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Subj: RECRUITING AND RETENTION TRAINING AND READINESS (T&R) MANUAL

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(f) MCRP 3-0B  
(g) MCO 1553.2B

1. Purpose. Per reference (a), this T&R Manual establishes required training standards, regulations, and policies regarding the training of Marines in the Recruiting and Retention occupational field.

2. Cancellation. NAVMC 3500.71A

3. Scope

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

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

4. Information. Commanding General (CG), Training and Education Command (TECOM) will update this T&R Manual as necessary to provide current and relevant training standards to commanders. All questions pertaining to the Marine Corps Ground T&R Program and Unit Training Management should be

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directed to: CG, TECOM (Ground Training Division C 469), 1019 Elliot Road,  
Quantico, VA 22134.

5. Command. This Manual is applicable to the Marine Corps Total Force.

6. Certification. Reviewed and approved this date.

  
R. C. FOX  
By direction

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RECRUITING AND RETENTION T&R MANUAL

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RECRUITING AND RETENTION T&R MANUAL

CHAPTER 1

OVERVIEW

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## RECRUITING AND RETENTION T&R MANUAL

### CHAPTER 1

#### OVERVIEW

##### 1000. INTRODUCTION

1. The T&R Program is the Corps' primary tool for planning, conducting and evaluating training and assessing training readiness. Subject matter experts (SMEs) from the operating forces developed core capability Mission Essential Task Lists (METLs) for ground communities derived from the Marine Corps Task List (MCTL). This T&R Manual is built around these METLs and other related Marine Corps Tasks (MCT). All events contained in the manual relate directly to these METLs and MCTs. This comprehensive T&R Program will help to ensure the Marine Corps continues to improve its combat readiness by training more efficiently and effectively. Ultimately, this will enhance the Marine Corps' ability to accomplish real-world missions.

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

3. The T&R Manual is designed for use by unit commanders to determine pre-deployment training requirements in preparation for training and for Formal Learning Centers and Training Detachments to create courses of instruction. This directive focuses on individual and collective tasks performed by operating forces (OPFOR) units and supervised by personnel in the performance of unit Mission Essential Tasks (METs).

##### 1001. UNIT TRAINING

1. The training of Marines to perform as an integrated unit in combat lies at the heart of the T&R program. Unit and individual readiness are directly related. Individual training and the mastery of individual core skills serve as the building blocks for unit combat readiness. A Marine's ability to perform critical skills required in combat is essential. However, it is not necessary to have all individuals within a unit fully trained in order for that organization to accomplish its assigned tasks. Manpower shortfalls, temporary assignments, leave, or other factors outside the commander's control, often affect the ability to conduct individual training. During these periods, unit readiness is enhanced if emphasis is placed on the individual training of Marines on-hand. Subsequently, these Marines will be mission ready and capable of executing as part of a team when the full complement of personnel is available.

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

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

#### **1002. UNIT TRAINING MANAGEMENT**

1. Unit Training Management (UTM) is the application of the Systems Approach to Training (SAT) and the Marine Corps Training Principles. This is accomplished in a manner that maximizes training results and focuses the training priorities of the unit in preparation for the conduct of its wartime mission.

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

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

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

#### **1003. SUSTAINMENT AND EVALUATION OF TRAINING**

1. The evaluation of training is necessary to properly prepare Marines for combat. Evaluations are either formal or informal, and performed by members

of the unit (internal evaluation) or from an external command (external evaluation).

2. Marines are expected to maintain proficiency in the training events for their MOS at the appropriate grade or billet to which assigned. Leaders are responsible for recording the training achievements of their Marines. Whether it involves individual or collective training events, they must ensure proficiency is sustained by requiring retraining of each event at or before expiration of the designated sustainment interval. Performance of the training event, however, is not sufficient to ensure combat readiness. Leaders at all levels must evaluate the performance of their Marines and the unit as they complete training events, and only record successful accomplishment of training based upon the evaluation. The goal of evaluation is to ensure that correct methods are employed to achieve the desired standard, or the Marines understand how they need to improve in order to attain the standard. Leaders must determine whether credit for completing a training event is recorded if the standard was not achieved. While successful accomplishment is desired, debriefing of errors can result in successful learning that will allow ethical recording of training event completion. Evaluation is a continuous process that is integral to training management and is conducted by leaders at every level and during all phases of planning and the conduct of training. To ensure training is efficient and effective, evaluation is an integral part of the training plan. Ultimately, leaders remain responsible for determining if the training was effective.

3. The purpose of formal and informal evaluation is to provide commanders with a process to determine a unit's/Marine's proficiency in the tasks that must be performed in combat. Informal evaluations are conducted during every training evolution. Formal evaluations are often scenario-based, focused on the unit's METs, based on collective training standards, and usually conducted during higher-level collective events. References (a) and (f) provide further guidance on the conduct of informal and formal evaluations using the Marine Corps Ground T&R Program.

#### 1004. ORGANIZATION

1. T&R Manuals are organized in one of two methods: unit-based or community-based. Unit-based T&R Manuals are written to support a type of unit (Infantry, Artillery, Tanks, etc.) and contain both collective and individual training standards. Community-based are written to support an Occupational Field, a group of related Military Occupational Specialties (MOSs), or billets within an organization (EOD, NBC, Intel, etc.), and usually only contain individual training standards. T&R Manuals are comprised of chapters that contain unit METs, collective training events (CTE), and individual training events (ITE) for each MOS, billet, etc.

2. The Recruiting and Retention T&R Manual is a community-based manual comprised of nine chapters. Chapter 2 contains a statement regarding the Mission Essential Tasks List. Chapter 3 contains collective events. Chapters 4 thru 9 contain individual events.

**1005. T&R EVENT CODING**

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

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

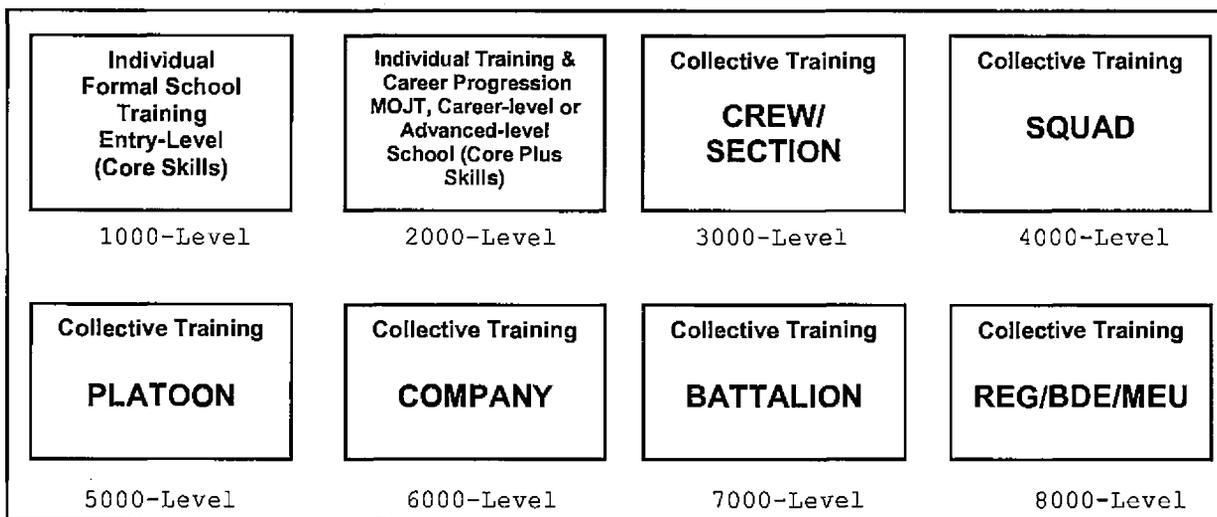


Figure 1: T&R Event Levels

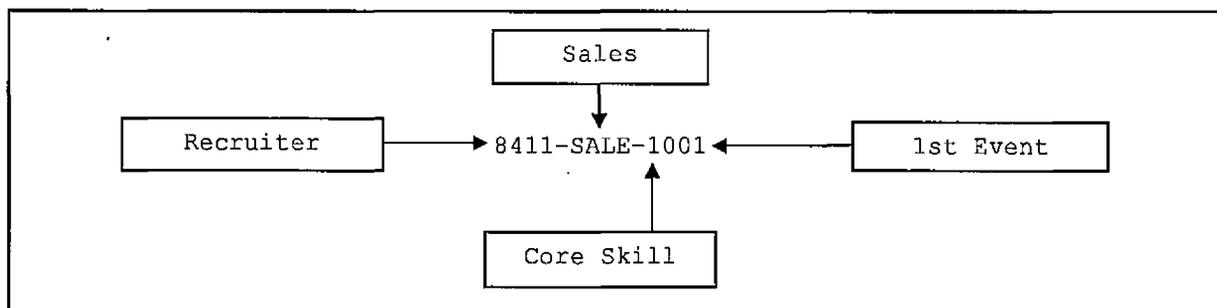


Figure 2: T&R Event Coding

**1006. EVALUATION-CODED (E-CODED) EVENTS**

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

evaluation of unit performance in these events is recommended because of their value in assessing combat readiness. Only E-Coded events are used to calculate CRP for each MET.

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

#### **1007. COMBAT READINESS PERCENTAGE**

1. The Marine Corps Ground T&R Program includes processes to assess readiness of units and individual Marines. Every unit in the Marine Corps maintains a basic level of readiness based on the training and experience of the Marines in the unit. Even units that never trained together are capable of accomplishing some portion of their missions. Combat readiness assessment does not associate a quantitative value for this baseline of readiness, but uses a "Combat Readiness Percentage", as a method to provide a concise descriptor of the recent training accomplishments of units and Marines.

2. Combat Readiness Percentage (CRP) is the percentage of required training events that a unit or Marine accomplishes within specified sustainment intervals.

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

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

#### **1008. CRP CALCULATION**

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

2. Unit CRP increases after the completion of E-Coded events. The number of E-Coded events for the MET determines the value of each E-Coded event. For example, if there are 4 E-Coded events for a MET, each is worth 25% of MET

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

For Example:

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

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

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

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

#### 1009. T&R EVENT COMPOSITION

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

a. Event Code (see Sect 1005). The event code is an up to 4-4-4 character set. For individual training events, the first four characters indicate the occupational function. The second up to four characters indicate functional area (PLAN = 1, OPER = 5, PROT = 8, etc.). The third four characters are simply a numerical designator / sequence for the event.

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

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

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

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

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

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

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

(1) "Formal" - When the Initial Training Setting of an event is identified as "FORMAL" (formal school), the appropriate formal school or training detachment is required to provide initial training in the event. Conversely, formal schools and training detachments are not authorized to provide training in events designated as Initial Training Setting "MOJT" or "DL." Since the duration of formal school training must be constrained to optimize Operating Forces' manning, this element provides the mechanism for Operating Forces' prioritization of training requirements. For formal schools and training detachments, this element defines the requirements for content of courses.

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

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

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

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

k. Standard. The standard indicates the basis for judging effectiveness of the performance. It consists of a carefully worded statement that identifies the proficiency level expected when the task is performed. The standard provides the minimum acceptable performance parameters and is strictly adhered to. The standard for collective events is general, describing the desired end-state or purpose of the event. While the standard for individual events specifically describe to what proficiency level in terms of accuracy, speed, sequencing, quality of performance, adherence to procedural guidelines, etc., the event is accomplished.

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

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

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

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

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

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

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

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

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

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

#### **1010. CBRN TRAINING**

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

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

#### **1011. NIGHT TRAINING**

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

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

#### **1012. OPERATIONAL RISK MANAGEMENT (ORM)**

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

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

Sailors/Marines and leaders. Further guidance for ORM is found in references (b) and (d).

#### **1013. APPLICATION OF SIMULATION**

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

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

#### **1014. MARINE CORPS GROUND T&R PROGRAM**

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

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

RECRUITING AND RETENTION T&R MANUAL

CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

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

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CHAPTER 3

COLLECTIVE EVENTS

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RECRUITING AND RETENTION T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

**3000. PURPOSE.** This chapter includes all collective events for Marine Corps Recruiting Command. A collective event is an event that a trained Marine Corps Recruiting Command element (RS) would accomplish. Each collective event is composed of an event title, event description, condition, and standard. Accomplishment and proficiency level required of component events are determined by the event standard.

**3001. ADMINISTRATIVE NOTES.** T&R events are coded for ease of reference. Each event has a 4-4-4 character/digit identifier.

a. The first four characters represent the community. This chapter contains the following community code.

RCTR - Recruiting

b. The second four characters represent the functional or duty area. This chapter contains the functional area listed below.

RS - Recruiting Station

c. The last four digits represent the level (4000) and sequence number (4001-4999) of the event. The recruiting collective event is a 4000 RS level event.

3002. INDEX OF COLLECTIVE EVENTS BY LEVEL

4000-LEVEL		
Event Code	Event	Page
RCTR-RS-4001	Conduct command matrix meeting	3-4

3003. 4000 LEVEL-EVENTS

RCTR-RS-4001: Conduct command matrix meeting

SUPPORTED MET(S): None

EVALUATION-CODED: NO                      SUSTAINMENT INTERVAL: 1 month

CONDITION: Given a mission, reports, and the reference.

STANDARD: To develop the Command Group Action Plan.

EVENT COMPONENTS:

1. Analyze data.
2. Develop matrix.
3. Set priorities.
4. Create plan.
5. Submit plan.

REFERENCE:

1. Volume III Guidebook for RS Operations
-

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CHAPTER 4

MOS 4821 INDIVIDUAL EVENTS

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RECRUITING AND RETENTION T&R MANUAL

CHAPTER 4

MOS 4821 INDIVIDUAL EVENTS

**4000. PURPOSE.** This chapter details the individual events that pertain to the Career Planner Community, Primary Military Occupational Specialty 4821. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

**4001. 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. 4821-ADMN-2001. This chapter utilizes the following methodology:

a. The first four characters represent the occupational field or community. This chapter contains the following community code.

4821 - Career Planner

b. The second four characters represent the functional or duty area (e.g., ADMN - Administration). Functional areas for Career Planners are:

ADMN - Administration  
COMM - Communications  
INTV - Interview Process  
RESV - Reserve Marines

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

2000 - Core plus skills (training received upon initial assignment of PMOS 4821)  
2500 - Advanced Core plus skills (career or skills progression training for PMOS 4821)  
2900 - HQMC Career Planner Manager skills

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 Career Planner PMOS 4821 tasks.

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4003. 2000-LEVEL EVENTS

4821-ADMN-2001: Complete a reenlistment contract

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 4821

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the Total Force Retention System, the references, and a Marine with an authority to reenlist.

STANDARD: Ensuring the form is completed without error and in accordance with MCO 1040.31\_, the Enlisted Retention and Career Development Program, and MCO 1040R.35\_, Reserve Career Retention and Development Manual.

PERFORMANCE STEPS:

1. Review the references.
2. Explain the purpose of a reenlistment.
3. Explain the types of reenlistments.
4. Validate information on the authority to reenlist.
5. Complete the contract.
6. Process the completed contract.
7. Ensure proper distribution of paperwork.

REFERENCES:

1. MCO 1040.31\_ Enlisted Retention and Career Development Program
  2. MCO P1040R.35\_ Marine Corps Reserve Career Planning and Retention Manual
  3. MCO P1070.12\_ Marine Corps Individual Records Administration Manual (IRAM)
- 

4821-ADMN-2002: Complete a special duty assignment screening checklist

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 4821

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the Total Force Retention System and a requirement to screen a Marine.

STANDARD: So that each required block of the checklist is completed without error.

PERFORMANCE STEPS:

1. Review the references.
2. Identify responsibilities.

3. Explain noncompliance.
4. Complete the Commanding Officer's Screening/Interview Guide.
5. Recertify the Commanding Officer's Screening/Interview Guide.
6. Ensure proper distribution of paperwork.

**REFERENCE:**

1. MCO P1326.6\_ Selecting, Screening and Preparing Enlisted Marines for Special Duty Assignments and Independent Duties
- 

**4821-ADMN-2003:** Complete a statement of service (SOS)

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 6 months

**MOS PERFORMING:** 4821

**GRADES:** SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a service record book (SRB) and all supporting documents.

**STANDARD:** So that all periods of credible service are accurately accounted for.

**PERFORMANCE STEPS:**

1. Review the references.
2. Compute periods of service.
3. Complete the required form.
4. Submit form.

**REFERENCES:**

1. MCO P1080.40 Marine corps Total Force Reporting Instructions Manual (MCTFSPRIM)
  2. MCO P1900.16\_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
  3. DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR)
  4. Marine Corps Total Force User Guide
- 

**4821-ADMN-2004:** Complete an extension of enlistment

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 6 months

**MOS PERFORMING:** 4821

**GRADES:** SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given access to the Total Force Retention System, the references, and the current version of NAVMC 321a Form.

**STANDARD:** Without error and in an accordance with MCO 1040.31\_, the Enlisted Retention and Career Development Program, and MCO 1040R.35\_, Reserve Career Retention and Development Manual.

**PERFORMANCE STEPS:**

1. Review the references.
2. Complete the form.
3. Process the completed extension.
4. Ensure proper distribution of paperwork.

**REFERENCES:**

1. MCO 1040.31\_ Enlisted Retention and Career Development Program
  2. MCO P1040R.35\_ Marine Corps Reserve Career Planning and Retention Manual
- 

**4821-ADMN-2005:** Complete selective reenlistment bonus (SRB) program documents

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 6 months

**MOS PERFORMING:** 4821

**GRADES:** SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given access to the Total Force Retention System and an eligible Marine.

**STANDARD:** Without error so that each eligible Marine receives the authorized amount.

**PERFORMANCE STEPS:**

1. Review the references.
2. Calculate the bonus amount.
3. Process the required documents for payment.
4. File the documents.
5. Verify payment received.

**REFERENCES:**

1. DoDFMR 7000.14-R Department of Defense Financial Management Regulations (DoDFMR)
  2. MCO 7220.24 Selective Reenlistment Bonus Program
  3. Current Retention Guidelines MARADMIN
  4. Current Selective Reenlistment Bonus Program MARADMIN
- 

**4821-ADMN-2006:** Conduct a reenlistment ceremony

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 6 months

**MOS PERFORMING:** 4821

**GRADES:** SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given appropriate certificates, venue, and required personnel.

STANDARD: So that an appropriate, meaningful ceremony is conducted in accordance with the Marine's desires and within the time frame outlined in the authority.

PERFORMANCE STEPS:

1. Review the references.
2. Prepare required documents.
3. Prepare for ceremony.
4. Present certificate to appropriate personnel.

REFERENCES:

1. MCO 1040.31\_\_ Enlisted Retention and Career Development Program
  2. MCO P1040R.35\_\_ Marine Corps Reserve Career Planning and Retention Manual
- 

4821-ADMN-2007: Process a Reenlistment Extension Lateral Move (RELM) request

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 4821

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the Total Force Retention System and a Marine with a request requiring submission to Headquarters Marine Corps.

STANDARD: So that every required block is completed and without error.

PERFORMANCE STEPS:

1. Review the references.
2. Determine the type of request.
3. Verify Marine meets all pre-requisites for retention.
4. Complete the routing process.
5. Track RELM request to completion.
6. Take corrective action, as required.
7. File completed RELM request.

REFERENCES:

1. MCO 1040.31\_\_ Enlisted Retention and Career Development Program
  2. MCO P1040R.35\_\_ Marine Corps Reserve Career Planning and Retention Manual
  3. MCO 1200.17\_\_ MOS Manual
  4. MCO 1220.5\_\_ Enlisted Lateral Movement
  5. Current Retention Guidelines MARADMIN
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4821-ADMN-2008: Process a lump sum leave (LSL) request

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 4821

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Marine who is eligible to sell back leave.

STANDARD: Without error so that the Marine receives the authorized amount.

PERFORMANCE STEPS:

1. Review the references.
2. Determine eligibility to sell back leave.
3. Calculate lump sum leave amount.
4. Process required documents for payment.

REFERENCES:

1. DoDFMR 7000.14-R Department of Defense Financial Management Regulations (DoDFMR)
  2. MCO 1040.31\_ Enlisted Retention and Career Development Program
  3. MCO P1040R.35\_ Marine Corps Reserve Career Planning and Retention Manual
- 

4821-COMM-2001: Brief Command on the Retention Program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 4821

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the Total Force Retention System and a requirement.

STANDARD: In accordance with the current communications guide.

PERFORMANCE STEPS:

1. Review the references.
2. Create awareness.
3. Conduct strategic planning.
4. Conduct brief(s).
5. Update command read board, if applicable.
6. Conduct follow up.

REFERENCE:

1. Marine Corps Communication and Consulting (MC3) Package
2. MCO 1040.31\_ Enlisted Retention and Career Development Program
3. MCO P1040R.35\_ Marine Corps Reserve Career Planning and Retention Manual

4. Current Retention Guidelines MARADMIN
  5. NAVMC 1553.1 Systems Approach to Training User Guide
  6. Effective Communications Skills (ECS) Package
  7. Public Speaking Forum (PSF) Package
- 

4821-COMM-2002: Conduct canvassing

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 4821

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: Promoting awareness of the career planning program, establishing rapport with the command, ensuring all Marines in the command can readily identify their Career Planner, and to conduct interviews.

PERFORMANCE STEPS:

1. Review the references.
2. Prepare for canvassing.
3. Conduct site visit(s).
4. Talk to Marines.
5. Record results.
6. Schedule follow up interview(s).

REFERENCES:

1. MCO 1040.31\_ Enlisted Retention and Career Development Program
  2. MCO P1040R.35\_ Marine Corps Reserve Career Planning and Retention Manual
  3. Marine Corps Communication and Consulting (MC3) Package
- 

4821-INTV-2001: Conduct a career planning interview

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 4821

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the Total Force Retention System and a Marine being interviewed.

STANDARD: In accordance with MCO 1040.31\_, the Enlisted Retention and Career Development Program, and MCO 1040R.35\_, Reserve Career Retention and Development Manual.

**PERFORMANCE STEPS:**

1. Review the references.
2. Identify Marines.
3. Prepare for interviews.
4. Conduct interviews.
5. Explain Marine Corps benefits, enlisted education programs, officer programs, and extension of enlistment.
6. Provide M4L information.
7. Provide Reserve information.
8. Conduct performance counseling.
9. Manage career planning information within a spreadsheet application.
10. Complete document.
11. Document the interviews.
12. Ensure proper distribution of paperwork.

**REFERENCES:**

1. MCO 1040.31\_ Enlisted Retention and Career Development Program
2. MCO 5420.16\_ Enlisted Remedial Promotion Board
3. TECOMO 1500.1 Military Occupational Specialty Roadmaps
4. MCO 1040.42 Marine Corps Limited Duty Officer/Warrant Officer (LDO/WO) Program
5. MCO 1040.43 Enlisted-to-Officer Commissioning Program
6. MCO 1220.5\_ Enlisted Lateral Movement
7. MCO 1530.11 Application for Nomination to the U.S. Naval Academy and Naval Academy Preparatory School
8. MCO 1550.22 Marine Corps Apprenticeship Program
9. MCO 1550.23 Military Academic Skills Program (MASP)
10. MCO 1560.15 Marine Corps Enlisted Commissioning Education Program (MECEP)
11. MCO 1560.21 Staff Noncommissioned Officer Degree Completion Program
12. MCO 1560.28 Veteran's Educational Assistance Benefits
13. MCO 1560.33 Tuition Assistance Program
14. MCO 1560R.30 Selected Reserve Montgomery GI Bill (MGIB-R)
15. MCO 7220.12\_ Special Duty Assignment (SDA) Pay Program
16. MCO 7220.24 Selective Reenlistment Bonus Program
17. MCO 7220R.38 Selected Reserve Incentive Program (SRIP)
18. MCO P1040R.35\_ Marine Corps Reserve Career Planning and Retention Manual
19. MCO P1326.6\_ Selecting, Screening and Preparing Enlisted Marines for Special Duty Assignments and Independent Duties
20. MCO P1400.32\_ Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (MARCORPROMMAN, VOL 2, ENLPROM)
21. OPNAVINST 1780.2 Montgomery GI Bill (NOTAL)
22. Marine Corps Communication and Consulting (MC3) Package
23. Current Retention Guidelines MARADMIN
24. Post 9/11 Montgomery GI Bill
25. MCO 1200.17 Military Occupational specialty (MOS) Manual
26. MCO 1560.25 Marine Corps Lifelong Learning Program
27. MCO 1040R.10 Selected Marine Corps Reserve Enlisted Commissioning Program (RECLP)
28. Effective Communication Skills (ECS) Package

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**4821-INTV-2002:** Explain involuntary separations pay eligibility

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 6 months

MOS PERFORMING: 4821

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the Total Force Retention System and a Marine being interviewed.

STANDARD: In accordance with MCO P1900.16\_, the Marine Corps Separation and Retirement Manual (MARCORSEPMAN).

PERFORMANCE STEPS:

1. Review the references.
2. Explain the difference between separations and severance pay.
3. Explain when involuntary separations pay is authorized.
4. Explain the process for requesting involuntary separations pay determination.
5. Explain how to compute separations pay.
6. Complete separations pay checklist.

REFERENCES:

1. MCO 1040.31\_ Enlisted Retention and Career Development Program
  2. MCO P1040R.35\_ Marine Corps Reserve Career Planning and Retention Manual
  3. MCO P1900.16\_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
- 

4821-RESV-2001: Complete selected Marine Corps Reserve bonus program documents

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 4821

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the Total Force Retention System and a Marine being eligible.

STANDARD: Without error and so that the Marine receives the authorized amount.

PERFORMANCE STEPS:

1. Review the references.
2. Explain the scope of the Reserve Bonus Program.
3. Process for payment.
4. Verify payment is completed.
5. Ensure proper distribution of paperwork.

REFERENCES:

1. DoDFMR 7000.14-R Department of Defense Financial Management Regulations (DoDFMR)

2. MCO 7220R.38 Selected Reserve Incentive Program (SRIP)
  3. MCO P1040R.35\_ Marine Corps Reserve Career Planning and Retention Manual
  4. Current Selective Reenlistment Bonus Program MARADMIN
-

4004. 2500-LEVEL EVENTS

4821-ADMN-2501: Assign scope and permissions within the automated career retention system

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC, Career Planner SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to the Total Force Retention System and the references.

STANDARD: So that proper accesses are assigned within the chain of command.

PERFORMANCE STEP:

1. Identify need for access.
2. Assign access.

REFERENCES:

1. MCO 1040.31\_ Enlisted Retention and Career Development Program
  2. MCO P1040R.35\_ Marine Corps Reserve Career Planning and Retention Manual
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4821-ADMN-2502: Coordinate the requirements of visiting agencies

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Conduct liaisons with HQMC elements to coordinate hosting site visits.

MOS PERFORMING: 4821

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a request for support.

STANDARD: To ensure their needs are met.

PERFORMANCE STEPS:

1. Review visit schedule.
2. Coordinate logistical support.
3. Publish LOI.

REFERENCE:

1. Current Standard Operating Procedures (SOP) from Higher Headquarters
-

4821-ADMN-2503: Locate assignment orders in the current automated system

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4821

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to an automated system and the reference.

STANDARD: So that the Marine's report date, MCC and obligated service requirements can be determined.

PERFORMANCE STEPS:

1. Establish account access.
2. Conduct search.
3. Locate orders.
4. Print orders.
5. Calculate obligated service, if applicable.

REFERENCE:

1. MCO P1300.8\_ Marine Corps Personnel Assignment Policy
- 

4821-ADMN-2504: Conduct a functional area inspection (FAI)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4821

BILLETS: Career Planner SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references and an appropriate AIRS checklist.

STANDARD: To determine if the unit career retention program is mission capable.

PERFORMANCE STEPS:

1. Review the references.
2. Conduct in-brief.
3. Determine the percentage of records to be inspected.
4. Complete checklist.
5. Identify discrepancies.
6. Provide balanced feedback.
7. Provide remedial training, as required.
8. Submit report.

**REFERENCES:**

1. MCO 1040.31 Enlisted Retention and Career Development Program
2. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual
3. Current Career Planning AIRS checklist

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**4821-ADMN-2505:** Manage subordinate unit career planning programs

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

**MOS PERFORMING:** 4821

**BILLET:** Career Planner SNCOIC

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given access to the Total Force Retention System and a requirement.

**STANDARD:** To ensure the program is mission capable.

**PERFORMANCE STEPS:**

1. Review the references.
2. Conduct performance evaluation.
3. Conduct administrative training.
4. Conduct communication, sales, and consultant training.
5. Conduct quality control of reenlistment/extension/lateral move (RELM) requests.
6. Conduct trend analysis.
7. Develop an annual training plan.

**REFERENCES:**

1. MCO 1040.31 Enlisted Retention and Career Development Program.
2. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual.
3. Marine Corps Communication and Consulting (MC3) Package.
4. Effective Communication Skills (ECS) Package.
5. Advanced Tools for Coaching (AT4C) Package.
6. Public Speaking Forum (PSF) Package.
7. Current TFRS messages.

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**4821-ADMN-2506:** Conduct a Career Planner lateral move (LATMOV) interview

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

**MOS PERFORMING:** 4821

**BILLETS:** Career Planner SNCOIC

**GRADES:** MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given the references and a Marine.

**STANDARD:** To determine suitability per MCO 1040.31\_, the Enlisted Retention and Career Development Program.

**PERFORMANCE STEPS:**

1. Review the references.
2. Interview Marine.
3. Identify responsibilities.
4. Explain non-compliance.
5. Complete Commanding Officer's screening.
6. Recertify Commanding Officer's screening.
7. Prepare recommendation letter.
8. Submit request.

**REFERENCES:**

1. MCO 1040.31\_ Enlisted Retention and Career Development Program
  2. MCO P1040R.35\_ Marine Corps Reserve Career Planning and Retention Manual
  3. SECNAVINST 5216.5 Naval Correspondence Manual
- 

**4821-ADMN-2507:** Manage career planning resources

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 4821

**BILLETS:** Career Planner SNCOIC

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a requirement.

**STANDARD:** To ensure resources are sufficient and maintained.

**PERFORMANCE STEPS:**

1. Review the reference.
2. Determine mission requirements.
3. Analyze time management.
4. Analyze budget requirements.
5. Implement logistical support, if required.

**REFERENCE:**

1. DoDFMR 7000.14-R Department of Defense Financial Management Regulations (DoDFMR)
  2. MCO 1040.31\_ Enlisted Retention and Career Development Program
  3. MCO P1040R.35\_ Marine Corps Reserve Career Planning and Retention Manual
  4. Franklin Covey Time Management Program
-

4821-ADMN-2508: Manage the assigned retention mission

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4821

BILLETS: Career Planner SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a mission assigned by higher headquarters.

STANDARD: So that HQMC retention goals are achieved.

PERFORMANCE STEPS:

1. Review the mission from higher headquarters.
2. Pull required information from Operational Data Store Enterprise (ODSE).
3. Assign retention goals to subordinate units.
4. Monitor retention status.
5. Brief Commander on retention status.

REFERENCES:

1. Current Retention Goals MARADMIN
  2. SECNAVINST 5216.5 Naval Correspondence Manual
  3. Effective Communications Skills (ECS) Package
  4. OSDE Catalog
- 

4821-ADMN-2509: Process subordinate career planner documentation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4821

BILLETS: Career Planner SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the Total Force Retention System, the references, and a requirement.

STANDARD: To ensure packages are submitted without error or omission.

PERFORMANCE STEPS:

1. Review references.
2. Review package.
3. Validate SOS, if required.
4. Prepare applicable CG endorsement, if required.
5. Submit request.

6. Track request.
7. Validate all documents as required including SOS and CG Waiver.

**REFERENCES:**

1. MCO 1040.31\_ Enlisted Retention and Career Development Program
  2. MCO P1040R.35\_ Marine Corps Reserve Career Planning and Retention Manual
  3. SECNAVINST 5216.5 Naval Correspondence Manual
  4. DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR)
- 

**4821-ADMN-2510:** Conduct a retention assist visit (RAV)

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

**DESCRIPTION:** Retention assist visits provide counseling, immediate reenlistment authority and retention briefs.

**MOS PERFORMING:** 4821

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given a request from a subordinate command.

**STANDARD:** In order to facilitate the achievement of Headquarters Marine Corps retention goals by providing counseling, on-the-spot reenlistment authority and retention briefs.

**PERFORMANCE STEPS:**

1. Review the references.
2. Coordinate with requesting command.
3. Coordinate logistical support, if required.
4. Ensure funding is available, if required.
5. Prepare a letter of instruction (LOI), if required.
6. Execute visit.

**REFERENCE:**

1. MCO 1040.31\_ Enlisted Retention and Career Development Program
- 

**4821-INTV-2501:** Explain the overseas extension process

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

**MOS PERFORMING:** 4821

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given access to the Total Force Retention System, the references, and a Marine requesting extension.

**STANDARD:** So that all incentives are fully explained.

**PERFORMANCE STEPS:**

1. Review the references.
2. Explain Overseas Tour Extension Incentive Program (OTEIP).
3. Explain In Place Consecutive Overseas Tours (IPCOT).
4. Explain Consecutive Overseas Tours (COT).
5. Define the Overseas Extension Processing System (OEPS).

**REFERENCES:**

1. MCO P1300.8\_\_ Marine Corps Personnel Assignment Policy
  2. Current Overseas Extension MARADMIN
-

4005. 2900-LEVEL EVENTS

4821-ADMN-2901: Authorize a telephonic extension

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references and a requirement.

STANDARD: In order to allow the Marine to remain on contract while the request is processed.

PERFORMANCE STEPS:

1. Receive telephonic request.
2. Review the references.
3. Authorize the extension, if applicable.
4. Annotate extension authority on reenlistment/extension/lateral move request.

REFERENCES:

1. MCO 1040.31\_ Enlisted Retention and Career Development Program
  2. MCO P1040R.35\_ Marine Corps Reserve Career Planning and Retention Manual
- 

4821-ADMN-2902: Conduct a Staff Noncommissioned Officer Re-accession Board

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Staff Noncommissioned Officer Re-accession Boards convene when directed or on a monthly basis to recommend former and reserve staff noncommissioned officers requesting reversion to an enlisted grade for augmentation to active duty in the enlisted Marine Corps.

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references and a computer with relative applications.

STANDARD: So that an approval or disapproval is given on each request.

**PERFORMANCE STEPS:**

1. Review the references.
2. Receive packages from Marine Corps Recruiting Command.
3. Schedule the board.
4. Review packages to ensure completeness.
5. Send all packages for Marines on reserve contracts to Reserve Affairs.
6. Reserve Affairs must determine if Marines on reserve contracts will be released from the reserve component.
7. Send all packages to the Career Counselors for full evaluation.
8. Contact members of the board.
9. Ensure all packages are loaded into the SNCO board database.
10. Distribute packages to the board members.
11. Prepare the board report.
12. Prepare the board room.
13. Administer the oath.
14. Conduct the board.
15. Brief the packages.
16. Conduct vote.
17. Sign report.
18. Forward findings to Director, Manpower Management for signature.
19. Distribute authorities back to originating command.

**REFERENCES:**

1. MCBul 5314 Series Enlisted Career Force Controls (ECFC)
2. MCO 1130.80\_Prior Service and Reserve Augmentation Enlistments into the Regular Marine Corps
3. MCO 1040.31\_Enlisted Retention and Career Development Program
4. MCO P1040R.35\_Marine Corps Reserve Career Planning and Retention Manual

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**4821-ADMN-2903:** Conduct quality control of RELMs

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Monitor the submission of RELMs and conduct liaisons with subordinate Career Planners to minimize administrative oversights on the RELMS.

**MOS PERFORMING:** 4821

**GRADES:** GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given the references and a computer with relative applications.

**STANDARD:** Ensuring all administrative defects are corrected during processing of the RELM at HQMC.

**PERFORMANCE STEPS:**

1. Review the references.
2. Review submitted RELM for accuracy.
3. Review CG Waiver, as required.
4. Provide feedback to host command, if required.

- 5 Process REIM.
6. Review reclassification type RELMs, as required.

**REFERENCES:**

1. MCO 1220.5\_ Enlisted Lateral Movement
  2. MCO 1040.31\_ Enlisted Retention and Career Development Program
  3. MCO P1040R.35\_ Marine Corps Reserve Career Planning and Retention Manual
- 

**4821-ADMN-2904:** Coordinate the annual Career Planner conference

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** The annual Career Planner conferences are designed to provide current guidance and training to senior leadership.

**MOS PERFORMING:** 4821

**BILLETS:** Career Planner HQMC

**GRADES:** GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given the references and a computer with relative applications.

**STANDARD:** So that all pertinent information to include time, date, and location are established and disseminated and all logistical requirements are established and coordinated.

**PERFORMANCE STEPS:**

1. Review the references.
2. Coordinate with commands.
3. Coordinate logistical support.
4. Ensure funding is available.
5. Prepare message to commands.
6. Conduct conference.

**REFERENCES:**

1. MCO 1040.31\_ Enlisted Retention and Career Development Program
  2. MCO P1040R.35\_ Marine Corps Reserve Career Planning and Retention Manual
- 

**4821-ADMN-2905:** Develop a retention campaign plan

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 4821

**BILLETS:** Career Planner HQMC

**GRADES:** GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given the references.

**STANDARD:** So that all requirements, policies, and instructions are clearly stated and disseminated.

**PERFORMANCE STEPS:**

1. Review requirements, policies, and instructions.
2. Publish guidance pertaining to retention.

**REFERENCES:**

1. MCO 1040.31\_ Enlisted Retention and Career Development Program
  2. MCO P1040R.35\_ Marine Corps Reserve Career Planning and Retention Manual
  3. Current Retention Guidelines MARADMIN
- 

**4821-ADMN-2906:** Maintain the Automated Inspection Reporting System (AIRS) checklist

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** The AIRS checklist is part of the Inspector General of the Marine Corps (IGMC) program designed to assess and assist career panning functional areas 040 and 045.

**MOS PERFORMING:** 4821

**BILLETS:** Career Planner HQMC

**GRADES:** GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given the references and a computer with relative applications.

**STANDARD:** In order to ensure all questions are in accordance with current orders, policies, and procedures.

**PERFORMANCE STEPS:**

1. Review the references.
2. Maintain the checklist.

**REFERENCES:**

1. MCO 1040.31\_ Enlisted Retention and Career Development Program
  2. MCO P1040R.35\_ Marine Corps Reserve Career Planning and Retention Manual
  3. Current Career Planning AIRS checklist
- 

**4821-ADMN-2907:** Maintain the automated retention system

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references and a computer with relative applications.

STANDARD: So that the system remains updated and fully operational.

PERFORMANCE STEPS:

1. Review the references.
2. Ensure updates/changes to policy and directives are posted using content management.
3. Provide enhancements for implementations.
4. Track changes to the system.
5. Test the system to ensure enhancements were implemented correctly.
6. Train users.
7. Field trouble calls accordingly.
8. Attend functional review conferences, as needed.
9. Maintain liaison with program manager on Marine Corps policies affecting application.

REFERENCES:

1. MCO 1040.31\_ Enlisted Retention and Career Development Program
2. MCO P1040R.35\_ Marine Corps Reserve Career Planning and Retention Manual

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4821-ADMN-2908: Manage lateral move school seats

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references and a computer with relative applications.

STANDARD: So that all approved Marines requiring formal school training are assigned a school seat.

PERFORMANCE STEPS:

1. Review the references.
2. Attend annual training input planning (TIP) conference.
3. Request allocations for MOSSs based on needs of the Marine Corps.
4. Make liaison with TECOM to verify the allocations approved are input in the Marine Corps Training Information Management System (MCTIMS).
5. Assign the Marine to a school seat.

6. Receive appropriation data funding from TECOM.
7. Provide appropriation data to TECOM if a Marine fails to attend school.
8. Reassign Marine to school seat if Marine fails to attend the school provided.

**REFERENCES:**

1. MCO 1210.9\_ Supplementary MOS (SMOS) Program and Voluntary Lateral Move Program for Marine Officers
  2. MCO 1220.5\_ Enlisted Lateral Movement
  3. MCO 1300.31 Enlisted Classification and Assignment Documents
  4. MCO 1040.31\_ Enlisted Retention and Career Development Program
  5. Training Input Planning Book
- 

**4821-ADMN-2909:** Manage the Career Planner population

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Enlisted assignments monitors shall effectively address enlisted staffing requirements with regard to the needs of the Marine Corps and the specific needs of Marines and Marine families.

**MOS PERFORMING:** 4821

**BILLETS:** Career Planner HQMC

**GRADES:** GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given the references, the current staffing goal, and a Table of Organization (T/O).

**STANDARD:** So that Career Planners are properly placed according to T/O requirements, rank, and unit size.

**PERFORMANCE STEPS:**

1. Review the references.
2. Review personnel database.
3. Ensure Marines are placed in grade appropriate billets.
4. Issue orders.

**REFERENCES:**

1. MCO P1000.6\_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
  2. MCO 1040.31\_ Enlisted Retention and Career Development Program
  3. MCO P1040R.35\_ Marine Corps Reserve Career Planning and Retention Manual
  4. MCO P1300.8\_ Marine Corps Personnel Assignment Policy
  5. MCO P1754.4 Exceptional Family Member Program (EFMP SOP)
  6. MCO P1900.16\_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
  7. Current Table of Organization
-

4821-ADMN-2910: Manage the Incentive School Seat Program

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references.

STANDARD: So that school seat allocations are distributed and assigned per the current fiscal year guidelines.

PERFORMANCE STEPS:

1. Review the references.
2. Ensure minimum qualifications are met.
3. Coordinate with MCSs on school seat assignments.
4. Ensure securing of proper funding.
5. Coordinate issuance of orders.

REFERENCE:

1. Current Standard Operating Procedures (SOP) from Higher Headquarters
- 

4821-ADMN-2911: Process prior service enlistment program (PSEP) packages

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a request from someone with prior service, the references, and a computer with relative applications.

STANDARD: In order to approve or disapprove the enlistment/extension/lateral move request.

PERFORMANCE STEPS:

1. Review the references.
2. Screen the Marine's record.
3. Screen the reenlistment/extension/lateral move request.
4. Verify whether or not the Marine is on a reserve contract.
5. For reserve Marines, ensure a properly completed DD 368 is provided.
6. Process the request.
7. Approve or disapprove the request.

REFERENCES:

1. MCO 1130.80\_ Prior Service and Reserve Augmentation Enlistments into the Regular Marine Corps
  2. MCO 1040.31\_ Enlisted Retention and Career Development Program
  3. MCO P1040R.35\_ Marine Corps Reserve Career Planning and Retention Manual
- 

4821-ADMN-2912: Respond to Higher Headquarters on Career Planning Inquiries

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a request for information from higher headquarters and the reference.

STANDARD: So that the request is answered in its entirety.

PERFORMANCE STEPS:

1. Review the references.
2. Coordinate formal response to inquiries.

REFERENCE:

1. MCO 1040.31\_ Enlisted Retention and Career Development Program
- 

4821-ADMN-2913: Review proposed retention policies

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a retention policy proposal and references.

STANDARD: In order to verify accuracy, determine the impact to the Career Planner force, and ensure the policy does not conflict with existing orders.

PERFORMANCE STEPS:

1. Review the references.
2. Coordinate with policy holders.

3. Establish policy impact on retention.
4. Publish guidance on policy as it pertains to retention.

**REFERENCE:**

1. MCO 1040.31\_ Enlisted Retention and Career Development Program
- 

**4821-COMM-2901:** Provide guidance to service level representatives

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 4821

**BILLETS:** Career Planner HQMC

**GRADES:** GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given a required manpower retention query, the references, and a computer with relative applications.

**STANDARD:** In order to provide guidance on the best course of action with regard to evolving enlisted retention matters.

**PERFORMANCE STEPS:**

1. Review the references.
2. Formulate possible courses of action.
3. Provide guidance.

**REFERENCES:**

1. MCO 1040.31\_ Enlisted Retention and Career Development Program
  2. MCO P1040R.35\_ Marine Corps Reserve Career Planning and Retention Manual
- 

**4821-INTV-2901:** Conduct a retention assist visit (RAV)

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Retention assist visits provide counseling, immediate reenlistment authority, and retention briefs.

**MOS PERFORMING:** 4821

**BILLETS:** Career Planner HQMC

**GRADES:** GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given a request from a subordinate command, the references, and a computer with relative applications.

**STANDARD:** In order to facilitate the achievement of the Headquarters Marine Corps retention goals by providing counseling, on-the-spot reenlistment authority, and retention briefs.

**PERFORMANCE STEPS:**

1. Review the references.
2. Coordinate with the requesting command.
3. Coordinate logistical support.
4. Ensure funding is available.
5. Prepare a LOI.
6. Execute the visit.

**REFERENCE:**

1. MCO 1040.31\_ Enlisted Retention and Career Development Program
-

RECRUITING AND RETENTION T&R MANUAL

CHAPTER 5

MOS 8411 INDIVIDUAL EVENTS

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RECRUITING AND RETENTION T&R MANUAL

CHAPTER 5

MOS 8411 INDIVIDUAL EVENTS

5000. **PURPOSE.** This chapter includes all individual training events for the Recruiter. Each event is composed of an individual event title, condition, standard, performance steps, support requirements, and references. Accomplishment and proficiency level required is determined by the event standard.

5001. **ADMINISTRATIVE NOTES.** T&R events are coded for ease of reference. Each event has a 4-4-4 character/digit identifier.

a. The first four characters represent the community. This chapter contains the following community code.

8411 - Recruiter

b. The second four characters represent the functional or duty area. This chapter contains the functional areas listed below.

ADMN - Administration  
ANYS - Analysis  
COMM - Communications  
MCPK - Marine Corps Product Knowledge  
QEP - Quality Enlistment Programs  
SALE - Sales  
SNCO - Staff Non-commissioned Officer-in-Charge  
SYSR - Systematic Recruiting

c. The last four digits represent the sequence number (1001-1999) of the event. The MOS 8411 individual events are separated into two levels.

2000 - Basic Recruiter training received upon initial assignment of PMOS 8411  
2500 - Recruiter SNCOIC skills

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 the performance of the task. In a recruiting environment and with the aid of references are common conditions for all Occupational Field 84 tasks.

e. Ninety days prior to or ninety days following assignment as a SNCOIC the appointee should have completed the appropriate school.

5002. INDEX OF INDIVIDUAL EVENTS

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8411-SYSR-2001	Employ systematic recruiting components	5-10
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5003. 2000-LEVEL EVENTS

8411-ADMN-2001: Complete an enlistment package

EVALUATION-CODED: NO                      SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Recruiters will be able to select, complete, and verify the required forms to process an applicant for enlistment into a Marine Corps component.

MOS PERFORMING: 8411

BILLETS: Recruiter

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given processing information, enlistment forms, an automated system, and the references.

STANDARD: So the enlistment package is complete, with all signatures, statements, addendums, and supporting documents, and so that all forms are free of errors or omissions.

PERFORMANCE STEPS:

1. Build applicant profile.
2. Complete forms.
3. Verify vital enlistment documents.
4. Submit package.

REFERENCES:

1. AEP Tutorial Automated Enlistment Package Tutorial (current version)
  2. MCO P1100.72\_Military Personnel Procurement Manual (MPPM ENLPROC)
  3. Volume I Guidebook for Recruiters
- 

8411-ADMN-2002: Conduct a Welcome Aboard Brief

EVALUATION-CODED: NO                      SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The Welcome Aboard is a formal introduction to the Delayed Entry Program (DEP). During this presentation the recruiter will reinforce the professional relationship between a poolee and a recruiter, demonstrate their commitment to the success of the poolee, outline the requirements and expectations of the DEP, and provide a forum for the recruiter to handle concerns the poolee or family may have about the poolee's enlistment.

MOS PERFORMING: 8411

BILLETS: Recruiter

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a pool card and a complete Welcome Aboard kit.

**STANDARD:** So that the poolee has a complete and correct understanding of the requirements of the Delayed Entry Program.

**PERFORMANCE STEPS:**

1. Prepare for the brief.
2. Present the Welcome Aboard material to the poolee.
3. Annotate Pool Card.

**REFERENCE:**

1. Volume I Guidebook for Recruiters
- 

**8411-ANYS-2001:** Complete Data Analysis and Objectives Sheet

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** This task pertains to the analysis and interpretation of prospecting, screening, selling, and processing activities data and how that data is examined and exercised by SNCOICs in setting recruiter objectives.

**MOS PERFORMING:** 8411, 8412

**BILLETS:** Recruiter, SNCOIC

**GRADES:** CPL, SGT, SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a requirement and a contract mission.

**STANDARD:** To determine a standard of effectiveness and efficiency for each activity.

**PERFORMANCE STEPS:**

1. Compute Standard of Effectiveness for each prospecting activity.
2. Compute Business Percentage for each prospecting activity.
3. Compute the ratios.
4. Determine Objectives.
5. Submit completed sheets.

**REFERENCE:**

1. Volume I Guidebook for Recruiters
- 

**8411-COMM-2001:** Conduct a public speaking presentation

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** This task pertains to the knowledge and skills that recruiters need to become competent communicators. These skills include speaking, listening, workplace communication, group dynamics, and critical thinking. It is important that recruiters are able to interact on a personal, social and professional level in individual and group settings.

**MOS PERFORMING:** 8411, 8412

**BILLETS:** Recruiter, SNCOIC

**GRADES:** CPL, SGT, SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a topic, brief area, media, and a target audience.

**STANDARD:** In the time allotted utilizing effective communication skills in accordance with the Marine Corps Public Speaking Forum.

**PERFORMANCE STEPS:**

1. Prepare outline.
2. Conduct presentation.

**REFERENCES:**

1. MCO P1100.72\_Military Personnel Procurement (MPPM ENLPROC)
2. Volume I Guidebook for Recruiters

---

**8411-MCPK-2001:** Communicate product knowledge

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Recruiters should have a sufficient understanding of the breadth of the tangible and intangible benefits to advise and offer suitable proof sources as required, whether talking to prospects, poolees, parents, teachers, or others in the community. This task helps recruiters apply product knowledge within the dynamics of interpersonal relationships and to associate them with Marine Corps benefits and incentives.

**MOS PERFORMING:** 8411, 8412

**BILLETS:** Recruiter, SNCOIC

**GRADES:** CPL, SGT, SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a requirement, Marine Corps Enlistment Opportunities Book (MCEOB) and collateral materials.

**STANDARD:** Providing information in accordance with the Marine Corps Enlisted Opportunities Book.

**PERFORMANCE STEPS:**

1. Identify target audience.
2. Explain benefits and incentives.
3. Utilize the MCEOB and collateral materials.

**REFERENCE:**

1. MCEOB Marine Corps Enlisted Opportunities Book
- 

**8411-MCPK-2002:** Explain enlistment options

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 8411, 8412

**BILLETS:** Recruiter, SNCOIC

**GRADES:** CPL, SGT, SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a requirement.

**STANDARD:** Providing information in accordance with the MCEOB.

**PERFORMANCE STEPS:**

1. Identify target audience.
2. Explain active duty options, if applicable.
3. Explain reserve options, if applicable.

**REFERENCES:**

1. MCO 1001R.54 Marine Corps Reserve Incremental Initial Active Duty Training (IIADT) Program
  2. MCO 1133R.26 Reserve Option Enlistment Program (ROEP)
  3. MCO 7220R.38 Selected Reserve Incentive Program (SRIP)
  4. Volume I Guidebook for Recruiters
  5. MCO P1200.17 Military Occupational Specialties Manual
  6. MCEOB Marine Corps Enlisted Opportunities Book
- 

**8411-QEP-2001:** Determine applicant eligibility for enlistment

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Recruiters must be able to apply mental, moral, and physical screening strategies in determining an applicant's eligibility for further processing action.

**MOS PERFORMING:** 8411, 8412

**BILLETS:** Recruiter, SNCOIC

**GRADES:** CPL, SGT, SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a prospect and the references.

**STANDARD:** By identifying any disqualifying conditions in accordance with MCO P1100.72\_ Military Personnel Procurement Manual (MPPM).

**PERFORMANCE STEPS:**

1. Conduct screening.
2. Record screening.

**REFERENCES:**

1. Current FY MARADMIN/FROST CALL
  2. MCO 1130.51 Medical Remedial Enlistment Program
  3. MCO P1100.72\_ Military Personnel Procurement Manual (MPPM ENLPROC)
  4. Volume I Guidebook for Recruiters
  5. MCEOB Marine Corps Enlisted Opportunities Book
  6. MEPCOM Order 601.23 Military Entrance Processing
- 

**8411-QEP-2002:** Prepare an applicant to process at the MEPS

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Recruiters must be able to prepare an applicant to process at the Military Entrance Processing Station (MEPS) and have realistic expectations to enlist or assess into the Marine Corps component.

**MOS PERFORMING:** 8411, 8412

**BILLETS:** Recruiter, SNCOIC

**GRADES:** CPL, SGT, SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a new working applicant (NWA).

**STANDARD:** So the applicant is prepared to undergo medical and mental processing to enlist or assess into a Marine Corps component in accordance with the MCO P1100.72\_, Military Personnel Procurement Manual (MPPM ENLPROC), Volume 2.

**PERFORMANCE STEPS:**

1. Coordinate travel arrangements.
2. Brief applicant.
3. Review enlistment package.

**REFERENCES:**

1. MCO P1100.72\_ Military Personnel Procurement Manual (MPPM ENLPROC), Volume 2
  2. MEPCOM Order 601.23 Military Entrance Processing Command Order
  3. MEPS Local Policies
-

8411-SALE-2001: Conduct a sales presentation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Priority is placed on the basic knowledge and techniques needed to uncover an applicant's economic, socio-metric, psychometric needs through the use of collateral materials.

MOS PERFORMING: 8411, 8412

BILLETS: Recruiter, SNCOIC

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a basically qualified applicant, Benefit Tags, Marine Corps Enlisted Opportunities Book, and collateral material.

STANDARD: Performing the process of exploring needs and demonstrating what is available to address them resulting in an informed, effective decision in accordance with the Marine Corps Communication and Consulting Skills (MC3) Participant Guide.

PERFORMANCE STEPS:

1. Listen with purpose.
2. Establish rapport.
3. Engage.
4. Explore.
5. Enable.
6. Gain commitment.
7. Respond to objections.
8. Respond to disinterest.

REFERENCE:

1. Marine Corps Communication and Consulting Skills (MC3)
- 

8411-SALE-2002: Conduct prospecting activities

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Recruiters must have an in-depth knowledge of the four prospecting activities: area canvassing, telephone calls, home visit, and office traffic to generate contacts with prospects for the purpose of setting appointments.

MOS PERFORMING: 8411, 8412

BILLETS: Recruiter, SNCOIC

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

**CONDITION:** Given an objective.

**STANDARD:** To generate contacts with prospects for the purpose of setting appointments.

**PERFORMANCE STEPS:**

1. Review Daily Plan.
2. Conduct activities.
3. Record activity results.

**REFERENCE:**

1. Volume I Guidebook for Recruiters
- 

**8411-SYSR-2001:** Employ systematic recruiting components

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

**DESCRIPTION:** Recruiters must be able to employ systematic recruiting components, within the eleven systematic recruiting components, in order to produce accurate and reliable data recorded, summarized and reported in both manual and computerized systems.

**MOS PERFORMING:** 8411, 8412

**BILLETS:** Recruiter, SNCOIC

**GRADES:** CPL, SGT, SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given an automated system or paper cards and files.

**STANDARD:** By organizing and updating all assigned systematic recruiter components in accordance with Volume I, Guidebook for Recruiters.

**PERFORMANCE STEPS:**

1. Organize assigned components.
2. Work assigned components.
3. Update all components.

**REFERENCE:**

1. Volume I Guidebook for Recruiters
- 

**8411-SYSR-2002:** Conduct program activities

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

**MOS PERFORMING:** 8411

**BILLETS:** Recruiter

**GRADES:** CPL, SGT, SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a completed month in sight, a Schedule and Results Book, and action and tracking cards.

**STANDARD:** Ensuring all known weekly commitments are captured, results are recorded, and all recruiting assets are updated in accordance with Volume I Guidebook for Recruiters.

**PERFORMANCE STEPS:**

1. Determine the type of action required.
2. Conduct program action.
3. Document results.

**REFERENCE:**

1. Volume I Guidebook for Recruiters
-

5004. 2500-LEVEL EVENTS

8411-SNCO-2501: Administer Non-Instrumented Drug Test (NIDT)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 month

DESCRIPTION: Recruiters must know how to properly administer the NIDT as it is a vital quality control measure to screen for illegal drug usage.

MOS PERFORMING: 8411, 8412

BILLETS: SNCOIC

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a NIDT kit, new working applicant, NIDT Record of Inventory Form, and the SNCOIC Management Book.

STANDARD: To determine if the applicant is eligible to process, and without error, report test results.

PERFORMANCE STEPS:

1. Maintain inventory.
2. Conduct test.
3. Report results.

REFERENCE:

1. Volume I Guidebook for Recruiters
- 

8411-SNCO-2502: Maximize prospecting

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 month

DESCRIPTION: Maximizing prospecting entails a thorough systematic approach to prospecting with an emphasis on sound doctrine and effective assistance in implementing a plan of action for fulfilling assigned contracting and shipping goals.

MOS PERFORMING: 8411, 8412

BILLETS: SNCOIC

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a RSS mission letter and access to MCRISS-RSS.

STANDARD: To attain assigned contracting and shipping.

PERFORMANCE STEPS:

1. Complete report.
2. Analyze report.
3. Make adjustments, as applicable.

REFERENCE:

1. Volume I Guidebook for Recruiters
- 

8411-SNCO-2503: Conduct Recruiter briefs

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 month

DESCRIPTION: The Staff Non-commissioned Officer of a Recruiting Sub-Station (RSS) will conduct recruiter briefs that develops a recruiter daily plan in detail to maximize prospecting and processing efforts.

MOS PERFORMING: 8411, 8412

BILLETS: SNCOIC

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to MCRISS-RSS and appropriate systematic components.

STANDARD: On a daily basis, providing guidance in accordance with Volume I Guidebook for Recruiters.

PERFORMANCE STEPS:

1. Establish daily brief procedures.
2. Conduct brief.

REFERENCE:

1. Volume I Guidebook for Recruiters
- 

8411-SNCO-2504: Manage systematic components

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 month

DESCRIPTION: The Staff Non-Commissioned Officer of a Recruiting Sub-Station will manage the eleven components of systematic recruiting in order to direct recruiters' prospecting and processing efforts.

MOS PERFORMING: 8411, 8412

BILLETS: SNCOIC

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

**CONDITION:** Given an established RSS.

**STANDARD:** To organize the recruiters' efforts so that the required contact, face-to-face meetings, interviews, and contracts are achieved.

**PERFORMANCE STEPS:**

1. Organize components.
2. Standardize procedures.
3. Manage daily efforts.
4. Provide training.
5. Direct actions.

**REFERENCE:**

1. Volume I Guidebook for Recruiters
- 

**8411-SNCO-2505:** Manage RSS activities with SMCR Units

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 month

**DESCRIPTION:** The SNCOIC will establish formal communications with reserve units to maximize programs and conduct reserve interviews.

**MOS PERFORMING:** 8411, 8412

**BILLETS:** SNCOIC

**GRADES:** SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a contact card and RSS year in sight.

**STANDARD:** To maintain contact, supporting the RSS monthly program requirements.

**PERFORMANCE STEPS:**

1. Establish contact.
2. Visit reserve unit.
3. Direct reserve unit contact.

**REFERENCE:**

1. Volume I Guidebook for Recruiters
- 

**8411-SNCO-2506:** Manage RSS Media Program

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 month

**DESCRIPTION:** A Staff Non-commissioned Officer of a Recruiting Sub-station will direct the RSS efforts to manage and work local media to create positive Marine Corps awareness among prospects and their influencers.

MOS PERFORMING: 8411, 8412

BILLETS: SNCOIC

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to MCRISS-RSS and media cards.

STANDARD: Directing recruiters' actions to accomplished planned media events.

PERFORMANCE STEPS:

1. Direct media actions.
2. Conduct FY audit.

REFERENCE:

1. Volume I Guidebook for Recruiters
- 

8411-SNCO-2507: Manage RSS recruiting programs

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 month

DESCRIPTION: Staff Non-commissioned Officer of a Recruiting Sub-station will manage the RSS recruiting programs to generate required contracts.

MOS PERFORMING: 8411, 8412

BILLETS: SNCOIC

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to MCRISS-RSS.

STANDARD: To generate the minimum monthly program standards.

PERFORMANCE STEPS:

1. Develop program plans.
2. Manage actions.
3. Maintain reports.
4. Conduct training.

REFERENCE:

1. Volume I Guidebook for Recruiters
- 

8411-SNCO-2508: Conduct RSS training

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 month

**DESCRIPTION:** Staff Non-Commissioned Officer of a Recruiting Sub-station will conduct the Recruiting Sub-Station Training Program to enhance individual performance and develop proficiency in billet specific tasks.

**MOS PERFORMING:** 8411, 8412

**BILLETS:** SNCOIC

**GRADES:** SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a training library.

**STANDARD:** To enhance individual performance and develop proficiency in billet specific tasks.

**PERFORMANCE STEPS:**

1. Develop RSS Training Plan.
2. Conduct training.
3. Record training.

**REFERENCE:**

1. Volume I Guidebook for Recruiters
- 

**8411-SNCO-2509:** Direct New Working Applicant (NWA) processing

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 month

**DESCRIPTION:** A Staff Non-commissioned Officer of a Recruiting Sub-Station will direct a recruiter's effort to effectively work USMC contacts to provide referrals and assistance within the recruiter's area of responsibility.

**MOS PERFORMING:** 8411, 8412

**BILLETS:** SNCOIC

**GRADES:** SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given an applicant who has agreed to enlist.

**STANDARD:** To ensure processing in the most efficient manner utilizing the RSS Mission Letter.

**PERFORMANCE STEPS:**

1. Accept NWA.
2. Report NWA.
3. Direct processing actions.
4. Complete NWA Sheet.

REFERENCE:

1. Volume I Guidebook for Recruiters
- 

8411-SNCO-2510: Manage recruiter evaluation process

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The SNCOIC will have the knowledge of the recruiter evaluation process in order to assess recruiter efficiency.

MOS PERFORMING: 8411, 8412

BILLETS: SNCOIC

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given Recruiters School Evaluation and the reference.

STANDARD: Ensuring the new recruiter training process is adhered to in accordance with Volume I Guidebook for Recruiters.

PERFORMANCE STEPS:

1. Develop a MOJT Training Schedule.
2. Conduct initial recruiter assessment.
3. Conduct training in accordance with the T&R Manual.
4. Conduct recruiter certifications.
5. Conduct individual and group training with the Recruiter.
6. Document all training in the Recruiter Training File.

REFERENCE:

1. Volume I Guidebook for Recruiters
- 

8411-SNCO-2511: Conduct coaching

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The SNCOIC will obtain coaching certification in Marine Corps Coaching (MC4) in order to re-enforce sales training to the recruiting force.

MOS PERFORMING: 8411, 8412

BILLETS: SNCOIC

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given Seminar Leaders Guides.

**STANDARD:** To provide coaching which enhances recruiters' sales skills.

**PERFORMANCE STEPS:**

1. Observe the Recruiter in an interview.
2. Record the observations.
3. Conduct coaching.

**REFERENCE:**

1. Marine Corps Communication, Consulting and Counseling
-

RECRUITING AND RETENTION T&R MANUAL

CHAPTER 6

MOS 8412 INDIVIDUAL EVENTS

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RECRUITING AND RETENTION T&R MANUAL

CHAPTER 6

MOS 8412 INDIVIDUAL EVENTS

**6000. PURPOSE.** This chapter includes all individual training events for the Career Recruiter. Each event is composed of an individual event title, condition, standard, performance steps, support requirements, and references. Accomplishment and proficiency level required is determined by the event standard.

**6001. ADMINISTRATIVE NOTES.** T&R events are coded for ease of reference. Each event has a 4-4-4 character/digit identifier.

a. The first four characters represent the community. This chapter contains the following community codes.

8412 - Career Recruiter

b. The second four characters represent the functional or duty area. This chapter contains the functional areas listed below.

ADMN - Administration  
ANYS - Analysis  
SALE - Sales  
TRNG - Training

c. The last four digits represent the level (2000) and sequence number (2001-2999) of the event. The MOS 8412 individual events are contained in one level.

2000 - Core plus skills

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 the performance of the task. In a recruiting environment and with the aid of references are common conditions for all Occupational Field 84 tasks.

6002. INDEX OF INDIVIDUAL EVENTS

Event Code	Event	Page
<b>ADMINISTRATION</b>		
8412-ADMN-2001	Conduct ethics training	6-4
<b>ANALYSIS</b>		
8412-ANYS-2001	Evaluate RS programs	6-4
8412-ANYS-2002	Develop a command group matrix	6-5
8412-ANYS-2003	Develop RSS structure	6-5
<b>SALES</b>		
8412-SALE-2001	Conduct advanced sales training	6-6
8412-SALE-2002	Conduct public speaking training	6-6
<b>TRAINING</b>		
8412-TRNG-2001	Conduct advanced coaching	6-7
8412-TRNG-2002	Conduct RSS Training and Assistance Visit	6-8
8412-TRNG-2003	Conduct a Systematic Recruiting Inspection (SRI)	6-8

6003. 2000-LEVEL EVENTS

8412-ADMN-2001: Conduct ethics training

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: The Career Recruiter, as an advisor to the Commanding Officer and Staff Non-Commissioned Officer in Charge of Canvassing Recruiters, not only make ethical decisions but provide ethics training to the recruiting force.

MOS PERFORMING: 8412

BILLETS: Career Recruiter

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: To mitigate recruiting malpractice and enforce Marine Corps Values.

PERFORMANCE STEPS:

1. Identify situations where ethical decisions are required.
2. Identify the consequences of making unethical decisions.
3. Identify possible correct decisions where ethical decisions must be made.

REFERENCE:

1. MPPM Military Personnel Procurement Manual, Volume II
- 

8412-ANYS-2001: Evaluate RS programs

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: The career recruiter will have the ability to evaluate the recruiting station programs related to contract generation (pool, command recruiting, and priority prospect card) and make adjustments to improve effectiveness.

MOS PERFORMING: 8412

BILLETS: Career Recruiter

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given program reports and access to MCRISS-RS/MCRISS-OS.

STANDARD: To determine effectiveness, deficiencies, and corrective actions.

**PERFORMANCE STEPS:**

1. Obtain the reports.
2. Analyze reports.
3. Identify trends.
4. Provide corrective action.

**REFERENCES:**

1. Volume I, Guidebook for Recruiters
  2. Volume II, Guidebook for Officer Recruiting
  3. Volume III, Guidebook for Recruiting Station Operations
- 

**8412-ANYS-2002:** Develop a command group matrix

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

**DESCRIPTION:** The career recruiter functioning in the role of a trainer will have the ability to develop the Monthly Command Group Matrix.

**MOS PERFORMING:** 8412

**BILLETS:** Career Recruiter

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given the past three months command group matrices and previous months' program reports.

**STANDARD:** To identify prospecting and program trends.

**PERFORMANCE STEPS:**

1. Review reports.
2. Develop recommendations.

**REFERENCE:**

1. Volume I, Guidebook for Recruiters
  2. Volume III, Guidebook for Recruiting Station Operations
- 

**8412-ANYS-2003:** Develop RSS structure

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

**DESCRIPTION:** The career recruiter functioning in the role of an advisor will have the ability to analyze a completed Recruiting Sub-Station Structure Analysis.

**MOS PERFORMING:** 8412

**BILLETS:** Career Recruiter

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given Structure Analysis worksheet, assets map, market share report, and the references.

STANDARD: To provide recommendations to properly structure an RSS.

PERFORMANCE STEPS:

1. Review current structure.
2. Evaluate RSS structure analysis.
3. Provide recommendations.

REFERENCES:

1. Volume I, Guidebook for Recruiters
  2. Volume III, Guidebook for Recruiting Station Operations
- 

8412-SALE-2001: Conduct advanced sales training

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The Career Recruiter will obtain advanced sales certification in Marine Corps Performance, Programming and Philosophy (MCP3) in order to re-enforce sales training to the recruiting force.

MOS PERFORMING: 8412

BILLETS: Career Recruiter

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given Seminar Leaders Guides.

STANDARD: By delivering relevant sales re-enforcement training to enhance sales proficiency.

PERFORMANCE STEPS:

1. Identify target audience.
2. Prepare for training.
3. Deliver training.

REFERENCE:

1. Marine Corps Performance, Programming and Philosophy (MCP3)
- 

8412-SALE-2002: Conduct public speaking training

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

**DESCRIPTION:** The Career Recruiter will give presentations and train recruiters to give presentations.

**MOS PERFORMING:** 8412

**BILLETS:** Career Recruiter

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a requirement.

**STANDARD:** To provide coaching which enhances recruiters' public speaking skills.

**PERFORMANCE STEPS:**

1. Identify target audience.
2. Observe presentation.
3. Provide training.

**REFERENCE:**

1. Advance Presentation and Training Skills
- 

**8412-TRNG-2001:** Conduct advanced coaching

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** The Career Recruiter will obtain advanced coaching certification in Marine Corps Performance, Programming and Philosophy (MCP3) in order to re-enforce sales training to the recruiting force.

**MOS PERFORMING:** 8412

**BILLETS:** Career Recruiter

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given Seminar Leaders Guides.

**STANDARD:** To provide coaching which enhances recruiters' sales skills.

**PERFORMANCE STEPS:**

1. Observe the Recruiter in an interview.
2. Record the observations.
3. Conduct coaching.

**REFERENCE:**

1. Marine Corps Performance, Programming and Philosophy (MCP3)
-

8412-TRNG-2002: Conduct RSS Training and Assistance Visit

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The Career Recruiter will conduct a training and assistance visit to all recruiting offices.

MOS PERFORMING: 8412

BILLETS: Career Recruiter

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the current month RS Command Group Action Plan/Matrix, and RSS Inspection and Visits Book.

STANDARD: To address training requirements as directed by the command group action plan.

PERFORMANCE STEPS:

1. Review Monthly Command Group Action Plan/Matrix.
2. Conduct visit.
3. Complete trip report.
4. Debrief.

REFERENCE:

1. Volume III, Guidebook for Recruiting Station Operations
- 

8412-TRNG-2003: Conduct a Systematic Recruiting Inspection (SRI)

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The Career Recruiter regardless of current billet will have the capability to conduct a systematic recruiting inspection at all recruiting offices.

MOS PERFORMING: 8412

BILLETS: Career Recruiter

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Volume I, Systematic Recruiting Station Inspection Checklist, and access to MCRISS-RS.

STANDARD: To ensure the eleven components of systematic recruiting are being utilized and to determine if the station is within standards outlined in the published volumes.

**PERFORMANCE STEPS:**

1. Identify the substation to be inspected.
2. Review previous SRI for comments and discrepancies.
3. Conduct SRI using the inspection checklist.
4. Debrief.

**REFERENCES:**

1. Volume I, Guidebook for Recruiters
  2. Volume III, Guidebook for Recruiting Station Operations
-

RECRUITING AND RETENTION T&R MANUAL

CHAPTER 7

OFFICER SELECTION TEAM INDIVIDUAL EVENTS

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RECRUITING AND RETENTION T&R MANUAL

CHAPTER 7

OFFICER SELECTION TEAM INDIVIDUAL EVENTS

**7000. PURPOSE.** This chapter includes all individual training events for the Officer Selection Team (OST). An individual event is an event that trained OST personnel would accomplish. Each event is composed of an individual event title, condition, standard, performance steps, support requirements, and references. Accomplishment and proficiency level required is determined by the event standard.

**7001. ADMINISTRATIVE NOTES.** T&R events are coded for ease of reference. Each event has a 4-4-4 character/digit identifier.

a. The first four characters represent the community. This chapter contains the following community codes.

OST - Officer Selection Team personnel

b. The second four characters represent the functional or duty area. This chapter contains the functional areas listed below.

ADMN - Administration  
ANYS - Analysis  
COMM - Communications  
MCPK - Marine Corps Product Knowledge  
OSO - Officer Selection Officer  
QPP - Quality Personnel Procurement  
SALE - Sales  
SYSR - Systematic Recruiting

c. The last four digits represent the level (2000) and sequence number (2001-2999) of the event. The OST individual events are contained in one level.

2000 - Core Plus skills  
2500 - Advanced skills

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 the performance of the task. In a recruiting environment and with the aid of references are common conditions for all Occupational Field 84 tasks.

7002. INDEX OF INDIVIDUAL EVENTS

Event Code	Event	Page
<b>ADMINISTRATION</b>		
OST-ADMN-2001	Complete an officer application package	7-4
OST-ADMN-2002	Complete a request for appointment package	7-4
OST-ADMN-2003	Conduct a Welcome Aboard Brief	7-5
<b>ANALYSIS</b>		
OST-ANYS-2001	Complete Data Analysis and Objectives Sheet	7-6
<b>COMMUNICATIONS</b>		
OST-COMM-2001	Conduct a public speaking presentation	7-6
<b>MARINE CORPS PRODUCT KNOWLEDGE</b>		
OST-MCPK-2001	Communicate product knowledge	7-7
OST-MCPK-2002	Explain commissioning programs	7-7
<b>OFFICER SELECTION OFFICER</b>		
OST-OSO-2001	Manage systematic components	7-8
OST-OSO-2002	Manage OSS activities with SMCR units	7-8
OST-OSO-2003	Manage OSS recruiting programs	7-9
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<b>QUALITY PROCUREMENT PERSONNEL</b>		
OST-QPP-2001	Determine applicant eligibility for officer programs	7-11
OST-QPP-2002	Prepare an applicant to process a the MEPS	7-11
<b>SALES</b>		
OST-SALE-2001	Conduct a sales presentation	7-12
OST-SALE-2002	Conduct prospecting activities	7-12
<b>SYSTEMATIC RECRUITING</b>		
OST-SYSR-2001	Employ systematic recruiting components	7-13
OST-SYSR-2002	Conduct program activities	7-14
<b>2500-LEVEL EVENTS</b>		
Event Code	Event	Page
<b>OSO</b>		
OST-OSO-2501	Supervise systematic components	7-15
<b>SALES</b>		
OST-SALE-2501	Facilitate a sales presentation	7-15
OST-SALE-2502	Facilitate prospecting activities	7-16

7003. 2000-LEVEL EVENTS

OST-ADMN-2001: Complete an officer application package

EVALUATION-CODED: NO                      SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The Officer Selection Team will be able to select, complete, and verify the required forms to process an applicant for enlistment.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Officer, Officer Selection Assistant

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given processing information, enlistment forms, an automated system, and the references.

STANDARD: So the enlistment package is complete, with all signatures, statements, addendums, and supporting documents, and so that all forms are free of errors or omissions.

PERFORMANCE STEPS:

1. Build applicant profile.
2. Complete forms.
3. Verify vital enlistment documents.
4. Submit package.

REFERENCES:

1. ACP TUTORIAL Automated Commissioning Package Tutorial (current version)
  2. MCO P1100.73 Military Personnel Procurement Manual (MPPM OFFPROC)
  3. Volume II Guidebook for Officer Selection Officers
- 

OST-ADMN-2002: Complete a request for appointment package

EVALUATION-CODED: NO                      SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The Officer Selection Team will be able to schedule, complete, and verify the required forms to process an applicant for appointment into a Marine Corps component.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Officer, Officer Selection Assistant

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

**CONDITION:** Given commissioning information, enlistment forms, an automated system, and the references.

**STANDARD:** So the appointment package is free of errors or omissions and submitted on time.

**PERFORMANCE STEPS:**

1. Track pool board to determine appointment package deadline.
2. Complete forms.
3. Collect vital commissioning documents.
4. Schedule ceremony.
5. Submit package.

**REFERENCES:**

1. ACP TUTORIAL Automated Commissioning Package Tutorial (current version)
  2. MCO P1100.73\_Military Personnel Procurement Manual (MPPM OFFPROC)
  3. Volume II Guidebook for Officer Selection Officers
- 

**OST-ADMN-2003:** Conduct a Welcome Aboard Brief

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** The Welcome Aboard is a formal introduction to the Officer Commissioning Program. During this presentation the Officer Selection Officer will reinforce the professional relationship between a poolee and a Officer Selection Team, demonstrate their commitment to the success of the poolee, outline the requirements and expectations of the Officer Commissioning Program, and provide a forum for the Officer Selection Team to handle concerns the poolee or family may have about the poolees' enlistment.

**MOS PERFORMING:** 8006, 8411, 8412

**BILLETS:** Officer Selection Officer, Officer Selection Assistant

**GRADES:** SGT, SSGT, GYSGT, MSGT, MGYSGT, 1STLT, CAPT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a pool card and a complete Welcome Aboard kit.

**STANDARD:** So that the poolee has a complete and correct understanding of the requirements of the Officer Commissioning Program.

**PERFORMANCE STEPS:**

1. Prepare for the brief.
2. Present the Welcome Aboard material to the poolee.
3. Annotate Pool card.

**REFERENCE:**

1. Volume II Guidebook for Officer Selection Officers
-

OST-ANYS-2001: Complete Data Analysis and Objectives Sheet

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Data analysis allows an Officer Selection Team to evaluate how effective they are at prospecting, screening, selling and processing.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Officer

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and a contract mission.

STANDARD: To determine a standard of effectiveness and efficiency for each activity.

PERFORMANCE STEPS:

1. Compute Standard of Effectiveness for each prospecting activity.
2. Compute Business Percentage for each prospecting activity.
3. Compute the ratios.
4. Determine objectives.
5. Submit completed sheets.

REFERENCE:

1. Volume II Guidebook for Officer Selection Officers
- 

OST-COMM-2001: Conduct a public speaking presentation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Officer, Officer Selection Assistant

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a topic, brief area, media, and a target audience.

STANDARD: In the time allotted utilizing effective communication skills in accordance with the Marine Corps Public Speaking Forum.

PERFORMANCE STEPS:

1. Prepare outline.
2. Conduct presentation.

REFERENCES:

1. MCO P1100.73 Military Personnel Procurement (MPPM OFFPROC)
  2. Volume II Guidebook for Officer Selection Officers
- 

OST-MCPK-2001: Communicate product knowledge

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Officer, Officer Selection Assistant

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Marine Corps Officer Opportunities Book (MCOOB) and collateral materials.

STANDARD: By explaining all benefits and incentives available in accordance with the Marine Corps Officers Opportunities Book.

PERFORMANCE STEPS:

1. Identify target audience.
2. Explain benefits and incentives.
3. Utilize the MCOOB and collateral materials.

REFERENCE:

1. MCOOB Marine Corps Officer Opportunity Book
- 

OST-MCPK-2002: Explain commissioning programs

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Officer, Officer Selection Assistant

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: To provide information in accordance with the MCOOB.

PERFORMANCE STEPS:

1. Identify target audience.
2. Explain commissioning options.

**REFERENCES:**

1. Volume II Guidebook for Officer Selection Officers
  2. MCO P1200.17\_ Military Occupational Specialties Manual
  3. MCOOB Marine Corps Officers Opportunity Book
  4. MCO P1100.73\_ MILITARY PERSONNEL PROCUREMENT MANUAL (MPPM OFFPROC)
- 

**OST-OSO-2001:** Manage systematic components

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 month

**DESCRIPTION:** Officer Selection Team will manage the fourteen components of systematic recruiting in order to direct Officer Selection Officers' prospecting and processing efforts.

**MOS PERFORMING:** 8006, 8411, 8412

**BILLETS:** Officer Selection Officer, Officer Selection Assistant

**GRADES:** SGT, SSGT, GYSGT, MSGT, MGYSGT, 1STLT, CAPT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given an established OSS.

**STANDARD:** To organize the Officer Selection Officers' efforts so that the required contact, face-to-face meetings, interviews, and contracts are achieved.

**PERFORMANCE STEPS:**

1. Organize components.
2. Standardize procedures.
3. Manage daily efforts.
4. Provide training.
5. Direct actions.

**REFERENCE:**

1. Volume II Guidebook for Officer Selection Officers
- 

**OST-OSO-2002:** Manage OSS activities with SMCR units

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 month

**DESCRIPTION:** The OST will establish formal communications with reserve units to maximize programs and conduct reserve talks.

**MOS PERFORMING:** 8006, 8411, 8412

**BILLETS:** Officer Selection Officer, Officer Selection Assistant

**GRADES:** SGT, SSGT, GYSGT, MSGT, MGYSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a reserve unit visit worksheet and OSS year in sight.

STANDARD: To maintain contact, supporting the OSS annual program requirements.

PERFORMANCE STEPS:

1. Establish contact.
2. Visit reserve unit.
3. Conduct talks.
4. Record results.

REFERENCE:

1. Volume II Guidebook for Officer Selection Officers
- 

OST-OSO-2003: Manage OSS recruiting programs

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 month

DESCRIPTION: Officers Selection Team will manage the OSS recruiting programs to generate required contracts.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Officer, Officer Selection Assistant

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to MCRISS-OSS.

STANDARD: To generate the minimum annual mission requirements.

PERFORMANCE STEPS:

1. Develop program plans.
2. Manage actions.
3. Maintain reports.
4. Conduct training.

REFERENCE:

1. Volume II Guidebook for Officer Selection Officers
- 

OST-OSO-2004: Conduct OSS training

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 month

DESCRIPTION: Officer Selection Teams will conduct training to enhance individual performance and develop proficiency in billet specific tasks.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Officer, Officer Selection Assistant

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a training library.

STANDARD: To enhance individual performance and develop proficiency in billet specific tasks.

PERFORMANCE STEPS:

1. Develop OSS Training Plan.
2. Conduct training.
3. Record training.

REFERENCE:

1. Volume II Guidebook for Officer Selection Officers
- 

OST-OSO-2005: Direct New Working Applicant (NWA) processing

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 month

DESCRIPTION: Officer Selection Teams will direct New Working Applicant Processing to ensure that all qualifications are completed prior to appearing before the selection board.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Officer, Officer Selection Assistant

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an applicant who has agreed to enlist.

STANDARD: To ensure processing in the most efficient manner utilizing the OSS Mission Letter.

PERFORMANCE STEPS:

1. Declare NWA.
2. Report NWA.
3. Direct processing actions.
4. Complete NWA sheet.

REFERENCE:

1. Volume II Guidebook for Officer Selection Officers
-

OST-QPP-2001: Determine applicant eligibility for officer programs

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Officer Selection Teams are the first echelon of quality control within the Recruiting Command. Accordingly, Officer Selection Teams will screen each prospect to determine eligibility. Officer Selection Teams must use the utmost in efficiency, integrity, and tact, when conducting applicant screening. All ineligible applicants will be immediately rejected unless there is an exceptional basis for a waiver.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Officer, Officer Selection Assistant

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a prospect and the references.

STANDARD: By identifying any disqualifying conditions in accordance with MCO P1100.73\_ Military Personnel Procurement Manual (MPPM OFFPROC).

PERFORMANCE STEPS:

1. Conduct screening.
2. Record screening.

REFERENCES:

1. Current FY MARADMIN/FROST CALL
  2. MCO P1100.73\_ Military Personnel Procurement Manual (MPPM OFFPROC)
  3. Volume II Guidebook for Officer Selection Officers
  4. MCOOB Marine Corps Officers Opportunity Book
  5. MEPCOM ORDER 601.23 Military Entrance Processing Command Order
- 

OST-QPP-2002: Prepare an applicant to process at the MEPS

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Officer Selection Team must be able to prepare an applicant to process at the Military Entrance Processing Station (MEPS), and have realistic expectations to enlist.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Officer, Officer Selection Assistant

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a working applicant (NWA) and MEPS processing guidelines.

**STANDARD:** So the applicant is prepared to undergo medical and mental processing for a subsequent commissioning into a Marine Corps component in accordance with the Military Personnel Procurement Manual, Volume 2, (MPPM OFFPROC), MCO P1100.73\_.

**PERFORMANCE STEPS:**

1. Coordinate travel arrangements.
2. Brief applicant.
3. Review forms.

**REFERENCES:**

1. MCO P1100.73\_ MILITARY PERSONNEL PROCUREMENT MANUAL (MPPM OFFPROC)
  2. MEPCOM ORDER 601.23 Military Entrance Processing Command Order
  3. MEPS Local Policies
- 

**OST-SALE-2001:** Conduct a sales presentation

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

**MOS PERFORMING:** 8006, 8411, 8412

**BILLETS:** Officer Selection Officer, Officer Selection Assistant

**GRADES:** SGT, SSGT, GYSGT, MSGT, MGYSGT, 1STLT, CAPT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given an applicant, Benefit Tags, Marine Corps Officers Opportunity Book, and collateral material.

**STANDARD:** Utilizing tags to uncover applicant's needs by applying all aspects of Marine Corps Communication and Consulting Skills.

**PERFORMANCE STEPS:**

1. Listen with purpose.
2. Establish rapport.
3. Engage.
4. Explore.
5. Enable.
6. Gain commitment.

**REFERENCES:**

1. Marine Corps Communication and Consulting (MC7) Skills
  2. Volume II Guidebook for Officer Selection Officers
- 

**OST-SALE-2002:** Conduct prospecting activities

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

**DESCRIPTION:** Officer Selection Teams will conduct prospecting activities to generate contacts with prospects for the purpose of setting appointments.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Officer, Officer Selection Assistant

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an objective.

STANDARD: To generate contacts with prospects for the purpose of setting appointments.

PERFORMANCE STEPS:

1. Review Daily Plan.
2. Conduct activities.
3. Record activity results.

REFERENCE:

1. Volume II Guidebook for Officer Selection Officers
- 

OST-SYSR-2001: Employ systematic recruiting components

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Officer Selection Teams will use a system of cards, files, and data bases which are driven by action dates, to organize, track and file the names generated from prospecting efforts. Once generated these names will be systematically worked through the enlistment process until ordered to active duty, or are no longer qualified for an officer program, or until such time that they can be archived or removed from files because of lack of interest in officer programs.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Officer, Officer Selection Assistant

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an automated system or paper cards and files.

STANDARD: By organizing and updating all assigned systematic Officer Selection Officer Components in accordance with the Volume II, Guidebook for Officer Selection Officers.

PERFORMANCE STEPS:

1. Organize components.
2. Work assigned components.
3. Update all components.

**REFERENCE:**

1. Volume II Guidebook for Officer Selection Officers
- 

**OST-SYSR-2002:** Conduct program activities

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 8006, 8411, 8412

**BILLETS:** Officer Selection Officer, Officer Selection Assistant

**GRADES:** SGT, SSGT, GYSGT, MSGT, MGYSGT, 1STLT, CAPT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a completed month in sight, an Officer Selection Officer Management book, and recruiting assets.

**STANDARD:** Ensuring results are recorded and all recruiting assets are updated in accordance with Volume II, Guidebook for Officer Selection Officers.

**PERFORMANCE STEPS:**

1. Determine type of action required.
2. Conduct program action.
3. Document results.

**REFERENCE:**

1. Volume II Guidebook for Officer Selection Officers
-

7004. 2500-LEVEL EVENTS

OST-OSO-2501: Supervise systematic components

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 month

DESCRIPTION: Officer Selection Team will manage the fourteen components of systematic recruiting in order to direct Officer Selection Officers' prospecting and processing efforts.

MOS PERFORMING: 8006

BILLETS: Officer Selection Officer

GRADES: 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an established OSS.

STANDARD: To organize the Officer Selection Officers' efforts so that the required contact, face-to-face meetings, interviews, and contracts are achieved.

PERFORMANCE STEPS:

1. Organize components.
2. Standardize procedures.
3. Manage daily efforts.
4. Provide training.
5. Direct actions.

REFERENCE:

1. Volume II Guidebook for Officer Selection Officers
- 

OST-SALE-2501: Facilitate a sales presentation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 8006

BILLETS: Officer Selection Officer

GRADES: 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an applicant, Benefit Tags, Marine Corps Officers Opportunity Book, and collateral material.

STANDARD: Ensuring Officer Selection Officers utilize benefit tags to uncover an applicant's needs by applying all aspects of Marine Corps Communication and Consulting Skills.

**PERFORMANCE STEPS:**

1. Listen with purpose.
2. Establish rapport.
3. Engage.
4. Explore.
5. Enable.
6. Gain commitment.

**REFERENCES:**

1. Marine Corps Communication and Consulting (MC7) Skills
  2. Volume II Guidebook for Officer Selection Officers
- 

**OST-SALE-2502:** Facilitate prospecting activities

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Officer Selection Teams will conduct prospecting activities to generate contacts with prospects for the purpose of setting appointments.

**MOS PERFORMING:** 8006

**BILLETS:** Officer Selection Officer

**GRADES:** 1STLT, CAPT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given an objective.

**STANDARD:** Ensuring contacts with prospects are generated for the purpose of setting appointments in accordance with Volume II, Guidebook for Officer Selection Officers.

**PERFORMANCE STEPS:**

1. Review Daily Plan.
2. Conduct activities.
3. Record activity results.

**REFERENCE:**

1. Volume II Guidebook for Officer Selection
-

RECRUITING AND RETENTION T&R MANUAL

CHAPTER 8

PRIOR SERVICE RECRUITER (PSR) INDIVIDUAL EVENTS

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RECRUITING AND RETENTION T&R MANUAL

CHAPTER 8

PRIOR SERVICE RECRUITER (PSR) INDIVIDUAL EVENTS

**8000. PURPOSE.** Although both Prior Service Recruiters and Canvassing Recruiters receive the same MOSSs (8411 and 8412) they have distinct skill sets. This chapter details the specific 8411 and 8412 Prior Service Recruiter individual events that pertain to the community. This chapter also details the individual events that pertain to members of a Prior Service Recruiting Station Command Group Element. These events are categorized by billets performing. Billets supported include: PSR Officer-in-Charge, PSR Operations Chief, and PSR Recruiter Instructor. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

**8001. ADMINISTRATIVE NOTES.** T&R events are coded for ease of reference. Each event has a 4-4-4 character/digit identifier.

a. The first four characters represent the community. This chapter contains the following community codes.

8411 - Recruiter (PSR specific)  
8412 - Career Recruiter (PSR specific)  
PSRS - Prior Service Recruiting Station Command Group Element

b. The second four characters represent the functional or duty area. This chapter contains the functional areas listed below.

OIC - PSR Officer-in-Charge  
OCHF - PSR Operations Chief  
PADM - Administration  
PQJP - Quality Join Procedures  
PRPK - Reserve Product Knowledge  
PSAL - Sales  
PSYS - Systematic Recruiting  
PTRG - Training  
RI - PSR Recruiter Instructor

c. The last four digits represent the level (2000, 2100, and 2500) and sequence number (2001-2999) of the event. The PSR individual events are separated into three levels.

2000 - Core plus skills  
2100 - Core plus skills (which are Managed On the Job Training (MOJT))  
2500 - SNCOIC skills

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 the performance of the task. In a recruiting environment and with the aid of references are common conditions for all Occupational Field 84 tasks.

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8003. PSR (MOS 8411) 2000-LEVEL EVENTS

8411-PSAL-2001: Conduct a presentation

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 6 months

BILLETS: Prior Service Recruiter

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a topic and a target audience.

STANDARD: By preparing and delivering an oral presentation in the time allotted, and utilizing communication skills in accordance with the Public Speaking Forum Guide.

PERFORMANCE STEPS:

1. Identify a topic.
2. Develop the foundation.
3. Deliver presentation.

REFERENCE:

1. Public Speaking Forum Guide
- 

8411-PSAL-2002: Conduct professional sales

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 6 months

BILLETS: Prior Service Recruiter

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a basically qualified applicant, Marine Corps Reserve Opportunities Book, collateral materials, and Program Book.

STANDARD: In order to obtain the most aggressive commitment possible.

PERFORMANCE STEPS:

1. Apply effective communication skills.
2. Demonstrate consultative selling skills.

REFERENCES:

1. Marine Corps Communications and Consulting (MC3) Skills package
  2. MCROB Marine Corps Reserve Opportunities Book
-

8411-PSAL-2003: Conduct prospecting

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Prior Service Recruiter

GRADES: SGT, SSGT, GYSGT, MSGT

DESCRIPTION: Recruiters will conduct prospecting activities in order to schedule an appointment with a prospect. The prospecting activities are Telephone Calls, Area Canvassing, Office Traffic, Mail Outs and Electronic Prospecting.

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a name, automated system, and Schedule and Results (S&R) Book.

STANDARD: In order to gain an interview by setting an appointment.

PERFORMANCE STEPS:

1. Conduct basic screening.
2. Identify activities.
3. Execute activities.

REFERENCE:

1. Volume VIII Guidebook for Prior Service Recruiters
  2. MCRC ORDER 5728.1 Social Media Guidelines and Instruction
- 

8411-PSYS-2001: Analyze data analysis

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 3 months

BILLETS: Prior Service Recruiter

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given prospecting results for a 90 day period, an S&R Book, an automated system, and all necessary analysis tools.

STANDARD: Ensuring all of the results are applied to the prospecting objectives on the mission and restatement goals letter.

PERFORMANCE STEPS:

1. Analyze recruiting activity.
2. Identify activity deficiencies.
3. Submit results.

REFERENCE:

1. Volume VIII Guidebook for Prior Service Recruiters
-

**8411-PSYS-2002:** Plan recruiting activities

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 3 months

**BILLETS:** Prior Service Recruiter

**GRADES:** SGT, SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given an S&R Book, Standards of Effectiveness, monthly Mission Letter, time distribution plan, and the Prior Service (PS) Recruiting Station (RS) annual plan.

**STANDARD:** Within the time allotted by the Officer-in-Charge (OIC).

**PERFORMANCE STEPS:**

1. Review year-in-sight.
2. Identify key events.
3. Set prospecting goals.
4. Develop month-in-sight.
5. Develop week-in-sight.
6. Incorporate in S&R.

**REFERENCE:**

1. Volume VIII Guidebook for Prior Service Recruiters
- 

**8411-PSYS-2003:** Plan an Itinerant Recruiter Trip (IRT)

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 6 months

**BILLETS:** Prior Service Recruiter

**GRADES:** SGT, SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given an Asset Map, Unit Manpower Information Sheets (UMIS), S&R Book, month-in-sight, and Profile Progress Book.

**STANDARD:** Ensuring the recruiter effectively covers all their assigned territory.

**PERFORMANCE STEPS:**

1. Review IRT sheets.
2. Review all Unit Manpower Information Sheets (UMIS).
3. Plot Itinerant Recruiter Trip on Asset Map.
4. Execute the plan.

**REFERENCE:**

1. Volume VIII Guidebook for Prior Service Recruiters
-

8411-PSYS-2004: Analyze time management

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 6 months

BILLETS: Prior Service Recruiter

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given PSR time management analysis sheet and S&R Book.

STANDARD: To ensure that a recruiter effectively plans a minimum of 50% of their time as productive, 30% supportive, and no more than 20% unproductive.

PERFORMANCE STEPS:

1. Record daily activities.
2. Analyze results.
3. Adjust plan.

REFERENCE:

1. Volume VIII Guidebook for Prior Service Recruiters
- 

8411-PSYS-2102: Reconcile Unit Manpower Plan

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 3 months

BILLETS: Prior Service Recruiter

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to Marine Corps Recruiting Information Support System-Prior Service Recruiter (MCRISS-PSR), annual manpower plan, annual mission plan, and Selected Marine Corps Reserve (SMCR) needs report.

STANDARD: Ensuring all supported unit billet vacancies are identified.

PERFORMANCE STEPS:

1. Review the plan.
2. Identify unit requirements.
3. Validate plan.

REFERENCE:

1. Volume IX Guidebook for Prior Service Recruiting Operations
- 

8411-PSYS-2005: Maintain Profile Progress Book

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 6 months

BILLETS: Prior Service Recruiter

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the required documents and access to MCRISS-PSR.

STANDARD: To track and update mission progress in order to support local unit requirements.

PERFORMANCE STEPS:

1. Validate profile section.
2. Validate progress section.
3. Update as required.

REFERENCE:

1. Volume VIII Guidebook for Prior Service Recruiters
- 

8411-PQJP-2001: Determine applicant qualifications

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Prior Service Recruiter

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided a completed Initial Screening Checklist (ISC), required supporting documents, and access to an automated system.

STANDARD: Ensuring that the applicant meets all moral, physical, and professional qualifications.

PERFORMANCE STEPS:

1. Review supporting documentation.
2. Determine disqualifying factors.
3. Identify course of action for disqualifying factors.
4. Execute processing procedures.

REFERENCES:

1. Volume VIII Guidebook for Prior Service Recruiters
  2. MCO 1040R.35\_ Reserve Career Planning and Retention Manual (RCPRM)
- 

8411-PQJP-2002: Complete an affiliation package

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Prior Service Recruiter

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given all required qualifying documentation and access to an automated system.

STANDARD: Without error or omission.

PERFORMANCE STEPS:

1. Review all supporting documents.
2. Ensure documents are current.
3. Validate all documents.
4. Prepare Join Package Inspection Checklist (JPIC).
5. Verify join processed in automated system.

REFERENCE:

1. Volume VIII Guidebook for Prior Service Recruiters
- 

8411-PQJP-2003: Complete a reenlistment package

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Prior Service Recruiter

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given all required qualifying documentation and access to an automated system.

STANDARD: Without error or omission.

PERFORMANCE STEPS:

1. Review all supporting documents.
2. Validate all documents.
3. Submit documentation through the chain of command via automated system
4. Prepare Join Package Inspection Checklist (JPIC).
5. Verify join processed in automated system.

REFERENCES:

1. MCO 1040R.35 Reserve Career Planning and Retention Manual
  2. Volume VIII Guidebook for Prior Service Recruiters
- 

8411-PQJP-2004: Complete an Active Reserve (AR) package

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Prior Service Recruiter

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given all required qualifying documentation and access to an automated system.

STANDARD: Without error or omission.

PERFORMANCE STEPS:

1. Determine AR billet vacancies.
2. Review all supporting documents.
3. Validate required documents.
4. Submit documentation through the chain of command via automated system.
5. Execute processing procedures.

REFERENCE:

1. Volume VIII Guidebook for Prior Service Recruiters
- 

8411-PQJP-2005: Complete a waiver package

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Prior Service Recruiter

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given all required documentation and access to an automated system.

STANDARD: Without error or omission.

PERFORMANCE STEPS:

1. Determine condition.
2. Acquire proof source documentation.
3. Assemble package.
4. Submit waiver package via SNCOIC.

REFERENCES:

1. Volume VIII Guidebook for Prior Service Recruiters
  2. MCO 1040R.35\_ Reserve Career Planning and Retention Manual (RCPRM)
- 

8411-PRPK-2001: Employ the Marine Corps Reserve Opportunities Book (MCROB)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Prior Service Recruiter

GRADES: SGT, SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given access to reserve collateral materials.

**STANDARD:** Ensuring current reserve incentive programs, benefits, and opportunities are presented during a sales presentation.

**PERFORMANCE STEPS:**

1. Brief reserve features.
2. Update MCROB.

**REFERENCE:**

1. Marine Corps Reserve Opportunities Book (MCROB)
- 

**8411-PADM-2001:** Maintain Station files

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 6 months

**DESCRIPTION:** The Station files are maintained in order to ensure a level of administrative continuity between stations. Each station will maintain a three drawer file system.

**BILLETS:** Prior Service Recruiter

**GRADES:** SGT, SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given administrative correspondence and with the aid of the reference.

**STANDARD:** In order to organize and secure all files.

**PERFORMANCE STEPS:**

1. Review the reference.
2. Update as required.

**REFERENCE:**

1. Volume VIII Guidebook for Prior Service Recruiters
-

8004. PSR (MOS 8411) 2100-LEVEL EVENTS

8411-PADM-2101: Maintain turnover book

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: The turnover binder is designed to provide both the recruiter and the SNCOIC with the ability to manage recruiting activities on a daily, weekly and monthly basis. The binder will contain at a minimum the following appendices; Title of Billet, Billet Location, Billet Supervisor, Subordinate Billets, Mission, general Responsibilities/Billet Functions, general Command Group and SNCOIC Correspondence, list of Orders and Directives governing the billet, list of required reports, points of contact.

BILLETS: Prior Service Recruiter

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of the reference and PSRS Standard Operating Procedures (SOP).

STANDARD: Ensuring ready reference and resources are updated.

PERFORMANCE STEPS:

1. Review existing turnover book.
2. Replace outdated documents.
3. Disseminate all changes to SNCOIC.

REFERENCE:

1. Volume VIII Guidebook for Prior Service Recruiters

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8411-PADM-2102: Operate a government vehicle

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Recruiters must adhere to the responsibilities associated with the safe operation of a Government Owned Vehicle (GOV) in accordance with local policy and the SOP.

BILLETS: Prior Service Recruiter

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a GOV.

STANDARD: Ensuring the maintenance schedule and local SOP is followed.

**PERFORMANCE STEPS:**

1. Conduct pre and post vehicle check.
2. Submit vehicle maintenance records to PSRS Ops Clerk.
3. Maintain vehicle accident kit.
4. Ensure safety equipment is present and in working order.
5. Submit monthly vehicle mileage report.

**REFERENCES:**

1. MCO 5110.1 Motor Vehicle Traffic Supervision
2. Volume IX Guidebook for Prior Service Recruiting Operations
3. PSRS SOP

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**8411-PSAL-2101:** Conduct sales sustainment module training

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 6 months

**BILLETS:** Prior Service Recruiter

**GRADES:** SGT, SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given module training pre-work and all material.

**STANDARD:** In a performance steps sequence, utilizing the correct sales skill usage.

**PERFORMANCE STEPS:**

1. Complete Module One.
2. Complete Module Two.
3. Complete Module Three.
4. Complete Module Four.
5. Complete Module Five.

**REFERENCE:**

1. Marine Corps Communications and Consulting (MC3) Skills sustainment modular training

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**8411-PSYS-2101:** Conduct a Reserve unit visit

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 6 months

**BILLETS:** Prior Service Recruiter

**GRADES:** SGT, SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given a requirement and an area of operation.

**STANDARD:** In order to establish and maintain rapport with assigned Marine Corps Reserve units.

**PERFORMANCE STEPS:**

1. Organize topics of discussion.
2. Reconcile Unit Manpower Plan.
3. Make travel arrangements.
4. Contact unit for coordination instructions.
5. Obtain current unit information and new requirements.
6. Submit trip report to SNCOIC.

**REFERENCE:**

1. Volume IX Guidebook for Prior Service Recruiting Operations
-

8005. PSR (MOS 8412) 2500-LEVEL EVENTS

8412-PADM-2501: Process trip reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 8412

BILLETS: SNCOIC

GRADES: GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an AO and access to a computer.

STANDARD: In performance step sequence, ensuring completion within five working days of trip.

PERFORMANCE STEPS:

1. Review all training documents.
2. Annotate training conducted.
3. Annotate recommendations to command group.
4. Annotate after action required.
5. Submit to command group.
6. File report.
7. Follow-up, as needed.

REFERENCE:

1. Volume VIII Guidebook for Prior Service Recruiters
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8412-PSAL-2501: Conduct communications, coaching, and counseling

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 8412

BILLETS: SNCOIC

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and required supporting documentation.

STANDARD: In order to modify or sustain a recruiter's behavior or performance.

PERFORMANCE STEPS:

1. Demonstrate purposeful conversation.
2. Demonstrate feedback.
3. Bridge gaps.

4. Observe and diagnose.
5. Conduct coaching.
6. Conduct counseling.
7. Conduct follow-up.

**REFERENCE:**

1. Marine Corps Communications, Coaching, and Counseling (MC4)
- 

**8412-PSYS-2501:** Conduct daily briefs

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 6 months

**DESCRIPTION:** The Staff Non-commissioned Officer will conduct recruiter briefs that develop a recruiter's daily plan in detail in order to maximize prospecting and processing efforts.

**MOS PERFORMING:** 8412

**BILLETS:** SNCOIC

**GRADES:** SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a Prior Service Recruiting Sub-Station (PSRSS), monthly mission letter and S&R Book.

**STANDARD:** Ensuring the recruiter's daily activities are properly organized, managed, and accomplished.

**PERFORMANCE STEPS:**

1. Gather information pertaining to recruiter activities.
2. Review recruiter activities.
3. Set daily activities and tasks.
4. Review execution of daily activities and tasks.
5. Provide feedback and course/speed adjustments.
6. Set recruiter's agenda.

**REFERENCES:**

1. Volume VIII Guidebook for Prior Service Recruiters
- 

**8412-PSYS-2502:** Analyze recruiting activities

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 6 months

**MOS PERFORMING:** 8412

**BILLETS:** SNCOIC

**GRADES:** SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a month-in-sight, week-in-sight, daily plan, and an automated system.

STANDARD: Without error or omission.

PERFORMANCE STEPS:

1. Identify daily prospecting requirements.
2. Identify weekly prospecting requirements.
3. Identify monthly prospecting requirements.
4. Evaluate time management.
5. Adjust prospecting activity as necessary.
6. Supervise execution.

REFERENCE:

1. Volume VIII Guidebook for Prior Service Recruiters
- 

8412-PSYS-2503: Create Recruiter Training Files (RTF)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 8412

BILLETS: SNCOIC

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to train recruiters.

STANDARD: In performance step sequence, without error or omission.

PERFORMANCE STEPS:

1. Create training file sections.
2. Annotate all conducted training.
3. Forward updates to recruiter instructor.

REFERENCE:

1. Volume VIII Guidebook for Prior Service Recruiters
- 

8412-PSYS-2504: Manage data analysis

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 3 months

MOS PERFORMING: 8412

BILLETS: SNCOIC

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given prospecting results for a PSRSS over a 90 day period, an automated system, and all necessary analysis tools.

STANDARD: Ensuring all of the objectives' results are accurate, adjusted, and applied to the mission restatement and goals letter.

PERFORMANCE STEPS:

1. Validate Data Analysis Worksheet.
2. Review mission letter.
3. Correct deficiencies, as necessary.
4. Incorporate data results into mission restatement and goals letter.

REFERENCE:

1. Volume VIII Guidebook for Prior Service Recruiters
- 

8412-PSYS-2505: Plan SNCOIC recruiting activities

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 8412

BILLETS: SNCOIC

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a management book.

STANDARD: Within the time allotted by the Officer-in-Charge (OIC).

PERFORMANCE STEPS:

1. Review mission letter.
2. Review management book.
3. Identify key events.
4. Set prospecting goals.
5. Issues mission letter.
6. Develop month-in-sight.
7. Submits mission restatement goals letter.

REFERENCE:

1. Volume VIII Guidebook for Prior Service Recruiters
  2. Volume IX Guidebook for Prior Service Recruiting Operations
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8412-PSYS-2506: Manage Prior Service Recruiting Sub-Station (PSRSS)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 Months

MOS PERFORMING: 8412

BILLETS: SNCOIC

DESCRIPTION: The SNCOIC of a PSRSS will manage, supervise, and maintain all systematic recruiting components.

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an established area of operation.

STANDARD: In order to accomplish your assigned annual mission.

PERFORMANCE STEPS:

1. Manage PSRSS assets.
2. Direct conduct of IRTs.
3. Manage Profile Progress Book.
4. Maintain SNCOIC Management Book.
5. Complete trip reports.

REFERENCE:

1. Volume VIII Guidebook for Prior Service Recruiters
  2. Volume IX Guidebook for Prior Service Recruiting Operations
- 

8412-PQJP-2501: Manage quality control for joins

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 8412

BILLETS: SNCOIC

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given recruiter packages and quality control forms.

STANDARD: Ensuring all discrepancies are identified and corrections are facilitated.

PERFORMANCE STEPS:

1. Identify types of packages.
2. Inspect join packages.
3. Complete QC forms.
4. Train to discrepancies.

REFERENCE:

1. Volume VIII Guidebook for Prior Service Recruiters
  2. Volume IX Guidebook for Prior Service Recruiting Operations
-

8412-PTRG 2501: Conduct recruiter training

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 3 months

MOS PERFORMING: 8412

BILLETS: SNCOIC

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an OJOT checklist and the recruiter training file.

STANDARD: Ensuring the new recruiter training process is adhered to per Volume IX, Guidebook for Prior Service Recruiting Operations.

PERFORMANCE STEPS:

1. Review monthly Command Group Action Plan/Matrix.
2. Gather all recruiting activity on the recruiter(s).
3. Identify topics that will be trained to.
4. Document all training in the recruiter training files.

REFERENCE:

1. Volume VIII Guidebook for Prior Service Recruiters
  2. Volume IX Guidebook for Prior Service Recruiting Operations
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8006. PSR (MOS 8412) 2000-LEVEL EVENTS

8412-PSYS-2001: Evaluate PSRS programs

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 8412

BILLETS: Career Recruiter

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given programs book and access to an automated system.

STANDARD: To determine effectiveness and utilization in order to meet manpower requirements.

PERFORMANCE STEPS:

1. Obtain directives.
2. Analyze directives.
3. Manage programs.

REFERENCES:

1. Volume IX Guidebook for Prior Service Recruiting Operations
  2. Volume VIII Guidebook for Prior Service Recruiters
- 

8412-PSYS-2002: Develop a command group matrix

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 8412

BILLETS: Career Recruiter

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with the past months completed Action Plan/Matrix sheets, blank Action Plan/Matrix sheet, month/FY to date operational data, trip reports, and Annual Training Plan.

STANDARD: That captures positive efforts, concerns, and command directed actions for the subsequent month.

PERFORMANCE STEPS:

1. Gather relevant information.
2. Brief relevant information.
3. Collect data and tasks for follow on action.

**REFERENCE:**

1. Volume IX Guidebook for Prior Service Recruiting Operations
- 

**8412-PSYS-2003:** Develop PSRSS structure

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 8412

**BILLETS:** Career Recruiter

**GRADES:** GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given the structure analysis sheet, assets map, and access to an automated system.

**STANDARD:** To ensure each recruiter/PSRSS a fair share of the market and assets.

**PERFORMANCE STEPS:**

1. Evaluate PSRSS structure analysis.
2. Provide recommendations.

**REFERENCE:**

1. Volume IX Guidebook for Prior Service Recruiting Operations
- 

**8412-PSYS-2004:** Conduct a PSRSS Systematic Recruiting Inspection (SRI)

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 8412

**BILLETS:** Career Recruiter

**GRADES:** GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a checklist and access to an automated system.

**STANDARD:** To determine if the substation is within the standards utilizing the seven components of systematic recruiting.

**PERFORMANCE STEPS:**

1. Identify the substation to be inspected.
2. Review previous SRI for comments and discrepancies.
3. Conduct SRI using the inspection checklist.
4. Debrief.

REFERENCES:

1. Volume VIII Guidebook for Prior Service Recruiters
- 

8412-PTRG-2001: Conduct ethics training

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 8412

BILLETS: Career Recruiter

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given recruiting case studies and scenarios.

STANDARD: To mitigate recruiting malpractice and enforce Marine Corps Values.

PERFORMANCE STEPS:

1. Identify situations where ethical decisions are required.
2. Identify the consequences of making unethical decisions.
3. Conduct guided discussion.

REFERENCE:

1. Volume VIII Guidebook for Prior Service Recruiters
- 

8412-PTRG-2002: Conduct advanced sales training

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 8412

BILLETS: Career Recruiter

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the Facilitators Guide.

STANDARD: To enhance sales proficiency by delivering relevant sales sustainment training.

PERFORMANCE STEPS:

1. Identify target audience.
2. Prepare for training.
3. Deliver training.

REFERENCE:

1. Marine Corps Performance, Programming, and Philosophy (MCP3)
- 

8412-PTRG-2003: Conduct advanced presentations

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 8412

BILLETS: Career Recruiter

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a classroom setting.

STANDARD: To enhance recruiters' advanced presentation and training skills.

PERFORMANCE STEPS:

1. Identify a topic.
2. Develop the foundation.
3. Develop courseware.
4. Deliver the presentation.

REFERENCE:

1. Advanced Presentation and Training Skills (APTS)
- 

8412-PTRG-2004: Conduct advanced coaching

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 8412

BILLETS: Career Recruiter

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a recruiter and required supporting documentation.

STANDARD: To modify or sustain a recruiter's behavior or performance.

PERFORMANCE STEPS:

1. Observe the recruiter in an interview.
2. Demonstrate positive feedback.
3. Demonstrate balanced feedback.
4. Achieve certification.

REFERENCE:

1. Marine Corps Communication and Consulting (MC3) Advance Coaching Package
- 

8412-PTRG-2005: Conduct PSRSS Training and Assistance Visit

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 8412

BILLETS: Career Recruiter

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the current month's Command Group Action Plan/Matrix and the Inspection and Visits Book.

STANDARD: To address training requirements as directed by the command group action plan.

PERFORMANCE STEPS:

1. Review Monthly Command Group Action Plan/Matrix.
2. Conduct visit.
3. Complete trip report.
4. Debrief.

REFERENCE:

1. Volume IX Guidebook for Prior Service Recruiting Operations
-

8007. PSR OFFICER-IN-CHARGE (OIC) EVENTS

PSRS-OIC-2101: Manage personnel plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The Officer-in-Charge (OIC) will manage the personnel plan to project long-range recruiter and key personnel turn-over in order to minimize the impact on the recruiting operations.

BILLETS: Officer in Charge

GRADES: MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Assigned duties as the PSR OIC, provided with the T/O, Structure Report, In and Outbound roster, and annual school house course dates.

STANDARD: To identify personnel turn-over requirements within the PSRS during the monthly Command Group Action Planning (CGAP) meeting.

PERFORMANCE STEPS:

1. Review the T/O.
2. Review Monthly Personnel Situation Report (In/Outbound).
3. Identify manning requirements for PSR Stations in the current and outlying years.
4. Submit monthly notification reports that identify current and future manning requirements via Chain of Command.

REFERENCE:

1. Volume IX Guidebook for Prior Service Recruiting Operations
- 

PSRS-OIC-2102: Manage assets

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The OIC will manage all assets for resourcing and delegation of responsibilities to minimize unforeseen costs and to protect government property.

BILLETS: Officer in Charge

GRADES: MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Custody Management Record (CMR), GSA contracts, miscellaneous lease contracts, NMCI Assets lists, and Non-CMR items.

STANDARD: Reconciling all assets prior to the beginning of a new Fiscal Year.

PERFORMANCE STEPS:

1. Identify assets requiring accountability.
2. Conduct inventory of accountable assets.
3. Report asset accountable to higher headquarters.
4. Identify office spaces and furniture requirements.

REFERENCE:

1. Volume IX Guidebook for Prior Service Recruiting Operations
- 

PSRS-OIC-2103: Manage the budget

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The OIC will manage an annual PSRS budget.

BILLETS: Officer in Charge

GRADES: MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an assignment of responsibility for a PSRS Annual Plan, personnel, and assets.

STANDARD: By reconciling the budget.

PERFORMANCE STEPS:

1. Reconcile TAD budget.
2. Reconcile communications budget.
3. Reconcile logistics budget.
4. Develop budget.

REFERENCE:

1. Volume IX Guidebook for Prior Service Recruiting Operations
- 

PSRS-OIC-2104: Communicate with Inspector-Instructor (I&I) and Individual Mobilization Augmentee (IMA) Operations Sponsors

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Semi-annually OICs will communicate with supported reserve units in their geographical area of operations in order to share information, resolve issues, and coordinate effort.

BILLETS: Officer in Charge

GRADES: MAJ

INITIAL TRAINING SETTING: MOJT

**CONDITION:** Assigned the duties as OIC and the requirement to reconcile personnel requirements with the annual reserve manpower plan, Unit Manpower Information Sheet, and Selective Marine Corps Reserve Needs Report.

**STANDARD:** Semi-annually, by building and maintaining rapport in order to keep the lines of communication with I&I staff and IMA Operations Sponsors open.

**PERFORMANCE STEPS:**

1. Review Unit Manpower Information Sheet (UMIS).
2. Inform unit of QSN attainment for current FY versa the manpower plan.
3. Review Rejections of Accessions, as required.
4. Review attrition reconciliation, as required.
5. Conduct visits, as appropriate and as required.
6. Document actionable items and relevant observations in trip report.

**REFERENCE:**

1. Volume IX Guidebook for Prior Service Recruiting Operations
- 

**PSRS-OIC-2105:** Conduct annual manpower planning

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Prior to annual MPP conference, Officers-in-Charge (OIC) will communicate with supported reserve units in their geographical area of operations in order to identify billet vacancies and recruiting priorities.

**BILLETS:** Officer in Charge

**GRADES:** MAJ

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Assigned the duties as OIC and the requirement to reconcile personnel and assess annual reserve mission supportability.

**STANDARD:** Prior to the start of the Annual Manpower Planning Conference.

**PERFORMANCE STEPS:**

1. Identify current SMCR/IMA Needs Report.
2. Conduct pre-planning conference.
3. Review current FY manpower plan.
4. Review next FY manpower plan.
5. Update Manpower Information Sheet (UMIS).
6. Reconcile IRR population.
7. Document relevant observations.

**REFERENCE:**

1. Volume IX Guidebook for Prior Service Recruiting Operations
-

PSRS-OIC-2106: Direct mission attainment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The OIC will manage and reconcile Annual Reserve Mission.

BILLETS: Officer in Charge

GRADES: MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Manpower Plan, an SMCR/IMA Needs Report, Unit Manpower Information Sheets, and recruiters.

STANDARD: In order to attain mission accomplishment.

PERFORMANCE STEPS:

1. Develop phase lines.
2. Review Manpower Plan.
3. Review recruiter activities.
4. Review current vacancies.
5. Review QSN attainment for current FY versa the manpower plan.
6. Review Unit Manpower Information Sheet (UMIS).
7. Review recruiter production.

REFERENCE:

1. Volume IX Guidebook for Prior Service Recruiting Operations
- 

PSRS-OIC-2107: Issue SNCOIC mission letter

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The OIC will issue monthly mission letters to each SNCOIC that directs mission based on the Annual Plan.

BILLETS: Officer in Charge

GRADES: MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a PSRS Annual Plan and the SNCOIC's current mission attainment.

STANDARD: In order to direct join requirements for the month.

PERFORMANCE STEPS:

1. Review SNCOIC's FY to date attainment of Annual Plan.
2. Determine following month joins required, by category, in order for the SNCOIC to be on track with the Annual Plan.
3. Identify supported units that require increased support, per the FY manpower plan.

4. Assign SNCOIC monthly mission letter that identifies accessions required for the month, by category.
5. Review SNCOIC mission restatement and goals letters.

**REFERENCE:**

1. Volume IX Guidebook for Prior Service Recruiting Operations
- 

**PSRS-OIC-2108:** Finalize the Annual Plan

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** The OIC will develop and publish the Annual Plan in order to achieve mission and sustain operations and training.

**BILLETS:** Officer in Charge

**GRADES:** MAJ

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Provided with Regional planning guidance and an annual mission.

**STANDARD:** Prior to the start of a new fiscal year.

**PERFORMANCE STEPS:**

1. Identify monthly mission requirements for the FY.
2. Review the Annual Plan.
3. Approve the Annual Plan that identifies dates when required training will take place throughout the FY.
4. Consolidate all dates and phase lines onto a PSRS Year-in-Sight.
5. Include all enclosures (Training Plan, Mission Plan, Leave Plan, Substandard Performance and Awards).
6. Publish the plan.
7. Manage the plan.

**REFERENCE:**

1. Volume IX Guidebook for Prior Service Recruiting Operations
- 

**PSRS-OIC-2109:** Direct the Command Group Action Planning Meeting

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** The OIC will direct the command group action planning meeting to develop a detailed monthly plan that displays highlights, concerns, and command directed actions for the subsequent month.

**BILLETS:** Officer in Charge

**GRADES:** MAJ

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given the past months completed Action Plan/Matrix sheets, blank Action Plan/Matrix sheet, month/FY to date operational data, and input from other Command Group members.

**STANDARD:** Without error or omission.

**PERFORMANCE STEPS:**

1. Facilitate meeting.
2. Reconcile Monthly Mission Phase-lines.
3. Reconcile Monthly training requirements.
4. Reconcile recruiter production.
5. Collect data and tasks for follow on action.
6. Reconcile Admin and Logistics.
7. Direct action to be taken by Command Group members.

**REFERENCE:**

1. Volume IX Guidebook for Prior Service Recruiting Operations
- 

**PSRS-OIC-2110:** Appoint a SNCOIC

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** OIC of Prior Service Recruiting (PSR) District will appoint in writing an SNCOIC who is directly responsible to the OIC.

**BILLETS:** Officer in Charge

**GRADES:** MAJ

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given the requirement to fill a Career Recruiter billet.

**STANDARD:** In writing, by assigning annual/monthly mission and delegating the operational and administrative responsibilities to manage a PSRSS.

**PERFORMANCE STEPS:**

1. Validate certifications.
2. Administer in writing for designated PSRSS.
3. Administer expectations.
4. Direct formal training.

**REFERENCE:**

1. Volume IX Guidebook for Prior Service Recruiting Operations
- 

**PSRS-OIC-2111:** Conduct counseling

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** The PSR District OIC will conduct annual and semi-annual counseling and mentoring of personnel, prior to fitness report submission, and issuance of Proficiency and Conduct Marks.

**BILLETS:** Officer in Charge

**GRADES:** MAJ

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given the requirement to mentor, evaluate, and provide feedback to Marines under his/her charge.

**STANDARD:** At onset of billet assumption and quarterly.

**PERFORMANCE STEPS:**

1. Review Service Record Book and Official Military Personnel File.
2. Review recruiter training file.
3. Establish quarterly/annual counseling schedule on YIS.
4. Conduct counseling.
5. Update Command personnel file.

**REFERENCES:**

1. MCO 1500.58 Marine Corps Mentoring Program (MCMP)
  2. MCO P1070.12\_ Marine Corps Individual Records Administration Manual (IRAM)
  3. MCO P1610.7\_ Performance Evaluation System
  4. NAVMC Dir 1500.58 Marine Corps Mentoring Program Guidebook
- 

**PSRS-OIC-2112:** Review structure analysis

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** The OIC will review the structure analysis to determine if recruiting assets coincide with recruiting production capacity, ensuring each recruiter has a fair-share of opportunity to be successful.

**BILLETS:** Officer in Charge

**GRADES:** MAJ

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given an Assets Map, IRR Data Pull, the PSRS Structure Book, and access to an automated system.

**STANDARD:** Annually, in performance step sequence, and without error or omission.

**PERFORMANCE STEPS:**

2. Review PSRS structure analysis.
3. Review recommended District Structure adjustments.
4. Implement structure changes.

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REFERENCE:

1. Volume IX Guidebook for Prior Service Recruiting Operations
-

8008. PSR OPERATIONS CHIEF (OCHF) EVENTS

PSRS-OCHF-2101: Develop Annual Plan

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The Operation Chief will develop and submit the Annual Plan to the OIC in order to achieve mission through sustained operations and training.

MOS PERFORMING: 8412

BILLETS: Operations Chief

GRADES: GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Provided with Regional planning guidance and an annual mission.

STANDARD: Prior to September 1st.

PERFORMANCE STEPS:

1. Review T/O structure report of all inbound/outbound personnel.
2. Identify monthly mission requirements for the FY.
3. Review previous FY Annual Plan.
4. Include all enclosures (Training Plan, Mission Plan, Leave Plan, Substandard Performance and Awards).
5. Review annual budget.
6. Submit to OIC for finalization.

REFERENCE:

1. Volume IX Guidebook for Prior Service Recruiting Operations
- 

PSRS-OCHF-2102: Maintain personnel plan

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The Operation Chief will maintain the personnel plan to project long-range recruiter and key personnel turn-over in order to minimize the impact on the recruiting operations.

MOS PERFORMING: 8412

BILLETS: Operations Chief

GRADES: GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a recruiting environment, provided with T/O, Structure Report, In and Outbound roster, and annual schoolhouse course dates.

**STANDARD:** Prior to the start of a new month, by identifying long range personnel turn-over within the PSRS.

**PERFORMANCE STEPS:**

1. Review monthly In/Outbound rosters.
2. Identify manning requirements for PSR sites in the current and outlying years.
3. Submit monthly notification reports that identify current and future manning requirements via the Chain of Command.
4. Coordinate known billet shortfalls with Regions for replacements.

**REFERENCE:**

1. Volume IX Guidebook for Prior Service Recruiting Operations
- 

**PSRS-OCHF-2103:** Manage mission

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** The Operations Chief will supervise and reconcile annual reserve mission.

**MOS PERFORMING:** 8412

**BILLETS:** Operations Chief

**GRADES:** GYSGT, MSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given a Manpower Plan, SMCR/IMA needs report, and Unit Manpower Information Sheets, and access to an automated system.

**STANDARD:** In order to attain mission accomplishment.

**PERFORMANCE STEPS:**

1. Supervise phase-lines.
2. Review Manpower Plan.
3. Supervise recruiter activities.
4. Review current vacancies.
5. Supervise QSN attainment for current FY versa the manpower plan.
6. Review Unit Manpower Information Sheets.
7. Review recruiter production.
8. Adjust mission requirements, by category, as required.
9. Process join packages.

**REFERENCE:**

1. Volume IX Guidebook for Prior Service Recruiting Operations
- 

**PSRS-OCHF-2104:** Conduct structure analysis

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** The Operations Chief will conduct structure analysis to determine if recruiting assets coincide with recruiting production capacity, ensuring each recruiter has a fair share of opportunity to be successful.

**MOS PERFORMING:** 8412

**BILLETS:** Operations Chief

**GRADES:** GYSGT, MSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given an Assets Map, IRR data pull, Structure Analysis Book, and access to automated system.

**STANDARD:** Annually and without error or omission.

**PERFORMANCE STEPS:**

1. Conduct analysis of PSRS structure.
2. Identify recommended PSRS structure adjustments.
3. Submit structure changes to OIC for finalization.

**REFERENCE:**

1. Volume IX Guidebook for Prior Service Recruiting Operations
- 

**PSRS-OCHF-2105:** Participate in Command Group Action Planning Meeting

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 6 months

**DESCRIPTION:** The Operation Chief will participate in the command group action planning meeting to develop a detailed monthly plan that displays highlights, concerns, and command directed actions for the subsequent month.

**MOS PERFORMING:** 8412

**BILLETS:** Operations Chief

**GRADES:** GYSGT, MSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Provided with the past months completed Action Plan/Matrix sheets, blank Action Plan/Matrix sheet, and month/FY to date operational data.

**STANDARD:** To develop a detailed monthly plan that captures positive efforts, concerns, and command directed actions for the subsequent month.

**PERFORMANCE STEPS:**

1. Gather relevant information.
2. Brief relevant information.
3. Collect data and tasks for follow on action.

REFERENCE:

1. Volume IX Guidebook for Prior Service Recruiting Operations
- 

PSR-OCHF-2106: Communicate with Inspector and Instructor (I&I) and Individual Mobilization Augmentee (IMA) Operations Sponsor

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Semi-annually Operations Chiefs will communicate with supported reserve units in their geographical area of operations in order to share information, resolve issues, coordinate effort, and reconcile personnel requirements for the annual reserve manpower plan.

MOS PERFORMING: 8412

BILLETS: Operations Chief

GRADES: GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Provided with the annual reserve draft manpower plan, assets map, Unit Manpower Information Sheets, and Selective Marine Corps Reserve Needs Report.

STANDARD: Semi-annually, by building and maintaining rapport in order to keep the lines of communication with I&I staff and IMA Operations Sponsors open.

PERFORMANCE STEPS:

1. Inform unit of current manpower plan requirements.
2. Review next FY's supportability scrub.
3. Discuss Rejections of Accession.
4. Review attrition reconciliation.
5. Document actionable items and relevant observations in the trip report.

REFERENCE:

1. Volume IX Guidebook for Prior Service Recruiting Operations
-

8009. PSR RECRUITER INSTRUCTOR (RI) EVENTS

PSRS-RI-2101: Participate in a Command Group Action Plan Meeting

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The Recruiter Instructor will participate in an Action Plan/Matrix Meeting to determine required evaluations to conduct, training requirements, and recommend action for visits for the upcoming month.

MOS PERFORMING: 8412

BILLETS: Recruiter Instructor

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Provided with the past months completed Action Plan/Matrix sheets, blank Action Plan/Matrix sheet, month/FY to date operational data, Trip Reports, and Annual Training Plan.

STANDARD: To develop a detailed monthly plan that captures positive efforts, concerns, and command directed actions for the subsequent month.

PERFORMANCE STEPS:

1. Gather relevant information.
2. Brief relevant information.
3. Collect data and tasks for follow on action.

REFERENCE:

1. Volume IX Guidebook for Prior Service Recruiting Operations
- 

PSRS-RI-2102: Prepare Annual Training Plan

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The Recruiter Instructor will develop an annual training plan prior to the start of a new fiscal year that details all formal school training and PSRSS training.

MOS PERFORMING: 8412

BILLETS: Recruiter Instructor

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Provided with the Prior Service Recruiting Station Annual Plan.

STANDARD: In order to have it completed prior to the 1<sup>st</sup> of September.

**PERFORMANCE STEPS:**

1. Review previous Annual Training Plan.
2. Develop plan.
3. Submit plan to OIC.

**REFERENCE:**

1. Volume IX Guidebook for Prior Service Recruiting Operations
- 

**PSRS-RI-2103:** Conduct training

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** The Recruiter Instructor will be responsible for the training of all personnel assigned to the Prior Service Recruiting Station (PSRS).

**MOS PERFORMING:** 8412

**BILLETS:** Recruiter Instructor

**GRADES:** GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given assigned personnel and Annual Training Plan.

**STANDARD:** To ensure all personnel have mastered the required training and skill sets for their respective billets.

**PERFORMANCE STEPS:**

1. Review FY training plan.
2. Provide instruction.
3. Update Individual Training File.
4. Update Recruiter Training Board.
5. Complete trip report.
6. Develop courseware.
7. Conduct evaluations.

**REFERENCE:**

1. Volume IX Guidebook for Prior Service Recruiting Operations
-

RECRUITING AND RETENTION T&R MANUAL

CHAPTER 9

RECRUITING STATION COMMAND ELEMENT (RSCE) INDIVIDUAL EVENTS

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RECRUITING AND RETENTION T&R MANUAL

CHAPTER 9

RECRUITING STATION COMMAND ELEMENT (RSCE) INDIVIDUAL EVENTS

**9000. PURPOSE.** This chapter details the individual events that pertain to members of a Recruiting Station Command Element. These events are categorized by billets performing. Billets supported include; RS Commanding Officer, RS Executive Officer, RS Sergeant Major, RS Operations Officer, RS Operations Chief, RS Recruiter Instructor, Program Specialist and MEPS Liaison. These events are linked to a service-level Mission Essential Tasks (MET). This linkage tailors individual training for the selected MET. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

**9001. ADMINISTRATIVE NOTES.** T&R events are coded for ease of reference. Each event has a 4-4-4 character/digit identifier.

a. The first four characters represent the community. This chapter contains the following community code.

RSCE - Recruiting Station Command Element

b. The second four characters represent the functional or duty area. This chapter contains the functional areas listed below.

COMM - Communications  
MLNO - RS MEPS Liaison  
OCHF - RS Operations Chief  
OPSO - RS Operations Officer  
PLAN - Planning  
PROG - Programs  
PRSP - RS Program Specialist  
QUAL - Quality Procurement  
RSCO - RS Commanding Officer  
RSRI - RS Recruiter Instructor  
RSXO - RS Executive Officer  
SMAJ - RS Sergeant Major  
TRNG - Training

c. The last four digits represent the level (2000) and sequence number (001-999) of the event. The RSCE individual events are contained in one level.

2000 - Core skills

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,

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location, etc. that relates to the performance of the task. In a recruiting environment and with the aid of references are common conditions for all Occupational Field 84 tasks.

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9003. RS COMMAND ELEMENT COMMON EVENTS

RSCE-COMM-2001: Reinforce Marine Corps Communication and Consulting (MC3) skills and effective communication

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The RSCE will conduct a sales presentation utilizing the Consultative Selling process to promote an open exchange of information and explain the Marine Corps in meaningful and compelling manner to applicants and influencers.

BILLETS: RS SGTMAJ, OPSO, XO, CO

GRADES: SGTMAJ, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the duties as a member of the RS Command Element, a requirement to conduct a sales presentation, provided with a basically qualified applicant, Marine Corps benefit tags, the Marine Corps Opportunities Book, and relevant proof sources.

STANDARD: By applying Professional Selling Skills to identify, confirm and support the needs of applicants.

PERFORMANCE STEPS:

1. Listen with purpose.
2. Establish rapport.
3. Engage.
4. Explore.
5. Enable.
6. Gain commitment.

REFERENCES:

1. Marine Corps Communication and Consulting Skills (MC3)
  2. Volume I Guidebook for Recruiters
- 

RSCE-COMM-2002: Conduct a coaching call

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The RSCE will develop an effective sales force by applying concepts as a strategist, communicator, and mentor.

BILLETS: RS SGTMAJ, OPSO, XO, CO

GRADES: SGTMAJ, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.



CONDITION: Given a requirement.

STANDARD: In order to assign RSS quality and quantity contracting and shipping requirements.

PERFORMANCE STEPS:

1. Review annual mission requirements.
2. Assign mission letters.

REFERENCE:

1. Volume III Guidebook for RS Operations
- 

RSCE-PLAN-2003: Conduct a structure analysis

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The RSCE will conduct a structure analysis to develop a stable structure that provides each recruiter with a fair quality market and sufficient recruiting assets to achieve required contracting and shipping requirements.

BILLETS: RS RI, SGTMAJ, OPSO, XO, CO

GRADES: SGTMAJ, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with a Structure Analysis Sheet, Structure Book, and the RS Assets Map.

STANDARD: To ensure there is stable structure that provides each recruiter with a fair quality market and sufficient recruiting assets to achieve required contracting and shipping requirements.

PERFORMANCE STEPS:

1. Conduct a structure review.
2. Determine structure.
3. Update assets map.

REFERENCE:

1. Volume III Guidebook for RS Operations
- 

RSCE-PROG-2001: Manage RS recruiting programs

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The RSCE will manage RS recruiting programs to produce quality contracts while maintaining program standards.

BILLETS: RS RI, SGTMAJ, OPSO, XO, CO

GRADES: SGTMAJ, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: On a monthly basis to obtain quality contracts from each program while ensuring standards are being maintained.

PERFORMANCE STEPS:

1. Analyze report.
2. Develop plan.
3. Conduct training.

REFERENCES:

1. Volume III Guidebook for RS Operations
- 

RSCE-QUAL-2001: Determine waiver/service reviews

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 month

DESCRIPTION: The RSCE will determine waivers/service reviews for applicants who are not qualified for enlistment, but the existence of highly favorable traits or mitigating circumstances outweighing the disqualification and in the best interest of the Marine Corps.

BILLETS: RS RI, SGTMAJ, OPSO, XO, CO

GRADES: SGTMAJ, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: By determining an applicant's enlistment eligibility.

PERFORMANCE STEPS:

1. Receive waiver/service review.
2. Review Uniform Guide for Typical Offenses.
3. Determine eligibility.

REFERENCE:

1. Volume III Guidebook for RS Operations
- 

RSCE-TRNG-2001: Conduct Training and Assistance Visits

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The Recruiting Station Command Element (RSCE) will conduct a training and assistance visit to a Recruiting Sub-Station (RSS) and Officer

Selection Station (OSS) to accomplish specific tasks and actions directed by the monthly Action/Matrix Plan.

**BILLETS:** RS RI, SGTMAJ, OPSO, XO, CO

**GRADES:** SGTMAJ, 1STLT, CAPT, MAJ

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Provided with the current month Recruiting Station (RS) Command Group Action Plan/Matrix.

**STANDARD:** That results in a Trip Report that displays results based upon action and urgency codes identified on the Action Plan/Matrix.

**PERFORMANCE STEPS:**

1. Review Action Plan/Matrix.
2. Prepare for visit.
3. Conduct visit.
4. Complete trip report.
5. Debrief Command Group.

**REFERENCE:**

1. Volume III Guidebook for RS Operations
-

9004. RS COMMANDING OFFICER (RSCO) EVENTS

RSCE-RSCO-2001: Direct the RS training program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The Recruiting Station (RS) Commanding Officer (CO) will direct all required actions for the RS Training Program for individual recruiting personnel and Command Group members.

BILLETS: RS CO

GRADES: MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with the training plans/reports book, evaluation board, and the RS training file.

STANDARD: Ensuring the RS Monthly Training Report is validated, prior to the start of a specified month.

PERFORMANCE STEPS:

1. Review RS Annual Training Plan.
2. Direct training.
3. Direct evaluation process.
4. Direct Training and Assistance Visits.
5. Validate RS Monthly Training Report.

REFERENCE:

1. Volume III Guidebook for RS Operations
- 

RSCE-RSCO-2002: Issue a RSS mission letter

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The RS CO will issue a Monthly RSS Mission Letter to each SNCOIC that directs contracting and shipping missions based on the RS's Annual Mission.

BILLETS: RS CO

GRADES: MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Having received a brief by the RS Operations Officer, the mission planning book, and given access to MCRISS-RS.

STANDARD: That directs contracting, shipping and quality requirements.

**PERFORMANCE STEPS:**

1. Receive brief.
2. Review mission letters.
3. Annotate guidance.

**REFERENCE:**

1. Volume III Guidebook for RS Operations
- 

**RSCE-RSCO-2003:** Create a sub-standard performance order

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

**DESCRIPTION:** The RS CO will establish and publish an order outlining minimum contracting, shipping, quality and criteria standards for the RS and specific actions concerning sub-standard performance.

**BILLETS:** RS CO

**GRADES:** MAJ

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Provided with a RS annual mission letter, the mission planning book, and given access to MCRISS-RS.

**STANDARD:** To establish procedures for remedial training.

**PERFORMANCE STEPS:**

1. Review annual mission letter.
2. Establish contracting APR.
3. Establish quality standards.
4. Establish shipping requirements.
5. Assign caution and probation status.

**REFERENCES:**

1. Volume III Guidebook for RS Operations
- 

**RSCE-RSCO-2004:** Validate the commanders attainment report

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

**DESCRIPTION:** The RS CO will review the Commanders Attainment Report to ensure enlistments and inductions are correctly and accurately entered in MCRSS-RS monthly.

**BILLETS:** RS CO

**GRADES:** MAJ

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Provided with a Commanders Attainment Report, RS transmittal logs, MEPS daily report, RS pool file, and given access to MCRISS-RS.

**STANDARD:** Ensuring the report is accurate in all reporting sections.

**PERFORMANCE STEPS:**

1. Receive brief.
2. Audit report.
3. Correct errors.
4. Approve report.

**REFERENCES:**

1. Volume III Guidebook for RS Operations
-

9005. RS EXECUTIVE OFFICER (RSXO) EVENTS

RSCE-RSXO-2001: Assign recruiter production date

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 month

DESCRIPTION: The Recruiting Station (RS) Executive Officer (XO) will enter personal information into MCRISS-RS to assign a recruiter a production date upon notification by the District Headquarters of a recruiter assignment to the RS.

BILLETS: RS XO

GRADES: CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with recruiter personal information and access to MCRISS-RS.

STANDARD: Ensuring recruiter personal information and recruiting production date is accurately entered into MCRISS-RS.

PERFORMANCE STEPS:

1. Receive recruiter assignment.
2. Enter personal data in MCRISS.
3. Update changes.

REFERENCES:

1. Volume III Guidebook for RS Operations
- 

RSCE-RSXO-2002: Maintain MUD file

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 month

DESCRIPTION: The RS XO will maintain within MCRISS-RS a MUD File that is used to manage zip codes, organize RS assets, define boundaries, and assist the Recruiter Supplied Names Program.

BILLETS: RS XO

GRADES: CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with RS assets map, access to current zip codes, and given access to MCRISS-RS.

STANDARD: Ensuring zip code changes are updated quarterly.

PERFORMANCE STEPS:

1. Review zip codes.

2. Update MCRISS-RS.
3. Update assets map.

**REFERENCE:**

1. Volume III Guidebook for RS Operations
- 

**RSCE-RSXO-2003:** Manage the High School Community College Program

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 month

**DESCRIPTION:** The RS XO will organize and direct the efforts of the SNCOIC and Command Group to enable the RS to recruit successfully in schools to produce quality contracts.

**BILLETS:** RS XO

**GRADES:** CAPT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Provided with milestones, master planning sheets, profile sheets, high school/community College reports folders, and given access to MCRISS-RS.

**STANDARD:** Ensuring monthly, the CO is provided with a detailed analysis of obtainment of school program objectives for each RSS within the RS.

**PERFORMANCE STEPS:**

1. Direct program objectives.
2. Organize school information.
3. Conduct program planning.
4. Maintain program reports.
5. Direct Command Group actions.

**REFERENCES:**

1. Volume III Guidebook for RS Operations
-

9006. RS SERGEANT MAJOR (SMAJ) EVENTS

RSCE-SMAJ-2001: Coordinate Personnel Plan

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 month

DESCRIPTION: The Recruiting Station (RS) Sergeant Major (SgtMaj) will coordinate the RS personnel plan that projects long-range recruiter and key personal turn-over in effort to minimize negative impact on the RS essential task of shipping and contracting.

BILLETS: RS SGTMAJ

GRADES: SGTMAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with RS monthly personnel situation report and given access to the MCRISS-RS.

STANDARD: Prior to the start of a new month, ensuring that long-range recruiter and key personal turn-over is projected.

PERFORMANCE STEPS:

1. Prepare personnel brief.
2. Conduct brief.
3. Request assignments.
4. Coordinate assignments.

REFERENCE:

1. Volume III Guidebook for RS Operations
- 

RSCE-SMAJ-2002: Manage the Recruiter Aide/Extended Active Duty Program

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 month

DESCRIPTION: The RS SgtMaj will manage the planning and execution of the Recruiter Aide/Extended Active Duty Program to produce additional contracts to support the RS's contracting and shipping mission.

BILLETS: RS SGTMAJ

GRADES: SGTMAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with the RS Command recruiting Year-in-Sight Plan, monthly recruiting support program report, and given access to MCRISS-RS.

STANDARD: Ensuring man-days are maximized, tracked, and analyzed to support the RS mission.

**PERFORMANCE STEPS:**

1. Develop plan.
2. Coordinate SNCOIC actions.
3. Monitor Recruiter Aide/EAD.
4. Complete report.

**REFERENCE:**

1. Volume III Guidebook for RS Operations
- 

**RSCE-SMAJ-2003:** Manage RS Command recruiting program

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

**DESCRIPTION:** The RS SgtMaj is assigned the program manager of the RS Command recruiting program and responsible to generate 15% of the RS's monthly and annual contract mission.

**BILLETS:** RS SGTMAJ

**GRADES:** SGTMAJ

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Provided with the RS Command recruiting file, appropriate Command recruiting reports, submitted RSS Command recruiter requests, and given access to MCRISS-RS.

**STANDARD:** Monthly, by creating a Command recruiting Month-in-Sight Plan which displays a program of action to generate 15% new contracts for the RS.

**PERFORMANCE STEPS:**

1. Direct contact.
2. Develop plans.
3. Maintain reports.
4. Maintain RS Command recruiting file.
5. Direct training.
6. Conduct audits.

**REFERENCE:**

1. Volume III Guidebook for RS Operations
- 

**RSCE-SMAJ-2004:** Manage the RS pool program

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

**DESCRIPTION:** The RS SgtMaj is assigned the program manager of the RS pool program and responsible to generate 25% of the RS's monthly and annual contract mission.

**BILLETS:** RS SGTMAJ

**GRADES:** SGTMAJ

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Provided with appropriate RS pool reports, RS annual plan, individual pool cards, RS pool file, and given access to MCRISS-RS.

**STANDARD:** Monthly, by developing a detailed Month-In-Sight Plan to generate 25% of the RS's monthly new contracts.

**PERFORMANCE STEPS:**

1. Develop pool plans.
2. Maintain reports.
3. Conduct pool audits.
4. Conduct training.

**REFERENCE:**

1. Volume III Guidebook for RS Operations
-

9007. RS OPERATIONS OFFICER (OPSO) EVENTS

RSCE-OPSO-2001: Manage the Non-Instrumental Drug Test (NIDT) Program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 month

DESCRIPTION: The Recruiting Station (RS) Operations Officer (OPSO) will manage the RS's NIDT Program that test all new working applicants for illegal drug use within 24 hours of processing at the Military Entrance Processing Station (MEPS).

BILLETS: RS OPSO

GRADES: CWO-2, CWO-3, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with NIDT Kits, NIDT record of inventory log, working applicant log, and given access to MCRISS-RS.

STANDARD: Monthly, by recording the NIDT results of all new working applicants declared by SNCOICs.

PERFORMANCE STEPS:

1. Maintain accountability.
2. Order kits quarterly.

REFERENCE:

1. Volume III Guidebook for RS Operations
- 

RSCE-OPSO-2002: Conduct Commanding Officer briefs

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 month

DESCRIPTION: The RS OPSO will provide briefs to the RS CO throughout the course of the day concerning prospecting, processing, shipping and quality matters and provide recommendations for course and speed adjustments.

BILLETS: RS OPSO

GRADES: CWO-2, CWO-3, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with MEPS morning report, RS working applicant log, RS daily activity report, and given access to MCRISS-RS.

STANDARD: Daily, on the RS's daily processing requirements and by providing recommendations for course and speed adjustments.

**PERFORMANCE STEPS:**

1. Analyze data.
2. Conduct briefs.

**REFERENCE:**

1. Volume III Guidebook for RS Operations
- 

**RSCE-OPSO-2003:** Direct applicant processing for enlistment

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 month

**DESCRIPTION:** Once an applicant is declared as a new working applicant and has been accepted, the RS OP SO will direct the processing actions and track applicant processing.

**BILLETS:** RS OP SO

**GRADES:** CWO-2, CWO-3, 1STLT, CAPT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Provided with access to MCRISS-RS and new working applicant data.

**STANDARD:** Daily, by assigning, tracking and directing the actions required for processing.

**PERFORMANCE STEPS:**

1. Accept new working applicant.
2. Direct processing.
3. Track applicant processing.

**REFERENCE:**

1. Volume III Guidebook for RS Operations
- 

**RSCE-OPSO-2004:** Manage the priority prospect program

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 month

**DESCRIPTION:** The RS OP SO will manage the RSS priority prospect program to ensure it produces 12% of the RS's monthly and annual contracting mission.

**BILLETS:** RS OP SO

**GRADES:** CWO-2, CWO-3, 1STLT, CAPT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Provided with a priority prospect AD portal and given access to MCRISS-RS.

**STANDARD:** By directing the prospecting actions to generate a minimum of 12% of the RS's contract goals.

**PERFORMANCE STEPS:**

1. Manage leads.
2. Conduct training.
3. Complete report.
4. Conduct analysis.

**REFERENCE:**

1. Volume III Guidebook for RS Operations
-

9008. RS OPERATIONS CHIEF (OCHF) EVENTS

RSCE-OCHF-2001: Coordinate courtesy shippers

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 1 month

DESCRIPTION: The Recruiting Station (RS) Operations Chief (OCHF) will coordinate requests for applicants to ship to recruit training from a different Military Entrance Processing Station (MEPS) when authorized by the RS CO.

MOS PERFORMING: 8412

BILLETS: RS OCHF

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the duties as the RS Operations Chief and the requirement to coordinate courtesy shippers, provided with original enlistment package, original medical file, request for courtesy ship letter, and given access to MCRIS-RS.

STANDARD: When requested, by coordinating the processing of courtesy shippers with the appropriate recruiting station.

PERFORMANCE STEPS:

1. Coordinate courtesy shipper.
2. Conduct counseling.

REFERENCE:

1. Volume III Guidebook for RS Operations

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RSCE-OCHF-2002: Maintain enlisted pool file

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 1 month

DESCRIPTION: The RS OCHF will maintain a RS enlistment file that contains cards used to track a poolee's ship status contains basic enlistment data and used to manage the RS Pool.

MOS PERFORMING: 8412

BILLETS: RS OCHF

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the duties as the RS Operations Chief and the requirement to maintain a RS enlisted pool file, provided with a RS enlisted pool file,

enlisted pool cards, MEPS daily reports, appropriate DD 1966 Page 1, MCRISS transaction logs, RS Pool status board, and given access to MCRISS-RS.

**STANDARD:** Daily, by validating that the information on individual enlistment cards matches information in MCRISS-RS.

**PERFORMANCE STEPS:**

1. Maintain RS enlisted pool file.
2. Create enlistment cards.
3. Audit cards.
4. Conduct counseling.

**REFERENCE:**

1. Volume III Guidebook for RS Operations
- 

**RSCE-OCHF-2003:** Maintain enlisted ship file

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 1 month

**DESCRIPTION:** The RS OCHF will maintain a RS ship file that contains enlistment cards of applicants that have shipped to recruit training for the RS for the fiscal year.

**MOS PERFORMING:** 8412

**BILLETS:** RS OCHF

**GRADES:** GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given the duties as the RS Operations Chief and the requirement to maintain a RS ship file, provided with a RS ship file, enlisted pool cards, MEPS daily reports, appropriate DD 1966 Page 1, MCRISS transaction logs, RS pool status board, and given access to MCRISS-RS.

**STANDARD:** Daily, by validating that shipping information entered into MCRISS-RS matches shipping information on individual enlistment cards.

**PERFORMANCE STEPS:**

1. Maintain ship pool file.
2. File enlistment card.
3. Audit cards.
4. Conduct counseling.

**REFERENCE:**

1. Volume III Guidebook for RS Operations
- 

**RSCE-OCHF-2004:** Schedule applicants for shipping

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 1 month

**DESCRIPTION:** The RS OCHF will monitor, coordinate and schedule applicants for shipping to the MEPS Liaison to ensure the RS CO's weekly even-flow and annual shipping requirements are obtained.

**MOS PERFORMING:** 8412

**BILLETS:** RS OCHF

**GRADES:** GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given the duties as the RS Operations Chief and the requirement to schedule applicants for shipping, provided with a 6-week ship schedule, RS status boards, RS pool file, completed 30 Day interviews, and given access to MCRISS-RS.

**STANDARD:** Based on directed even-flow requirements and in performance step sequence.

**PERFORMANCE STEPS:**

1. Review 6-week ship schedule.
2. Schedule shippers.
3. Brief Operation Officers.
4. Conduct counseling.

**REFERENCE:**

1. Volume III Guidebook for RS Operations
- 

**RSCE-OCHF-2005:** Process pool modification request

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 1 month

**DESCRIPTION:** The RS OCHF will process pool modifications submitted by RSS SNCOICs requesting change to a pool status or request for change concerning original enlistment obligations.

**MOS PERFORMING:** 8412

**BILLETS:** RS OCHF

**GRADES:** GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given the duties as the RS Operations Chief and the requirement to process a pool modification request, provided with a pool modification request, enlisted pool file, enlisted pool card, RS pool status boards, and given access to MCRISS-RS.

**STANDARD:** In a performance steps sequence, by ensuring all pool cards and status boards are updated and that the data is imputed into MCRISS-RS.

**PERFORMANCE STEPS:**

1. Receive pool modification request.
2. Input data.
3. Update pool card.
4. Update status boards.
5. File requests.

**REFERENCE:**

1. Volume III Guidebook for RS Operations
- 

**RSCE-OCHF-2006:** Validate the Commanders Attainment Report (CAR)

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 1 month

**DESCRIPTION:** The RS OCHF will validate the accuracy of the Commanders Attainment Report which displays all enlistment and induction data entered into MCRISS-RS for the RS.

**MOS PERFORMING:** 8412

**BILLETS:** RS OCHF

**GRADES:** GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given the duties as the RS Operations Chief and the requirement to validate the Commanders Attainment Report, provided with Commanders Attainment Report, transaction logs, MEPS daily reports, RS status boards, RS pool file, RS ship file, and given access to MCRISS-RS.

**STANDARD:** In a performance steps sequence, by ensuring the accuracy of all enlistment and induction data entered into MCRISS-RS.

**PERFORMANCE STEPS:**

1. Print report.
2. Audit report.
3. Request CO audit.
4. Update status boards.
5. File requests.

**REFERENCE:**

1. Volume III Guidebook for RS Operations
- 

**RSCE-OCHF-2007:** Conduct analysis of MCRD discharge packages

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 1 month

**DESCRIPTION:** The RS OCHF will conduct an analysis of individual MCRD discharge packages monthly to identify trends and recommend corrective actions to minimize MCRD attrition for the RS.

MOS PERFORMING: 8412

BILLETS: RS OCHF

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the duties as the RS Operations Chief and the requirement to conduct an analysis of MCRD discharge packages, provided with current month MCRD discharge packages, RS/RSS QCIS reports, appropriate residual enlistment files, appropriate PAC/MCRD cards, and given access to MCRISS working applicant logs.

STANDARD: In a performance steps sequence, by identifying trends and recommending corrective actions on the RS Matrix Plan.

PERFORMANCE STEPS:

1. Review MCRD discharge packages.
2. Analyze documents.
3. Recommend corrective actions.
4. Update status boards.
5. File requests.

REFERENCE:

1. Volume III Guidebook for RS Operations
- 

RSCE-OCHF-2008: Process discharges from the pool

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 1 month

DESCRIPTION: The RS OCHF will request and process poolees for discharge from the Delayed Entry Program within the first 10 days of a given month.

MOS PERFORMING: 8412

BILLETS: RS OCHF

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the duties as the RS Operations Chief and the requirement to process discharges from the pool, provided with a pool modification form requesting discharge, RS pending discharge board, RS enlistment card, request for discharge letter, authorization to discharge letter, transaction logs, and appropriate attrition by recruiter report, and given access to MCRISS-RS.

STANDARD: Within the first 10 days of a given month and in performance step sequence.

PERFORMANCE STEPS:

1. Identify poolees for discharge.

2. Request discharge.
3. Validate discharge.
4. Update status boards.
5. File requests.

**REFERENCE:**

1. Volume III Guidebook for RS Operations
- 

**RSCE-OCHF-2009:** Maintain RS status boards

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 1 month

**DESCRIPTION:** The RS OCHF will maintain multiple RS status boards that display information on the RS's efforts of critical information concerning contracting and shipping requirements.

**MOS PERFORMING:** 8412

**BILLETS:** RS OCHF

**GRADES:** GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given the duties as the RS Operations Chief and the requirement to maintain RS status boards, provided with a RS ship/pool board, female shipping board, weekly even-flow board, pending discharge board, waiver/reenlistment board, appropriate programs reports, MEPS daily reports, MCRISS transaction logs, and given access to MCRISS-RS.

**STANDARD:** Daily, by validating that status boards display accurate information.

**PERFORMANCE STEPS:**

1. Maintain boards.
2. Audit boards.
3. Validate discharge.
4. Update status boards.
5. File requests.

**REFERENCE:**

1. Volume III Guidebook for RS Operations
- 

**RSCE-OCHF-2010:** Maintain residual enlistment packages

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 1 month

**DESCRIPTION:** The RS OCHF will maintain residual enlistment packages in a secure location for the purpose of quality control, investigations, and other inquires of applicants the RS has enlisted or shipped.

MOS PERFORMING: 8412

BILLETS: RS OCHF

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the duties as the RS Operations Chief and the requirement to maintain residual enlistment packages, provided with a residual enlistment packages, a secured storage area, MEPS daily reports, MCRISS transaction logs, and given access to MCRISS-RS.

STANDARD: In a secure location and in performance step sequence.

PERFORMANCE STEPS:

1. Receive enlistment packages.
2. Review for errors.
3. Maintain packages.
4. Update status boards.
5. File requests.

REFERENCE:

1. Volume III Guidebook for RS Operations
-

9009. RS RECRUITER INSTRUCTOR (RSRI) EVENTS

RSCE-RSRI-2001: Manage RS level training

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 month

DESCRIPTION: The RS RI will develop an annual training plan prior to the start of a new fiscal year that details training that will be conducted at the recruiting station.

BILLETS: RS RI

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with the RS Annual Training Plan.

STANDARD: In the time frame prescribed and as directed by the RS Annual Training Plan.

PERFORMANCE STEPS:

1. Review training plans.
2. Develop plans.
3. Conduct training.
4. Conduct systematic inspections.

REFERENCE:

1. Volume III Guidebook for RS Operations
-

9010. RS PROGRAM SPECIALIST (PRSP) EVENTS

RSCE-PRSP-2001: Validate Welcome Aboard Briefs

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 1 month

DESCRIPTION: The Recruiting Station (RS) Program Specialist (PRSP) will validate that recruiters are correctly conducting Welcome Aboard Briefs that establishes a pooler as a part of the Marine Corps team and informs family members about the delayed entry program.

MOS PERFORMING: 8411

BILLETS: RS PRSP

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the duties as a RS Program Specialist and the requirement to validate Welcome Aboard Briefs are being conducted, provided with a RS pool view report, RS pool Month-In-Sight Plan, RS pool card, Welcome Aboard package, and given access to MCRISS-RS.

STANDARD: Monthly, by contacting families to ensure welcome aboard briefs have been conducted.

PERFORMANCE STEPS:

1. Conduct monthly verifications.
2. Issue Welcome Aboard packages.
3. Provide training.

REFERENCE:

1. Volume III Guidebook for RS Operations

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RSCE-PRSP-2002: Manage the incentive awards program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 1 month

DESCRIPTION: The RS PRSP manages the RS pooler incentive awards program that provides incentives for poolers to provide quality new contracts to the RS.

MOS PERFORMING: 8411

BILLETS: RS PRSP

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

**CONDITION:** Given the duties as the RS Program Specialist and the requirement to manage the poolees incentive awards program, provided with the RS poolees incentive awards order, RS monthly pool report, poolees credits report and the ADHOC RS poolees awards report.

**STANDARD:** Monthly, by auditing the poolees credits report for accuracy.

**PERFORMANCE STEPS:**

1. Review awards order.
2. Conduct awards audit.
3. Maintain ADHOC report.
4. Conduct training.

**REFERENCE:**

1. Volume III Guidebook for RS Operations
- 

**RSCE-PRSP-2003:** Complete recruiting program reports

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 1 month

**DESCRIPTION:** The RS PRSP will complete monthly recruiting program reports for the RS pool and command recruiting program that is used to brief the RS Command Group and displays critical program information to manage the recruiting programs for effectiveness.

**MOS PERFORMING:** 8411

**BILLETS:** RS PRSP

**GRADES:** SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given the duties as a RS Program Specialist and the requirement to complete monthly recruiting program reports, provided with RS monthly reports folder, appropriate program reports, RS Command recruiting file, and given access to MCRISS-RS.

**STANDARD:** Monthly, and without error.

**PERFORMANCE STEPS:**

1. Review past reports.
2. Complete reports.
3. File reports.

**REFERENCE:**

1. Volume III Guidebook for RS Operations
- 

**RSCE-PRSP-2004:** Coordinate pool meetings

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 1 month

**DESCRIPTION:** The RS PRSP will coordinate RSS pool meetings and functions to ensure they are properly planned, scheduled, funded and executed monthly to maintain the motivation and safety of the pool.

**MOS PERFORMING:** 8411

**BILLETS:** RS PRSP

**GRADES:** SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given the duties as a RS Program Specialist and the requirement to coordinate recruiting sub-station pool meetings and functions, provided with a RS pool Year-in-Sight Plan, RS high risk report, and completed RSS and RS pool meeting after action reports.

**STANDARD:** Monthly, that results in a completed Recruiting Station after Action Report.

**PERFORMANCE STEPS:**

1. Review Year-in-Sight Plan.
2. Coordinate support.
3. Conduct after action analysis.

**REFERENCE:**

1. Volume III Guidebook for RS Operations
- 

**RSCE-PRSP-2005:** Manage 30 day pre-ship interview process

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 1 month

**DESCRIPTION:** The RS PRSP will manage the 30 day pre-ship interviews process to identify to the RS changes of an applicant ship status and act as liaison between the SNCOIC, MEPS, and Operations Section to prepare applicants to ship on assigned ship date.

**MOS PERFORMING:** 8411

**BILLETS:** RS PRSP

**GRADES:** SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given the duties as a RS Program Specialist and the requirement to manage the 30 day pre-ship process, provided with a six-week ship schedule, completed 30 day pre-ship interviews, RS pool board, high risk rooster, and given access to MCRISRS.

**STANDARD:** Weekly, by informing the RS Sergeant Major of past due 30 day pre-ship interviews.

**PERFORMANCE STEPS:**

1. Review six-week ship schedule.
2. Conduct audit.
3. Receive pre-ship interview.

**REFERENCE:**

1. Volume III Guidebook for RS Operations
- 

**RSCE-PRSP-2006:** Maintain the RS Command recruiting file

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 1 month

**DESCRIPTION:** The RS PRSP will maintain the RS Command recruiting file to manage program actions and correctly complete the RS Command recruiting report monthly.

**MOS PERFORMING:** 8411

**BILLETS:** RS PRSP

**GRADES:** SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given the duties as the RS Program Specialist and the requirement to maintain the RS Command recruiting file, provided with the RS Command recruiting file, PTAD request forms, monthly Command recruiting report, Command recruiting cards, blank RS Command recruiting Month-in-Sight Plan, and given access to MCRISS-RS.

**STANDARD:** Without error, by completing a monthly Command recruiting report utilizing the RS Command recruiting file.

**PERFORMANCE STEPS:**

1. Maintain RS Command recruiting file.
2. Utilize file.
3. Conduct monthly audit.
4. Create reports.

**REFERENCES:**

1. Volume III Guidebook for RS Operations
- 

**RSCE-PRSP-2007:** Utilize MCRISS-RS

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 1 month

**DESCRIPTION:** The RS PRSP will utilize MCRISS-RS to monitor the pool and Command recruiting program, monitor individual poolees' statuses, and manage reports for the RS.

**MOS PERFORMING:** 8411

**BILLETS:** RS PRSP

**GRADES:** SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given the duties as a RS Program Specialist and the requirement to utilize MCRISS-RS, provided a computer, internet access, and provided a MCRISS account.

**STANDARD:** Without error, by accessing modules and creating program reports.

**PERFORMANCE STEPS:**

1. Access MCRISS-RS.
2. Access modules.
3. Create reports.

**REFERENCE:**

1. Volume III Guidebook for RS Operations
-

9011. RS MEPS LIAISON (MLNO) EVENTS

RSCE-MLNO-2001: Process applicants

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 month

DESCRIPTION: The Recruiting Station (RS) Military Entrance Processing Station (MEPS) Liaison (LSN) will process applicants for enlistment to ensure only qualified applicants enlist and accession into the Marine Corps.

MOS PERFORMING: 8411, 8412

BILLETS: RS MEPS LSN

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with a completed enlistment package, screening interview forms, access to MIRS, and given access to MCRISS-RS.

STANDARD: Without error, by authorizing the enlistment of qualified applicants into the Marine Corps.

PERFORMANCE STEPS:

1. Validate MIRS entry.
2. Screen enlistment package.
3. Screen applicant.
4. Validate forms.
5. Submit reports.

REFERENCE:

1. Volume III Guidebook for RS Operations
- 

RSCE-MLNO-2002: Conduct quality control measures

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 month

DESCRIPTION: The RS MEPS LSN will conduct quality control measures to ensure only qualified applicants are processed, prevent fraudulent enlistments and eliminate administrative discrepancies.

MOS PERFORMING: 8411, 8412

BILLETS: RS MEPS LSN

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with interview screening forms, completed enlistment packages, provided 20% Random Verification Letter, Recruiting Station

Enlistment File System, Blank MEPS Daily Report, MEPS Daily File, access to MIRS and MCRISS RS.

**STANDARD:** Without error, by conducting applicant screening and coding to determine enlistment and accessions qualification.

**PERFORMANCE STEPS:**

1. Maintain enlistment file.
2. Maintain screening documents.
3. Maintain quality reports.

**REFERENCES:**

1. VOL III Guidebook for RS Operations
- 

**RSCE-MLNO-2003:** Assign programs

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 month

**DESCRIPTION:** The RS MEPS LSN will validate applicants are qualified for various enlistment options programs and assign programs to applicants upon enlistment and accession into the Marine Corps.

**MOS PERFORMING:** 8411, 8412

**BILLETS:** RS MEPS LSN

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Provided with a completed enlistment package, given access to MCRISS-RS, a statement of understanding (SOU), and the references.

**STANDARD:** Without error, by completing a statement of understanding form.

**PERFORMANCE STEPS:**

1. Determine qualification.
2. Complete statement of understanding.

**REFERENCES:**

1. Volume III Guidebook for RS Operations
  2. RS Programs Book
  3. Enlistment Options Program Order
  4. MCO 1200.17\_ Marine Corps Military Occupational Specialty Manual
-

RECRUITING AND RETENTION T&R MANUAL

APPENDIX A

ACRONYMS AND ABBREVIATIONS

ACRS	Automated Career Retention System
AIRS	Automated Inspection Reporting System
ALMRS	Automated Leads Management Reporting System
AOR	Area of Responsibility
APIC	Accession Package Inspection Checklist
APR	Average per Recruiter
APTS	Advanced Presentation and Training Skills
AR	Active Reserve
ASVAB	Armed Services Vocational Aptitude Battery Test
CAI	Contracts New Working Applicants and Interviews
CAR	Commanders Attainment Report
CG	Commanding General
CMR	Custody Management Record
COT	Consecutive Overseas Tours
DOD	Department of Defense
DRMO	Defense Reutilization Marketing Offices
EAC	Enhanced Area Canvassing
EAD	Extended Active Duty
EAS	End of Active Service
ECFC	Enlisted Career Force Controls
ECP	Enlisted Commissioning Program
ECS	Effective Communication Skills
FAI	Functional Area Inspection
FTAP	First Term Alignment Plan
FY	Fiscal Year
HQMC	Headquarters Marine Corps
HS/CC	High School/Community College
I&I	Inspector and Instructor
IMA	Individual Mobilization Augmentee
IMS	Interpersonal Management Skills
IPCOT	In Place Consecutive Overseas Tours
IRR	Individual Ready Reserve
IRT	Itinerant Recruiting Trip
IST	Initial Strength Test
LATMOV	Lateral Move
LDO	Limited Duty Officer
LOI	Letter of Instruction
LSL	Lump Sum Leave
MASP	Military Academic Skills Program
MBS	Master Brief Sheet
MC3	Marine Corps Communication and Consulting (MC3)
MC4	Marine Corps Communication, Coaching and Counseling (MC4)
MC5	Marine Corps Communication, Consulting, Coaching, and Counseling (MC5)
MCC	Monitored Command Code
MCD	Marine Corps District
MCEOB	Marine Corps Enlisted Opportunities Book
MCP3	Marine Corps Performance, Programming and Philosophy

MCP . . . . . Meritorious Commissioning Program  
MCO . . . . . Marine Corps Order  
MCRC . . . . . Marine Corps Recruiting Command  
MCRD . . . . . Marine Corps Recruit Depot  
MCRISS . . . . . Marine Corps Recruiting Information Support System  
MCRISS-RS . . . Marine Corps Recruiting Information Support System-Recruiting  
Station  
MCROB . . . . . Marine Corps Reserve Opportunity Book  
MCT . . . . . Marine Corps Task  
MCTFS . . . . . Marine Corps Total Force System  
MCTL . . . . . Marine Corps Task List  
MCTIMS . . . . . Marine Corps Training Information Management System  
MDS . . . . . Mandatory Stop Drill Date  
MDEP . . . . . Marine Corps Enlisted Commissioning Education Program  
MEPCOM . . . . . Military Entrance Processing Command  
MEPS . . . . . Military Entrance Processing Station  
MET . . . . . Mission Essential Task  
METL . . . . . Mission Essential Task List  
MGIB . . . . . Montgomery GI Bill  
MIRS . . . . . USMEPCOM Integrated Resource System  
MIS . . . . . Month in Sight  
MLNO . . . . . Marine Liaison Officer  
MPA . . . . . Marketing and Public Affairs  
MPP . . . . . Manpower Plan  
MOL . . . . . Mission and Objectives Letter  
MOS . . . . . Military Occupational Specialty  
MPPM . . . . . Military Personnel Procurement Manual  
MUD . . . . . Merkel Unit Designator  
NIDT . . . . . Navy Instrumented Drug Test  
NJW . . . . . New Join Worksheet  
NROTC . . . . . Naval Reserve Officer Training Corps Scholarship Program  
ODSE . . . . . Operational Data Store Enterprise  
OIC . . . . . Officer in Charge  
OMPF . . . . . Official Military Personnel File  
OPES . . . . . Overseas Extension Processing System  
OSA . . . . . Officer Selection Assistant  
OSO . . . . . Officer Selection Officer  
OSS . . . . . Officer Selection Station  
OST . . . . . Officer Selection Team  
OTEIP . . . . . Overseas Tour Extension Incentive Program  
PAC . . . . . Prospect Applicant Card  
PAR . . . . . Proficiency and Review  
PICM . . . . . Package Inspection Checklist Matrix  
PIA . . . . . Privacy impact Assessment  
PII . . . . . Personally Identifiable Information  
PPC . . . . . Priority Prospect Card  
PSEP . . . . . Prior Service Enlistment Program  
PSR . . . . . Prior Service Recruiting  
PSRO . . . . . Prior Service Recruiting Office  
PT . . . . . Physical Training  
PTAD . . . . . Permissive Temporary Additional Duty  
Q3 . . . . . Physical, Professional, and Moral Qualifications  
QC . . . . . Quality Control  
QCIS . . . . . Quality Control SITREP  
QCP . . . . . Qualified College Population

QCDS	Quality Control Discrepancy Sheet
QSN	Quota Serial Number
R&R	Refresher and Reinforcement
RAAS	Recruiter Activity Analysis Sheet
RAV	Retention Assist Visit
RDOL	Reserve Duty on Line
REAP	Reserve Education Assistance Program
RECC	Reserve End of Current Contract
RECP	Reserve Enlisted Commissioning Program
REDD	Reenlistment Eligibility Determination Database
RELM	Reenlistment Extension Lateral Move Request
RI	Recruiter Instructor
ROPE	Recruiter Out of Pocket Expense
RPAP	Reserve Promotion Affiliation Program
RQSN	Reserve Quota Serial Number
RS	Recruiting Station
RSS	Recruiting Sub-station
RUC	Reserve Reporting Unit
S&R	Schedule and Results
SAAR	System Authorization Access Request
SBC	Selling Beyond the Close
SDA	Special Duty Assignment
SMART	Sailor/Marine Ace Registry Transcript
SMCR	Selected Marine Corps Reserve
SNCOIC	Staff Non-commissioned Officer in Charge
SOE	Standards of Effectiveness
SOP	Standard Operating Procedures
SOS	Statement of Service
SOU	Statement of Understanding
SRB	Selective Reenlistment Bonus
SRB	Service Record Book
SRI	Systematic Recruiting Inspection
STAP	Subsequent Term Alignment Plan
SWAT	Standardized Web Aptitude Test
T/O	Table of Organization
TAD	Temporary Additional Duty
TAM	Tactical Applications Modular
TC	Telephone Calls
TEEP	Training Exercise Evaluation Plan
TFCE	Tools for Coaching Excellence
TIP	Training Input Plan
T3	Train the Trainer
UMIS	Unit Manpower Information Sheet
WO	Warrant Officer
WRAT	Wide Range Achievement Test
YIS	Year in Sight
YTD	Year to Date

RECRUITING AND RETENTION T&R MANUAL

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

**Assessment.** An assessment is an informal judgment of the unit's proficiency and resources made by a commander or trainer to gain insight into the unit's overall condition. It serves as the basis for the midrange plan. Commanders make frequent use of these determinations during the course of the combat readiness cycle in order to adjust, prioritize or modify training events and plans.

C

**Chaining.** Chaining is 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.

**Collective Event.** A collective event is a clearly defined, discrete, and measurable activity, action, or event (i.e., task) that requires organized team or unit performance and leads to accomplishment of a mission or function. A collective task is derived from unit missions or higher-level collective tasks. Task accomplishment requires performance of procedures composed of supporting collective or individual tasks. A collective task describes the exact performance a group must perform in the field under actual operational conditions. The term "collective" does not necessarily infer that a unit accomplishes the event. A unit, such as a squad or platoon conducting an attack; may accomplish a collective event or, it may be accomplished by an individual to accomplish a unit mission, such as a battalion supply officer completing a reconciliation of the battalion's CMR.

Thus, many collective events will have titles that are the same as individual events; however, the standard and condition will be different because the scope of the collective event is broader.

**Collective Training Standards (CTS).** Criteria that specify mission and functional area unit proficiency standards for combat, combat support, and combat service support units. They include tasks, conditions, standards, evaluator instruction, and key indicators. CTS are found within collective training events in T&R Manuals.

**Combat Readiness Cycle.** The combat readiness cycle depicts the relationships within the building block approach to training. The combat readiness cycle progresses from T&R Manual individual core skills training, to the accomplishment of collective training events, and finally, to a unit's participation in a contingency or actual combat. The combat readiness cycle demonstrates the relationship of core capabilities to unit combat readiness. Individual core skills training and the training of collective events lead to proficiency and the ability to accomplish the unit's stated mission.

**Combat Readiness Percentage (CRP).** The CRP is a quantitative numerical value used in calculating collective training readiness based on the E-Coded events that support the unit METL. CRP is a concise measure of unit training accomplishments. This numerical value is only a snapshot of training readiness at a specific time. As training is conducted, unit CRP will continuously change.

**Component Events.** Component events are the major tasks involved in accomplishing a collective event. Listing these tasks guide Marines toward the accomplishment of the event and help evaluators determine if the task has been done to standard. These events may be lower-level collective or individual events that must be accomplished.

**Condition.** The condition describes the training situation or environment under which the training event or task will take place. Expands on the information in the title by identifying when, where and why the event or task will occur and what materials, personnel, equipment, environmental provisions, and safety constraints must be present to perform the event or task in a real-world environment. Commanders can modify the conditions of the event to best prepare their Marines to accomplish the assigned mission (e.g. in a desert environment; in a mountain environment; etc.).

**Core Competency.** Core competency is the comprehensive measure of a unit's ability to accomplish its assigned MET. It serves as the foundation of the T&R Program. Core competencies are those unit core capabilities and individual core skills that support the commander's METL and T/O mission statement. Individual competency is exhibited through demonstration of proficiency in specified core tasks and core plus tasks. Unit proficiency is measured through collective tasks.

**Core Capabilities.** Core capabilities are the essential functions a unit must be capable of performing during extended contingency/combat operations. Core unit capabilities are based upon mission essential tasks derived from operational plans; doctrine and established tactics; techniques and procedures.

**Core Plus Capabilities.** Core plus capabilities are advanced capabilities that are environment, mission, or theater specific. Core plus capabilities may entail high-risk, high-cost training for missions that are less likely to be assigned in combat.

**Core Plus Skills.** Core plus skills are those advanced skills that are environment, mission, rank, or billet specific. 2000-level training is designed to make Marines proficient in core skills in a specific billet or at a specified rank at the Combat Ready level. 3000-8000-level training produces combat leaders and fully qualified section members at the Combat Qualified level. Marines trained at the Combat Qualified level are those the commanding officer feels are capable of accomplishing unit-level missions and of directing the actions of subordinates. Many core plus tasks are learned via MOJT, while others form the base for curriculum in career level MOS courses taught by the formal school.

**Core Skills.** Core skills are those essential basic skills that "make" a Marine and qualify that Marine for an MOS. They are the 1000-level skills introduced in entry-level training at formal schools.

#### D

**Defense Readiness Reporting System (DRRS).** A comprehensive readiness reporting system that evaluates readiness on the basis of the actual missions and capabilities assigned to the forces. It is a capabilities-based, adaptive, near real-time reporting system for the entire Department of Defense.

**Deferred Event.** A T&R event that a commanding officer may postpone when in his or her judgment, a lack of logistic support, ammo, ranges, or other training assets requires a temporary exemption. CRP cannot be accrued for deferred "E-coded" events.

**Delinquent Event.** An event becomes delinquent when a Marine or unit exceeds the sustainment interval for that particular event. The individual or unit must update the delinquent event by first performing all prerequisite events. When the unit commander deems that performing all prerequisite is unattainable, then the delinquent event will be re-demonstrated under the supervision of the appropriate evaluation authority.

#### E

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

**Entry-level training.** Pipeline training that equips students for service with the Marine Operating Forces.

**Evaluation.** Evaluation is a continuous process that occurs at all echelons, during every phase of training and can be both formal and informal. Evaluations ensure that Marines and units are capable of conducting their combat mission. Evaluation results are used to reallocate resources, reprioritize the training plan, and plan for future training.

**Event (Training).** (1) An event is a significant training occurrence that is identified, expanded and used as a building block and potential milestone for a unit's training. An event may include formal evaluations. (2) An event within the T&R Program can be an individual training evolution, a collective training evolution or both. Through T&R events, the unit commander ensures that individual Marines and the unit progress from a combat capable status to a Fully Combat Qualified (FCQ) status.

**Event Component.** Event components are the major procedures (i.e., actions) that must occur to perform a Collective Event to standard.

**Exercise Commander (EC).** The Commanding General, Marine Expeditionary Force or his appointee will fill this role, unless authority is delegated to the respective commander of the Division, Wing, or FSSG. Responsibilities and functions of the EC include: (1) designate unit(s) to be evaluated, (2) may designate an exercise director, (3) prescribe exercise objectives and T&R events to be evaluated, (4) coordinate with commands or agencies external to the Marine Corps and adjacent Marine Corps commands, when required.

**Exercise Director (ED).** Designated by the EC to prepare, conduct, and report all evaluation results. Responsibilities and functions of the ED include: (1) Publish a letter of instruction (LOI) that: delineates the T&R events to be evaluated, establishes timeframe of the exercise, lists responsibilities of various elements participating in the exercise, establishes safety requirements/guidelines, and lists coordinating instructions. (2) Designate the TEC and TECG to operate as the central control agency for the exercise. (3) Assign evaluators, to include the senior evaluator, and ensure that those evaluators are properly trained. (4) Develop the general exercise scenario taking into account any objectives/ events prescribed by the EC. (5) Arrange for all resources to include: training areas, airspace, aggressor forces, and other required support.

## 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.

**Individual Training.** Training that applies to individual Marines. Examples include rifle qualifications and HMMWV driver licensing.

**Individual Training Standards (ITS).** Individual Training Standards specify training tasks and standards for each MOS or specialty within the Marine Corps. In most cases, once an MOS or community develops a T&R, the ITS order will be cancelled. However, most communities will probably fold a large portion of their ITS into their new T&R manual.

## M

**Marine Corps Ground Training and Readiness (T&R) Program.** The T&R Program is the Marine Corps' primary tool for planning and conducting training, for planning and conducting training evaluation, and for assessing training readiness. The program will provide the commander with standardized programs of instruction for units within the ground combat, combat support, and combat service support communities. It consolidates the ITS, CTS, METL and other

individual and unit training management tools. T&R is a program of standards that systematizes commonly accepted skills, is open to innovative change, and above all, tailors the training effort to the unit's mission. Further, T&R serves as a training guide and provides commanders an immediate assessment of unit combat readiness by assigning a CRP to key training events. In short, the T&R Program is a building block approach to training that maximizes flexibility and produces the best-trained Marines possible.

**Mission Essential Task(s) MET(s).** A MET is a collective task in which an organization must be proficient in order to accomplish an appropriate portion of its wartime mission(s). MET listings are the foundation for the T&R Manual; all events in the T&R manual support a MET.

**Mission Essential Task List (METL).** Descriptive training document that provides units a clear, war fighting focused description of collective actions necessary to achieve wartime mission proficiency. The service-level METL, that which is used as the foundation of the T&R manual, is developed using Marine Corps doctrine, Operational Plans, T/Os, UJTL, UNTL, and MCTL. For community based T&R Manuals, an occupational field METL is developed to focus the community's collective training standards. Commanders develop their unit METL from the service-level METL, operational plans, contingency plans, and SOPs.

O

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

P

**Performance step.** Performance steps are included in the components of an Individual T&R Event. They are the major procedures (i.e., actions) a unit Marine 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).

**Prerequisite Event.** Prerequisites are the academic training and/or T&R events that must be completed prior to attempting the event.

R

**Readiness (DOD).** Readiness is the ability of US military forces to fight and meet the demands of the national military strategy. Readiness is the synthesis of two distinct but interrelated levels: (a) Unit readiness--The ability to provide capabilities required by combatant commanders to execute assigned missions. This is derived from the ability of each unit to deliver the outputs for which it was designed. (b) Joint readiness--The combatant

commander's ability to integrate and synchronize ready combat and support forces to execute assigned missions.

## S

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

**Simulation Training.** Simulators provide the additional capability to develop and hone core and core plus skills. Accordingly, the development of simulator training events for appropriate T&R syllabi can help maintain valuable combat resources while reducing training time and cost. Therefore, in cases where simulator fidelity and capabilities are such that simulator training closely matches that of actual training events, T&R Manual developers may include the option of using simulators to accomplish the training. CRP credit will be earned for E-Coded simulator events based on assessment of relative training event performance.

**Standard.** A standard is a statement that establishes criteria for how well a task or learning objective must be performed. The standard specifies how well, completely, or accurately a process must be performed or product produced. For higher-level collective events, it describes why the event is being done and the desired end-state of the event. Standards become more specific for lower-level events and outline the accuracy, time limits, sequencing, quality, product, process, restrictions, etc., that indicate the minimum acceptable level of performance required of the event. At a minimum, both collective and individual training standards consist of a task, the condition under which the task is to be performed, and the evaluation criteria that will be used to verify that the task has been performed to a satisfactory level.

**Sustainment Training.** Periodic retraining or demonstration of an event required maintaining the minimum acceptable level of proficiency or capability required to accomplish a training objective. Sustainment training goes beyond the entry-level and is designed to maintain or further develop proficiency in a given set of skills.

**Systems Approach to Training (SAT).** An orderly process for analyzing, designing, developing, implementing, and evaluating a unit's training program to ensure the unit, and the Marines of that unit acquire the knowledge and skills essential for the successful conduct of the unit's wartime missions.

## T

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

**Technical Exercise Controller (TEC).** The TEC is appointed by the ED, and usually comes from his staff or a subordinate command. The TEC is the senior evaluator within the TEGC and should be of equal or higher grade than the commander(s) of the unit(s) being evaluated. The TEC is responsible for ensuring that the evaluation is conducted following the instructions

contained in this order and MCO 1553.3B. Specific T&R Manuals are used as the source for evaluation criteria.

**Tactical Exercise Control Group (TECG).** A TECG is formed to provide subject matter experts in the functional areas being evaluated. The benefit of establishing a permanent TECG is to have resident, dedicated evaluation authority experience, and knowledgeable in evaluation technique. The responsibilities and functions of the TECG include: (1) developing a detailed exercise scenario to include the objectives and events prescribed by the EC/ED in the exercise LOI; (2) conducting detailed evaluator training prior to the exercise; (3) coordinating and controlling role players and aggressors; (4) compiling the evaluation data submitted by the evaluators and submitting required results to the ED; (5) preparing and conducting a detailed exercise debrief for the evaluated unit(s).

**Training Plan.** The training plan is a training document that outlines the general plan for the conduct of individual and collective training in an organization for specified periods of time.

#### U

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

**Unit Evaluation.** All units in the Marine Corps must be evaluated, either formally or informally, to ensure they are capable of conducting their combat mission. Informal evaluations should take place during all training events. The timing of formal evaluations is critical and should, when appropriate, be directly related to the units' operational deployment cycle. Formal evaluations should take place after the unit has been staffed with the majority of its personnel, has had sufficient time to train to individual and collective standards, and early enough in the training cycle so there is sufficient time to correctly identified weaknesses prior to deployment. All combat units, and units task organized for combat require formal evaluations prior to operational deployments.

**Unit Training Management (UTM).** Unit training management is the use of the SAT and Marine Corps training principles in a manner that maximizes training results and focuses the training priorities of the unit on its wartime mission. UTM governs the major peacetime training activity of the Marine Corps and applies to all echelons of the Total Force.

#### W

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

RECRUITING AND RETENTION T&R MANUAL

APPENDIX C

REFERENCES

**Department of Defense Instruction (DOD)**

DoD 1322.17 Montgomery GI Bill-Selected Reserve (MGIB-SR)

DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR)

**Marine Corps Bulletin (MCBUL)**

MCBul 1120 Yearly NROTC Scholarship Program

MCBul 5314 Series Enlisted Career Force Controls (ECFC)

**Marine Corps Order (MCO)**

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

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

MCO 1040.31\_ Enlisted Retention and Career Development Program

MCO 1040.40\_ Reserve Enlisted Commissioning Program (RECP)

MCO 1040.42\_ Marine Corps Limited Duty Officer/Warrant Officer (LDO/WO) Program

MCO 1040.43\_ Enlisted-to-Officer Commissioning Program

MCO 11240.66\_ Standard Licensing Policy for Operators of Military Motor Vehicles

MCO 1130.51\_ Medical Remedial Enlistment Program

MCO 1130.53\_ Enlistment Incentive Programs

MCO 1130.54\_ Musicians Enlistment Option Program

MCO 1130.57\_ Enlistment Bonus Program

MCO 1130.58\_ Joint Federal Travel Regulations

MCO 1130.60\_ Geographical/College Enlistment Program

MCO 1130.62\_ Command Recruiting Order

MCO 1130.79\_ Marine Corps College Fund

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

MCO 1133R.26\_ ROEP

MCO 1200.17\_ MOS Manual

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

MCO 1220.5\_ Enlisted Lateral Movement

MCO 1300.31\_ Enlisted Classifications and Assignment Documents

MCO 1306.17\_ Administration of Marines Appointed Midshipmen or Cadets in Federal Service Academies or Naval Reserve Officer Training Corps (NROTC) Units

MCO 1500.58\_ Marine Corps Mentoring Program (MCMP)

MCO 1530.11\_ Application for Nomination to the U.S. Naval Academy and Naval Academy Preparatory School

MCO 1550.22\_ Marine Corps Apprenticeship Program

MCO 1550.23\_ Military Academic Skills Program (MASP)

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

MCO 1560.21\_ Staff Noncommissioned Officer Degree Completion Program

MCO 1560.25\_ Marine Corps Voluntary Education Program

MCO 1560.28\_ Veteran's Educational Assistance Benefits  
MCO 1560.28\_ Veterans Educational Assistance Benefits  
MCO 1560.33\_ Tuition Assistance Program  
MCO 1560R.30\_ Selected Reserve Montgomery GI Bill (MGIB-R)  
MCO 1610.11\_ Performance Evaluation Appeals  
MCO 5000.14\_ Marine Corps Administrative Procedures (MCAP)  
MCO 5110.1\_ Motor Vehicle Traffic Supervision  
MCO 5216.19\_ Administrative Action (AA) Form  
MCO 5420.16\_ Enlisted Remedial Promotion Board  
MCO 6100.13\_ Marine Corps Physical Fitness Program  
MCO 6110.3\_ Marine Corps Body Composition and Military Appearance Program  
MCO 7042.6\_ Awards of Trophies and Similar Devices in Recognition of  
Accomplishments  
MCO 7220.12\_ Special Duty Assignment (SDA) Pay Program  
MCO 7220.24\_ Selective Reenlistment Bonus Program  
MCO 7220R.38\_ Selected Reserve Incentive Program (SRIP)  
MCO P1000.6\_ Assignment, Classification, and Travel Systems Manual (ACTS  
MANUAL)  
MCO P1040.31R\_ Enlisted Career Planning and Retention Manual  
MCO P1040R.35\_ Marine Corps Reserve Career Planning and Retention Manual  
MCO P1050.3\_ Regulations for Leave, Liberty and Administrative Absence  
MCO P1070.12\_ Marine Corps Individual Records Administration Manual (IRAM)  
MCO P1080.20\_ Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)  
MCO P1080.35\_ Personnel Reporting Instructions Manual (PRIM)  
MCO P1080R.38\_ Reserve Personnel Reporting Instructions Manual  
MCO P1100.71\_ Military Personnel Procurement Manual, Volume II, Enlistment  
Procedures (MPPM ENLPROC)  
MCO P1100.72\_ Military Personnel Procurement Manual (MPPM ENLPROC)  
MCO P1130.76\_ Guidebook for Recruiters, Volume I  
MCO P1200.16\_ Military Occupational Specialties Manual  
MCO P1200.7\_ Military Occupational Specialties Manual  
MCO P1300.8\_ Marine Corps Personnel Assignment Policy  
MCO P1326.6\_ Selecting, Screening and Preparing Enlisted Marines for Special  
Duty Assignments and Independent Duties  
MCO P1400.32\_ Marine Corps Promotion Manual, Volume 2, Enlisted Promotions  
(MARCORPROMMAN, VOL 2, ENLPROM)  
MCO P1610.7\_ Performance Evaluation System  
MCO P1754.4\_ Exceptional Family Member Program (EFMP SOP)  
MCO P1900.16\_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)

**Navy Marine Corps Directive (NAVMC/NAVMC DIR)**

NAVMC DIR 1500.58 Marine Corps Mentoring Program Guidebook  
NAVMC 1553.1 Systems Approach to Training User Guide  
NAVMC 2767 User's Guide to Marine Corps Leadership Training

**Office of the Chief of Naval Operations Instruction (OPNAVINST)**

OPNAVINST 1780.2 Montgomery GI Bill (NOTAL)

**Secretary of the Navy Instruction (SECNAVINST)**

SECNAV M-5210.2 Standard Subject Identification Code (SSIC) Manual  
SECNAVINST 5211.5\_ Department of the Navy (DON) Privacy Program  
SECNAVINST 5216.5 Naval Correspondence Manual

**Miscellaneous**

CMC LTR 1500 Montgomery G.I. Bill

Current Career Planning AIRS checklist  
Current Overseas Extension MARADMIN  
Current Retention Guidelines MARADMIN  
Current Selective Reenlistment Bonus Program MARADMIN  
Current Standard Operating Procedures (SOP) form Higher Headquarters  
Current Table of Organization and Equipment  
DD Form 1304-5WB ASVAB Exploring Careers  
DD Form 1304-5RG ASVAB Recruiter Guide  
DEPO 1510.32 MCRDSD Recruit Training SOP  
DEPO 5300.7 Substance Abuse  
District Substandard Performance Order  
FSS P5600.7 GSA Handbook  
Marine Corps Enlisted Opportunities Book (MCEOB)  
MCRC Marketing Annual Letters of Instruction  
MCRC ORDER 5728.1 Social Media Guidelines and Instruction  
MCTFS Codes Manual  
MEPCOM ORDER 601.23  
MEPS Local Policies  
Operational Data Store Enterprise (ODSE) and Impromptu Users Guide  
Post 9/11 Montgomery GI Bill  
Prior Service Recruiting Guide, Volume 1  
Prior Service Recruiting Guide, Volume 2  
Prior Service Recruiting Guide, Volume 3  
Prior Service Recruiting Guide, Volume 4  
Reserve Guidebook  
TECOMO 1500.1 Military Occupational Specialty Roadmaps  
Training Input Planning Book  
Uniform Code of Military Justice Manual  
USMTF Manual  
Volume I Guidebook for Recruiters  
Volume II Guidebook for Officers Selection Officers  
Volume III Guidebook for RS Operations  
Volume VIII Guidebook for Prior Service Recruiters  
Volume IX Guidebook for Prior Service Recruiting Operations