12 Precedence Levels for Manning and Staffing

0180-MPMN-1003: Submit 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: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

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

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

PERFORMANCE STEPS:

1. Receive requirement to generate DSR.
2. Retrieve rosters to identify on hand personnel.
3. Review duty status report.
4. Complete the DSR.
5. Coordinate staff input to DSR.
6. Submit DSR for review.
7. Submit DSR to higher headquarters as required.
8. Verify receipt by higher headquarters.
9. Verify entry of deployment status code.

PREREQUISITE EVENTS:

0180-UNDR-1001 0180-SCTY-2002 0180-MPMN-1002

REFERENCES:

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

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

0180-MPMN-1004: Manage personnel accountability

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The morning report is an overview of all personnel assigned within a given unit, and can be implemented as a Personnel Status Report (PERSTAT). Accurate personnel accounting assists leaders with maintaining accountability, verifies the personnel status of assigned personnel to the commander, and allows higher headquarters to develop manpower plans and policies. The PERSTAT also enables critical battlefield situational awareness for the unit and higher headquarters.

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Ensuring the report submitted is 100% complete and accurate, submitted on a daily basis, and when applicable refer appropriate unit diary transactions and service record entries within five working days of the change in personnel status.

PERFORMANCE STEPS:

1. Conduct morning report planning.
2. Receive subordinate unit or section morning reports.
3. Compile data into one report.
4. Identify errors.
5. Verify correction of errors with the reporting unit.
6. Review onboard strength.
7. Verify status of personnel.
8. Coordinate with the personnel administration center to ensure service records action is taken, as required.

REFERENCES:

1. MOL Users Manual
2. CJCSM 3150.01 Joint Reporting Structure General Instructions
3. CJCSM 3150.13 Joint Reporting Structure - Personnel Manual
4. JP 1-0 Personnel Support to Joint Operations

ADMINISTRATIVE NOTE: Web based accountability systems include MOL and the Secure Personnel Accountability (SPA) module currently mandated for use in an operational environment.

Accountability planning includes defining an "as of" time for preparation of the report by small unit leaders (to eliminate double counting), ensuring command relationships are understood and hierarchies established so that all personnel have clear reporting requirements, and identifying possible problems to reporting (such as assigned, attached, and co-located personnel). Additionally identifying errors in accountability management such as transferring personnel being dropped but not added to the new unit.

0180-MPMN-1005: Analyze personnel data for readiness reporting

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The reporting of unit personnel status and readiness within Status of Resources and Training System (SORTS) and the Defense Readiness Reporting System (DRRS) is a Department of Defense requirement, overseen at the unit level by the S-3/G-3, but with requirements for submission of personnel statistics.

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an Authorized Strength Report (ASR) staffing goal, Command Strength Report (CSR)/Enlisted Staffing Goal Model (ESGM), Table of Organization and Equipment (TO&E), and web based system reports.

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

PERFORMANCE STEPS:

1. Log into appropriate web-based/database system.
2. Pull required reports.
3. Compare reports to identify non-deployables.
4. Compare reports with ASR, staffing goal, and TO&E to identify deficiencies.
5. Compile data.
6. Prepare comments for report.
7. Submit report to higher headquarters.

PREREQUISITE EVENT: 0180-UNDR-1001

REFERENCES:

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

ADMINISTRATIVE NOTE: Considerations of the S-1/G-1 include the basic composition and purpose of readiness reporting multiple sources of information and the quarterly Supporting Establishment (SE) reporting, and monthly Operating Forces (OPFOR).

0180-MPMN-1006: Manage personnel sourcing for Manning Document

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Unit deployments do not necessarily organize according to the Table of Organization (T/O). Instead, a provisional Manning Document, depicting billets and personnel, is created to task organize, meet specific mission requirements, and source individuals against those requirements. At the unit level, these requirements are sourced by assigned personnel; Individual Augments (IAs) from other units can deploy as attachments, to fill additional requirements beyond organic capability. Administrative personnel must be able to manage and account for all individuals on the manning document, as well as at the Remain Behind Element (RBE), both in and out of the area of operations.

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a manning document and force list.

STANDARD: Sourcing the manning document to meet operational requirements.

PERFORMANCE STEPS:

1. Receive a validated manning document.
2. Review inbound, outbound, and on hand strength reports.
3. Identify sourcing solution.
4. Report shortfalls to higher headquarters.
5. Coordinate reporting instructions.
6. Receive external sourcing, as required.
7. Develop roster of sourced personnel.

REFERENCES:

1. MCO P1300.8 Marine Corps Personnel Assignment Policy
 2. MCO P3000.15 Manpower Unit Deployment Program Standing Operating Procedures (MANPOWER UDP SOP)
 3. MCO 3000.19 Total Force Mobilization, Activation, Integration, and Deactivation Plan (MAID-P)
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0180-MPMN-1007: Advise commander on promotion processes

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: Providing accurate advice as outlined in MCO P1400.31_/32_.

PERFORMANCE STEPS:

1. Assess the situation.
2. Develop courses of action.
3. Take appropriate action.

REFERENCES:

1. MCO P1400.31 Marine Corps Promotion Manual, Volume 1, Officer Promotions (MARCORPROMMAN VOL 1 OFFPROM)
2. MCO P1400.32 Marine Corps Promotion Manual, Volume 2, Enlisted Promotions

ADMINISTRATIVE NOTE: Promotion processes include: junior enlisted, staff NCO, officer, and frocking. These processes do not include career counseling.

0180-MPSP-1001: Coordinate Individual Augmentation (IA) sourcing

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 36 months

DESCRIPTION: Administrators must be able to coordinate internal and external command Individual Augments (IA) requirements for the command. Although IAs are typically appointed by the Executive Officer or subordinates in the chain of command, and may be recommended by occupational field experts, the S-1 coordinates the identification, administration, and tracking, to ensure accountability. Administrators also submit requests for stabilization (deferment of PCS/PCA), as required. IAs are an S-1/G-1 function, as individuals. However, units, teams, or other "capabilities" are S-3/G-3 function, as capabilities, and are overseen by the separate Request for Forces (RFF) process. Additionally, Combat Replacements are IAs that must be overseen by the S-1/G-1, while Unit Replacements are S-3/G-3 RFFs.

GRADES: 2NDLT, 1STLT, CAPT,

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement for augmentation and access to web-based systems.

STANDARD: Ensuring 100% of Individual Augmentation (IA) requirements are sourced, or shortfalled with justification.

PERFORMANCE STEPS:

1. Receive notification of IA requirement/task.
2. Review inbound, outbound, and on-hand strength reports.
3. Coordinate with subordinate commands.
4. Receive nomination/justification of shortfall.
5. Verify notification of the Marine.
6. Coordinate appointment of IA or approval of shortfall justification.
7. Report appointment of IA to headquarters.
8. Re-task shortfall to other subordinate command, as required.
9. Submit unit shortfall justification, as required.
10. Verify compliance with reporting instructions.

REFERENCES:

1. MCWP 5-1 Marine Corps Planning Process
2. CJCSI 1301.01, Individual Augmentation Procedures

ADMINISTRATIVE NOTE: Reporting instructions include: reporting instructions from gaining command, unit orders writing requirements, and, if applicable, aggregate lift procedures for certain military flights.

0180-MPSY-1001: Manage 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. Marine Online (MOL) functionality includes promotions, pro/cons, UMSR, BIC assignment, leave management, and permissions.

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given commander's intent and access to Marine Online (MOL).

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

PERFORMANCE STEPS:

1. Acquire MOL administrator permissions.
2. Assign permissions.
3. Navigate MOL modules.
4. Publish command guidance.

REFERENCE:

1. MOL Users Manual
-

0180-PYAL-1001: Advise commander on pay and allowances

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Pay and allowances vary from station to station and member to member and situation to situation; the S-1 is often an adviser to the command and facilitates communication between unit leaders and the personnel administrators.

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: Ensuring that information provided is IAW DODFMR, Volume 7A.

PERFORMANCE STEPS:

1. Assess the situation.
2. Develop courses of action.
3. Take appropriate action.

REFERENCE:

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

ADMINISTRATIVE NOTE: S-1s are often called upon to advise commanders on the following pay entitlements:

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

Other references may include:

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

2. MCO 10110.47 Basic Allowance for Subsistence (BAS)
 3. MCO 7220.12_ Special Duty Assignment (SDA) Pay Program
 4. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
 5. MCO P1300._ Marine Corps Personnel Assignment Policy
 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. UDS-1080-02 Unit Diary System (UDS) Users Manual
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0180-PYAL-1002: Manage unit travel program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

GRADES: 2NDLT, 1STLT, CAPT

BILLETS: Organizational Defense Travel Administrator (ODTA)

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given administrator permissions to the Defense Travel System (DTS).

STANDARD: IAW mission requirements per MCO 4650.39_.

PERFORMANCE STEPS:

1. Ensure DTS personnel are properly appointed.
2. Maintain routing lists.
3. Update a traveler profile, as required.
4. Generate reports, as required.
5. Maintain reports, as required.
6. Verify unit travel check-in/check-out procedures.
7. Provide Tier I troubleshooting for travelers.
8. Monitor Approving Official (AO) actions.
9. Report irregular AO actions to commander.
10. Ensure publication of ODTA helpdesk information.

REFERENCES:

1. JFTR Volume 1 Joint Federal Travel Regulation, Uniformed Service Members
2. JTR Volume II Joint Travel Regulations
3. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
4. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
5. MCO P4650.37_ Marine Corps Travel Instructions Manual
6. MCO 4650.39_ Defense Travel System

ADMINISTRATIVE NOTE: The automated Defense Travel System (DTS) is a temporary additional duty (TAD) orders program that allows for input of individual information, production of TAD orders, and travel settlements.

Reservists may not use DTS for travel in all duty statuses.

Permissions include those of reviewer, certifier, approver, and common responsibilities of the S-1, Supply, S-3 Training, Comptroller, Disbursing, Commercial Ticketing Office (CTO), and Travel Management Office (TMO).

Unit ODTAs will supervise unit AOs' ability to do the following:

1. Create an Authorization and input travel requirements, to include flight arrangements, rental car, hotel reservations, travel over the international dateline, scheduling of partial payments, selection of Line of Accounting (LOA) depending on mission and source of funding.
2. Create a Group Orders Authorization for multiple travelers.
3. Review the budget for expenditures and amount of funding remaining.
4. Create an Adjustment to the Authorization.
5. Create an Amendment to the Authorization.
6. Create a Voucher from the Authorization, to include submission of required receipts.

0180-RESA-1001: 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 (such as Individual Mobilization Augmentee [IMA] and Individual Ready Reserves [IRR], as well as provisions for employing them (such as Active Duty Operational Support [ADOS] orders, Reserve Counterpart Training [RCT], and Annual Training [AT]).

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Utilizing all reserve category data IAW MCO 1001R.1_.

PERFORMANCE STEPS:

1. Identify assigned reserve categories.
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

ADMINISTRATIVE NOTE: Reserve Liaison Officers (RLO) serves at selected higher headquarters specifically to orchestrate reserve activities.

0180-RESA-1002: Supervise administrative processes of mobilization/demobilization

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Ensuring compliance with the administrative procedures contained in MCO 3000.19_.

PERFORMANCE STEPS:

1. Receive notification of mobilization/demobilization.
2. Analyze personnel readiness.
3. Forward personnel action requests to higher headquarters, if required.
4. Track personnel readiness.
5. Track personnel movements to/from gaining force command.

PREREQUISITE EVENT: 0180-RESA-1001

REFERENCES:

1. JFTR NAVSO P-6034 Volume 1 Joint Federal Travel Regulation, Uniformed Service Members
2. MCO 1001.62_ Individual Mobilization Augmentee Program
3. MCO 1001.52_ Active Reserve (AR) Support to the Reserve Component (RC)
4. MCO 1001.59_ Active Duty for Operational Support (ADOS) in Support of the Total Force
5. MCO 1001.61_ Policy and Procedures for Sourcing Personnel to Meet Individual Augmentation (IA) Requirements
6. MCO 1001R.54_ Marine Corps Reserve Incremental Initial Active Duty Training (IIADT) Program
7. MCO 1740.13_ Family Care Plans
8. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
9. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
10. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
11. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)

12. MCO 1741.8 Government Life Insurance Manual
13. MCO P1751.3 Dependency Determination and Basic Allowance for Housing (BAH) Manual
14. MCO P1900.16 Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
15. MCO P3000.19 Total Force Mobilization, Activation, Integration, and Deactivation Plan (MAID-P)
16. MCTFSCODESMAN Marine Corps Total Force System Codes Manual
17. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

0180-UNDR-1001: Generate personnel reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: From time to time situations require an analysis of Marine Corps Total Force System (MCTFS) data. Administrators will access personnel information systems and generate a simple list, roster crosstab, or other report.

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Providing a report which meets operational requirements.

PERFORMANCE STEPS:

1. Receive requirement.
2. Determine required data elements.
3. Determine report parameters.
4. Generate report.
5. Verify accuracy of the report.
6. Save report as required for future use.
7. Forward printed/saved report, 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. Operational Data Store Enterprise (ODSE) and Impromptu Users Guide

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

11004. 2000-LEVEL EVENTS

0180-CORP-2001: Coordinate administrative input to the Marine Corps Planning Process (MCP)P)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

GRADES: CAPT, MAJ, LTCOL

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

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Meeting operational requirements as determined by the commander and IAW MCWP 5-1.

PERFORMANCE STEPS:

1. Review requirements.
2. Develop administrative input/considerations.
3. Prepare administrative estimate of supportability.
4. Prepare Annex E.

REFERENCES:

1. MCWP 5-1 Marine Corps Planning Process
2. JP 1-0 Personnel Support to Joint Operations
3. CJCSM 3150.01 Joint Reporting Structure General Instructions
4. CJCSM 3150.13 Joint Reporting Structure - Personnel Manual
5. DOD 4525.8-M DOD Official Mail Manual
6. DOD FMR 7000.14 Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedure - Active Duty and Reserve Pay
7. DoD Directive 4500.54 Official Temporary Duty Travel Abroad
8. JAGINST 5800.7 Manual of the Judge Advocate General (JAGMAN)
9. JFTR NAVSO P-6034 Volume 1 Joint Federal Travel Regulation, Uniformed Service Members
10. MCM Manual for Courts-Martial (current edition)
11. MCO P1300.8 Marine Corps Personnel Assignment Policy
12. MCO P5110.4 The Marine Corps Official Mail Program
13. MCO P5110.6 SOP for Marine Corps Unit Mailrooms
14. MCO P5800.16 Marine Corps Manual for Legal Administration (LEGADMINMAN)
15. US Navy Regulations

ADMINISTRATIVE NOTE: When assigned to the indicated billets, identify the Personnel input to the Operations Planning Team (OPT), conduct initial staff estimate, to include casualty estimation, casualty replacements, postal support, and other personnel and administrative requirements, and course of action analysis.

For further reference:

1. Refer Appendix 1 (Enemy Prisoners of War, Civilian Internees, and Other Detained Persons) to the Antiterrorism/Force Protection Officer (G-3/S-3) and Staff Judge Advocate (SJA) for preparation.
2. Coordinate Appendix 2 (Processing of Formerly Captured, Missing, or Detained US Personnel) with the G-2/S-2, G-3/S-3, Health Services, Chaplain,

and SJA, in consideration of Combatant Commander (COCOM) and Joint Personnel Recovery Agency (JPRA) guidance.

3. Refer Appendix 3 (Finance and Disbursing) to the Comptroller and the Marine Logistics Group (MLG) Disbursing Officer for preparation.
4. Refer Appendix 4 (Legal) to the SJA for preparation.
5. Prepare Appendix 5 (Military Postal Service) and related tabs in coordination with the MLG Postal Officer.
6. Refer Appendix 6 (Chaplain Activities) and related tabs to the Chaplain for preparation.
7. Prepare or coordinate other Appendices and Tabs as may be required, such as the Headquarters Manning Document with sourcing responsibilities, Processing of Evacuees during Noncombatant Evacuation Operations (NEOs), Combat Replacement Procedures, and Morale/Welfare/Recreation.

0180-CTMN-2001: Manage combat replacement program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and in an operational environment.

STANDARD: Ensuring unit strength remains at the published levels by grade, skill, and quantity.

PERFORMANCE STEPS:

1. Receive published unit's strength reports.
2. Analyze the strength report.
3. Determine combat replacement requirements.
4. Request replacements.
5. Coordinate changes to Time Phased Force Flow Database (TPFDD).
6. Receive combat replacements.

REFERENCES:

1. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
2. MCO P1300.8_ Marine Corps Personnel Assignment Policy
3. MCWP 5-1 Marine Corps Planning Process
4. MCO P3000.19_ Mobilization Activation Integration Deactivation Plan

0180-CTMN-2002: Process non-combatant evacuation operation (NEO) evacuees

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 36 months

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

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

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

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

PERFORMANCE STEPS:

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

REFERENCES:

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

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

0180-GENA-2001: Supervise mailroom operations

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Each unit must have a unit mailroom that is functioning in accordance with the references and the local base or station Postal Standard Operating Procedures (SOP).

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Upon assignment as the unit Postal Officer.

STANDARD: Ensuring unannounced inspections are conducted on a weekly basis, required postal forms are on file and current, and mailroom operations are conducted IAW MCO P5110.6_.

PERFORMANCE STEPS:

1. Organize the unit mail room, with material and personnel.
2. Verify mail clerks and orderlies are trained.
3. Verify proper completion of DD Forms 285 and 2260.
4. Conduct unannounced inspections of the unit mail room at least weekly.
5. Instruct the unit mail clerk on corrective actions, if required.
6. Brief the commanding officer on the results of the inspection.
7. Maintain the NAVMC 10487 on file.

REFERENCES:

1. DOD 4525.8-M DOD Official Mail Manual
 2. MCO P5110.4_ The Marine Corps Official Mail Program
 3. MCO P5110.6_ SOP for Marine Corps Unit Mailrooms
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0180-GENA-2002: Coordinate pre-deployment briefs

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 36 months

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

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

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

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

PERFORMANCE STEPS:

1. Review appropriate references.
2. Coordinate with appropriate local family services agencies.
3. Set up location to conduct pre-deployment brief.
4. Prepare briefs.

REFERENCES:

1. MCO 1754.6_ Marine Corps Family Team Building
 2. MCO P1700.27_ Marine Corps Community Services Policy Manual
 3. MCO P1700.24_ Marine Corps Personal Services Manual
 4. MCO 1754.9 Unit, Personal, and Family Readiness Program
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0180-GENA-2003: Coordinate Morale, Welfare, and Recreation (MWR) support

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 36 months

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

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

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

PERFORMANCE STEPS:

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

REFERENCES:

1. JP 1-0 Personnel Support to Joint Operations
2. MCO 1754.6 Marine Corps Family Team Building
3. MCO P1700.27 Marine Corps Community Services Policy Manual

ADMINISTRATIVE NOTE: MWR is in joint doctrine; MCCS encompasses a wider scope.

0180-GENA-2004: Supervise personnel sponsorship program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 36 months

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

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

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

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

PERFORMANCE STEPS:

1. Receive inbound personnel roster.
2. Receive roster of personnel issued orders.
3. Assign sponsor to inbound personnel.
4. Notify inbound personnel of designated sponsor.
5. Issue sponsorship application to personnel under orders.

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
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0180-GENA-2005: Supervise Officer/Staff Noncommissioned Officer (SNCO) promotions withholding packages

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Events may occur after a promotion board's results are published and before the effective date for an Officer and Staff Noncommissioned Officer (SNCO) promotion that may necessitate the promotion be withheld. When this occurs, the S-1 Officer will ensure these packages are prepared properly and forwarded in a timely manner.

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to service records, Marine Corps Total Force System (MCTFS), and Commandant of the Marine Corps (CMC) promotion notifications.

STANDARD: Ensuring packages are processed within the timeframes established by MCO P1400.31_/32_ and are prepared without typographical or format errors.

PERFORMANCE STEPS:

1. Receive notification for promotion withholding.
2. Review references and source documents.
3. Prepare promotion withholding letter/message.
4. Release prepared promotion withholding message.
5. Forward package to commander for signature.
6. Verify service member afforded opportunity to rebut.
7. Forward signed letter to CMC.
8. Track status of package.

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. MCO P1400.31_ Marine Corps Promotion Manual Volume 1, Officer Promotions
 4. Online MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
 5. SECNAV M-5216.5_ Secretary of the Navy Correspondence Manual
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0180-GENA-2006: Perform notarial acts

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 36 months

DESCRIPTION: Marines often require documents to be notarized and oaths to be administered. Title 10 USC grants authority to a variety of officers to act in a notarial capacity. As such the S-1 often maintains the command's seal.

MOS PERFORMING: 0180

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Ensuring 100% compliance with JAGINST 5800.7_.

PERFORMANCE STEPS:

1. Receive document.
2. Verify identity.
3. Witness signature.
4. Administer oath, as required.
5. Apply seal, as required.
6. Record action.

REFERENCE:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)

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

0180-GENA-2007: Supervise international travel

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 48 months

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

GRADES: 2NDLT, 1STLT, CAPT

BILLET: Organizational Defense Travel Administrator (Active Component)

INITIAL TRAINING SETTING: MOJT

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

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

PERFORMANCE STEPS:

1. Receive requirement.
2. Review Department of State Travel Warnings and Advisories.
3. Review Foreign Clearance Guide for requirements.
4. Receive travel authorization request.
5. Ensure compliance with travel requirements.

REFERENCE:

1. Foreign Clearance Guide www.fcg.pentagon.mil
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0180-GENA-2008: Coordinate command protocol requirements

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: A unit commander may desire to have social functions or command events, such as a post and relief, retirement ceremony, Marine Corps Birthday Ball, or change of command. Administrators will coordinate protocol requirements for these events, such as creation of a seating chart and editing of an invitation.

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

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

PERFORMANCE STEPS:

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

REFERENCES:

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

0180-GENA-2009: Process special program packages

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: There are many special programs to include commissioning packages, warrant officer packages, MCAA, GEICO, Leftwich Trophy, etc. The command must thoroughly review the package to ensure accuracy and completeness, and that the package is submitted to the board.

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and a package.

STANDARD: Ensuring the package is 100% complete and administratively accurate and submitted within the timeframes required by the guidelines.

PERFORMANCE STEPS:

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

PREREQUISITE EVENTS: 0180-CORP-1002

REFERENCES:

1. MCO P1400.31 Marine Corps Promotion Manual, Volume 1, Officer Promotions (MARCORPROMMAN VOL 1 OFFPROM)
 2. MCO 1650.19 Administrative and Issue Procedures for Decorations, Medals, and Awards
 3. SECNAVINST 12451.3 DON Incentive Awards Program
 4. SECNAVINST 1650.1 Navy and Marine Corps Awards Manual
 5. MCO 1040.43 Enlisted to Officer Commissioning Programs
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0180-LGAD-2001: Review punitive/non-punitive letters

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 36 months

DESCRIPTION: A punitive letter is issued as a form of punishment by a commander. A non-punitive letter is not considered punishment; but rather, the letter is issued to remedy a noted deficiency in conduct or performance, to identify conduct or performance of duty deficiencies, to provide direction for improvement, to outline corrective action, and to identify sources of assistance.

BILLET: Legal Officer

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the commander's intent.

STANDARD: Ensuring punitive/non-punitive letters are issued IAW the commander's intent.

PERFORMANCE STEPS:

1. Review appropriate regulations for specifications and letter format.
2. Advise commander of requirements/options.

REFERENCES:

1. JAGINST 5800.7 Manual of the Judge Advocate General (JAGMAN)
 2. MCM Manual for Courts-Martial (current edition)
 3. MCO P5800.16 Marine Corps Manual for Legal Administration (LEGADMINMAN)
 4. SECNAV M-5216.5 Secretary of the Navy Correspondence Manual
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0180-LGAD-2002: Process Absentee Wanted by the Armed Forces (DD Form 553)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring the member's pay and personnel records are properly updated, the DD Form 553 is 100% complete and accurate, is free of typographical and format errors, and is generated on the 31st day of the member's absence.

PERFORMANCE STEPS:

1. Distribute prepared DD Form 553 on the 31st day of absence.
2. Submit copy of DD Form 553 to the personnel administration center for processing into MCTFS.
3. Ensure personnel administration center records appropriate service record entries.
4. Ensure DD Form 553 is maintained, as appropriate.
5. Ensure service record is forwarded to the appropriate agency on the 91st day of absence.

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)
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0180-LCAD-2003: Process Report of Return of Absentee wanted by Armed Forces (DD Form 616)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

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

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

PERFORMANCE STEPS:

1. Receive drafted DD Form 616 and source documents.
2. Review the source documents and DD Form 616.
3. Ensure signed DD Form 616 is distributed, as required.
4. Forward DD Form 616 to personnel administration center for processing into MCTFS.
5. Ensure personnel administration center records appropriate service record entries.
6. Ensure DD Form 616 is maintained, as appropriate.

7. Establish procedures to ensure the DD Form 616 and source documents are properly filed and maintained.

REFERENCES:

1. MCO 5800.10 Return of Marine Corps Absentees and Deserters
 2. MCO P5800.16 Marine Corps Manual for Legal Administration (LEGADMINMAN)
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0180-LGAD-2004: Review confinement orders

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: A confinement order is required to confine a service member in the brig. Additionally, the confinement order will be reviewed at the Initial Review Officer (IRO) hearing, where it will be considered on its merits.

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring the document is prepared free of typographical and format errors, is complete and accurate, and the member's pay and personnel records are updated within established timeframes.

PERFORMANCE STEPS:

1. Receive drafted confinement order/source documents.
2. Provide signed copy to the personnel administration center.
3. Verify completion of appropriate service record entries.
4. Maintain confinement order/source documents, as required.

REFERENCES:

1. MCO 4050.38 Personal Effects and Baggage Manual
 2. MCO P1070.12 Marine Corps Individual Records Administration Manual (IRAM)
 3. MCO P1640.4 Marine Corps Correctional Custody Manual
 4. MCO P5800.16 Marine Corps Manual for Legal Administration (LEGADMINMAN)
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0180-LGAD-2005: Advise commander on Primary Next of Kin (PNOK) Unauthorized Absence (UA) notification procedures

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 24 months

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

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given notification of a member being in an Unauthorized Absence (UA) status and the service record.

STANDARD: Ensuring the notification is accomplished IAW MCO P5800.16__.

PERFORMANCE STEPS:

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

REFERENCE:

1. MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN)
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0180-MPMN-2001: Advise on force flow execution

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 48 months

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

GRADES: CAPT, MAJ, LTCOL

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

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Producing a 100% accurate report that reflects the personnel moving in and out of the area of responsibility (AOR).

PERFORMANCE STEPS:

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

REFERENCE:

1. CJCSM 3122.03_ Joint Operation Planning and Execution System (JOPES), Volume II
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0180-MPMN-2002: Manage Navy personnel staffing

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Navy personnel staffing requirement.

STANDARD: Ensuring that Navy personnel are assigned to billets based upon organizational requirements.

PERFORMANCE STEPS:

1. Contact Navy Personnel Support Detachment (PSD) for Navy staffing intent.
2. Contact higher headquarters S-1/G-1 for Navy staffing intent.
3. Advise commander of staffing slate.
4. Submit request for augmentation, as needed.
5. Assign Navy personnel.

REFERENCE:

1. Bureau of Medicine and Surgery Instruction 6440.5 Health Services Augmentation Program (HSAP)
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0180-MPMN-2003: Manage Fleet Assistance Program (FAP)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 48 months

DESCRIPTION: Base or stations require personnel augmentation on a routine basis to accomplish their mission and the Fleet Assistance Program (FAP) provides that augmentation.

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

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

STANDARD: IAW the FAP agreement to fill 100% of FAP billets.

PERFORMANCE STEPS:

1. Review local FAP directives.
2. Task responsible units/section to provide personnel.
3. Coordinate reporting of personnel.
4. Ensure timely rotation of FAP personnel.
5. Screen personnel to replace a FAP augmentee, as required.

REFERENCES:

1. MCO 1000.8_ Fleet Assistance Program (FAP)

2. MCO P1000.6 Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)

0180-MPMN-2004: Provide casualty estimation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Casualty Estimation, as part of the G-1 staff estimate during the Marine Corps Planning Process (MCP), allows commanders and staff to visualize the effects of combat and non-combat losses on personnel strength, enables other staff members (operations, medical) to anticipate requirements, and notifies headquarters of potential combat replacements. Casualty estimation is overseen by MPP-60, who plans mobilization requirements. Casualty estimation consists of rates, that are derived by formulas (variable by intensity and duration of combat as provided by Operations), and is usually conducted at the MAGTF or MARFOR levels. Health Services also provides casualty estimation, due to impacts on medical requirements and plans, and close coordination needs to occur to eliminate redundancy and ensure accuracy. Casualty estimation is subject to variance, due to the effectiveness of the maneuver warfare plan, use of weapons of mass destruction (WMD, and difficulty in predicting enemy actions.

GRADES: CAPT, MAJ

BILLET: G-1 Operations Officer

INITIAL TRAINING SETTING: MOJT

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

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

PERFORMANCE STEPS:

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

REFERENCES:

1. MCO P3000.19 Mobilization, Activation, Integration, and Deactivation Plan (MAID-P)
 2. FM 1-0 Human Resources Support
 3. Medical plans (C)
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0180-MPMN-2005: Supervise readiness reporting

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The reporting of unit personnel status and readiness within Status of Resources and Training System (SORTS) and the Defense Readiness Reporting System (DRRS) is a Department of Defense requirement, overseen at the unit level by the S-3/G-3, but with requirements for submission of personnel statistics.

Additionally, the duty status of personnel is recorded to achieve visibility of unit readiness and to provide oversight in tracking their progress towards achieving full duty. Duty status is affected by processes that include light/limited duty, Physical Evaluations Board (PEB), Administrative Separation, legal action (including confinement, appellate leave, or legal findings). It can be monitored or supervised by headquarters, such as officer separations with HQMC/MMSR-4, or other organizations such as the Wounded Warrior Regiment/Battalion. Completion of separations proceedings enables a drop from unit roles, and subsequent replacement, as applicable. Most duty status entries require source documents to be submitted to the IPAC and applicable personnel action.

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given web-based or database systems reports.

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

PERFORMANCE STEPS:

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

PREREQUISITE EVENT: 0180-MPMN-1005

REFERENCES:

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

0180-MPSP-2001: Utilize the manning and staffing process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: While junior level administrators must understand staffing, the intermediate and higher level administrators utilize manning and staffing in order to coordinate slating. Headquarters Marine Corps (HQMC) uses a number of documents to staff units throughout the Marine Corps and Administrators must be able to analyze these documents to identify MOS/grade shortages or other manning issues within a Monitored Command Code (MCC) or Reporting Unit Code (RUC).

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: In order to meet current operational requirements.

PERFORMANCE STEPS:

1. Obtain staffing reports.
2. Identify personnel manning requirements/shortfalls.
3. Assign personnel.
4. Produce a new command officer/enlisted slate.
5. Provide status reports.

REFERENCES:

1. MCO 5320.12 Precedence Levels for Manning and Staffing
 2. MCO 5311.1 Total Force Structure Process (TFSP)
 3. MCO P1070.12 Marine Corps Individual Records Administration Manual (IRAM)
 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
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0180-MPSP-2002: Manage Individual Augmentation (IA) sourcing

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 36 months

DESCRIPTION: Administrators must be able to manage internal and external command Individual Augments (IA) requirements for the command. Note that Requests for Forces (RFF) are an S-3/G-3 function, while IAs are an S-1/G-1 function. IAs also include Combat Replacement requests. The sourcing for IA can be planned at Force Synchronization conferences.

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement for augmentation and access to web-based or database systems.

STANDARD: Ensuring 100% of Individual Augmentation (IA) requirements are tasked or shortfalled.

PERFORMANCE STEPS:

1. Receive notification of validated IA requirement.
2. Coordinate reporting instructions.
3. Review on hand strength reports.
4. Coordinate tasking of commands.
5. Receive nomination/justification of shortfall.
6. Coordinate appointment of IA/approval of shortfall justification.

7. Report appointment of IA to headquarters, as required.
8. Re-task shortfall to other subordinate command, as required.
9. Submit unit shortfall justification to headquarters, as required.

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. MCWP 5-1 Marine Corps Planning Process
3. CJCSI 1301.01_, Individual Augmentation Procedures
4. JP 1-0 Personnel Support to Joint Operations

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

0180-MPSP-2003: Execute personnel functions of Marine Corps competency

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Fulfilling all administrative responsibilities of Marine Corps competency IAW MCWP 3-40.8.

PERFORMANCE STEPS:

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

REFERENCES:

1. JP 1-0 Joint Doctrine for Personnel Support to Joint Operations
2. MCWP 3-40.8 Marine Corps Competency
3. MCWP 1-12 Marine Corps Administration

ADMINISTRATIVE NOTE: The MARFOR G-1 is an inherent part of the Title 10 USC responsibility of the services to man, train, and equip forces for combatant commanders. An understanding of command relationships, such as Operational

Control (OPCON), Tactical Control (TACON), and Administrative Control (ADCON) is essential to fulfill responsibilities. A Marine headquarters can also be a functional component to a Combined (international) command.

0180-OFMN-2001: Supervise civilian personnel programs

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Civilian personnel fill many critical positions. As a result, administrators need an understanding of civilian personnel matters. Administrators in the may serve as the command-level focal point for civilian Marine (federal civil service) workforce management and other civilian manpower issues not specifically the sole responsibility of the CHRO/HRO, and may act as the conduit between the command and the CHRO/HRO. This includes facilitating civilian workforce structure maintenance and workforce shaping, including the planning and coordination of civilian manpower requirements in response to the needs of the command. Other tasks are listed in MCWP 1-12, Marine Corps Administration.

GRADES: CAPT, MAJ, LTCOL

BILLET: G-1 Manpower Officer

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring administrative actions are 100% compliant.

PERFORMANCE STEPS:

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

REFERENCES:

1. DOD 1400.25-M DOD Civilian Personnel Manual (CPM)
2. MCO 12000.10 Employment Protection for Certain Non-Appropriated Fund Instrumentality Employees/Applicants
3. MCO 12301.1 Authority to Approve Extensions to the DOD 5-Year Overseas Employment Limitation and Movements Between Overseas Areas for Civilian Employees
4. MCO 12335.1 Merit Staffing Program
5. MCO 12410.21 Consolidated Civilian Career Training (CCCT) Program
6. MCO 12410.24 Civilian Leadership Development
7. MCO 12430.2 Performance Management Program
8. MCO 12451.2 Honorary Awards For Civilian Employees
9. MCO 12451.3 Time-Off Incentive Awards
10. MCO 12510.2 Civilian Workforce Management: Managing to Payroll

11. MCO 12515.1_ Managing to Payroll
12. MCO 12620.1_ 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 Nonappropriated Fund Instrumentality (NAFI) and Civilian Morale, Welfare and Recreation (MWR) Activities
18. MCWP 1-12 Marine Corps Administration

ADMINISTRATIVE NOTE:

Command civilian personnel policies include:

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

0180-OFMN-2002: Advise commander of the role/responsibilities of Administration

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Defining the functions, roles, and organizations related to Marine Corps Administration IAW MCWP 1-12.

PERFORMANCE STEPS:

1. Assess the situation.
2. Develop courses of action.
3. Take appropriate action.

REFERENCES:

1. MCWP 1-12 Marine Corps Administration
2. MCWP 3-43 Command and Control

ADMINISTRATIVE NOTE:

Roles and responsibilities may include:

1. Define the standard responsibilities of the unit S-1, the functional areas/responsibilities, and composition.
2. Define the role and organization of the Personnel Administration Center (PAC).
3. Define the processes involved with reach-back administration and diary reporting.
4. Define the roles and composition of the standard G-1 staff, to include the Reserve Liaison Officer (RLO).
5. Define the roles of the Staff Judge Advocate (SJA).
6. Define the roles of the base Legal Assistance Office.
7. Define the roles of the Legal Services Support Section (LSSS).
8. Define the roles of the Public Affairs Officer (PAO).

0180-PYAL-2001: Manage unit Government Travel Charge Card (GTCC) Program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The Government Travel Charge Card (GTCC) provides a means of funding official travel so that travelers do not have to request travel advances or use personal funds to travel. The GTCC program monitors the traveler's activity to ensure compliance with applicable laws and regulations.

BILLETS: Agency Program Coordinator

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given coordinator privileges and web access.

STANDARD: Ensuring 100% compliance with GTCC requirements IAW MCO 4600.40_.

PERFORMANCE STEPS:

1. Verify completion of requirements by potential card holder.
2. Request a GTCC, as required.
3. Download monthly reports.

4. Check accounts for misuse.
5. Notify travelers' chain-of-command of discrepancies.

REFERENCES:

1. MCO 4600.40 Government Travel Charge Card Program
2. MOL Users Manual

ADMINISTRATIVE NOTE: Administrators assist travelers and/or leaders with investigating and overcoming causes of delinquency, as applicable.

0180-RESA-2001: Manage Marine Corps Medical Evaluation Disability System (MCMEDS)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring data entered into the system is 100% complete and accurate, and reserve personnel are tracked throughout the disability evaluation process.

PERFORMANCE STEPS:

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

REFERENCES:

1. DoDD 1241.1 Reserve Component Medical Care and Incapacitation Pay for Line of Duty Conditions
 2. DoDI 1241.2 Reserve Component Incapacitation System Management
 3. MCO 1770.2 LOD Benefits for Members of the Marine Corps Reserve
 4. MCO 1001R.1 Marine Corps Reserve Administration Management Manual
-

0180-RESA-2002: Verify eligibility for reserve Line of Duty (LOD) determination

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 36 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 Disability Evaluation System (DES).

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Ensuring 100% of eligible reserve personnel receive Line of Duty (LOD) benefits.

PERFORMANCE STEPS:

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

REFERENCES:

1. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
 2. MCO 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
-

0180-SCTY-2001: Supervise the Classified Material Control Center (CMCC)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The Classified Materials Control Center (CMCC) is a library of classified documents and publications, maintained to ensure accountability and safeguarding of operationally required documents. Although not required to be the S-1, S-1s are often assigned IOT have two-person accountability with the users of the information. Although the security manager is typically the executive officer and the assistant security officer is typically the S-2, the S-1's role is focused on accountability of classified material. Local training is required for individuals assigned duties as a CMCC.

BILLETS: Security Manager, Classified Materials Custodian

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement and classified correspondence.

STANDARD: Ensuring 100% compliance with security measures and procedures IAW SECNAVINST 5510.36_.

PERFORMANCE STEPS:

1. Establish safeguard procedures.
2. Establish accountability procedures.
3. Conduct periodic inventories.
4. Inspect secondary control points, if required.
5. Verify destruction of classified materials.

PREREQUISITE EVENTS:

0180-FIDR-1003 0180-SCTY-2002

REFERENCES:

1. MCO 5210.11_ Marine Corps Records Management Program
 2. NTP 4 Naval Telecommunications Procedures
 3. SECNAV M-5216.5_ Secretary of the Navy Correspondence Manual
 4. SECNAVINST M-5510.30_ Dept of Navy Personnel Security Program
 5. SECNAVINST 5510.36_ Dept of the Navy Information and Personnel Security Program Regulations
 6. SECNAVINST M-5210.1 Records Management Manual
-

0180-SCTY-2002: Safeguard Personally Identifiable Information (PII)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: DL

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

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

PERFORMANCE STEPS:

1. Receive a request for disclosure.
2. Determine if personal information can be released.
3. Receive Privacy Act form, if required.
4. Extract information.
5. Effect release of information.
6. Document the release of information.
7. Maintain OPNAV Form 5211/9.
8. Comply with spillage/compromise of PII procedures, if required.

REFERENCES:

1. SECNAVINST 5510.36_ Dept of the Navy Information and Personnel Security Program Regulations
2. SECNAVINST 5211.5_ The Department Of Navy Privacy Act
3. MCO P5211.2_ Privacy Act of 1974

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

0180-SEPS-2001: Supervise humanitarian procedures

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

DESCRIPTION: A member may, in the case of severe hardship, request a temporary additional duty (TAD), transfer, early deactivation, or discharge for humanitarian reasons. Administrators assist the member in compiling the necessary documentation.

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and access to service records.

STANDARD: Ensuring the request contains 100% of required documentation and is submitted IAW MCO 1050.3_.

PERFORMANCE STEPS:

1. Review applicable directives.
2. Compile documentation to process request.
4. Forward endorsed request.
5. Coordinate with HQMC.
6. Track request.

REFERENCES:

1. MCO 1050.3_ Regulations for Leave, Liberty and Administrative Absence
 2. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
 3. MCO 1001R.1_ Marine Corps Reserve Administration Management Manual
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APPENDIX A

ACRONYMS AND ABBREVIATIONS

AA	administrative action
ACC	administrative clerk course
ADC	area distribution center
ADCON	administrative control
ADJ	Adjutant
ADP	automatic data processing
ADOS	Active Duty Operational Support
ADSW	active duty special work
ADT	active duty training
AFADBD	armed forces active duty base date
AIC	accounting identification code
AIS	automated information systems
AMCITS	American Citizens
AO	area of operations
AO	Approving Official
AOR	area of responsibility
APAC	advance personnel administrative chief course
APACS	Aircraft and Personnel Area Clearance System
APDS	all purpose date stamp
APES	Automated Performance Evaluation System
APO	Army Post Office
APS	Awards Processing System
AR	Active Reserve
ARCR	Annual Retirement Credit Report
ASR	Authorized Strength Report
AT	Annual Training
DAS	Basic Allowance for Subsistence
BAH	Basic Allowance for Housing
BIC	Billet Information Code
BIR	basic individual record
BTR	basic training record
BMOS	Billet Military Occupational Specialty
BCNR	Bureau of Corrections for Naval Records
CA	Convening Authority
CACO	Casualty Assistance Call Officer
CAC	common access card
CDPA	Central Design and Programming Activity
CertCom	Certificate of Commendation
CHART	Civilian Hiring and Recruitment Tool
CJCS	Chairman of the Joint Chiefs of Staff
CJCSI	Chairman of the Joint Chiefs of Staff instruction
CJCSM	Chairman of the Joint Chiefs of Staff manual
CMC	Commandant of the Marine Corps
CMCC	Classified Material Control Center
CMF	central master file
CMR	Consolidated Memorandum Receipt
CMRRB	Civilian Resource Management Review Board
CMS	COMSEC materials system
CO	commanding officer

COCOM Combatant Commander
COD collect on delivery
COLA Cost of Living Allowance
COMMARFOR Commander, Marine Corps Forces
COMMARFORLANT Commander, Marine Corps Forces, Atlantic
COMMARFORPAC Commander, Marine Corps Forces, Pacific
COMSEC communications security
CON conduct
CONGINT Congressional/Special Interest
CONUS Continental United States
COPE Custodian of Postal Effects
CRB Competency Review Board
CRCR Career Retirement Credit Report
CSP Career Sea Pay
CSR Consolidated Strength Report
CSR Command Staffing Report
CTZE Combat Tax Zone Exclusion
DFN Designated Foreign National
DISA Defense Information Systems Agency
DCIPS Defense Civilian Intelligence Personnel System
DCIPS Defense Casualty Information Processing System
DCP Directives Control Point
DCTB Date Current Tour Began
DEOCS Defense Equal Opportunity Climate Survey
DEERS Defense Enrollment Eligibility Reporting System
DES Disability Evaluation Reporting System
DIMHRS Defense Integrated Manpower Human Resource System
DISTLEARN distance learning
DFAS Defense Finance Accounting Service
DFR Diary Feedback Report
DLA dislocation allowance
DMM Domestic Mail Manual
DMS Defense Message System
DoD Department of Defense
DoDD Department of Defense directive
DoDI Department of Defense instruction
DoDFMR Department of Defense financial management regulations
DON Department of the Navy
DONCAF Department of the Navy Central Adjudication Facility
DOR Date of Rank
DR dental record
DRRS Defense Readiness Reporting System
DSR Deployment Status Report
DTAS Deployed Theatre Accountability System
DTMS Document Tracking Management System
DTOD Defense Table of Official Distances
DTP DoD Drug Testing Program
DTS Defense Travel System
EA Executive Agent
EAS End of Active Service
ECC End of Current Contract
EAD Extended Active Duty
EDA Estimated Date of Arrival
EDD Estimated Date of Departure
EDFR Electronic Diary Feedback Report
ELSIG electronic signature
EO Equal Opportunity

EOA Equal Opportunity Advisor
EPW Enemy Prisoner of War
ESGM Enlisted Staffing Goal Model
ETD Estimated Time of Delivery
EUCU End User Computer Equipment
FAP Fleet Assistance Program
FCG Foreign Clearance Guide
FMC Fleet Mail Center
FMF Fleet Marine Force
FMFM Fleet Marine Force manual
FHTNR Fleet Home Town News Release
FMCC future monitor command code
FMR financial management regulations
FPO Fleet Post Office
FSA Family Separation Allowance
FSGLI Family Service Member's Group Life Insurance
FY fiscal year
G-1 manpower or personnel staff officer
G-2 intelligence staff officer
G-3 operations staff officer
G-4 logistics staff officer
G-6 communications and information systems officer
GCM Good Conduct Medal
GEMS Global Enterprise Mail System
GPO Government Printing Office
GSA General Services Administration
GTCC Government Travel Charge Card
GTCCP Government Travel Charge Card Program
GTN Global Transportation Network
GTR Government Transportation Request
HDP Hardship Duty Pay
HFP Hostile Fire Pay
HQMC Headquarters, Marine Corps
HR health record
HRO Human Resources Office
HSAP Health Services Augmentation Program
IA individual augment
IAW in accordance with
IADT Incremental Active Duty Training
IDL International Date Line
IDT Inactive Duty Training
IHCA In Hands of Civilian Authorities
IHFA In Hands of Foreign Authorities
ID identification
IDL Internal Distribution List
IDP Imminent Danger Pay
IDT Inactive Duty Training
IFDTL Internet Forensics Drug Testing Laboratory
IIADT Incremental Initial Active Duty
IMA Individual Mobilization Augmentee
IMM International Mail Manual
IO Investigating Officer
IPAC Installation Personnel Administrative Center
IPP irregular parcels and pieces
IPP In Progress Payments
IRO Initial Review Officer
IRR Individual Ready Reserve

IRT Integrated Retail Terminal
JCS Joint Chiefs of Staff
JFTR Joint Federal Travel regulations
JMPA Joint Military Postal Activity (Atlantic or Pacific)
JP Joint Publication
JPERSTAT Joint Personnel Status
JPRA Joint Personnel Recovery Agency
JRC Joint Reception Center
JTF Joint Task Force
IA Individual Augments
LCM Leave and Earnings Statement
LES letter class mail
LOA letter of appreciation
LOD Line of Duty
LOI Letter of Instruction
LSSS Legal Services Support Section
LWAS Leave While Awaiting Separation
MACOM major command
MAGTF Marine Air-Ground Task Force
MAMAS Military Automated Mail Accounting System
MAO mail address only
MARDIV Marine Division
MARFOR Marine Corps Forces
MCB Marine Corps Base
MCC Monitor Command Code
MCCS Marine Corps Community Services
MCCSSS Marine Corps Combat Service Support Schools
MCM Manual for Courts-Martial
MCO Marine Corps Order
MCMEDS Marine Corps Medical Evaluation Disability System
MCMPS Marine Corps Mobilization Processing System
MCP Marine Corps Planning Process
MCPDS Marine Corps Publication Distribution System
MCP Marine Corps Publications Electronic Listing
MCWF Marine Corps Warfighting Publication
MCTFS Marine Corps Total Force System
MEF Marine Expeditionary Force
MEU Marine Expeditionary Unit
MEU(SOC) Marine Expeditionary Unit (special operations capable)
MIDAS Military and International Dispatch and Accountability System
MILSTAMP military standard transportation and movement procedure
MIS Manpower Information Systems
MISSA Manpower Information System Support Agency
MISSO Manpower Information System Support Office
MLG Marine Logistics Group
MMSB Manpower Management Support Branch
MO money order
MOB money order business
MOC Manpower Officer Course
MODIS Military Origin Destination Information System
MOID money order identification number
MOJT Managed On the Job Training
MOL Marine Online
MOM military ordinary mail
MOS Military Occupational Specialty
MPC military postal clerk
MPO Military Post Office

MPS Military Postal System
MPSA Military Postal Service Agency
MRImail routing instruction
MRO Marine Reported On
MROMedical Review Officer
MROWS Marine Reserve Order Writing System
MRTM manpower requirements tracking module
MSC Major Subordinate Command
MSE Major Subordinate Element
MSPF Maritime Special Purpose Force
MWR Morale, Welfare and Recreation
NAMALA Navy and Marine Corps Appellate Leave Activity
NATO North Atlantic Treaty Organization
NAVMC Navy and Marine Corps
NCIS Naval Criminal Investigative Service
NDEA Non-DTS Entry Agent
NEO Noncombatant Evacuation Operations
NIPRNET nonsecure internet protocol router network
NJP non-judicial punishment
NOK Next of Kin
NSPS National Security Personnel System
NOE Notice of Eligibility
NOK Next of Kin
OccFld occupational field
OCONUS Outside the Continental United States
ODSE Operational Data Storage Enterprise
ODTA Organizational Defense Travel Administrator
OHA Overseas Housing Allowance
OMM Official Mail Manager
OMPF Official Military Personnel File
OPCON operational control
OPFOR Operating Forces
OPLAN operations plan
OPNAV Office of the Chief of Naval Operations
OPORD operations order
OPT Operational Planning Team
OSP outside piece
OPREP Operations Report
OPSEC operations security
OQR Officer Qualification Record
PAC Personnel Administration Center
PAO Public Affairs Officer
PAR personnel action request
PAS Personnel Administration School
PB USPS Postal bulletin
PC postal clerk
PCA Permanent Change of Assignment
PCR Personnel Casualty Report
PCS Permanent Change of Station
PDRL Permanent Disability Retired List
PDS permanent duty station
PEB Physical Evaluations Board
PEBD Pay Entry Base Date
PERSTEMPO personnel tempo
PFO Postal Finance Officer
PII Personally Identifiable Information
PLEAD Place Entered Active Duty

PLMS Publications Library Management System
POC Personnel Officer Course
POM Postal Operations Manual
POP Postal Operations Plan
PNA postal net alert
PNOK Primary Next of Kin
PDMRA Post Deployment Mobilization Respite Absence
PRO proficiency
PS Postal Service
PSC Postal Service Center
PSD Personnel Support Detachment
PSP Personnel Security Program
PTAD Permissive Temporary Additional Duty
PVI postage validation imprinter
RBE Remain Behind Element
RC Reserve Component
RCT Reserve Counterpart Training
RED Record of Emergency Data
RFF Request for Forces
RIDT Rescheduled Inactive Duty Training
RLO Reserve Liaison Officer
RPA request for personnel action
RUC Reporting Unit Code
RU reporting unit
S-1 manpower or personnel staff officer
S-2 intelligence staff officer
S-3 operations staff officer
S-4 logistics staff officer
S-6 communications and information systems staff officer
SACO Substance Abuse Control
SDA Special Duty Assignment
SE Supporting Establishment
SECNAVINST Secretary of the Navy Instruction
SG staffing goal
SGLI Service Member's Group Life Insurance
SIPRNET secret internet protocol router network
SITREPS Situation Reports
SJA Staff Judge Advocate
SLDCADA Standard Labor Data Collection and Distribution Application
SMCR Select Marine Corps Reserve
SNCO Staff Noncommissioned Officer
SNM Subject Named Marine
SOP standing operating procedure
SORTS Status of Resources and Training System
SPA Secure Personnel Accountability
SPMAGTF Special-Purpose Marine Air-Ground Task Force
SRB service record book
SR service record
SSBI single-scope background investigation
SSIC Standard Subject Identification Code
SSM Single Service Manager
TACON tactical control
TAD Temporary Additional Duty
TDRL Temporary Disability Retired List
TFSMS Total Force Structured Management System
TLA temporary lodging allowance
TMR Timeliness Management Report

TMS Training Management System
TNPQ Temporarily Not Physically Qualified
T/O Table of Organization
TO&E Table of Organization and Equipment
TOECR Table of Organization and Equipment Change Request
TPFDD Time Phased Force Deployment Database
TTC Type of Transaction Code
TTISMM Transit Time Information System Military Mail
UA unauthorized absence
UCMJ Uniform Code of Military Justice
UDMIPS Unit Diary Manpower Integrated Personnel System
UIC Unit Identification Code
ULN Unit Line Number
UMC unit mail clerk
UMR unit mail room
UPB Unit Punishment Book
USMCR United States Marine Corps Reserve
USPS US Postal Service
WMD weapons of mass destruction
WWR Wounded Warrior Regiment
ZIP Zone Improvement Code

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APPENDIX B

TERMS AND DEFINITIONS

Terms in this glossary are subject to change as applicable orders and directives are revised. Terms established by Marine Corps orders or directives take precedence after definitions found in Joint Pub 1-02, DOD Dictionary of Military and Associated Terms.

A

After Action Review (AAR). A professional discussion of training events conducted after all training to promote learning among training participants. The formality and scope increase with the command level and size of the training evolution. For longer exercises, they should be planned for at predetermined times during an exercise. The results of the AAR shall be recorded on an after action report and forwarded to higher headquarters. The commander and higher headquarters use the results of an AAR to reallocate resources, reprioritize their training plan, and plan for future training.

C

Chaining. A process that enables unit leaders to effectively identify subordinate collective events and individual events that support a specific collective event. For example, collective training events at the 4000-Level are directly supported by collective events at the 3000-Level. Utilizing the building block approach to progressive training, these collective events are further supported by individual training events at the 1000 and 2000-Levels. When a higher-level event by its nature requires the completion of lower level events, they are "chained"; Sustainment credit is given for all lower level events chained to a higher event.

D

Deception. Those measures designed to mislead the enemy by manipulation, distortion, or falsification of evidence to induce the enemy to react in a manner prejudicial to the enemy's interests. (JP 1-02)

E

E-Coded Event. An "E-Coded" event is a collective T&R event that is a noted indicator of capability or, a noted Collective skill that contributes to the unit's ability to perform the supported MET. As such, only "E-Coded" events are assigned a CRP value and used to calculate a unit's CRP.

I

Individual Readiness. The individual training readiness of each Marine is measured by the number of individual events required and completed for the rank or billet currently held.

M

Marine Corps Combat Readiness and Evaluation System (MCCRES). An evaluation system designed to provide commanders with a comprehensive set of mission performance standards from which training programs can be developed; and through which the efficiency and effectiveness of training can be evaluated. The Ground T&R Program will eventually replace MCCRES.

O

Operational Readiness (OR). (DoD or NATO) OR is the capability of a unit/formation, ship, weapon system, or equipment to perform the missions or functions for which it is organized or designed. May be used in a general sense or to express a level or degree of readiness.

P

Performance Step. Performance steps are included in the components of an Individual T&R Event. They are the major procedures (i.e., actions) a Marine unit must accomplish to perform an individual event to standard. They describe the procedure the task performer must take to perform the task under operational conditions and provide sufficient information for a task performer to perform the procedure (may necessitate identification of supporting steps, procedures, or actions in outline form). Performance steps follow a logical progression and should be followed sequentially, unless otherwise stated. Normally, performance steps are listed only for 1000-Level individual events (those that are taught in the entry-level MOS school). Listing performance steps is optional if the steps are already specified in a published reference.

R

Readiness. (DoD) Readiness is the ability of U.S. military forces to fight and meet the demands of the national military strategy. Readiness is the synthesis of two distinct but interrelated levels: (a) Unit readiness--The ability to provide capabilities required by combatant commanders to execute assigned missions. This is derived from the ability of each unit to deliver the outputs for which it was designed. (b) Joint readiness--The combatant commander's ability to integrate and synchronize ready combat and support forces to execute assigned missions.

S

Section Skill Tasks. Section skills are those competencies directly related to unit functioning. They are group rather than individual in nature, and require participation by a section (S-1, S-2, S-3, etc).

T

Training Task. This describes a direct training activity that pertains to an individual Marine. A task is composed of 3 major components: a description of what is to be done, a condition, and a standard.

U

Unit CRP. Unit CRP is a percentage of the E-coded collective events that support the unit METL accomplished by the unit. Unit CRP is the average of all MET CRP.

W

Waived Event. An event that is waived by a commanding officer when in his or her judgment, previous experience or related performance satisfies the requirement of a particular event.

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APPENDIX C

REFERENCES

Chairman of the Joint Chiefs of Staff Manual (CJCSM)
CJCS 1301.01 Individual Augmentation Procedures
CJCSM 3150.13 Joint Reporting Structure-Personnel Manual

Department of Defense (DOD)

DoD 1400.25-M Department of Defense Civilian Personnel Manual (CPM)
DoD 4500.54-G Official Temporary Duty Travel Abroad
DoD 4525.8-M Department of Defense Official Mail Manual
DoD 4525.6-C Department of Defense Postal Supply Catalog
DoD 4525.6_H Department of Defense Mail Distribution Instructions and Labeling Handbook
DoD 4525.6-M Department of Defense Postal Manual
DoD 4525.32-R Military Standard Transportation and Movement Procedures
DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A, Military Pay Policy and Procedures - Active Duty and Reserve Pay

Department of Defense Directive (DODD)

DoD Directive 1241.1 Reserve Component Medical Care and Incapacitation Pay for Line of Duty Condition
DoD Directive 7730.65 Department of Defense Readiness Reporting System (DRRS)

Department of Defense Instruction (DODINST)

DoD Instruction 1241.2 Reserve Component Incapacitation System Management

Field Manual (FM)

FM 1-0 Human Resources Support

Fleet Marine Force Manual (FMFM)

FMFM 3-1 Command and Staff Action

Joint Publication (JP)

JP 1-0 Joint Doctrine for Personnel Support to Joint Operations
JP 3-07.5 Joint Tactics, Techniques, and Procedures for Noncombatant Evacuation

Judge Advocate General Instruction (JAGINST)

JAGINST 5800.7 Manual of the Judge Advocate General (JAGMAN)

Marine Administrative Message (MARADMIN)

MARADMIN 047/98 FY99 Reserve Lieutenant Colonel Selection Board
MARADMIN 497/00 Total Force Administration Quality Leadership Board (QLB) After Action

Marine Corps Bulletin (MCBUL)

MCBUL 1200 Marine Corps Bulletins 1200 Series

Marine Corps Order (MCO)

MCO P1000.6 Assignment, Classification, and Travel Systems Manual (ACTS)

MANUAL)

MCO 1000.8 Fleet Assistance Program (FAP)

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

MCO 1001.39_ Pre-Separation Counseling Concerning Marine Corps Reserve (MCR) Participation

MCO 1001.45_ Augmentation, Retention, and Return of Active Duty of Reserve Officers and Redesignation of Restricted Officers to Unrestricted Status

MCO 1001.52_ Active Reserve (AR) Support to the Reserve Component (RC)

MCO 1001R.54_ Marine Corps Reserve Incremental Initial Active Duty for Training (IIADT) Program

MCO 1001.59 Active Duty for Operational Support in support of the Total Force (ADOS)

MCO 1001.61 Policy and Procedures for Sourcing Personnel to Meet Individual Augmentation (IA) Requirements

MCO 1040.22 Naval Flight Officer (NFO) Program

MCO P1020.34_ Marine Corps Uniform Regulations

MCO P1040.31_ Enlisted Retention and Career Development Manual

MCO P1040R.35_ Marine Corps Reserve Career Planning Guide

MCO 1040.43_ Enlisted to Officer Commissioning Program

MCO P1050.3_ Regulations for Leave, Liberty and Administrative Absence

MCO 1050.16_ Appellate Leave Awaiting Punitive Separation

MCO P1070.12_ Individual Records Administration Manual (IRAM)

MCO P1080.20_ Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)

MCO P1080.33_ Manpower Information System Support Office Manual (MISSO Manual)

MCO P1080.39_ Administrative Instructions for Manpower Management System of Headquarters Marine Corps (AIMMS)

MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual (MCTFSPRIM)

MCO 1100R.76_ Active Reserve (AR) Career Recruiting Program

MCO 1130.53_ Enlistment Incentive Programs

MCO 1130.80_ Prior Service and Reserve Augmentation Enlistments into the Regular Marine Corps

MCO 1200.17_ Military Occupational Specialties Manual

MCO 1210.9 Supplementary MOS (SMOS) Program and Voluntary Lateral Move Program for Marine Officers

MCO 1220.5_ Enlisted Lateral Movement

MCO P1300.8_ Marine Corps Personnel Assignment Policy

MCO 1300.31_ Enlisted Classification and Assignment Documents

MCO 1306.16_ Conscientious Objectors

MCO 1320.11_ Personnel Sponsorship Program

MCO 1326.2_ Administration of Temporary Flight Orders

MCO 1326.5_ Marine Corps Web Orders Systems (WEB ORDERS)

MCO P1326.6_ Selecting, Screening and Preparing enlisted Marines for Special Duty Assignments and Independent Duties (SDAMAN)

MCO P1400.31_ Marine Corps Promotion Manual, Volume 1, Officer Promotions (MARCORPROMMAN VOL 1 OFFPROM)

MCO P1400.32_ Marine Corps Promotion Manual, Volume 2, Enlisted Promotions

MCO 1510.39_ Reserve Counterpart Training (RCT) Program

MCO 1550.4_ Management of the Defense Foreign Language Program

MCO 1550.26 Policies and Procedures Governing Marine Corps Institute (MCI) Training and Education Product Development

MCO 1560.15_ Marine Corps Enlisted Commissioning Education Program (MECEP)

MCO 1560.28_ Veteran's Educational Assistance Benefits

MCO 1580.7_ Interservice Training

MCO P1610.7_ Performance Evaluation System (PES)

MCO 1610.11_ Performance Evaluation Appeals

MCO 1620.3 Marine Corps Absentee and Deserter Apprehension Program

MCO 1630.3_ Operation and Administration of Holding Cells and Detention Space
MCO 1640.3_ Procedures for the Transfer of Marine Corps Prisoners
MCO P1640.4_ Marine Corps Correctional Custody Manual (CCM)
MCO 1640.6_ Marine Corps Corrections Program
MCO 1650.19_ Administrative and Issue Procedures for Decorations, Medals, and Awards
MCO 1700.22_ Alcohol Beverage Control in the Marine Corps
MCO 1700.23_ Request Mast
MCO P1700.27_ Marine Corps Community Services Policy Manual (MCCS POLICY MANUAL)
MCO 1740.13_ Family Care Plans
MCO P1741.8_ Government Life Insurance Manual
MCO P1741.11_ Survivor Benefit Plan (SBP)
MCO P1751.3_ Dependency Determination and Basic Allowance for Housing (BAH) Manual
MCO P1754.4_ Exceptional Family Member Program (EFMP SOP)
MCO 1754.6_ Marine Corps Family Team Building (MCFTB)
MCO 1754.8_ Marine for Life (M4L) Program
MCO 1770.2_ Notice of Eligibility (NOE) Benefits for Members of the Marine Corps Reserve
MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPSMAN)
MCO 3000.13_ Marine Corps Readiness Reporting Standard Operating Procedures
MCO P3000.13_ Marine Corps Status of Resources and Training System (SORTS)
MCO P3000.15_ Manpower Unit Deployment Program Standing Operating Procedures (MANPOWER UDP SOP)
MCO P3000.19_ Total Force Mobilization, Activation, Integration, and Deactivation Plan (MAID-P)
MCO 3040.4_ Marine Corps Casualty Procedures Manual (MARCORCASPROCMAN)
MCO 3302.1_ Marine Corps Antiterrorism Program
MCO 3500.20_ Marine Corps Parachuting and Diving Policy and Program Administration
MCO 3571.2_ Explosive Ordnance Disposal (EOD) Program
MCO 3574.2_ Marine Corps Combat Marksmanship Programs
MCO P4050.38_ Personal Effects and Baggage Manual
MCO 4420.4_ Department of Defense Activity Address Directory (DODAAD)
MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
MCO 4630.16_ Air Transportation Eligibility
MCO 4650.30_ Port Call Procedures Applicable to the Movement of Marine Corps - Sponsored Passenger Traffic between CONUS and Overseas Areas (Including Alaska and Hawaii) and Within and Between Overseas Areas
MCO P4650.37_ Marine Corps Travel Instructions Manual (MCTIM)
MCO 5000.14_ Marine Corps Administrative Procedures (MCAP)
MCO P5000.21_ Headquarters, Marine Corps Administrative Manual (HQADMINMAN)
MCO P5110.4_ The Marine Corps Official Mail Program
MCO P5110.6_ Marine Corps Unit Mailrooms and Distribution Centers Standard Operating Procedures (MARCORUMRSOP)
MCO 5040.6_ Marine Corps Readiness Inspections and Assessments
MCO 5210.11_ Records Management Program for the Marine Corps
MCO P5211.2_ The Privacy Act of 1974
MCO 5213.7_ Marine Corps Forms Management Program

MCO 5214.2_ Marine Corps Information Requirements (Reports) Management Program
MCO 5215.1_ Marine Corps Directives Management Program
MCO P5215.17_ Marine Corps Technical Publications System
MCO 5216.9_ HQMC Organization and Organization Codes
MCO 5216.16_ Proper Use of the Terms Reference and Enclosure

MCO 5216.19 Administrative Action (AA) Form NAVMC 10274 (Rev. 3-86)
MCO 5216.20 HQMC Supplement to the Department of the Navy (DON)
Correspondence Manual
MCO 5300.17 Marine Corps Substance Abuse Program
MCO 5311.1 Total Force Structure Process (TFSP)
MCO 5320.12 Precedence Level for Manning and Staffing
MCO P5354.1 Marine Corps Equal Opportunity (EO) Manual (Short Title:
EOM)
MCO P5510.6 Marine Corps Unit Mailrooms and Mail Distribution Centers
Standard Operating Procedures (MARCORUMRSOP)
MCO 5510.9 Security of Information for Public Release
MCO 5510.17 Policy for Handling and Safeguarding North Atlantic Treaty
Organization (NATO) Material
MCO P5510.18 United States Marine Corps Information and Personnel Security
Program Manual (MARINE CORPS IPSP)
MCO 5512.4 No-Fee Passports
MCO P5512.11 Identification Cards for Members of the Uniform Services, Their
Eligible Family Members, and Other Eligible Individuals
MCO 5600.20 Marine Corps Warfighting Publications System
MCO P5600.31 Marine Corps Publications and Printing Regulations
MCO 5740.2 OPREP-3SIR: Serious Incident Reports
MCO P5750.1 Manual for the Marine Corps Historical Program
MCO 5800.10 Return of Marine Corps Absentees and Deserters
MCO P5800.16 Marine Corps Manual for Legal Administration (LEGADMINMAN)
MCO 6000.1 Tricare Dental
MCO P6100.12 Marine Corps Physical Fitness Test and Body Composition Program
Manual
MCO 6320.2 Administration and Processing of Injured/Ill/Hospitalized Marines
MCO 7130.1 Issuance/Modification of Permanent Change of Station (PCS) Travel
Orders by Field Commands MCO 7220.21 Advance Pay Incident to Permanent
Change of Station (PCS)
MCO 7220.12 Special Duty Assignment (SDA) Pay Program
MCO 7220.24 Selective Reenlistment Bonus (SRB) Program
MCO 7220.44 Marine Corps Policy for Paying Marines under the Joint Uniform
Military Pay System/Manpower Management System (JUMPS/MMS)
MCO 7220.52 Foreign Language Proficiency Pay (FLPP) Program
MCO P7300.20 SABRS Financial Procedures
MCO P7301.104 Accounting Under the Appropriations "Military Personnel, Marine
Corps" and "Reserve Personnel, Marine Corps"
MCO 10110.47 Basic Allowance for Subsistence (BAS)
MCO P10120.28 Individual Clothing Regulations (ICR)
MCO 12000.10 Employment Protection for Certain Non-Appropriated Fund
Instrumentality Employees/Applicants
MCO P12000.11 Marine Corps Nonappropriated Fund Personnel Policy Manual
(Marine Corps NAF Personnel Policy Manual)
MCO 12301.1 Authority to Approve Extensions to the DoD 5-Year Overseas
Employment Limitation and Movements between Overseas Areas for Civilian
Employees
MCO P12304.1 Contractor Engineering and Technical Services Personnel Manual
MCO 12335.1 Merit Staffing Program
MCO 12410.21 Consolidated Civilian Career Training (CCCT) Program
MCO 12410.24 Civilian Leadership Development
MCO 12430.2 Performance Management Program
MCO 12451.2 Honorary Awards for Civilian Employees
MCO 12451.3 Time-Off Incentive Awards
MCO 12510.2 Civilian Workforce Management: Managing to Payroll
MCO 12515.1 Managing to Payroll

MCO 12610.1 Hazardous Weather Dismissal Policy
MCO 12620.1_ Flexitime/Compressed Work Schedule (CWS) Program
MCO 12630.1_ Voluntary Leave Transfer Program
MCO 12630.2_ Hours of Duty, Absence, and Leave
MCO 12630.3_ Family and Medical Leave
MCO 12711.1 Responsibility and Procedures for Handling Labor-Management Relations Matters in the Marine Corps
MCO 12713.6_ Equal Employment Opportunity Program
MCO 12713.8 Handicapped Individuals Program (HIP)
MCO 12720.3 Honorary Recognition for Achievement in Equal Employment Opportunity (EEO)
MCO 12771.2_ Grievance Procedure
MCO 12790.2_ Civilian Non-Appropriated Fund Instrumentality (NAFI) and Civilian Morale, Welfare Recreation (MWR) Activities
MCO 12792.1_ Drug-Free Workplace Program (DFWP) for Civilian Employees
MCO 12792.2 Department of the Navy Drug-Free Workplace Program (DFWP)
MCO 12920.1_ Management of Senior Executive Service (SES) and Other Senior Executive Positions in the Marine Corps

Marine Corps Warfighting Publications (MCWPs)

MCWP 1-12 Marine Corps Administration
MCWP 3-40.8 Marine Corps Componentcy
MCWP 5-1 Marine Corps Planning Process

Navy Marine Corps (NAVMC)

NAVMC 2691 Drill and Ceremonies Manual
NAVMC 2761 Catalog of Publications
NAVMC 2922 United States Marine Corps Unit Awards Manual

Office of the Chief of Naval Operations Instruction (OPNAVINST)

OPNAVINST 1710.7_ Department of the Navy Social Usage and Protocol Handbook
OPNAVINST 5112.6 Department of the Navy Postal Instructions
OPNAV M-5215.17 Navy Directives Issuance System
OPNAVINST 7220.4_ Flight Deck Hazardous Duty Incentive Pay (FDHDIP)

Secretary of the Navy Instructions (SECNAVINST)

SECNAVINST 1640._ Department of the Navy Corrections Manual
SECNAVINST 1650.1_ Navy and Marine Corps Awards Manual
SECNAVINST 1920.6_ Administrative Separation of Officers
SECNAVINST M-5210.1 Department of the Navy Records Management Program
SECNAV M-5210.2_ DON Standard Subject Identification Codes (SSIC) Manual
SECNAVINST 5212.5 Navy and Marine Corps Records Disposition Manual
SECNAVINST 5215.1_ Department of the Navy Directives Issuance System
SECNAVINST M-5215.1 Secretary of the Navy Directive Policy
SECNAVINST M-5216.5_ Department of the Navy Correspondence Manual
SECNAVINST 5510.30_ Department of the Navy Personnel Security Program (PSP) Instruction
SECNAVINST 5510.36_ Department of the Navy (DON) Information Security Program (ISP) Instruction
SECNAVINST 5720.44_ Department of the Navy Public Affairs Policy and Regulations
SECNAVINST 5724.3_ Instructions and Policy Concerning Fleet Home Town News Program
SECNAVINST 5730.5_ Procedures for the Handling of Naval Legislative Affairs and Congressional Relations
SECNAVINST 12430.4 Department of the Navy Performance Management Programs
SECNAVINST 12451.3 Department of the Navy Incentive Awards Program

Miscellaneous

AIRS 190 Equal Opportunity Checklist
AIS Users Manual
Automated Message Handling System (AMHS) User's Manual
DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay System Manual
(MCTFS APSM)
DFAS-KC 7220.45-R Bonds and Allotment Manual (B&A MANUAL)
DMM Domestic Mail Manual
DMS System Administration Manual
DON EBUSOPSOFFINST 4650.1_Policies and Procedures for the Administration And
Use of the Government Travel Charge Card
DTMO Website Defense Travel Management Office Website
www.defensetravel.dod.mil/Training/DTS/DLearning.cfm
GPO Style Manual Government Printing Office Style Manual, 2000 Edition
IMM International Mail Manual
JFTR NAVSO P-6034 Joint Federal Travel Regulations, Volume 1, Uniformed
Services Member
MCM Manual for Courts-Martial (current edition)
MCPDS UM Marine Corps Publications Distribution System Users Manual
MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions
Users Manual
MOL Users Manual Marine Online (MOL) Users Manual
NAVPERS 15607 Casualty Assistance Calls Officer Handbook
NTP 4 Naval Telecommunications Procedures
ODSE Users Manual Operational Data Storage Enterprise and Impromptu Users
Manual
POM Postal Operations Manual
UDS-1080-02 Unit Diary System (UDS) Users Manual
UM-OLDS Users Manual for the On-line Directory System
USN PLAD 1 United States Navy Message Address Directory
USPS F-1 Handbook United States Postal Service (USPS) Post Office Accounting
Procedures
USPS F-101 Handbook United States Postal Service (USPS) Field Accounting
Procedures
USPS Integrated Retail Terminal (IRT) Instructional Manual
USPS Notice 123 United States Postal Service (USPS) Ratefold (Postage Rates)
USPS Publication 247 United States Postal Service Material Management
Equipment and Supply Catalog
USPS Postal Bulletin 2XXXX Current United States Postal Service (USPS) Postal
USPS Postal Bulletin 22023 List of Lost or Stolen Money Orders Forms
USPS Postal Publication 223 United States Postal Service Directives and Forms
Catalog
USPS Poster 51 United States Postal Service (USPS) International Postal Rates
and Fees
www.deomi.org Defense Equal Opportunity Management Institute website
www.fcg.pentagon.mil Foreign Clearance Guide
10 USC Title 10 - Armed Forces