



DEPARTMENT OF THE NAVY  
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MCO 1200.15C  
C 469  
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MARINE CORPS ORDER 1200.15C

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MOS SYSTEM MODIFICATION PROCESS

Ref: (a) MCO 1200.17A  
(b) MCO 1200.13F  
(c) MCO 5311.1D  
(d) MCO P1000.6G

Encl: (1) Glossary of Terms  
(2) Sequence of the MOS System Modification Process and Staff Agency Responsibilities

1. Situation. To establish standard procedures to be followed by Service-Level agencies responsible for developing and managing manpower, training, and force structure requirements in making MOS system modifications and the coordinating actions necessary to update T/Os and manpower and training management plans, documents, and automated systems.

2. Cancellation. MCO 1200.15B.

3. Mission

a. Commander's Intent and Concept of Operations. Modification to the MOS system is a dynamic process that affects the Human Resource Development Process (HRDP), i.e. Total Force Structure Process (TFSP), Manpower, and Training Development Processes. MOS system modification requires a clear understanding of the process to produce timely and coordinated staff actions which in turn prevent erroneous classifications and assignment of personnel and unsynchronized modifications to T/Os, and manpower and training plans. MOS system modification, force structure changes, and manpower and training management are calibrated annually. Enclosure (1) explains terms used in the MOS system modification process.

(1) Commander's Intent. Figure (0-1) in the introduction to reference (a) provides direction for submitting proposed MOS system modifications. CG, Training and Education Command (TECOM), MCCDC (C 469) is the single point of contact for submitting all requests for MOS system changes. MOS system modifications result from changes to organizational requirements, identification of new or additional skill requirements, or as an outcome of the Marine Corps Front-End Analysis (FEA) Process outlined in reference (b). It is important to note that requests to change the MOS Manual are separate from T/O change requests (TOCR). However, MOS Manual changes that also require a change to the T/O must be submitted separately to CG TECOM (C 469) Director, Total Force Structure Division (TFSD), MCCDC (C 18).

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(2) Concept of Operations

(a) Annual revision of the MOS Manual will reflect coordinated changes to the Total Force Structure Management System (TFSMS) from which the Authorized Strength Report (ASR) is generated. It permits accurate manpower and training planning and management to occur. The complexity of related processes requires changes be initiated in out-years rather than the current year. Complex changes affecting T/Os, manpower and training planning require no less than 12-24 months. As stated in reference (c), TOCRs that change grade and MOS are normally made using future T/Os (three years out) to allow adjustment to manpower plans. Enclosure (2) provides a timetable for modifications.

(b) Per references (a) and (c), proposed primary MOSs must identify compensatory reductions in structure and personnel requirements by grade. Operating Forces, Supporting Establishment, and the HQMC Advocates must have an opportunity to comment on proposed changes.

(c) Enclosure (2) depicts the sequence of the MOS system modification process and staff action required to implement MOS system modifications. It illustrates the complexity, coordination, and detailed planning needed to successfully complete MOS system modifications. Discipline of the sequence must be maintained to obtain the desired result. Because of the significant time required to coordinate MOS Manual changes, all requests from OccFld managers, including supporting documentation as itemized in figure (0-1) of reference (a), must be submitted annually in final and fully developed form by approximately 1 September as announced separately.

(d) CG TECOM (C 469) will staff proposed changes internally and to HQMC agencies, including TFSD and M&RA, to determine supportability of personnel and training requirements generated by proposed modifications. The agencies will also evaluate personnel management changes projected to occur when the proposed modifications are implemented. Year of implementation will be determined during this time. Changes to the Manual will reflect only next FY requirements.

b. Subordinate Element Missions. Coordination between TECOM (C 469), TFSD (C 18), Deputy Commandant (DC), M&RA, OccFld managers, and other responsible HQMC agencies is essential for successful MOS system modifications. Coordination is improved by prior liaison by OccFld managers with TECOM (C 469), TFSD (C 18), and M&RA. Once submitted, proposed modifications are reviewed against authorized strength levels, related T/O changes, overall structure requirements, manpower plans and policies, and training requirements and capacity.

(1) Per reference (a), TOCRs submitted to TFSD (C 18) must also be requested through TECOM when an MOS Manual change is necessary. This is part of the complete package requirement for annual revision requests due 1 Sep as outlined in reference (a). TFSD must be assured that what is being requested and staffed as an MOS Manual change is identical to any TOCR sent separately to TFSD. The identical TOCR should be submitted to TECOM as part of the MOS Manual change request. No MOS Manual change request will be processed without a necessary TOCR. TFSD will not execute a TOCR directly from a requester until CG TECOM (C 469) either routes the MOS Manual change request

to them with the identical TOCR, or until TECOM concurs that no MOS Manual change is necessary. This procedure is critical to ensure that the MOS Manual will agree completely with requirements contained in TFSMS.

(2) When significant or nonconcurring responses are generated, CG TECOM (C 469) will forward or return staffing comments to the appropriate agencies for additional comments. When cognizant agencies disagree on a proposed modification, if necessary, CG TECOM (C 469) will chair a meeting of concerned parties to resolve differences. If differences cannot be resolved, CG MCCDC will make a final decision.

(3) This Revision describes the complicated MOS System Modification Process and is presented in its original format for ease of identifying process changes.

#### 4. Execution

##### a. CG TECOM (C 469)

(1) Maintain the MOS System and the MOS System Modification Process.

(2) Publish reference (a).

(3) Solicit and receive annual changes to the MOS Manual.

(4) When the changes do not require a change to the MOS System and MOS Manual, forward T/O structure changes received during the revision cycle directly to TFSD (C 18).

(5) Staff proposed MOS modifications to M&RA (MP, MM, MI, RA), TFSD, and TECOM internally as appropriate for comment. Staffing concerns include ensuring adherence to HRDP business rules, skill and service school requirements, grade shaping, update of MCTIMS, the Recruit Distribution Model (RDM), and that MCTFS and TFSMS preparation are in keeping with Marine Corps policies and needs, and that training pipelines and overhead costs are maintained at the most efficient level.

(6) After staffing is complete, send approval letters to requestors with copies to TFSD and M&RA.

(7) Coordinate and monitor the MOS System Modification Process, as presented in enclosure (2) and described herein, to ensure that all procedures are initiated and completed by the responsible agencies in a timely manner to keep the MOS Manual on its revision schedule.

(8) Provide MOS conversion/edit guidance to M&RA (MI/MM/MP) for updates to the Marine Corps Total Force System (MCTFS), Tables 01 and 04 and all Manpower planning and staffing models.

##### b. Director TFSD (C 18)

(1) Receive and develop TOCRs in support of MOS Manual changes for proposed changes, additions, and deletions to T/Os.

(2) Make final determination on the realignment of structure requirements and reallocation of structure savings, if applicable.

(3) Staff initial TOCRs that also require MOS modification to CG TECOM (C 469) for information. TECOM must be aware of such changes so that they may perform necessary staff actions with the requestor on behalf of the other HQMC agencies involved.

(4) Prior to final validation of T/O changes in the system, obtain confirmation that corresponding MOS Manual change requests from OccFld managers have either been staffed by TECOM or are not required.

(5) Modify TFSMS prior to the February ASR to reflect MOS conversions.

c. DC M&RA

(1) During staffing of proposed MOS modifications, provide comments to include information about the impact of proposed modifications on personnel assignments, indications of ability to build sufficient inventory of qualified personnel to assign new MOSs based on established requirements, compliance with grade shaping standards, and significance of proposed compensatory reductions of personnel billets from other MOSs. (MP and MM)

(2) Modify reference (d) as necessitated by approved MOS system modifications. (MI)

(3) During staffing analyze proposed MOS modifications, identify pay related affects of proposed changes, and prepare for appropriate administrative actions to implement MOS Manual changes then update MCTFS with approved changes. (MI)

d. OccFld Managers

(1) Submit TOCRs to TFSD (C 18) for development prior to submitting MOS change requests to TECOM.

(2) Submit formal requests to change the Marine Corps Occupational System to CG TECOM (C 469) as indicated in paragraph 0004 of reference (a) including identical supporting TOCRs as previously coordinated and submitted to TFSD (C 18) that have been fully developed with TFSD oversight by approximately 1 September as announced separately.

(3) Monitor approved MOS modifications after they are implemented to ensure they accomplish stated objectives.

(4) Maintain liaison with all involved in approved MOS modifications to ensure accurate and timely dissemination of information to all concerned.

5. Administration and Logistics. Reference (a) will be effective annually on 15 April. Changes to records of individual Marines will be announced by separate MARADMIN by CG TECOM to include implementation dates, usually 1 October. Recommended modifications may be submitted at any time but no later than 1 September to enable actions necessary for approval and

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publication in the next revision of reference (a). Implementation of modifications will occur through the manpower planning cycle.

6. Command and Signal

- a. Command. This Order is applicable to the Marine Corps Total Force.
- b. This Order is effective the date signed.



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GLOSSARY OF TERMS

1. Accession Plan. A manpower plan developed by DC M&RA (MP) and executed by CG Marine Corps Recruiting Command. It identifies entry-level recruiting requirements by fiscal year for Program Enlisted For (PEF), gender, and regular and reserve component.
2. Front-End Analysis (FEA). Conducted by CG TECOM. A systematic job/task analysis based on direct input from individual billet holders to identify job performance requirements in which MOSs are analyzed for validity, structure, and training.
3. Human Resources Development Process (HRDP). Process owner is DC M&RA. The overall process of building and maintaining a sufficient inventory of Marines to meet Marine Corps organizational requirements.
4. Marine Corps Total Force System (MCTFS). Managed by DC M&RA (MI). The single, integrated, automated personnel and pay system supporting both Active and Reserve components of the Marine Corps.
5. MOS Manual. MCO 1200.17A, Military Occupational Specialties Manual, sponsored by CG TECOM. Presents the occupational system and information that enables the Marine Corps to carry out its assigned mission to organize, classify, train, assign, and manage the force.
6. MOS Manager. The Commandant's subject matter expert on a specific MOS who advises the Commandant on derivation of capabilities and force structure; and who serves as a technical advisor to an Occupational Field (OccFld) manager by assisting in the classification, training, and career progression of personnel within an MOS. MOS managers will be overseen by OccFld managers.
7. MOS System. The system of four digit numbers found in the MOS Manual. Each MOS describes the skills, prerequisites, and training for billets requiring the unique capabilities of that MOS as found on T/Os; also an identifying number used by manpower planners and managers to describe and identify the skills and duties of a particular Marine or group of Marines capable of performing to the standard required by rank of a corresponding billet.
8. MOS Tables. Tables of valid MOSs and grade ranges in MCTFS that filter all unit diary entries to ensure accuracy.
9. Occupational Field (OccFld). Functional areas of similar skills, knowledge, or application or management requirements.
10. Occupational Field (OccFld) Manager. The principal point of contact between the Commandant and the total force with regard to capabilities and force structure, intended structure changes, training, and unique operational considerations pertaining to a specific OccFld. OccFld managers are assigned purview over one or a group of OccFlds and their respective MOSs.

11. Primary MOS (PMOS). Identifies the primary occupational classification of a Marine. Marines are managed in their PMOS, and changes are not authorized to an individual Marine's PMOS without approval from CMC (MM).
12. Total Force Structure Division (TFSD). For purposes of the MOS Manual, TFSD is the owner of the Total Force Structure Process (TFSP) which fulfills the Marine Corps Title 10 requirements to accomplish its Mission Essential Tasks (METs). TFSP is supported by the Total Force Structure Management System (TFSMS). TFSD publishes the Authorized Strength Report (ASR), a TFSMS product, in February and August. The MOS Manual annual revision is synchronized with the February ASR.
13. Table of Organization and Equipment (T/O&E). A report which contains the organizational mission statement, detailed manpower, and equipment requirements and authorizations for the organization to perform its mission.
14. T/O&E Change Request (TOECR). Request to modify any data element in TFSMS. Referred to as TOCR for purposes of the MOS Manual to avoid submitting equipment requirements to TECOM.
15. Training Development Process (TDS). The Marine Corps application of the Systems Approach to Training (SAT). Training needs are assessed for validity. If validated, the need is analyzed and a training skill requirement is developed. Training solutions are then designed and developed to meet the requirement. As training is implemented, it is evaluated for effectiveness and efficiency to achieve improvements and to determine if it is producing the stated requirement.

Sequence of the MOS System Modification Process and Staff Agency  
Responsibilities

The following describes the MOS System Modification Process within the context of the Human Resources Development Process (HDRP) and Total Force Structure Process (TFSP) for one complete cycle without duplication for overlapping cycles. The final coordinating deadline, 1 September, is emphasized to ensure all MOS Manual changes that also require T/O changes must be submitted to CG, Training and Education Command (TECOM) (C 469). The request must include fully developed supporting documentation as shown in figure (0-1) of the Introduction to the MCO 1200.17A. No T/O change request (TOCR) will be approved in TFSMS until it has been coordinated and approved or concurred in as appropriate by TECOM.

July

1. CG TECOM (C 469) solicits and reminds OccFld managers of the **September** deadline for submitting recommended MOS system modifications.
2. Dir TFSD (C 18) closes TFSMS.

August

1. Dir TFSD (C 18) publishes Authorized Strength Report (ASR).

September

1. OccFld Managers - 1 September or as announced - deadline to submit proposed MOS system modifications for the next April MOS Manual revision to CG MCCDC (C 469). Instructions for submitting modifications are contained in paragraph 0004.2 of MCO 1200.17A.
2. CG TECOM (C 469) reviews proposed modifications ensuring that:
  - a. The proposal is complete including justification and a fully developed TOCR (if needed).
  - b. The proposed MOS Manual data elements are accurate.
3. Dir TFSD (C 18) reopens TFSMS for changes.

October

1. CG TECOM (C 469) staffs the proposed MOS system modifications including fully developed TOCRs (if needed) for comments and/or concurrence internally and externally as appropriate to CG MCCDC (C 18), DC M&RA (MM/MP), and cognizant OccFld manager for information or when recommended change is submitted from outside HQMC.

November

1. CG TECOM (C 469) reviews the staffing comments and resolves supportability conflicts and nonconcurrences.

December

1. CG TECOM (C 469)

a. Provides the MOS conversion table and guidance to TFSD for review and coordinating copy to DC M&RA (MIF and MPP) for information.

b. Provides approval letters with extract of draft MOS Manual showing the modifications - copies to DC M&RA (MM/MP); Dir TFSD (C 18); and within the various branches of TECOM as appropriate.

2. Dir TFSD (C 18) returns the MOS conversion table and guidance and provides recommended revisions to CG TECOM (C 469) - coordinating copy to MIF and MPP.

January

1. CG TECOM (C 469) prints and distributes the draft MOS Manual to HQMC staff agencies for final review. Comments and/or concurrence are returned to CG TECOM (C 469).

2. Dir TFSD (C 18) closes TFSMS.

February

1. Dir TFSD (C 18) publishes ASR.

2. CG TECOM (C 469)

a. Conducts final coordination meeting for MOS Manual.

b. Submits final MOS Manual conversion table to DC M&RA so that MM, MIO, and MP can make the necessary program changes.

c. Submits draft MOS Manual to CMC (ARDE) for review in MCEITS.

d. Submit the MOS Chart to CMC (ARDE) for publication.

3. DC M&RA (MI) provides MCTFS data to the TCO Kansas City, MO.

March

1. CMC (ARDE) returns the approved draft MOS Manual to TECOM (GTB).

2. CG TECOM (C 46) signs revised MOS Manual and returns to ARDE for publication.

3. Dir TFSD (C 18) reopens TFSMS for changes.

April

1. CMC (ARDE) publishes the MOS Manual on the HQMC website.
2. CMC (ARDE) MOS Chart is published and distribution made to field commands. Users must receive prior to 1 May.
3. CG TECOM (C 469)
  - a. Submits required DoD report of MOS system modifications to Defense Manpower Data Center, 1600 Wilson Blvd., Suite 400, Arlington, VA 22209-2593. A copy is also sent to DC M&RA (MIF). Marine Corps Report Control Symbol DD-1200-02 [External RCS PR(AR)959] applies. MCO 1200.17A provides specific instruction.
  - b. Publishes MOS changes MARADMIN.
  - c. Conducts Training Input Plan (TIP) conference.
4. DC M&RA (MP) prepares manpower plans.

July

1. CG TECOM (C 475)
  - a. Submits USMC quota requirements for other Service schools.
  - b. Publish Training Quota Memoranda (TQM) for visibility of school seats in MCTIMS.

August

1. CG TECOM publishes MOS change implementation MARADMIN.

September

1. DC M&RA (MI) updates MCTFS.

October

1. CG MCRC executes Accession Plan.
2. Changes from MOS Manual and MARADMIN become effective.
3. CG TECOM - First possible opportunity for formal schools to receive students to support new entry-level MOSSs.