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

NAVMC 3500.71C
C 466
14 Oct 2014

NAVMC 3500.71C

From: Commandant of the Marine Corps
To: Distribution List

Subj: RECRUITING AND RETENTION TRAINING AND READINESS MANUAL

Ref: (a) MCO P3500.72A
(b) MCO 1553.3B
(c) MCRP 3-0A
(d) MCRP 3-0B
(e) MCO 1553.2B

Encl: (1) Recruiting and Retention Management T&R Manual

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

2. Cancellation. NAVMC 3500.71B

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 mission 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. References (c) and (d) 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 (e) 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 directed to: CG, TECOM, Marine Air Ground Task Force Training and Education Standards Division (C 466), 1019 Elliot Road, Quantico, Virginia 22134.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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

6. Certification. Reviewed and approved this date.

J. W. LUKEMAN
By direction

DISTRIBUTION: PCN 10031979200

LOCATOR SHEET

Subj: RECRUITING AND RETENTION TRAINING AND READINESS MANUAL

Location: _____
(Indicate location(s) of copy(ies) of this manual.)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

RECRUITING AND RETENTION T&R MANUAL

TABLE OF CONTENTS

CHAPTER

1 . . . . . OVERVIEW

2 . . . . . MISSION ESSENTIAL TASKS MATRIX

3 . . . . . COLLECTIVE EVENTS

4 . . . . . MOS 4821 INDIVIDUAL EVENTS

5 . . . . . MOS 8411 INDIVIDUAL EVENTS

6 . . . . . MOS 8412 INDIVIDUAL EVENTS

7 . . . . . OFFICER SELECTION TEAM (OST) INDIVIDUAL EVENTS

8 . . . . . PRIOR SERVICE RECRUITING (PSR) INDIVIDUAL EVENTS

9 . . . . . RECRUITING STATION COMMAND ELEMENT (RSCE) INDIVIDUAL EVENTS

APPENDICES

A . . . . . ACRONYMS AND ABBREVIATIONS

B . . . . . TERMS AND DEFINITIONS

RECRUITING AND RETENTION MANAGEMENT T&R MANUAL

CHAPTER 1

OVERVIEW

	PARAGRAPH	PAGE
INTRODUCTION.	1000	1-2
UNIT TRAINING	1001	1-2
UNIT TRAINING MANAGEMENT.	1002	1-2
SUSTAINMENT AND EVALUATION OF TRAINING.	1003	1-3
ORGANIZATION.	1004	1-3
T&R EVENT COMPOSITION	1005	1-3
CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR	1006	1-10
OPERATIONAL RISK MANAGEMENT	1007	1-10

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. The T&R manual is designed for use by unit commanders to determine performance requirements in preparation for training; for unit leaders to develop and execute training and to assess individual and unit proficiency; and for formal schools and training detachments to create programs of instruction.

2. This T&R manual is built around the Marine Corps tasks (MCTs)that are supported by the {occupational field name} occupational field/performed by {unit name}. All events contained in this manual relate directly to these MCTs. Linkage of T&R events to the MCTL enables objective assessment of training readiness in the Defense Readiness Reporting System (DRRS) in accordance with MCO 3500.10 and MCO 3000.13.

3. The T&R manual contains the individual and collective training requirements to prepare units to accomplish their mission. The T&R manual identifies the minimum standards that Marines must be able to perform in a combat environment. Using this tool, leaders can construct and execute an effective training plan that supports the unit's MCTs and the mission-essential task list (METL). The Ground T&R Program helps to ensure that training remains focused on mission accomplishment and that training readiness reported is tied to the unit's METL. More detailed information on the Marine Corps Ground T&R Program is found in reference (a).

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.

2. Commanders at all levels will ensure that all training is focused on achieving proficiency in the unit METL. The T&R manual is a tool to help develop the unit's training plan based on the unit METL.

1002. UNIT TRAINING MANAGEMENT

1. Effective Unit Training Management (UTM) focuses the overall organization on development of training plans based on the unit METL and standards-based community T&R events. 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 mission.

2. UTM techniques, described in references (b) and (c), provide commanders with the requisite tools and techniques to analyze, design, develop, implement, and evaluate the training of their unit. 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), (c) and (d).

1003. SUSTAINMENT AND EVALUATION OF TRAINING

1. Marines are expected to maintain proficiency in the training events for their MOS at the appropriate grade and 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.

2. 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). 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 training events.

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

1004. ORGANIZATION. The Financial Management T&R Manual is comprised of nine chapters and two appendices. Chapter 1 is an overview of the Ground T&R Program. Chapter 2 lists the Marine Corps tasks supported by the Recruiting and Retention community. Chapter 3 contains collective events. Chapters 4 through 9 contain individual events specific to a particular MOS and/or billet, as noted. Appendix A contains acronyms and Appendix B contains terms and definitions.

1005. T&R EVENT COMPOSITION

1. An example of a collective T&R event is provided in figure 1-1 and an example of an individual T&R event is provided in figure 1-2. Events shown in figures are for illustrative purposes only and are not actual T&R events.

XXXX-XXXX-####: Provide interior guard.

SUPPORTED MET(S):
MCT #.#.#

EVALUATION CODED: YES/NO **SUSTAINMENT INTERVAL**: 12 months

DESCRIPTION: Text

CONDITION: Text

STANDARD: Text

EVENT COMPONENTS:
1. Event component.
2. Event component.
3. Event component.
4. Event component.

PREREQUISITE EVENTS:
XXXX-XXXX–#### XXXX-XXXX–####

CHAINED EVENTS:
XXXX-XXXX–#### XXXX-XXXX–####

RELATED EVENTS:
XXXX-XXXX–#### XXXX-XXXX–####

REFERENCES:
1. Reference
2. Reference
3. Reference

SUPPORT REQUIREMENTS:

EQUIPMENT: XXX

MISCELLANEOUS: XXX

ADMINISTRATIVE INSTRUCTIONS: XXX

Figure 1-1: Example of a Collective T&R Event

XXXX-XXXX-####: Stand a sentry post.

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

DESCRIPTION: Text

MOS PERFORMING: ####, ####

GRADES: XXX, XXX

INITIAL TRAINING SETTING: XXX

CONDITION: Text

STANDARD: Text

PERFORMANCE STEPS:
1. Event component.
2. Event component.
3. Event component.

PREREQUISITE EVENTS:
XXXX-XXXX–#### XXXX-XXXX–####

RELATED EVENTS:
XXXX-XXXX-#### XXXX-XXXX-####

REFERENCES:
1. Reference
2. Reference
3. Reference

SUPPORT REQUIREMENTS:

EQUIPMENT: XXX

MISCELLANEOUS: XXX

ADMINISTRATIVE INSTRUCTIONS: XXX

Figure 1-2: Example of an Individual T&R Event

2. Event Code. The event code consists of three sets of characters as shown in figure 1-3:

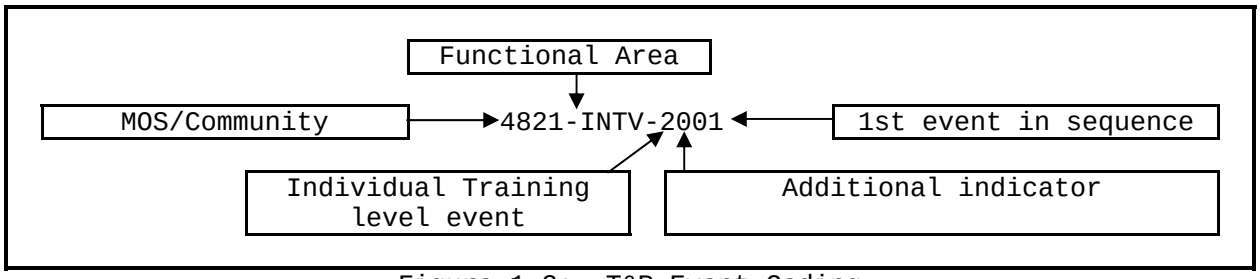


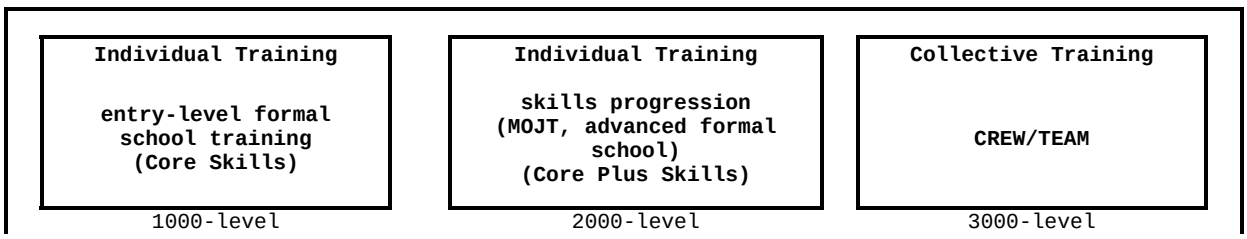
Figure 1-3: T&R Event Coding

a. The first set of characters indicates the main MOS or community (e.g., 0321, 1812, or INTL) that performs the event.

b. The second set of characters indicates functional or duty area (e.g., DEF, FSPT, MVMT, etc.). Categorizing events with the use of a recognizable code makes the type of skill or capability being referenced fairly obvious.

c. The third set of characters is broken down further into the event level, additional indicator (if applicable), and sequence.

(1) Event levels. The character in the thousands digit indicates the level and defines whether the event is performed by an individual (1000- and 2000-level) or by a collective unit, with the relative size of the unit performing the event indicated by the number (3000- through 9000-level). Note that the titles for the various echelons are examples only and are not exclusive. Some collective events levels may not apply to all T&R manuals. Event levels are shown in figure 1-4.



Collective Training **SQUAD/SECTION**	**Collective Training** **PLATOON**	**Collective Training** **COMPANY**
4000-level	5000-level	6000-level
Collective Training **BATTALION/SQUADRON**	**Collective Training** **REGIMENT/GROUP)**	**Collective Training** **MAGTF**
7000-level	8000-level	9000-level

Figure 1-4: T&R Event Levels

(2) Additional indicator. The usage of a number used in the hundreds digit varies. When used in a T&R manual, the additional indicator methodology will be described in the relevant chapter(s).

(3) Sequence. The last two numbers indicate the sequence of the event. All events with the same MOS/community, functional area, and level codes will be grouped together.

3. Title. The name of the event. The event title contains one action verb and ideally, one object noun.

4. Evaluation Coded. A “Yes” indicates that a collective event is something that the Marine Corps has determined that a unit must be able to perform in order or that unit to be considered fully ready for operations. These evaluation-coded (E-coded) events represent the basic level of readiness for a unit. E-coded events are derived from the training measures of effectiveness for the METs assessed as a percentage of the successfully completed and current (within sustainment interval) E-coded events. Most E-coded events will be for battalion-sized units and higher since those are the units that report in DRRS. However, if the Marine Corps has determined that the readiness of a lower echelon unit is vital to the accomplishment of the supported unit’s MET, then that lower echelon collective event may also be E-coded. Other collective events and all individual events will have a “No” to indicate that they are not evaluation-coded.

5. Supported MCT(s). List all MCTs that are supported by the collective training event, even if those events are not listed as a measure of effectiveness (MOE) in a MET.

6. Sustainment Interval. This is the period, expressed as a number of months, between demonstration of performance mastery and the requirement for retraining if mastery is not demonstrated during that period.

7. Billet/MOS. These fields designate who is responsible for performing the event. When formal training is associated with event, individuals in the associated billet(s)/MOS(s).

8. Grade. This field indicates the rank at which Marines are required to perform the event.

9. Description. This field allows an explanation of the event purpose, objectives, goals, and requirements. It is a general description of an action requiring learned skills and knowledge (i.e., engage fixed target with crew-served weapons). Event descriptions are required for collective events, but optional for individual events.

10. Condition. Condition refers to the environment in which the task must be performed. It must also identify the limitations that may affect event performance in a real-world environment. It indicates what is provided (equipment, tools, materials, manuals, aids, etc.), environmental factors or conditions under which the task is to be performed, and any specific cues or indicators to which the performer must respond. Commanders can modify the conditions of the event to best prepare Marines to accomplish the assigned mission (e.g., in a desert environment; in a mountain environment; etc.). When resources or safety requirements limit the conditions, this should be stated. The content of the condition should be included in the event on a "by exception" basis. If there exists an assumption regarding the conditions under which all or most of the events in the manual will be performed, then only those additional or exceptional items required should be listed in the condition. The common conditions under which all the events in a chapter will be executed will be listed as a separate paragraph at the beginning of the chapter.

11. Standard. The performance standard indicates the basis for judging the effectiveness of the performance. It identifies the proficiency level expected when the task is performed. The standard provides the minimum acceptable performance parameters. The standard for collective events will likely be general, describing the desired end-state or purpose of the event. The standard for individual events will be objective, quantifiable, and readily observable. Standards will more specifically describe the proficiency level, specified in terms of accuracy, completeness, time required, and sequencing to which the event is to be accomplished.

12. Event Components/Performance Steps. This is a list of the actions that the event is composed of, or a list of subordinate T&R event descriptions. These help the user determine what must be accomplished and to properly plan for the event. Event components are used for collective events; performance steps are used for individual events.

a. The event components and performance steps will be employed as the basis for performance evaluation check lists by the operating forces.

b. Event components may be either lower level collective events or individual events, indicating aspects of the event that are performed by the entire unit and individuals within the unit. Event components will correspond with the task titles of the related events, allowing for chaining of the events (see below).

13. Prerequisite Events. Prerequisites are academic training or other T&R events that must be completed prior to attempting the event. They are lower-level events 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.

14. 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 Marine Corps tasks. When the accomplishment of any upper-level events, by their nature, result in the performance of certain subordinate events, the events are "chained." The completion of higher level events will update sustainment interval credit (and CRP for E-coded events) for the subordinate level chained events.

15. Related ITEs. A list of all of the individual training events (1000-2000-level events) that directly support the accomplishment of another event of the same level.

16. Initial Training Setting. All individual events will designate the setting at which the skill is first taught, either through formal training (Formal), managed on the job training (MOJT), or distance learning (DL). Formal training is conducted at a formal school. MOJT occurs within the operating forces and is the responsibility of leaders. DL products include correspondence courses and training conducted via computer applications.

17. References. The training references assist the trainee in satisfying the performance standards, or the trainer in evaluating the effectiveness of task completion. T&R manuals are designed to be a training outline, not to replicate or replace doctrinal publications, reference publications or technical references. References are key to developing detailed lesson plans, determining grading criteria, and ensuring standardization of training. The references listing for each event is representative of those that are most commonly used and are not encyclopedic.

18. Distance Learning Products (DL). Distance learning products include: individual multimedia instruction (IMI), computer-based training (CBT), Marine Corps Institute (MCI), etc. This notation is included when the event can be taught via one of these media vice attending a formal course of instruction or receiving MOJT.

19. Support Requirements. This is a list of the external and internal support the unit and Marines will need to complete the event. This is a key section in the overall T&R effort, as resources will eventually be tied directly to the training and future efforts to attain and allocate resources will be based on the requirements outlined in the T&R manual. The list includes, but is not limited to:

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

Where applicable, the ordnance requirements for one year of training for the events in the T&R manual will be aggregated into a table contained in an appendix to the T&R.

20. Suitability of Modeling and Simulation for Sustainment. If the occupational advocate determines that an event can be trained to standard by use of modeling or simulation, this will be noted in the event title in a parenthetical remark. Figure 4-1 contains all acceptable codes for inclusion in this parenthetical remark. The specific modeling or simulation that is acceptable for optional or required training will be noted in the description block and in miscellaneous block. Modeling and simulation, per reference (a) is defined as: The use of models, including emulators, prototypes, simulators, and stimulators, either statically or over time, to develop data as a basis for making managerial or technical decisions. For events that have simulation as an optional choice, the specific portions of the event that may be trained by the identified simulator should be noted as well.

Code	Requirement
P	Event performed in platform only
L	Event able to be performed to standard only live environment
S	Event performed only with simulator
P/S	Event performed in platform preferred/simulator optional
S/P	Event performed in simulator preferred/platform optional
L/S	Event performed live preferred/simulator optional
S/L	Event performed in simulator preferred/live optional

Figure 4-1: Acceptable Codes

a. Simulation should be used in lieu of live training (particularly when resources to support the event are constrained); or at the commander's discretion, used as a precursor to live training in order to help maximize and enhance the live training event.

b. This task can be supported by self-paced, CBT, (e.g., MarineNet).

c. Modeling and Simulation Terms (terms are refined from reference (a) as necessary):

(1) Simulation - Any actions that will be performed to achieve effects on a notional enemy and/or actions undertaken that assume the presence of an enemy.

(2) Simulator - Any device external to or in place of the materials or conditions identified in the condition statement of a T&R event to assist in simulating the presence of the enemy.

(3) Combat - Marines conducting actions with actual table of equipment; actual higher, adjacent and subordinate forces; and live ammunition against live, hostile opponents.

(4) Live - Marines conducting actions with actual table of equipment; actual higher, adjacent and subordinate forces; and live ammunition against notional opponents. Implies integration between the various echelons.

(5) Live/Constructive - Marines conducting actions with actual table of equipment; actual or notional higher, adjacent and subordinate forces; and without live ammunition against notional opponents. If there are integrations between the various echelons, this is an integrated live/constructive environment.

(6) Constructive - Marines conducting actions with approximations of table of equipment; actual or notional higher, adjacent and subordinate forces; and without live ammunition against notional opponents. If there are integrations between the various echelons, this is an integrated constructive environment.

(7) Virtual - Marines conducting actions with approximations of table of equipment; notional higher, adjacent and subordinate forces; and without live ammunition against notional opponents.

(8) Distance Learning - Any instruction and evaluation delivered to the student electronically or via mail.

21. Miscellaneous

a. This field provides space for any additional information that will assist in the planning and execution of the event. Units and formal schools are cautioned not to disregard this information or to consider the information of lesser importance than what is contained in other parts of the T&R event. Miscellaneous fields provide an opportunity for the drafters of the T&R event to communicate vital information that might not fit neatly into any other available field. The list may include, but is not limited to:

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

1006. CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR. In accordance with MCO 3400.3F all active duty Marines are required to conduct CBRN training on an annual basis. All training plans for the operating forces and supporting establishments will include the Marine Corps Common Skills CBRN T&R events established to meet this service directed requirement. All units will ensure that personnel are able to execute individual and collective MOS requirements in a CBRN environment, based on resources, time available, and unit mission.

1007. OPERATIONAL RISK MANAGEMENT. All active duty Marines are required to conduct ORM training on an annual basis. The ORM process is 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 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 MCO 3500.27B.

RECRUITING AND RETENTION T&R MANUAL

CHAPTER 2

MARINE CORPS TASKS

	PARAGRAPH	PAGE
MARINE CORPS TASKS (MCT)	2000	2-2
RECRUITING AND RETENTION CORE MCTs.	2001	2-2

RECRUITING AND RETENTION T&R MANUAL

CHAPTER 2

MARINE CORPS TASKS

2000. MARINE CORPS TASKS (MCT). The Recruiting and Retention T&R manual does not contain Defense Readiness Reporting System (DRRS) reportable METs. Although the events (individual and/or collective) contained in this manual are not directly linked to reportable Mission Essential Tasks, they directly support the Marine Corps' ability to meet capabilities identified in the Marine Corps Task List (MCO 3500.26_). The MCT table lists the MCTL task supported by the Financial Management community.

2001. RECRUITING AND RETENTION MCTs

a. MOS 4821 supports the following MCT:

MARINE CORPS TASK	DESCRIPTION
MCT 4.6.2.14	Provide Career Management

b. MOSs 48XX and 84XX support the following MCT:

MARINE CORPS TASK	DESCRIPTION
MCT 4.7.3.1	Recruit Marines

RECRUITING AND RETENTION T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

	PARAGRAPH	PAGE
PURPOSE	3000	3-2
EVENT CODING	3001	3-2
INDEX OF COLLECTIVE EVENTS	3002	3-2
4000-LEVEL EVENTS	3003	3-2

RECRUITING AND RETENTION T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

3000. PURPOSE. This chapter includes all collective events for Marine Corps Recruiting Command.

3001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. This field represents the community. This chapter contains the following community code.

Code	Description
RCTR	Recruiting

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

Code	Description
RS	Recruiting Station

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events.

Code	Description
4000	Squad Level

3002. INDEX OF COLLECTIVE EVENTS

EVENT CODE	E-CODED	EVENT	PAGE
4000-LEVEL			
RCTR-RS-4001	NO	Conduct Command Group Action Matrix meeting	3-2

3003. 4000 LEVEL-EVENTS

RCTR-RS-4001: Conduct Command Group Action Matrix meeting

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

ADMINISTRATIVE NOTE: Trained at RMC initially and annually sustained.

RECRUITING AND RETENTION T&R MANUAL

CHAPTER 4

MOS 4821 INDIVIDUAL EVENTS

	PARAGRAPH	PAGE
PURPOSE	4000	4-2
EVENT CODING.	4001	4-2
INDEX OF INDIVIDUAL EVENTS.	4002	4-3
2000-LEVEL EVENTS	4003	4-4
2500-LEVEL EVENTS	4004	4-12
2900-LEVEL EVENTS	4005	4-17

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. EVENT CODING. Events in this T&R manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. The field represents the community. This chapter contains the following community code:

Code	Description
4821	Career Planner

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

Code	Description
ADMN	Administration
COMM	Communications
INTV	Interview Process
RESV	Reserve Marines

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

Code	Description
2000	Core Plus Skills (training received upon initial assignment of PMOS 4821)
2500	Advanced Core Plus Skills
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.

e. In a garrison or field environment and with the aid of references are common conditions for all Career Planner tasks.

4002. INDEX OF INDIVIDUAL EVENTS

Event Code	Event	Page
2000-LEVEL		
ADMINISTRATION		
4821-ADMN-2001	Complete a reenlistment contract	4-4
4821-ADMN-2002	Complete a special duty assignment screening checklist	4-4
4821-ADMN-2003	Complete a Statement of Service (SOS)	4-5
4821-ADMN-2004	Complete an Agreement to Extend Enlistment (NAVMC 321A)	4-5
4821-ADMN-2005	Complete selective reenlistment bonus (SRB) program documents	4-6
4821-ADMN-2006	Conduct a reenlistment ceremony	4-7
4821-ADMN-2007	Process a Reenlistment Extension Lateral Move (RELM) request	4-7
4821-ADMN-2008	Process a lump sum leave (LSL) request	4-8
4821-ADMN-2009	Locate assignment orders in the current automated system	4-8
COMMUNICATIONS		
4821-COMM-2001	Brief Command on the Retention Program	4-9
INTERVIEW PROCESS		
4821-INTV-2001	Conduct a career planning interview	4-10
4821-INTV-2002	Explain separations pay eligibility	4-11
4821-INTV-2003	Explain the overseas extension process	4-11
RESERVE MARINES		
4821-RESV-2001	Complete Selected Marine Corps Reserve Incentive Program documents	4-12
2500-LEVEL		
ADMINISTRATION		
4821-ADMN-2501	Assign scope and permissions within the automated career retention system	4-12
4821-ADMN-2502	Coordinate the requirements of visiting agencies	4-13
4821-ADMN-2503	Conduct a functional area inspection (FAI)	4-14
4821-ADMN-2504	Manage subordinate unit career planning programs	4-14
4821-ADMN-2505	Conduct Career Planner lateral move (LATMOV) interview	4-15
4821-ADMN-2506	Manage career planning resources	4-15
4821-ADMN-2507	Assign a retention goal	4-15
4821-ADMN-2508	Conduct a staff assist visit (SAV)	4-16
2900-Level		
ADMINISTRATION		
4821-ADMN-2901	Authorize a telephonic extension	4-17
4821-ADMN-2902	Conduct a Staff Noncommissioned Officer Re-accession Board	4-17
4821-ADMN-2903	Conduct quality control of Reenlistment Extension Lateral Moves (RELM)	4-18
4821-ADMN-2904	Coordinate a Career Planner working group	4-19
4821-ADMN-2905	Develop a retention campaign plan	4-19
4821-ADMN-2906	Maintain the Career Planner Functional Area checklist	4-20
4821-ADMN-2907	Maintain the automated retention system	4-20

4821-ADMN-2908	Manage lateral move school seats	4-21
4821-ADMN-2909	Manage the Career Planner population	4-22
4821-ADMN-2910	Manage the Incentive School Seat Program	4-22
4821-ADMN-2911	Process Prior Service Enlistment Program (PSEP) packages	4-23
4821-ADMN-2912	Respond to Higher Headquarters on Career Planning Inquiries	4-24
4821-ADMN-2913	Review proposed retention policies	4-24
COMMUNICATIONS		
4821-COMM-2901	Provide guidance to service level representatives	4-25
INTERVIEW PROCESS		
4821-INTV-2901	Conduct a retention assist visit (RAV)	4-25

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 an automated retention system and a Marine with an authority to reenlist.

STANDARD: Ensuring the form is completed without error.

PERFORMANCE STEPS:
1. Validate information on the authority to reenlist.
2. Complete the contract.
3. Process the completed contract.

REFERENCES:
1. MCO 1040.31_ Enlisted Retention and Career Development Program
2. MCO 1040R.35_ Reserve Career Retention and Development 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 an automated 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. Complete the Commanding Officer's Screening/Interview Guide.
2. Recertify the Commanding Officer's Screening/Interview Guide
3. Distribute paperwork.
4. Track Special Duty Assignment (SDA).

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 requirement and all supporting documents.

STANDARD: So that all periods of credible service are accounted for without error.

PERFORMANCE STEPS:
1. Identify required supporting documents for Statement of Service (SOS).
2. Compute periods of service.
3. Complete the required form.
4. Submit form.

REFERENCES:
1. MCO P1080.33_ Manpower Information Systems Support Officer Procedures Manual (MISSO Manual)
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
5. MCO P1080.40_ Marine Corps Total Force Reporting Instructions Manual (MCTFSPRIM)
6. MCO 1040.31_ Enlisted Retention and Career Development Manual
7. MCO 1040R.35_ Reserve Career Retention and Development Manual

---

4821-ADMN-2004: Complete an Agreement to Extend Enlistment (NAVMC 321A)

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

MOS PERFORMING: 4821

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to an automated retention system and the current version of the NAVMC 321A Form.

STANDARD: Without error.

PERFORMANCE STEPS:
1. Explain the purpose of extension.
2. Complete the form.
3. Process the completed extension.

REFERENCES:
1. MCO 1040.31_ Enlisted Retention and Career Development Program
2. MCO 1040R.35_ Reserve Career Retention and Development 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 an automated retention system and an eligible Marine.

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

PERFORMANCE STEPS:
1. Calculate the bonus amount.
2. Process the required documents for payment.
3. 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. Confirm reenlistment authority.
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 1040R.35_ Reserve Career Retention and Development 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 an automated retention system and a Marine with a request requiring submission to Headquarters, Marine Corps.

STANDARD: To completion without error.

PERFORMANCE STEPS:
1. Determine the type of request.
2. Verify Marine meets all pre-requisites for retention.
3. Compute obligated service.
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 1040R.35_ Reserve Career Retention and Development Manual
3. MCO 1200.17_ MOS Manual
4. Current Retention Guidelines MARADMIN

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. Determine eligibility to sell back leave.
2. Calculate lump sum leave amount.
3. 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 1040R.35_ Reserve Career Retention and Development Manual

---

4821-ADMN-2009: 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.

STANDARD: So that the Marine’s report date, Monitored Command Code (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-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 an automated retention system and a requirement.

STANDARD: To ensure the command is aware of current retention polices without omission.

PERFORMANCE STEPS:
1. Create awareness.
2. Conduct strategic planning.
3. Conduct brief(s).
4. Update command read board, if applicable.
5. Conduct unit canvassing.
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 1040R.35_ Reserve Career Retention and Development Manual
4. Current Retention Guidelines MARADMIN
5. NAVMC 1553.1 Systems Approach to Training User Guide
6. Effective Communications Skills (ECS) Package
7. Marine Corps Presentation Skills (MCPS) 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 an automated retention system and a Marine being interviewed.

STANDARD: To ensure the Marine is aware of current policies without omission.

PERFORMANCE STEPS:
1. Identify Marines.
2. Prepare for interviews.
3. Conduct interviews.
4. Explain Marine Corps benefits
5. Conduct performance counseling.
6. Complete interview.

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

---

4821-INTV-2002: Explain 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 an automated retention system and a Marine being interviewed.

STANDARD: To ensure the Marine is aware of current policies without omission.

PERFORMANCE STEPS:
1. Explain the difference between separations and severance pay.
2. Explain when separations pay is authorized.
3. Explain the process for requesting separations pay.
4. Explain how to compute separations pay.
5. Complete separations pay checklist.

REFERENCES:
1. MCO 1040.31_ Enlisted Retention and Career Development Program
2. MCO 1040R.35_ Reserve Career Retention and Development Manual
3. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)

4821-INTV-2003: Explain the overseas extension process

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 retention system and a Marine requesting extension.

STANDARD: So that all incentives are fully explained.

PERFORMANCE STEPS:
1. Provide Overseas Assignment policy information.
2. Provide In Place Consecutive Overseas Tours (IPOCT) information.
3. Provide Consecutive Overseas Tours (COT) information.
4. Provide Tour Conversion information.
5. Provide Overseas Extension No Incentive information.

REFERENCES:
1. MCO P1300.8__ Marine Corps Personnel Assignment Policy
2. Current Overseas Extension MARADMIN

4821-RESV-2001: Complete Selected Marine Corps Reserve Incentive 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 an automated retention system and an eligible Marine.

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

PERFORMANCE STEPS:
1. Identify eligible Marines.
2. Explain incentive.
3. Process request.
4. Complete required action.
5. Verify incentive completion.

REFERENCES:
1. DoDFMR 7000.14-R Department of Defense Financial Management Regulations (DoDFMR)
2. MCO 1040R.35_ Reserve Career Retention and Development Manual
3. Current Selective Reserve Incentive Programs MARADMINS

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 an automated retention system.

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 1040R.35_ Reserve Career Retention and Development Manual

---

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 the visit is executed without error.

PERFORMANCE STEPS:
1. Review visit schedule.
2. Coordinate logistical support.
3. Publish Letter of Instruction (LOI).

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

---

4821-ADMN-2503: 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 FAI checklist.

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

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

REFERENCES:
1. MCO 1040.31_ Enlisted Retention and Career Development Program
2. MCO 1040R.35_ Reserve Career Retention and Development Manual

3. Current Career Planning FAI checklist

4821-ADMN-2504: 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 Career Tools and a requirement.

STANDARD: To ensure the program is mission capable.

PERFORMANCE STEPS:
1. Develop a management plan.
2. Conduct training.
3. Conduct coaching on communication, sales, and consultant training.
4. Conduct quality control of reenlistment/extension/lateral move (RELM) requests.
5. Conduct evaluation.
6. Conduct analysis.

REFERENCES:
1. MCO 1040.31_ Enlisted Retention and Career Development Program
2. MCO 1040R.35_ Reserve Career Retention and Development Manual
3. Marine Corps Communication and Consulting (MC3) Package
4. Effective Communication Skills (ECS) Package
5. Advanced Tools for Coaching (AT4C) Package
6. Marine Corps Presentation Skills (MCPS) Package
7. Current TFRS messages

4821-ADMN-2505: 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 a requirement.

STANDARD: To determine eligibility for assignment to MOS 4821.

PERFORMANCE STEPS:
1. Validate Commanding Officer's checklist.
2. Explain scope of responsibilities.
3. Interview Marine.
4. Prepare recommendation letter.
5. Submit request.

REFERENCES:
1. MCO 1040.31_ Enlisted Retention and Career Development Program
2. MCO 1040R.35_ Reserve Career Retention and Development Manual
3. SECNAVINST 5216.5 Naval Correspondence Manual
4. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
5. Current Selected Reserve Incentive Programs MARADMINS

4821-ADMN-2506: 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 maintained in accordance with the appropriate retention order.

PERFORMANCE STEPS:
1. Determine mission requirements.
2. Analyze time management.
3. Analyze budget requirements.
4. 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 1040R.35_ Reserve Career Retention and Development Manual
4. Franklin Covey Time Management Program

4821-ADMN-2507: Assign a retention goal

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 goal assigned by higher headquarters.

STANDARD: So that Headquarters, Marine Corps retention goals are achieved.

PERFORMANCE STEPS:
1. Review goal from higher headquarters.
2. Pull required information from Marine on Line (MOL) (Report Net).
3. Assign retention goals to subordinate units.
4. Monitor retention status.
5. Brief Commander on retention status.

REFERENCES:
1. Current Headquarters U.S. Marine Corps Retention Policy
2. SECNAVINST 5216.5 Naval Correspondence Manual
3. Effective Communications Skills (ECS) Package

4821-ADMN-2508: Conduct a staff assist visit (SAV)

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

DESCRIPTION: Staff assist visits provide training and evaluation of the career planning program.

MOS PERFORMING: 4821

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: To evaluate a unit career planning program compliance with the appropriate retention order.

PERFORMANCE STEPS:
1. Coordinate with command.
2. Coordinate logistical support, if required.
3. Ensure funding is available, if required.
4. Execute visit.

REFERENCES:
1. MCO 1040.31_ Enlisted Retention and Career Development Program
2. MCO 1040R.35_ Reserve Career Retention and Development Manual

---

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: SSGT, 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. Authorize the extension, if applicable.
3. Annotate extension authority on reenlistment/extension/lateral move request.

REFERENCES:
1. MCO 1040.31_ Enlisted Retention and Career Development Program

---

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: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a computer with relative applications.

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

PERFORMANCE STEPS:
1. Receive packages from Marine Corps Recruiting Command.
2. Ensure properly completed DD Form 368, Request for Conditional Release,

for reserve Marines.
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 1040R.35_ Reserve Career Retention and Development Manual
5. MCO 1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)

4821-ADMN-2903: Conduct quality control of Reenlistment Extension Lateral Moves (RELM)

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

BILLETS: Career Planner HQMC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a computer with relative applications.

STANDARD: Ensuring all administrative defects are corrected during processing of the RELM at Headquarters, Marine Corps.

PERFORMANCE STEPS:

1. Review submitted RELM for accuracy.
2. Review Commanding General Waiver, as required.
3. Provide feedback to host command, if required.
4 Process RELM.

REFERENCES:
1. MCO 1040.31_ Enlisted Retention and Career Development Program
2. MCO 1040R.35_ Reserve Career Retention and Development Manual

---

4821-ADMN-2904: Coordinate a Career Planner working group

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

DESCRIPTION: The Career Planner working group is designed to provide current guidance and training to senior leadership.

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given 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. Coordinate with commands.
2. Coordinate logistical support.
3. Ensure funding is available.
4. Prepare message to commands.
5. Conduct working group.

REFERENCES:
1. MCO 1040.31_ Enlisted Retention and Career Development Program
2. MCO 1040R.35_ Reserve Career Retention and Development Manual

---

4821-ADMN-2905: Develop a retention campaign plan

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

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC

GRADES: SSGT, 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.
2. Publish guidance pertaining to retention.

REFERENCES:
1. MCO 1040.31_ Enlisted Retention and Career Development Program
2. MCO 1040R.35_ Reserve Career Retention and Development Manual

---

4821-ADMN-2906: Maintain the Career Planner Functional Area checklist

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

DESCRIPTION: The Career Planner Functional Area checklist is part of the Inspector General of the Marine Corps (IGMC) program designed to assess and assist career planning functional areas 040 and 045.

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Ensuring, on an annual basis, all questions are in accordance with current orders, policies, and procedures.

PERFORMANCE STEPS:
1. Maintain the checklist.
2. Ensure uploading of updated Career Planner Functional Area checklist.

REFERENCES:
1. MCO 1040.31_ Enlisted Retention and Career Development Program
2. MCO 1040R.35_ Reserve Career Retention and Development Manual
3. Current Career Planning Functional Area Checklist

4821-ADMN-2907: Maintain the automated retention system

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

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Ensuring the system remains updated and 100% fully operational.

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

REFERENCES:
1. MCO 1040.31_ Enlisted Retention and Career Development Program
2. MCO 1040R.35_ Reserve Career Retention and Development Manual

---

4821-ADMN-2908: Manage lateral move school seats

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

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: TO ensure all approved Marines requiring formal school training are assigned a school seat.

PERFORMANCE STEPS:
1. Attend annual training input planning (TIP) working group.
2. Request allocations for MOSs based on needs of the Marine Corps.
3. Make liaison with TECOM to verify the allocations approved are input in the Marine Corps Training Information Management System (MCTIMS).
4. Assign Marine to a school seat.
5. Receive appropriation data funding from TECOM.

6. Provide appropriation data to TECOM if a Marine fails to attend school.
7. 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 1300.31 Enlisted Classification and Assignment Documents
3. MCO 1040.31_ Enlisted Retention and Career Development Program
4. 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: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the current staffing goal.

STANDARD: To ensure Career Planners are placed according to requirements.

PERFORMANCE STEPS:
1. Review personnel database.
2. Ensure Marines are placed in grade appropriate billets.
3. 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 1040R.35_ Reserve Career Retention and Development 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
8. MCO 1001.52_ Active Reserve (AR) Support to the Marine Corps Reserves

---

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

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

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC

GRADES: SSGT, 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. Ensure minimum qualifications are met.
2. Coordinate with MSCs on school seat assignments.
3. Ensure securing of proper funding.
4. 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: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

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

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

PERFORMANCE STEPS:
1. Screen Marine's record.
2. Screen reenlistment/extension/lateral move request.
3. Verify whether or not Marine is on a reserve contract.
4. Ensure a properly completed DD Form 368, Request for Conditional Release, for augment.
5. Process request.
6. Approve or disapprove 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 1040R.35_ Reserve Career Retention and Development Manual
4. MCO 1001.52_ Active Reserve (AR) Support to the Marine Corps Reserves
5. MCO 1001R.1 Marine Corps Reserve Administrative Management Manual (MCRAMM)

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: SSGT, 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. Receive formal request.
2. Coordinate formal response to inquiries.

REFERENCE:
1. MCO 1040.31_ Enlisted Retention and Career Development Program
2. MCO 1040R.35_ Reserve Career Retention and Development Manual

---

4821-ADMN-2913: Review proposed retention policies

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

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC

GRADES: SSGT, 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. Coordinate with policy holders.
2. Establish policy impact on retention.

3. Publish guidance on policy as it pertains to retention.

REFERENCE:
1. MCO 1040.31_ Enlisted Retention and Career Development Program
2. MCO 1040R.35_ Reserve Career Retention and Development Manual

---

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

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

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a required manpower retention query and a computer with relative applications.

STANDARD: To ensure service level representatives are aware of current retention polices without omission.

PERFORMANCE STEPS:
1. Formulate possible courses of action.
2. Provide guidance.

REFERENCES:
1. MCO 1040.31_ Enlisted Retention and Career Development Program
2. MCO 1040R.35_ Reserve Career Retention and Development 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: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a request from a subordinate command 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

	PARAGRAPH	PAGE
PURPOSE	5000	5-2
EVENT CODING.	5001	5-2
INDEX OF INDIVIDUAL EVENTS.	5002	5-3
2000-LEVEL EVENTS	5003	5-3
2500-LEVEL EVENTS	5004	5-11

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. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. The field represents the community. This chapter contains the following community code:

Code	Description
8411	Recruiter

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

Code	Description
ADMN	Administration
ANYS	Analysis
COMM	Communications
MCPK	Marine Corps Product Knowledge
QEP	Quality Enlistment Programs
SALE	Sales
SNCO	Staff Noncommissioned Officer in Charge (SNCOIC)
SYSR	Systematic Recruiting

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. The MOS 8411 individual events are separated into two levels:

Code	Description
2000	Core Plus Skills (training received upon initial assignment of MOS 8411)
2500	Advanced Core Plus Skills (Recruiter SNCOIC 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 the performance of the task.

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

f. Ninety days prior to or ninety days following assignment as a Staff Noncommissioned Officer in Charge (SNCOIC) the appointee should have completed the appropriate school.

5002. INDEX OF INDIVIDUAL EVENTS

Event Code	Event	Page
	2000-LEVEL	
	ADMINISTRATION	
8411-ADMN-2001	Complete an enlistment package	5-4
8411-ADMN-2002	Conduct a Welcome Aboard Brief	5-4
	ANALYSIS	
8411-ANYS-2001	Validate Data Analysis and Objectives Sheet	5-5
	COMMUNICATIONS	
8411-COMM-2001	Conduct presentations	5-6
	MARINE CORPS PRODUCT KNOWLEDGE	
8411-MCPK-2001	Communicate product knowledge	5-6
8411-MCPK-2002	Explain enlistment options	5-7
	QUALITY ENLISTMENT PROGRAMS	
8411-QEP-2001	Determine applicant eligibility for enlistment	5-7
8411-QEP-2002	Prepare an applicant to process at the Military Entrance Processing Station (MEPS)	5-8
	SALES	
8411-SALE-2001	Conduct a sales presentation	5-9
8411-SALE-2002	Conduct prospecting activities	5-9
	SYSTEMATIC RECRUITING (SYSR)	
8411-SYSR-2001	Employ systematic recruiting components	5-10
8411-SYSR-2002	Conduct program activities	5-10
	2500-LEVEL	
8411-SNCO-2501	Manage Non-Instrumented Drug Test (NIDT)	5-11
8411-SNCO-2502	Maximize prospecting	5-12
8411-SNCO-2503	Conduct recruiters briefs	5-13
8411-SNCO-2504	Manage systematic components	5-13
8411-SNCO-2505	Manage Recruiting Sub-Station (RSS) activities with Selected Marine Corps Reserve (SMCR) units	5-14
8411-SNCO-2506	Manage Recruiting Sub-Station (RSS) Media Program	5-14
8411-SNCO-2507	Manage Recruiting Sub-Station (RSS) recruiting programs	5-15
8411-SNCO-2508	Conduct Recruiting Sub-Station (RSS) training	5-16
8411-SNCO-2009	Develop Recruiting Substation (RSS) plans	5-16
8411-SNCO-2510	Direct New Working Applicant (NWA) processing	5-17
8411-SNCO-2511	Conduct new recruiter evaluation process	5-17
8411-SNCO-2512	Conduct coaching	5-18

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, and an automated system.

STANDARD: Ensuring 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. MCRCO 1100.1 Marine Corps Recruiting Command Order Enlistment Processing Manual (MCRC EPM)
2. Marine Corps Recruiting Information Support System (MCRISS) Training Portal
3. Marine Corps Recruiting Information Support System-Recruiting Station (MCRISS-RS) Programs Book

ADMINISTRATIVE NOTE: Currently the Formal Learning Center is unable to actually replicate Performance Step #4 action. In order to ensure understanding of how the package will be submitted, this performance step will be covered in a Managed On the Job Training (MOJT) checklist.

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: Within 72 hours.

PERFORMANCE STEPS:
1. Prepare for the brief.
2. Explain the Welcome Aboard material to the poolee and parents/influencers
3. Annotate Pool Card.

REFERENCE:
1. Volume I Guidebook for Recruiters

8411-ANYS-2001: Validate 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 Staff Noncommissioned Officer in Charge (SNCOIC) 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. Analyze Standard of Effectiveness for each prospecting activity.
2. Analyze Business Percentage for each prospecting activity.
3. Analyze the ratios.
4. Review Objectives.
5. Adjust data analysis and objective sheet as required.

REFERENCE:
1. Volume I Guidebook for Recruiters

8411-COMM-2001: Conduct presentations

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, 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 per the Marine Corps Presentation Skills obtaining a score of 70% or greater on the presentation observation form found in the Marine Corps Presentation Skills Seminar.

PERFORMANCE STEPS:
1. Prepare outline.
2. Conduct presentation.

REFERENCES:
1. MCRCO 1100.1 Marine Corps Recruiting Command Enlistment Processing Manual (MCRC EPM)
2. Marine Corps Presentation Skills materials

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, Recruiter SNCOIC

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and Marine Corps collateral materials.

STANDARD: Providing information in accordance with the Marine Corps Communications and Consultative Skills.

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

REFERENCE:
1. Marine Corps Communications and Consultative Skills

8411-MCPK-2002: Explain enlistment options

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

MOS PERFORMING: 8411, 8412

BILLETS: Recruiter, Recruiter SNCOIC

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

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

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 1200.17_ 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, Recruiter SNCOIC

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a prospect.

STANDARD: Identifying any disqualifying conditions in accordance with MCRCO 1100.1_, Marine Corps Recruiting Command Enlistment Processing Manual (MCRC EPM).

PERFORMANCE STEPS:
1. Conduct screening.
2. Record screening.

REFERENCES:
1. Marine Corps Recruiting Command Programs Book
2. MCRCO 1100.1 Marine Corps Recruiting Command Enlistment Processing Manual (MCRC EPM)
3. Volume I Guidebook for Recruiters
4. MCEOB Marine Corps Enlisted Opportunities Book
5. MEPCOM Order 601.23 Personnel Procurement Enlistment Processing

---

8411-QEP-2002: Prepare an applicant to process at the Military Entrance Processing Station (MEPS)

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

DESCRIPTION: Recruiters must be able to prepare an applicant to process at the MEPS and have realistic expectations to enlist or assess into the Marine Corps component.

MOS PERFORMING: 8411, 8412

BILLETS: Recruiter, Recruiter SNCOIC

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a new working applicant (NWA).

STANDARD: In order to enlist or assess into a Marine Corps component in accordance with MCRCO 1100.1, Marine Corps Recruiting Command Enlistment Processing Manual (MCRC EPM).

PERFORMANCE STEPS:

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

REFERENCES:
1. MCRCO 1100.1 Marine Corps Recruiting Command Enlistment Processing Manual (MCRC EPM)
2. MEPCOM Order 601.23 Personnel Procurement Enlistment Processing
3. MEPS Local Policies

8411-SALE-2001: Conduct a sales presentation

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

DESCRIPTION: Conducting Marine Corps Communication and Consultative Skills based on satisfying needs by employing Benefit Tags in order to gain the most aggressive commitment possible.

MOS PERFORMING: 8411, 8412

BILLETS: Recruiter, 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. Build rapport.
2. Listen with purpose.
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)
2. Volume I Guidebook for Recruiters

8411-SALE-2002: Conduct prospecting activities

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

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

MOS PERFORMING: 8411, 8412

BILLETS: Recruiter, Recruiter SNCOIC

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an objective.

STANDARD: To generate contact 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
2. Marine Corps Communication and Consultative Selling Skills

ADMINISTRATIVE NOTE: The Marine Corps Recruiting Command Managed on the Job Training (MOJT) Checklist will reference each individual prospecting activity.

8411-SYSR-2001: Employ systematic recruiting components

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

DESCRIPTION: The goal of systematic recruiting is to organize the recruiter’s efforts so that the required contacts, appointments, interviews, and contracts are achieved. These goals extend to managing the pool and conducting an effective command recruiting program (CRP). Systematic recruiting is also designed to leverage supporting assets such as the High School Community College program and Media program to achieve consistent quality results by increasing awareness of Marine Corps opportunities.

MOS PERFORMING: 8411, 8412

BILLETS: Recruiter, SNCOIC

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a system.

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

PERFORMANCE STEPS:
1. Access assigned components.
2. Work assigned components.
3. Update all applicable components.

REFERENCE:
1. Volume I Guidebook for Recruiters
2. Marine Corps Recruiting Information Support System (MCRISS) Training Portal

---

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 (S&R) Book, and action and tracking cards.

STANDARD: Ensuring all known commitments are captured, executed, 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
2. Marine Corps Recruiting Information Support System (MCRISS) Training Portal

---

5004. 2500-LEVEL EVENTS

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

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

DESCRIPTION: The Staff Noncommissioned Officer in Charge (SNCOIC) must know how to properly manage the NIDT as it is a vital quality control measure to screen for illegal drug usage.

MOS PERFORMING: 8411, 8412

BILLETS: SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Non-Instrumented Drug Testing (NIDT) kit, new working applicant, Statement of Understanding, and the SNCOIC Management Book.

STANDARD: To determine applicant eligibility.

PERFORMANCE STEPS:
1. Maintain inventory.
2. Conduct test.
3. Report results.

REFERENCE:
1. MCRCO P1100.1 Marine Corps Recruiting Command Enlisted Processing Manual (MCRC EPM)

8411-SNCO-2502: Maximize prospecting

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

DESCRIPTION: Maximize prospecting by monitoring activities on a daily, weekly, and monthly basis, ensuring objectives are achieved and adjusting the plan as appropriate.

MOS PERFORMING: 8411, 8412

BILLETS: SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Recruiting Sub-Station (RSS) mission letter and access to Marine Corps Information Support System-Recruiting Sub-Station (MCRISS-RSS).

STANDARD: To attain or exceed assigned objectives.

PERFORMANCE STEPS:
1. Plan prospecting.
2. Monitor prospecting.
3. Analyze prospecting results.
4. Adjust prospecting effort as needed.

REFERENCE:
1. Volume I Guidebook for Recruiters
2. Marine Corps Recruiting Information Support System (MCRISS) Training Portal

---

8411-SNCO-2503: Conduct recruiter briefs

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

DESCRIPTION: The SNCOIC of a Recruiting Sub-Station (RSS) will conduct recruiter briefs that influence, directs, and approves recruiters' daily plan in detail to maximize prospecting and processing efforts, and make adjustments as necessary.

MOS PERFORMING: 8411, 8412

BILLETS: SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Marine Corps Recruiting Information Support System-Recruiting Sub-Station (MCRISS-RSS) and appropriate systematic components.

STANDARD: On a daily basis, to ensure recruiter is achieving desired results.

PERFORMANCE STEPS:
1. Establish daily brief procedures.
2. Receive plan.
3. Approve plan.

REFERENCE:
1. Volume I Guidebook for Recruiters

8411-SNCO-2504: Manage systematic components

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

DESCRIPTION: The SNCOIC of a RSS will manage the components of systematic recruiting in order to direct recruiters' prospecting and processing efforts.

MOS PERFORMING: 8411, 8412

BILLETS: SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an established RSS and access to Marine Corps Recruiting Information Support System-Recruiting Substation (MCRISS-RSS).

STANDARD: To organize the recruiters' efforts so that the required contacts, appointments, 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 Recruiting Sub-Station (RSS) activities with Selected Marine Corps Reserve (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: SGT, 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. Coordinate working relationship.

REFERENCE:
1. Volume I Guidebook for Recruiters

8411-SNCO-2506: Manage Recruiting Sub-Station (RSS) Media Program

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

DESCRIPTION: A SNCOIC of a RSS 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: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Marine Corps Recruiting Information Support System-Recruiting Substation (MCRISS-RSS) and media cards.

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

PERFORMANCE STEPS:
1. Direct media actions.
2. Conduct FY audit.

REFERENCES:
1. Volume I Guidebook for Recruiters
2. Recruitment Advertising Plan

8411-SNCO-2507: Manage Recruiting Sub-Station (RSS) recruiting programs

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

DESCRIPTION: The SNCOIC of a RSS will manage the RSS recruiting programs to generate required contracts.

MOS PERFORMING: 8411, 8412

BILLETS: SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Marine Corps Recruiting Information Support System-Recruiting Substation (MCRISS-RSS).

STANDARD: To obtain 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

ADMINISTRATIVE NOTE: The Marine Corps Recruiting Command Managed on the Job Training (MOJT) Checklist will reference each individual recruiting program.

8411-SNCO-2508: Conduct Recruiting Sub-Station (RSS) training

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

DESCRIPTION: The SNCOIC of a RSS will conduct the RSS Training Program to enhance individual performance and develop proficiency in billet specific tasks.

MOS PERFORMING: 8411, 8412

BILLETS: SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a tactical coaching guide and a training library module.

STANDARD: To sustain or enhance recruiter performance, as applicable.

PERFORMANCE STEPS:
1. Review RSS Training Plan.
2. Observe performance.

REFERENCE:
1. Volume I Guidebook for Recruiters
2. Tactical Coaching Guide
3. Effective Training Techniques Program

8411-SNCO-2509: Develop Recruiting Sub-Station (RSS) plans

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

DESCRIPTION: Develop sound plans based upon the mission ensuring the mission is understood and all efforts are focused towards it.

MOS PERFORMING: 8411, 8412

BILLETS: SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a mission and Recruiting Station (RS) Plan.

STANDARD: Incorporating all known commitments prior to the commencement date.

PERFORMANCE STEPS:
1. Review RSS mission.
2. Review RS Plan.
3. Create RSS Plan.
4. Submit RSS Plan.

REFERENCE:
1. Volume I Guidebook for Recruiters
2. Volume III Guidebook for Recruiters

ADMINISTRATIVE NOTE: This event encompasses all RS planning functions.

8411-SNCO-2510: Direct New Working Applicant (NWA) processing

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

DESCRIPTION: A SNCOIC of a RSS will direct a recruiter's effort to effectively work Marine Corps contacts to provide referrals and assistance within the recruiter's area of responsibility.

MOS PERFORMING: 8411, 8412

BILLETS: SNCOIC

GRADES: SGT, 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. Drive action.
4. Complete NWA Sheet.

REFERENCE:
1. Volume I Guidebook for Recruiters
2. MCRCO P1100.1 Marine Corps Recruiting Command Enlisted Processing Manual (MCRC EPM)

8411-SNCO-2511: Conduct recruiter evaluation/MOJT checklist

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

DESCRIPTION: The SNCOIC will conduct the recruiter nine month training/evaluation process to provide the training and assistance necessary for the recruiter to embark upon a successful tour of duty.

MOS PERFORMING: 8411, 8412

BILLETS: SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Performance and Review (PAR) evaluation and the Managed on the Job Training (MOJT) Checklist.

STANDARD: To evaluate a recruiter's ability to perform specific recruiting tasks.

PERFORMANCE STEPS:
1. Review Performance and Review (PAR) evaluation.
2. Provide training from MOJT Checklist.
3. Complete recruiter certifications.

REFERENCE:
1. Volume I Guidebook for Recruiters
2. NAVMC 3500.71_ Recruiting and Retention Training and Readiness Manual
3. Tactical Coaching Guide

8411-SNCO-2512: Conduct coaching

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

DESCRIPTION: The SNCOIC will observe performance, diagnose skill gaps, troubleshoot, and action plan appropriate follow-up activities to sustain or enhance recruiter performance.

MOS PERFORMING: 8411, 8412

BILLETS: SNCOIC

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the Tactical Coaching Guide.

STANDARD: To enhance recruiters’ presentation, communication, and consultative skills.

PERFORMANCE STEPS:

1. Observe recruiter's performance.
2. Record the observations.
3. Diagnose skill gaps.
4. Troubleshoot.
5. Action plan appropriate follow-up activities.
6. Follow-up.

REFERENCE:

1. Marine Corps Communication, Consulting and Counseling (MC3)
2. Tactical Coaching Guide
3. Volume I Guidebook for Recruiters

RECRUITING AND RETENTION T&R MANUAL

CHAPTER 6

MOS 8412 INDIVIDUAL EVENTS

	PARAGRAPH	PAGE
PURPOSE	6000	6-2
EVENT CODING.	6001	6-2
INDEX OF INDIVIDUAL EVENTS.	6002	6-2
2000-LEVEL EVENTS.	6003	6-3

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. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. The field represents the community. This chapter contains the following community code:

Code	Description
8412	Career Recruiter

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

Code	Description
ADMN	Administration
ANYS	Analysis
SALE	Sales
TRNG	Training

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. The MOS 8412 individual events are contained in one level:

Code	Description
2000	Core Plus 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 the performance of the task.

e. 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
	ADMINISTRATION	
8412-ADMN-2001	Conduct ethics training	6-3
	ANALYSIS	
8412-ANYS-2001	Evaluate Recruiting Station (RS) programs	6-3
8412-ANYS-2002	Develop a Command Group Matrix	6-4
8412-ANYS-2003	Develop Recruiting Sub-Station (RSS) structure	6-5
	SALES	
8412-SALE-2001	Conduct advanced sales training	6-5
8412-SALE-2002	Conduct Effective Training Techniques	6-6
	TRAINING	
8412-TRNG-2001	Conduct advanced coaching	6-6
8412-TRNG-2002	Conduct Recruiting Sub-Station (RSS) Training and Assistance Visit	6-7
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 Noncommissioned 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 and scenario.

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. MCRCO 1100.1 Marine Corps Recruiting Command Enlistment Processing Manual (MCRC EPM)

8412-ANYS-2001: Evaluate Recruiting Station (RS) programs

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

DESCRIPTION: The career recruiter will have the ability to evaluate RS programs related to contract generation (pool, command recruiting, and electronic 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 Marine Corps Recruiting Information Support System-Recruiting Substation (MCRISS-RSS)/Marine Corps Recruiting Information Support System-Officer Selection Station (MCRISS-OSS).

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 RS 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.

REFERENCES:
1. Volume I Guidebook for Recruiters
2. Volume III Guidebook for RS Operations

8412-ANYS-2003: Develop Recruiting Sub-Station (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 RSS 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 RS 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 Effective Training Techniques

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

DESCRIPTION: The Career Recruiter will be able to present Effective Training Techniques, along with coaching, and provide feedback as well as training.

MOS PERFORMING: 8412

BILLETS: Career Recruiter

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: To demonstrate physical skills and use of training aids in accordance with the observation checklist with 100% accuracy.

PERFORMANCE STEPS:
1. Identify target audience.
2. Observe presentation.
3. Provide training.

REFERENCE:
1. Effective Training Techniques Facilitator Guide

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 Recruiting Sub-Station (RSS) Training and Assistance Visit

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

DESCRIPTION: The Career Recruiter acting as an extension of the Command Group, will, with the aide of the Command Group matrix, assess an RSS, provide examples of training to fix discrepancies found, and provide a detailed brief of findings to the Command Group.

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 access to Marine Corps Recruiting Information Support System-Recruiting Substation (MCRISS-RSS).

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.

REFERENCES:

1. Volume I Guidebook for Recruiters
2. Volume III Guidebook for RS 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 Systematic Recruiting Station Inspection Checklist, and access to Marine Corps Recruiting Information Support System-Recruiting Substation (MCRISS-RSS) and Marine Corps Recruiting Information Support System-Officer Selection Station (MCRISS-OSS).

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

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 II Guidebook for Officer Selection Officers
3. Volume III Guidebook for Recruiting Station Operations

RECRUITING AND RETENTION T&R MANUAL

CHAPTER 7

OFFICER SELECTION TEAM INDIVIDUAL EVENTS

	PARAGRAPH	PAGE
PURPOSE	7000	7-2
EVENT CODING.	7001	7-2
INDEX OF INDIVIDUAL EVENTS.	7002	7-3
2000-LEVEL EVENTS	7003	7-3
2500-LEVEL EVENTS	7004	7-17

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. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. This field represents the community. This chapter contains the following community code:

Code	Description
OST	Officer Selection Team personnel

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

Code	Description
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. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

Code	Description
2000	Core Plus Skills
2500	Advanced 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 the performance of the task.

e. In a recruiting environment and with the aid of references are common conditions for all Officer Selection Team tasks.

7002. INDEX OF INDIVIDUAL EVENTS

Event Code	Event	Page
	ADMINISTRATION	
OST-ADMN-2001	Complete an officer application package	7-3
OST-ADMN-2002	Complete a request for appointment package	7-4
OST-ADMN-2003	Manage medical processing	7-5
OST-ADMN-2004	Manage Line of Duty cases	7-6
	ANALYSIS	
OST-ANYS-2001	Complete Data Analysis and Objectives Sheet	7-6
	COMMUNICATIONS	
OST-COMM-2001	Conduct presentation	7-7
	MARINE CORPS PRODUCT KNOWLEDGE	
OST-MCPK-2001	Communicate product knowledge	7-8
OST-MCPK-2002	Explain commissioning programs	7-8
	OFFICER SELECTION OFFICER	
OST-OSO-2001	Manage systematic components	7-9
OST-OSO-2002	Manage Officer Selection Station (OSS) activities with Selected Marine Corps Reserve (SMCR) units	7-10
OST-OSO-2003	Manage Officer Selection Station (OSS) recruiting programs	7-10
OST-OSO-2004	Conduct Officer Selection Station (OSS) training	7-11
OST-OSO-2005	Direct New Working Applicant (NWA) processing	7-12
OST-OSO-2006	Manage an Officer Candidate Pool	7-12
OST-OSO-2007	Manage an Aviation Selection Test Battery Series-E (ASTB-E) Program	7-13
	QUALITY PROCUREMENT PERSONNEL	
OST-QPP-2001	Determine applicant eligibility for officer programs	7-14
	SALES	
OST-SALE-2001	Conduct a consultative sales conversation	7-15
OST-SALE-2002	Conduct prospecting activities	7-15
	SYSTEMATIC RECRUITING	
OST-SYSR-2001	Employ systematic recruiting components	7-16
OST-SYSR-2002	Conduct program activities	7-17
	2500-LEVEL EVENTS	
	SALES	
OST-SALE-2501	Conduct coaching	7-17

7003. 2000-LEVEL EVENTS

OST-ADMN-2001: Complete an officer application package

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

DESCRIPTION: The Officer Selection Team (OST) 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, Human Resource Assistant

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given applicant information, access to Marine Corps Recruiting Information Support System-Officer Selection Station/Officer Selection (MCRISS-OSS/OS), and the Automated Commissioning Package (ACP).

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

PERFORMANCE STEPS:
1. Build applicant profile in MCRISS-OSS.
2. Update applicant information in MCRISS-OSS.
3. Contract application in ACP.
4. Update status in MCRISS-OS.

REFERENCES:
1. Automated Commissioning Package (ACP) Tutorial (current version)
2. MCRCO 1100.2_ Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM)
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 OST 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, Human Resource Assistant

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given commissioning information, enlistment forms, access to Marine Corps Recruiting Information Support System-Officer Selection Station/Officer Selection (MCRISS-OSS/OS), and the Automated Commissioning Package (ACP).

STANDARD: Ensuring 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. Automated Commissioning Package (ACT) Tutorial (current version)
2. MCRCO 1100.2_ Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM)
3. Volume II Guidebook for Officer Selection Officers

OST-ADMN-2003: Manage medical processing

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

DESCRIPTION: The OST will supervise medical processing from start to finish utilizing the Military Enlistment Processing Station (MEPS), Department of Defense Medical Evaluation and Review Board (DoDMERB), and Naval Aerial Medical Institute (NAMI) process.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Officer, Officer Selection Assistant, Human Resource Assistant

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Marine Corps Recruiting Information Support System-Officer Selection Station/Officer Selection (MCRISS-OSS/OS), the Automated Commissioning Package (ACP), a DoDMERB account, flight physical facilities, and candidate medical forms 2807/2808.

STANDARD: So applicant processing is tracked without error.

PERFORMANCE STEPS:
1. Screen applicants.
2. Schedule interview in MCRISS-OSS.
3. Designate new working applicant in MCRISS-OSS.
4. Re-screen applicant (fill out 2807/2808).
5. Schedule MEPS/DoDMERB appointment, as applicable.
6. Brief applicant.
7. Validate applicant showing for appointment.
8. Review results.
9. Correct discrepancies, if applicable.
10. Forward to Higher Headquarters, if applicable.
11. Schedule flight physical, if applicable.

12. Forward flight physical to Higher Headquarters, if applicable.
13. Annotate final medical results in MCRISS-OS/ACP.

REFERENCES:
1. MCRCO 1100.2_ Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM)
2. Marine Corps Recruiting Command Letter of Instruction (LOI) 6150 19 Feb 2013, Naval Aerial Medical Institute (NAMI) LOI

OST-ADMN-2004: Manage Line of Duty cases

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

DESCRIPTION: The OST will be able to manage actions required by both the candidate and the Wounded Warrior Regiment in order for the candidate to return to full health.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Officer, Officer Selection Assistant, Human Resource Assistant

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Marine Corps Recruiting Information Support System-Officer Selection (MCRISS-OS), Marine Corps Medical Entitlements Data System (MCMEDS), and a Line of Duty (LOD) case.

STANDARD: So that LOD case is processed and completed in accordance with the Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM).

PERFORMANCE STEPS:
1. Submit candidate LOD request into MCMEDS.
2. Track LOD requests.
3. Update MCRISS-OS for status changes.
4. Input final medical evaluation in MCMEDS.
5. Notify candidate of LOD benefits status.
6. Forward candidate status to Higher Headquarters for review.

REFERENCE:
1. MCRCO 1100.2_ Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM)

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

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

DESCRIPTION: Data analysis allows an OST to evaluate how effective they are

at prospecting, screening, selling, and processing.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Officer, Officer Selection Assistant, Human Resource Assistant

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Marine Corps Recruiting Information Support System-Officer Selection Station (MCRISS-OSS) and a contract mission.

STANDARD: To apply objectives in MCRISS-OSS scheduling module without error.

PERFORMANCE STEPS:
1. Verify mission requirements entry into MCRISS-OSS.
2. Verify prospecting results entry into MCRISS-OSS.
3. Complete area canvassing planning matrix in MCRISS-OSS.
4. Review Standard of Effectiveness for each prospecting activity in MCRISS-OSS.
5. Review Business Percentage for each prospecting activity in MCRISS-OSS.
6. Review ratios in MCRISS-OSS.
7. Review objectives in MCRISS-OSS.

REFERENCE:
1. Volume II Guidebook for Officer Selection Officers

OST-COMM-2001: Conduct presentation

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

DESCRIPTION: The Marine Corps Presentation Skills program is designed to give a recruiter an opportunity to learn and enhance the fundamental skills required to make presentations in a variety of situations using presentational tools and techniques to keep an audience engaged.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Officer, Officer Selection Assistant, Human Resource Assistant

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

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: In the time allotted using the skills, tools, and techniques to keep audiences engaged per the Marine Corps Presentation Skills.

PERFORMANCE STEPS:
1. Prepare outline.
2. Organize presentation.
3. Brainstorm questions.
4. Practice delivering presentation.
5. Follow-up.

REFERENCES:
1. MCRCO 1100.2_ Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM)
2. Volume II Guidebook for Officer Selection Officers
3. Marine Corps Presentation Skills
4. Marine Corps Officer Leadership Workshop

OST-MCPK-2001: Communicate product knowledge

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

DESCRIPTION: The OST members must be able to discuss the issues that are important to applicants and know where to find information. Strong product knowledge instills confidence in the OSO, assures the applicant, minimizes objection and disinterest, and is the cornerstone of the professionalism that is expected of a Marine Corps representative.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Officer, Officer Selection Assistant, Human Resource 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 addressing needs and motivators with relevant Marine Corps features and benefits.

PERFORMANCE STEPS:
1. Identify audience.
2. Align with the need.
3. Test for Yes.

REFERENCES:
1. MCOOB Marine Corps Officer Opportunity Book
2. Volume II Guidebook for Officer Selection Officers

OST-MCPK-2002: Explain commissioning programs

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

DESCRIPTION: The OST members will be familiar with the commissioning programs available through the Platoon Leaders Class, Officer Candidates Class, in addition to the commissioning programs available to enlisted Marines and Midshipmen of the Naval Academy and ROTC.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Officer, Officer Selection Assistant, Human Resource Assistant

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: To provide information per the Marine Corps Officers Opportunity Book (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. MCRCO 1100.2_ Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM)

OST-OSO-2001: Manage systematic components

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

DESCRIPTION: The OST will manage the 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, Human Resource Assistant

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an established Officer Selection Station (OSS).

STANDARD: To organize the Officer Selection Officers' efforts so that

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 Officer Selection Station (OSS) activities with Selected Marine Corps Reserve (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, Human Resource Assistant

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Marine Corps Recruiting Information Support System-Officer Selection Station (MCRISS-OSS).

STANDARD: To maintain contact, supporting the OSS annual program requirements, in accordance with Volume II, Guidebook for Officer Selection Officers.

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 Officer Selection Station (OSS) recruiting programs

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

DESCRIPTION: The OST will manage the OSS recruiting programs to generate required contracts.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Officer, Officer Selection Assistant, Human Resource Assistant

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Marine Corps Recruiting Information Support System-Officer Selection Station (MCRISS-OSS).

STANDARD: To generate the minimum annual mission requirements in accordance with Volume II, Guidebook for Officer Selection Officers.

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 Officer Selection Station (OSS) training

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

DESCRIPTION: OSTs 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, Human Resource Assistant

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Marine Corps Recruiting Information Support System-Officer Selection Station (MCRISS-OSS) and training materials.

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 in MCRISS-OSS.
4. Evaluate training.

REFERENCES:
1. Volume II Guidebook for Officer Selection Officers
2. MCRCO 1100.2_ Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM)

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

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

DESCRIPTION: OSTs will complete all NWA processing requirements prior to the NWA being contracted and submitted to Higher Headquarters for the selection board.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Officer, Officer Selection Assistant, Human Resource Assistant

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Marine Corps Recruiting Information Support System-Officer Selection Station/Officer Selection (MCRISS-OS/OS) and an applicant who has agreed to enlist.

STANDARD: To ensure processing is completed per the Marine Corps Recruiting Command Officer Commissioning Manual.

PERFORMANCE STEPS:
1. Declare NWA in MCRISS-OSS.
2. Update NWA status in MCRISS-OS.
3. Complete processing actions.

REFERENCES:
1. Volume II Guidebook for Officer Selection Officers
2. MCRCO 1100.2_ Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM)

OST-OSO-2006: Manage an Officer Candidate Pool

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

DESCRIPTION: The OST will manage pool program accounting for all poolees to include contracting, disenrollment (if applicable), or reporting to The Basis School.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Officer, Officer Selection Assistant, Human Resource Assistant

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Marine Corps Recruiting Information Support System-Officer Selection Station/Officer Selection (MCRISS-OS/OS), the Automated Commissioning Package (ACP), a candidate pool, and resources.

STANDARD: So referrals are generated, and candidates are mentally/physically prepared for Officer Candidate School and The Basic School.

PERFORMANCE STEPS:
1. Contract candidate.
2. Update candidate status in MCRISS-OS.
3. Conduct welcome aboard brief.
4. Submit for Higher Headquarters board.
5. Brief candidate on referral process.
6. Conduct mental/physical preparation.
7. Provide written evaluation of candidate, where applicable.
8. Ship to applicable Formal Learning Center.
9. Validate candidate/officer preparation via feedback.

REFERENCES:
1. Volume II Guidebook for Officer Selection Officers
2. FC-08-14 Officer Procurement Quality Control Procedures
3. MCRCO 1100.2_ Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM)

OST-OSO-2007: Manage an Aviation Selection Test Battery Series-E (ASTB-E) Program

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

DESCRIPTION: The OST will run a full service ASTB-E program in support of the officer candidate air mission.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Officer, Officer Selection Assistant, Human Resource Assistant

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Marine Corps Recruiting Information Support System-Officer Selection (MCRISS-OS), Automated Pilot Examination (APEX) 4,

the Automated Commissioning Package (ACP), a Hands-on Throttle and Stick (HOTAS) suite, resources, and Naval Aerial Medical Institute (NAMI) certification.

STANDARD: So all prospective aviation applicants are tested and eligibility is determined per Field Accession of Naval Aviators and Naval Flight Officers (MCO 1542.1_).

PERFORMANCE STEPS:
1. Establish administrators.
2. Train administrators.
3. Administer ASTB-E.
4. Track results.
5. Document results in MCRISS-OS/ACP.

REFERENCES:
1. Volume II Guidebook for Officer Selection Officers
2. FC-08-14 Officer Procurement Quality Control Procedures
3. MCRCO 1100.2_ Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM)
4. SECNAVINST 1532.1 U.S. and Marine Corps Aviation Selection Test Battery
5. MCO 1542.1_ Field Accession of Naval Aviators and Naval Flight Officers
6. FC-004-14 Release of ASTB-E

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

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

DESCRIPTION: OSTs will screen applicants thoroughly in order to ensure standards are met. If an applicant does not meet the standard, OSTs will determine if the applicant meets waiver eligibility requirements.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Officer, Officer Selection Assistant, Human Resource Assistant

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Marine Corps Recruiting Information Support System-Officer Selection Station/Officer Selection (MCRISS-OSS/OS) and a prospect.

STANDARD: By identifying any disqualifying conditions per the Marine Corps Recruiting Command Officer Commissioning Manual.

PERFORMANCE STEPS:
1. Conduct screening.
2. Record screening.
3. Submit waiver request, if applicable.

REFERENCES:
1. FC-08-14 Officer Procurement Quality Control Procedures
2. MCRCO 1100.2_ Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM)
3. Volume II Guidebook for Officer Selection Officers
4. MCOOB Marine Corps Officers Opportunity Book
5. MEPCOM Order 601.23 Personnel Procurement Enlistment Processing

---

OST-SALE-2001: Conduct a consultative sales conversation

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

DESCRIPTION: The program and skills within it are based on selling theory and practices of professional salespeople in the world's most successful companies, combined with the best practices of top-performing Marine Corps Officer Selection Officers.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Officer, Officer Selection Assistant, Human Resource Assistant

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a screened and basically qualified applicant, Benefit Tags, Marine Corps Officers Opportunity Book, and collateral material.

STANDARD: To obtain the most aggressive commitment possible per the Marine Corps Communication and Consulting Skills.

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

REFERENCES:
1. Marine Corps Communication and Consulting (MC3) Skills
2. Volume II Guidebook for Officer Selection Officers

OST-SALE-2002: Conduct prospecting activities

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

DESCRIPTION: OSTs 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, Human Resource Assistant

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Marine Corps Recruiting Information Support System-Officer Selection Station (MCRISS-OSS) and a mission requirement.

STANDARD: To generate contacts with prospects for the purpose of setting appointments in accordance with Volume II, Guidebook for Officer Selection Officers.

PERFORMANCE STEPS:
1. Review Plans in MCRISS-OSS.
2. Conduct activities.
3. Record results in MCRISS-OSS.

REFERENCE:
1. Volume II Guidebook for Officer Selection Officers

OST-SYSR-2001: Employ systematic recruiting components

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

DESCRIPTION: OSTs will use Marine Corps Recruiting Information Support System-Officer Selection Station (MCRISS-OSS) database 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, Human Resource Assistant

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Marine Corps Recruiting Information Support System-Officer Selection Station (MCRISS-OSS), hard copies of application files, management book, and the New Working Applicant (NWA) processing board.

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. Manage daily efforts.
2. Organize components.
3. Standardize procedures.
4. Work assigned components.
5. Update all components.
6. Provide training.

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, Human Resource Assistant

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Marine Corps Recruiting Information Support System-Officer Selection Station (MCRISS-OSS) 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 in MCRISS-OSS.

REFERENCE:
1. Volume II Guidebook for Officer Selection Officers

7004. 2500-LEVEL EVENTS

OST-SALE-2501: Conduct coaching

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

DESCRIPTION: The Officer Selection Officer will provide observation and

training in order to improve the skills of the Officer Selection Team.

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 seminar support materials.

STANDARD: To enhances an OST member's performance.

PERFORMANCE STEPS:
1. Observe.
2. Record.
3. Diagnose.

REFERENCES:
1. Marine Corps Communication, Consulting and Counseling (MC4)
2. Volume II Guidebook for Officer Selection Officers

ADMINISTRATIVE NOTE: Enlisted personnel are currently attending this course (unit funded) and are attending the course based upon availability of funding; however, the POI has not been adjusted based upon the Target Population Description which is still currently 1stLT/Capt.

RECRUITING AND RETENTION T&R MANUAL

CHAPTER 8

PRIOR SERVICE RECRUITER (PSR) INDIVIDUAL EVENTS

	PARAGRAPH	PAGE
PURPOSE	8000	8-2
EVENT CODING	8001	8-2
INDEX OF INDIVIDUAL EVENTS.	8002	8-3
PSR MOS 8411 2000-LEVEL EVENTS.	8003	8-5
PSR MOS 8411 2100-LEVEL EVENTS.	8004	8-11
PSR MOS 8412 2500-LEVEL EVENTS.	8005	8-15
PSR MOS 8412 2000-LEVEL EVENTS.	8006	8-21
PSR OFFICER IN CHARGE (OIC) 2100-EVENTS	8007	8-26
PSR OPERATIONS CHIEF (OCHF) 2100-EVENTS	8008	8-31
PSR RECRUITER INSTRUCTOR (RI) 2100-EVENTS	8009	8-34

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 MOSs (8411 and 8412) they have distinct skill sets. This chapter details the specific 8411 and 8412 Prior Service Recruiter (PSR) 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. EVENT CODING. Events in this T&R manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. The field represents the community. This chapter contains the following community codes:

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

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

Code	Description
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. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

Code	Description
2000	Core Plus Skills
2100	Core Plus Skills (which are Managed On the Job Training (MOJT))

2500 Advanced Skills (SNCOIC 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 the performance of the task.

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

8002. INDEX OF INDIVIDUAL EVENTS

PSR MOS 8411 2000-LEVEL EVENTS		
Event Code	**Event**	**Page**
SALES		
8411-PSAL-2001	Conduct a presentation	8-5
8411-PSAL-2002	Conduct professional sales	8-5
8411-PSAL-2003	Conduct prospecting	8-6
SYSTEMATIC RECRUITING		
8411-PSYS-2001	Analyze data	8-6
8411-PSYS-2002	Plan recruiting activities	8-7
8411-PSYS-2003	Analyze time management	8-7
8411-PSYS-2004	Maintain Profile Prospect Book	8-8
8411-PSYS-2005	Record recruiting results	8-8
QUALITY JOIN PROCEDURES		
8411-PQJP-2001	Determine applicant qualifications	8-9
8411-PQJP-2002	Complete an affiliation package	8-9
8411-PQJP-2003	Complete a reenlistment package	8-10
8411-PQJP-2004	Complete an Active Reserve (AR) package	8-10
RESERVE PRODUCT KNOWLEDGE		
8411-PRPK-2001	Employ the Marine Corps Reserve Opportunities Book (MCROB)	8-11
PSR MOS 8411 2100-LEVEL EVENTS		
ADMINISTRATION		
8411-PADM-2101	Maintain turnover book	8-11
8411-PADM-2102	Operate a government vehicle	8-12
8411-PADM-2103	Maintain Station files	8-12
SALES		
8411-PSAL-2101	Conduct sales sustainment module training	8-13
SYSTEMATIC RECRUITING		
8411-PSYS-2101	Conduct a Reserve unit visit	8-13
8411-PSYS-2102	Plan an Itinerant Recruiting Trip (IRT)	8-14
8411-PSYS-2103	Reconcile Unit Manpower Plan	8-14
QUALITY JOIN PROCEDURES		
8411-PQJP-2101	Complete a waiver package	8-15
PSR MOS 8412 2500-LEVEL EVENTS		
ADMINISTRATION		
8412-PADM-2501	Process trip reports	8-16

SALES		
8412-PSAL-2501	Conduct Marine Corps communications, coaching, and counseling (MC4)	8-16
SYSTEMATIC RECRUITING		
8412-PSYS-2501	Conduct daily briefs	8-17
8412-PSYS-2502	Analyze recruiting activities	8-17
8412-PSYS-2503	Create Recruiter Training Files (RTF)	8-18
8412-PSYS-2504	Manage data analysis	8-18
8412-PSYS-2505	Plan Staff Noncommissioned Officer in Charge (SNCOIC) recruiting activities	8-19
8412-PSYS-2506	Manage Prior Service Recruiting Substation (PSRSS)	8-19
QUALITY JOIN PROCEDURES		
8412-PQJP-2501	Manage quality control	8-20
TRAINING		
8412-PTRG-2501	Conduct training	8-20
PSR MOS 8412 2000-LEVEL EVENTS		
SYSTEMATIC RECRUITING		
8412-PSYS-2001	Manage Prior Service Recruiting Station (PSRS) programs	8-21
8412-PSYS-2002	Develop a Command Group Action Plan/Matrix	8-22
8412-PSYS-2003	Develop Prior Service Recruiting Substation (PSRSS) structure	8-22
8412-PSYS-2004	Conduct a Prior Service Recruiting Substation (PSRSS) Systematic Recruiting Inspection (SRI)	8-23
TRAINING		
8412-PTRG-2001	Conduct ethics training	8-23
8412-PTRG-2002	Conduct advanced sales training	8-24
8412-PTRG-2003	Conduct advanced presentations	8-24
8412-PTRG-2004	Conduct advanced coaching	8-24
8412-PTRG-2005	Conduct Prior Service Recruiting Substation (PSRSS) Training and Assistance Visit	8-25
PSR OFFICER IN CHARGE (OIC) 2100-EVENTS		
PSRS-OIC-2101	Manage personnel plan	8-26
PSRS-OIC-2102	Manage assets	8-26
PSRS-OIC-2103	Manage the budget	8-27
PSRS-OIC-2104	Communicate with supported units	8-27
PSRS-OIC-2105	Conduct annual manpower planning	8-28
PSRS-OIC-2106	Direct mission	8-28
PSRS-OIC-2107	Issue Staff Noncommissioned Officer in Charge (SNCOIC) monthly mission letter	8-29
PSRS-OIC-2108	Finalize the Annual Plan	8-29
PSRS-OIC-2109	Direct the Command Group Action Planning Meeting	8-29
PSRS-OIC-2110	Conduct counseling	8-30
PSRS-OIC-2111	Review structure analysis	8-31
PSR OPERATIONS CHIEF (OCHF) 2100-EVENTS		
PSRS-OCHF-2101	Develop Annual Plan	8-31
PSRS-OCHF-2102	Maintain personnel plan	8-32
PSRS-OCHF-2103	Manage mission	8-32
PSRS-OCHF-2104	Conduct structure analysis	8-33
PSRS-OCHF-2105	Support Command Group Action Planning Meeting	8-33
PSRS-OCHF-2106	Communicate with supported units	8-34

PSR RECRUITER INSTRUCTOR (RI) 2100-EVENTS		
PSRS-RI-2101	Support Command Group Action Planning Meeting	8-35
PSRS-RI-2102	Prepare Annual Training Plan	8-35
PSRS-RI-2103	Conduct training	8-36

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: Utilizing communication skills within the time allotted, 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, the Marine Corps Reserve Opportunities Book, collateral materials, and a Program Book.

STANDARD: In order to obtain the most aggressive commitment possible in accordance with Marine Corps Communications and Consulting (MC3) Skills package.

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 or automated system and a 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. MCRCO 5728.1 Social Media Guidelines and Instruction
3. Marine Corps Communications and Consulting (MC3) Skills Package

---

8411-PSYS-2001: Analyze data

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, a Schedule and Results (S&R) Book, and all necessary analysis tools.

STANDARD: Ensuring all results are applied to prospecting objectives.

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:** 6 months

BILLETS: Prior Service Recruiter

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Schedule and Results (S&R) Book, Objectives Sheet, 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.

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 Book.

REFERENCE:
1. Volume VIII Guidebook for Prior Service Recruiters

8411-PSYS-2003: 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 a Prior Service Recruiter (PSR) time management analysis sheet and Schedule and Results (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-2004: 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 ensure required documents are updated in order to track mission progress and 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-PSYS-2005: Record recruiting results

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

BILLETS: Prior Service Recruiter

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Schedule and Results (S&R) Book and an access to an automated system.

STANDARD: Ensuring all data is documented in accordance with Volume VIII, Guidebook for Prior Service Recruiters.

PERFORMANCE STEPS:
1. Annotate daily events.
2. Annotate daily prospecting activities.

3. Annotate weekly prospecting outcome.

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 Retention and Development Manual
3. MCO 6110.3 w/ Change 1 Marine Corps Body Composition and Military Appearance Program

---

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 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).

REFERENCES:
1. Volume VIII Guidebook for Prior Service Recruiters
2. MCO 1040R.35_ Reserve Career Retention and Development Manual

---

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. Review disposition.
5. Finalize reenlistment package.
6. Prepare Join Package Inspection Checklist (JPIC).

REFERENCES:
1. MCO 1040R.35_ Reserve Career Retention and Development Manual
2. Volume VIII Guidebook for Prior Service Recruiters
3. MCO P1070.12_ w/ Change 1 Individual Records Administration Manual (IRAM)

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. Review disposition.
6. Finalize reenlistment package.

REFERENCES:
1. Volume VIII Guidebook for Prior Service Recruiters
2. MCO 1040R.35_ Reserve Career Retention and Development Manual
3. MCO 1001.52_ Active Reserve (AR) Support to the United States Marine Corps Reserve

---

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 a basically qualified applicant and collateral material.

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

PERFORMANCE STEPS:
1. Brief relevant reserve features.
2. Provide relevant collateral material.

REFERENCE:
1. Marine Corps Reserve Opportunities Book (MCROB)

8004. PSR MOS 8411 2100-LEVEL EVENTS

8411-PADM-2101: Maintain turnover book

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

DESCRIPTION: The turnover book is designed to provide both the recruiter and the Staff Noncommissioned Officer in Charge with a ready reference of resources in their area of operation (AO).

BILLETS: Prior Service Recruiter

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference.

STANDARD: Ensuring contents 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

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 Standard Operating Procedures (SOP).

BILLETS: Prior Service Recruiter

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a GOV.

STANDARD: Ensuring the higher headquarters SOP is followed.

PERFORMANCE STEPS:
1. Conduct pre and post vehicle check.
2. Submit vehicle maintenance records to PSRS Ops Clerk.
3. Submit monthly vehicle mileage report.

REFERENCES:
1. MCO 5110.1_ Motor Vehicle Traffic Supervision
2. Volume IX Guidebook for Prior Service Recruiting Operations
3. Higher Headquarters Standard Operating Procedures (SOP)

8411-PADM-2103: 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: MOJT

CONDITION: Given a filing system and administrative correspondence.

STANDARD: Ensuring all documents are organized and secured.

PERFORMANCE STEPS:
1. Review the reference.
2. Update as required.

REFERENCE:
1. Volume VIII Guidebook for Prior Service Recruiters

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 module training

ADMINISTRATIVE NOTE: After completion of Module 5, training will be sustained via MC3 Reinforcement training.

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: 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, if applicable.

REFERENCE:
1. Volume IX Guidebook for Prior Service Recruiting Operations

---

8411-PSYS-2102: Plan an Itinerant Recruiting Trip (IRT)

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

BILLETS: Prior Service Recruiter

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring the recruiter systematically 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.

REFERENCE:
1. Volume VIII Guidebook for Prior Service Recruiters

8411-PSYS-2103: Reconcile Unit Manpower Plan

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 6 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) BIC 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-PQJP-2101: Complete a waiver package

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

BILLETS: Prior Service Recruiter

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

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 documentation through the chain of command via automated system.
5. Review disposition.
6. Finalize waiver package.

REFERENCES:
1. Volume VIII Guidebook for Prior Service Recruiters
2. MCO 1040R.35_ Reserve Career Retention and Development Manual
3. MCO P1070.12_ w/ Change 1 Individual Records Administration Manual (IRAM)

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: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

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

8412-PSAL-2501: Conduct Marine Corps communications, coaching, and counseling (MC4)

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

MOS PERFORMING: 8412

BILLETS: SNCOIC

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a seminar leaders guide.

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

PERFORMANCE STEPS:
1. Observe Recruiter performance.
2. Diagnose Recruiter performance.
3. Demonstrate purposeful conversation.
4. Demonstrate feedback.

5. Bridge gaps.
6. Conduct coaching.

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 Noncommissioned Officer in Charge 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), Recruiter Schedule and Results (S&R) Sheets, and SNCOIC Management Book (SMB).

STANDARD: Ensuring the recruiter's daily activities are 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
6. Set recruiter’s agenda.

REFERENCE:
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 prospecting requirements.
4. Evaluate time management.
5. Identify deficiencies
5. Adjust recruiter's efforts.

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.

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**: 6 months

MOS PERFORMING: 8412

BILLETS: SNCOIC

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given prospecting results for a Prior Service Recruiting Substation (PSRSS) over a 90 day period and an automated system.

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.
2. Correct deficiencies, as necessary.
3. Incorporate data results into mission restatement and goals letter.

REFERENCE:
1. Volume VIII Guidebook for Prior Service Recruiters

8412-PSYS-2505: Plan Staff Noncommissioned Officer in Charge (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 SNCOIC Management Book (SMB) and monthly mission letter.

STANDARD: Within the time allotted by the Officer in Charge.

PERFORMANCE STEPS:
1. Review mission letter.
2. Review SMB.
3. Identify key events.
4. Set prospecting goals.
5. Issue mission letters.
6. Develop month-in-sight.
7. Submit mission restatement and goals letter.

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

---

8412-PSYS-2506: Manage Prior Service Recruiting Substation (PSRSS)

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

MOS PERFORMING: 8412

BILLETS: SNCOIC

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an established area of operation.

STANDARD: To accomplish assigned mission.

PERFORMANCE STEPS:
1. Manage assets.
2. Manage systematic recruiting components.
3. Manage recruiting activities.
4. Submit required reports.

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

---

8412-PQJP-2501: Manage quality control

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

MOS PERFORMING: 8412

BILLETS: SNCOIC

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given recruiter join packages and quality control forms.

STANDARD: Ensuring all discrepancies are identified and corrective actions are taken.

PERFORMANCE STEPS:
1. Inspect join packages.
2. Complete Quality Control (QC) forms.
3. Document discrepancies.
4. Train to discrepancies.
5. Submit required reports.

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

---

8412-PTRG 2501: Conduct training

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 3 months

MOS PERFORMING: 8412

BILLETS: SNCOIC

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and recruiter training file (RTF).

STANDARD: Ensuring the process enhances recruiters' knowledge and skills.

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.
5. Submit required reports.

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

---

8006. PSR MOS 8412 2000-LEVEL EVENTS

8412-PSYS-2001: Manage Prior Service Recruiting (PSR) programs

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

MOS PERFORMING: 8412

BILLETS: Prior Service Career Recruiter

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: To enhance recruiting efforts and meet manpower requirements.

PERFORMANCE STEPS:
1. Review directives.
2. Distribute directives.
3. Train to requirements.

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 Action Plan/Matrix

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

MOS PERFORMING: 8412

BILLETS: Prior Service 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: Ensuring command directed actions are captured for the subsequent month.

PERFORMANCE STEPS:
1. Analyze data.
2. Develop matrix.
3. Set priorities.
4. Create plan.

REFERENCE:
1. Volume IX Guidebook for Prior Service Recruiting Operations

---

8412-PSYS-2003: Develop Prior Service Recruiting Substation (PSRSS) structure

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

MOS PERFORMING: 8412

BILLETS: Prior Service 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: Ensuring each recruiter has a fair share of the market.

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 Prior Service Recruiting Substation (PSRSS) Systematic Recruiting Inspection (SRI)

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

MOS PERFORMING: 8412

BILLETS: Prior Service 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 all components of systematic recruiting.

PERFORMANCE STEPS:
1. Review previous SRI for comments and discrepancies.
2. Identify deficiencies.
3. Recommend corrective actions.

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: Prior Service Career Recruiter

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given recruiting case studies and scenarios.

STANDARD: To avoid 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: Prior Service Career Recruiter

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the Facilitators Guide.

STANDARD: 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-PTRG-2003: Conduct advanced presentations

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

MOS PERFORMING: 8412

BILLETS: Prior Service Career Recruiter

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a classroom setting.

STANDARD: To enhance 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

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: Prior Service Career Recruiter

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a seminar leaders guide.

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-PTRG-2005: Conduct Prior Service Recruiting Substation (PSRSS) Training and Assistance Visit

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

MOS PERFORMING: 8412

BILLETS: Prior Service 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 directed training requirements.

PERFORMANCE STEPS:
1. Review previous trip reports.
2. Observe recruiting activity.
3. Identify deficiencies.
4. Recommend corrective action.
5. Complete trip report.

REFERENCE:

1. Volume IX Guidebook for Prior Service Recruiting Operations

---

8007. PSR OFFICER IN CHARGE (OIC) 2100-EVENTS

PSRS-OIC-2101: Manage personnel plan

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

DESCRIPTION: The Officer in Charge 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: 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 Prior Service Recruiting Station (PSRS).

PERFORMANCE STEPS:
1. Identify manning requirements for PSRS in the current and outlying years.
2. Submit monthly structure 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

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: To minimize unforeseen costs and to protect government property.

PERFORMANCE STEPS:
1. Identify assets requiring accountability.
2. Conduct inventory of accountable assets.

3. Report accountability.
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

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: To ensure fiscal responsibility.

PERFORMANCE STEPS:
1. Reconcile budget.
2. Develop budget.

REFERENCE:
1. Volume IX Guidebook for Prior Service Recruiting Operations

---

PSRS-OIC-2104: Communicate with supported units

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

DESCRIPTION: Semi-annually Officers in Charge 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: Given an area of operation.

STANDARD: To build and maintain rapport.

PERFORMANCE STEPS:
1. Review required documents.
2. Conduct visits.
3. Complete trip report, as applicable.

REFERENCE:
1. Volume IX Guidebook for Prior Service Recruiting Operations

---

PSRS-OIC-2105: Conduct annual manpower planning

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

BILLETS: Officer in Charge

GRADES: MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement to reconcile personnel and assess annual reserve mission supportability.

STANDARD: To identify billet vacancies and recruiting priorities.

PERFORMANCE STEPS:
1. Review Reports.
2. Update Manpower Information Sheet (UMIS).
3. Reconcile Individual Ready Reserve (IRR) population.
4. Document relevant observations.

REFERENCE:
1. Volume IX Guidebook for Prior Service Recruiting Operations

---

PSRS-OIC-2106: Direct mission

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

BILLETS: Officer in Charge

GRADES: MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Manpower Plan and annual mission plan.

STANDARD: To attain 100% of assigned requirements.

PERFORMANCE STEPS:
1. Distribute annual mission plan.
2. Review QSN attainment.
3. Review Prior Service Recruiting Substation (PSRSS) production.

REFERENCE:
1. Volume IX Guidebook for Prior Service Recruiting Operations

---

PSRS-OIC-2107: Issue Staff Noncommissioned Officer in Charge (SNCOIC) monthly mission letter

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

BILLETS: Officer in Charge

GRADES: MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Prior Service Recruiting Station (PSRS) Annual Plan and the SNCOIC's current mission attainment.

STANDARD: 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 requirements.
3. Identify supported units requiring increased support.
4. Identify mission requirements by category.

REFERENCE:
1. Volume IX Guidebook for Prior Service Recruiting Operations

---

PSRS-OIC-2108: Finalize the Annual Plan

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

BILLETS: Officer in Charge

GRADES: MAJ

INITIAL TRAINING SETTING: MOJT

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

STANDARD: To achieve mission, sustain operations, and training.

PERFORMANCE STEPS:
1. Identify monthly mission requirements for the FY.
2. Include all enclosures (Training Plan, Mission Plan, and Leave Plan).
3. Review the Annual Plan.
4. Create year-in-sight.
5. Publish 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 Officer in charge 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: To achieve mission and sustain training.

PERFORMANCE STEPS:
1. Facilitate meeting.
2. Review Monthly training requirements.
3. Review recruiter production.
4. Review Administrative and Logistics logs.
5. Direct action to be taken by Command Group members.

REFERENCE:
1. Volume IX Guidebook for Prior Service Recruiting Operations

---

PSRS-OIC-2110: Conduct counseling

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

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: To improve or sustain performance or behavior.

PERFORMANCE STEPS:
1. Review mission attainment.
2. Review individual training file.
3. Establish counseling schedule.

REFERENCES:
1. MCO 1500.58 Marine Corps Mentoring Program (MCMP)
2. MCO P1070.12_ w/Change 1 Marine Corps Individual Records Administration Manual (IRAM)

3. MCO P1610.7_ Performance Evaluation System
4. NAVMC Dir 1500.58 Marine Corps Mentoring Program (MCMP) Guidebook

---

PSRS-OIC-2111: Review structure analysis

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

BILLETS: Officer in Charge

GRADES: MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an Assets Map, Individual Ready Reserve (IRR) Data Pull, the Prior Service Recruiting Station (PSRS) Structure Book, and an automated system.

STANDARD: Ensuring each Prior Service Recruiting Substation (PSRSS) has a fair-share of opportunity to be successful.

PERFORMANCE STEPS:
1. Review previous Prior Service Recruiting Station (PSRS) structure analysis.
2. Identify recommendations.

REFERENCE:
1. Volume IX Guidebook for Prior Service Recruiting Operations

---

8008. PSR OPERATIONS CHIEF (OCHF) 2100-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 Officer in Charge 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 Higher Headquarters planning guidance and an annual mission.

STANDARD: To achieve mission.

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. Submit to the Officer in Charge 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

MOS PERFORMING: 8412

BILLETS: Operations Chief

GRADES: GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Provided a T/O, Structure Report, In and Outbound roster, and annual schoolhouse course dates.

STANDARD: To minimize impact on recruiting operations.

PERFORMANCE STEPS:
1. Review monthly In/Outbound rosters.
2. Identify manning requirements for Prior Service Recruiting (PSR) sites in the current and outlying years.
3. Submit monthly structure reports.
4. Coordinate known billet shortfalls with higher headquarters.

REFERENCE:
1. Volume IX Guidebook for Prior Service Recruiting Operations

---

PSRS-OCHF-2103: Manage mission

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

MOS PERFORMING: 8412

BILLETS: Operations Chief

GRADES: GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Manpower Plan, BIC reports, and an automated system.

STANDARD: To attain required joins by category.

PERFORMANCE STEPS:
1. Review Manpower Plan.
2. Supervise phase-lines.
3. Supervise PSRSS activities.
4. Supervise QSN attainment.
5. Review PSRSS production.
6. Adjust mission requirements, if applicable.

REFERENCE:
1. Volume IX Guidebook for Prior Service Recruiting Operations

---

PSRS-OCHF-2104: Conduct structure analysis

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

MOS PERFORMING: 8412

BILLETS: Operations Chief

GRADES: GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an Assets Map, Individual Ready Reserve (IRR) data pull, Structure Analysis Book, and access to automated system.

STANDARD: Ensuring each Prior Service Recruiting Sub-station (PSRSS) has a fair share of opportunity to be successful.

PERFORMANCE STEPS:
1. Review previous structure analysis.
2. Identify recommended adjustments.
3. Review recommendations with Officer in Charge.

REFERENCE:
1. Volume IX Guidebook for Prior Service Recruiting Operations

---

PSRS-OCHF-2105: Support 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: Ensuring command directed actions are captured for the subsequent month.

PERFORMANCE STEPS:
1. Analyze data.
2. Develop matrix.
3. Recommend priorities.

REFERENCE:
1. Volume IX Guidebook for Prior Service Recruiting Operations

---

PSR-OCHF-2106: Communicate with supported units

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: Given an area of operation.

STANDARD: To build and maintain rapport.

PERFORMANCE STEPS:
1. Inform unit of current manpower plan requirements.
2. Review required documents.
3. Conduct visits.
4. Complete trip report, as applicable.

REFERENCE:
1. Volume IX Guidebook for Prior Service Recruiting Operations

---

8009. PSR RECRUITER INSTRUCTOR (RI) 2100-EVENTS

PSRS-RI-2101: Support 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: MSGT

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: Ensuring command directed actions are captured for the subsequent month.

PERFORMANCE STEPS:
1. Analyze data.
2. Brief relevant information.
3. Recommend training priorities.

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 Prior Service Recruiting Substation (PSRSS) training.

MOS PERFORMING: 8412

BILLETS: Recruiter Instructor

GRADES: MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: To improve and sustain training.

PERFORMANCE STEPS:

1. Review previous Annual Training Plan.
2. Develop plan.
3. Submit plan as enclosure to Annual Plan.

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: MSGT

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. Conduct evaluations.
6. Complete trip report.

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

	PARAGRAPH	PAGE
PURPOSE	9000	9-2
EVENT CODING	9001	9-2
INDEX OF INDIVIDUAL EVENTS	9002	9-3
RS COMMAND ELEMENT COMMON EVENTS	9003	9-4
RS COMMANDING OFFICER (RSCO) EVENTS	9004	9-9
RS EXECUTIVE OFFICER (RSXO) EVENTS	9005	9-11
RS SERGEANT MAJOR (SMAJ) EVENTS	9006	9-13
RS OPERATIONS OFFICER (OPSO) EVENTS	9007	9-16
RS OPERATIONS CHIEF (OCHF) EVENTS	9008	9-18
RS RECRUITER INSTRUCTOR (RSRI) EVENTS	9009	9-25
RS PROGRAM SPECIALIST (PRSP) EVENTS	9010	9-25
RS MEPS LIAISON (MLNO) EVENTS	9011	9-29

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 (RS) 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. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. This field represents the community. This chapter contains the following community code:

Code	Description
RSCE	Recruiting Station Command Element

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

Code	Description
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. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event level:

Code	Description
2000	Core Plus 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 the performance of the task.

e. In a recruiting environment and with the aid of references are common conditions for all Recruiting Station Command Element tasks.

9002. INDEX OF INDIVIDUAL EVENTS

RS COMMAND ELEMENT COMMON EVENTS		
COMMUNICATIONS		
Event Code	**Event**	**Page**
RSCE-COMM-2001	Reinforce Marine Corps Communication and Consulting (MC3) skills	9-4
RSCE-COMM-2001	Conduct a coaching call	9-5
PLANNING		
RSCE-PLAN-2001	Facilitate a Command group Action Meeting	9-5
RSCE-PLAN-2002	Conduct mission planning	9-6
RSCE-PLAN-2003	Conduct a structure analysis	9-6
PROGRAMS		
RSCE-PROG-2001	Manage Recruiting Station (RS) recruiting programs	9-7
QUALITY PROCUREMENT		
RSCE-QUAL-2001	Determine waiver/service reviews	9-8
TRAINING		
RSCE-TRNG-2001	Conduct Training and Assistance Visits	9-8
RS COMMANDING OFFICER (CO) EVENTS		
RSCE-RSCO-2001	Direct the Recruiting Station (RS) training program	9-9
RSCE-RSCO-2002	Establish local policies and procedures	9-10
RSCE-RSCO-2003	Publish a sub-standard performance order	9-10
RSCE-RSCO-2004	Validate the Commanders Attainment Report (CAR)	9-11
RS EXECUTIVE OFFICER (XO) EVENTS		
RSCE-RSXO-2001	Assign recruiter production date	9-11
RSCE-RSXO-2002	Maintain MUD file	9-12
RSCE-RSXO-2003	Manage the High School Community College Program	9-13
RS SERGEANT MAJOR (SMAJ) EVENTS		
RSCE-SMAJ-2001	Coordinate personnel plan	9-13
RSCE-SMAJ-2002	Manage the Recruiter Aide/Extended Active Duty (EAD) Program	9-14
RSCE-SMAJ-2003	Manage Recruiting (RS) Command recruiting program	9-15
RSCE-SMAJ-2004	Mange the Recruiting Station (RS) pool program	9-15
RS OPERATIONS OFFICER (OPSO) EVENTS		
RSCE-OPSO-2001	Conduct Commanding Officer briefs	9-16
RSCE-OPSO-2002	Direct applicant processing for enlistment	9-16
RSCE-OPSO-2003	Manage the priority prospect program	9-17
RS OPERATIONS CHIEF (OCHF) EVENTS		
RSCE-OCHF-2001	Coordinate courtesy shippers	9-18
RSCE-OCHF-2002	Maintain enlisted pool file	9-18

RSCE-OCHF-2003	Maintain shipped file	9-19
RSCE-OCHF-2004	Schedule poolees in the Delayed Entry Program for shipping	9-19
RSCE-OCHF-2005	Process pool modification request	9-20
RSCE-OCHF-2006	Validate the Commanders Attainment Report (CAR)	9-21
RSCE-OCHF-2007	Conduct analysis of MCRD discharge packages	9-21
RSCE-OCHF-2008	Process discharges from the pool	9-22
RSCE-OCHF-2009	Maintain Recruiting Station (RS) status boards	9-23
RSCE-OCHF-2010	Maintain residual enlistment packages	9-23
RSCE-OCHF-2011	Force contract the applicant record	9-24
RS RECRUITER INSTRUCTOR (RI) EVENTS		
RSCE-RSRI-2001	Manage Recruiting Station (RS) level training	9-25
RS PROGRAM SPECIALIST (PRSP) EVENTS		
RSCE-PRSP-2001	Validate Welcome Aboard Briefs	9-25
RSCE-PRSP-2002	Manage the incentive awards program	9-26
RSCE-PRSP-2003	Complete recruiting program reports	9-27
RSCE-PRSP-2004	Coordinate pool functions	9-27
RSCE-PRSP-2005	Manage pre-ship interview process	9-28
RSCE-PRSP-2006	Maintain the Recruiting Station (RS) Command recruiting file	9-28
RS MEPS LIAISON (MLNO) EVENTS		
RSCE-MLNO-2001	Coordinate applicant scheduling	9-29
RSCE-MLNO-2002	Validate enlistment qualifications	9-30
RSCE-MLNO-2003	Validate program assignment	9-31
RSCE-MLNO-2004	Conduct quality control measures	9-31

9003. RS COMMAND ELEMENT COMMON EVENTS

RSCE-COMM-2001: Reinforce Marine Corps Communication and Consulting (MC3) skills

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

DESCRIPTION: The Recruiting Station (RS) Command Element 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, RS OPSO, RS XO, RS CO

GRADES: SGTMAJ, CWO-2, CWO-3, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: To enhance recruiters’ communication and consulting skills.

PERFORMANCE STEPS:
1. Build rapport.
2. Listen with purpose.
3. Engage.

4. Explore.
5. Enable.
6. Gain commitment.
7. Respond to objections.
8. Respond to disinterest.

REFERENCES:
1. Marine Corps Communication, Consulting, Coaching and Counseling (MC5)
2. Volume I Guidebook for Recruiters
3. Volume III Guidebook for Recruiting Operations
4. Volume V Guidebook for District Operations

RSCE-COMM-2002: Conduct a coaching call

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

DESCRIPTION: The RS Command Element will develop an effective sales force by applying concepts as a strategist, communicator, and mentor.

BILLETS: RS SGTMAJ, RS OPSO, RS XO, RS CO

GRADES: SGTMAJ, CWO-2, CWO-3, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: By utilizing communication skills that provide and reinforce the correct application of MC3 skills.

PERFORMANCE STEPS:
1. Conduct observation.
2. Utilize effective coaching and communication skills.

REFERENCES:
1. Marine Corps Communication, Consulting, Coaching, and Counseling (MC5)
2. Volume I Guidebook for Recruiters
3. Volume III Guidebook for Recruiting Operations
4. Volume V Guidebook for District Operations

RSCE-PLAN-2001: Facilitate a Command Group Action Meeting

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

DESCRIPTION: The RS Command Element will participate in an Action Plan/Matrix Meeting to determine priority of recruiting program actions, training requirements, and recommend action/urgency codes for Recruiting Substation (RSS) visits for the upcoming month.

BILLETS: RS RI, RS SGTMAJ, RS OPSO, RS XO, RS CO

GRADES: GYSGT, MSGT, MGYSGT, SGTMAJ, CWO-2, CWO-3, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

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

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.

REFERENCES:
1. Volume III Guidebook for RS Operations
2. Volume V Guidebook for District Operations

RSCE-PLAN-2002: Conduct mission planning

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

DESCRIPTION: The RS Command Element will develop monthly missions based on the District annual mission requirements by component and category.

BILLETS: RS RI, RS SGTMAJ, RS OPSO, RS XO, RS CO

GRADES: GYSGT, MSGT, MGYSGT, SGTMAJ, CWO-2, CWO-3, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: In order to assign Recruiting Substation (RSS) quality, quantity, category, and component for contracting and shipping requirements.

PERFORMANCE STEPS:
1. Review annual mission requirements.
2. Assign mission letters.

REFERENCES:
1. Volume III Guidebook for RS Operations
2. Volume V Guidebook for District Operations

RSCE-PLAN-2003: Conduct a structure analysis

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

DESCRIPTION: The RS Command Element 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, RS SGTMAJ, RS OPSO, RS XO, RS CO

GRADES: GYSGT, MSGT, MGYSGT, SGTMAJ, CWO-2, CWO-3, 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 contracting and shipping requirements.

PERFORMANCE STEPS:
1. Conduct a structure analysis.
2. Determine structure.
3. Adjust structure, as appropriate.
4. Update assets module.
5. Update assets maps.

REFERENCES:
1. Volume III Guidebook for RS Operations
2. Volume V Guidebook for District Operations

RSCE-PROG-2001: Manage Recruiting Station (RS) recruiting programs

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

DESCRIPTION: The RS Command Element will manage RS recruiting programs to produce quality contracts while maintaining program standards.

BILLETS: RS SGTMAJ, RS OPSO, RS XO, RS CO

GRADES: SGTMAJ, CWO-2, CWO-3, 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 in accordance with Volume III, Guidebook for RS Operations.

PERFORMANCE STEPS:
1. Analyze reports.
2. Develop plans.
3. Conduct training, as appropriate.

REFERENCES:
1. Volume I Guidebook for Recruiting
2. Volume III Guidebook for RS Operations
3. Volume V Guidebook for District Operations

RSCE-QUAL-2001: Determine waiver/service reviews

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

DESCRIPTION: The RS Command Element 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 is in the best interest of the Marine Corps.

BILLETS: RS RI, RS SGTMAJ, RS OPSO, RS XO, RS CO

GRADES: GYSGT, MSGT, MGYSGT, SGTMAJ, CWO-2, CWO-3, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: By determining an applicant's enlistment eligibility in accordance with MCRCO 1100.1, Marine Corps Recruiting Command Enlistment Processing Manual (EPM).

PERFORMANCE STEPS:
1. Receive waiver/service review.
2. Review EPM and supplemental guidance.
3. Determine eligibility (whole person concept).

REFERENCES:
1. Volume III Guidebook for RS Operations
2. MCRCO 1100.1 Marine Corps Recruiting Command Enlistment Processing Manual (EPM)

RSCE-TRNG-2001: Conduct Training and Assistance Visits

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

DESCRIPTION: The RS Command Element will conduct training and assistance visits to Recruiting Substations (RSS) and Officer Selection Teams (OSTs), and Military Entrance Processing Stations to accomplish specific tasks and actions directed by the monthly Action/Matrix Plan.

BILLETS: RS RI, RS SGTMAJ, RS OPSO, RS XO, RS CO

GRADES: GYSGT, MSGT, MGYSGT, SGTMAJ, CWO-2, CWO-3, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with the current month Recruiting Station (RS) Command Group Action Plan/Matrix.

STANDARD: By completing a Trip Report recording the specific results of observation, training and corrective action conducted, addressing 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.
6. Follow-up, as appropriate.

REFERENCES:
1. Volume III Guidebook for RS Operations
2. Volume V Guidebook for District Operations

9004. RS COMMANDING OFFICER (RSCO) EVENTS

RSCE-RSCO-2001: Direct the Recruiting Station (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.

REFERENCES:
1. Volume III Guidebook for RS Operations
2. Volume V Guidebook for District Operations

RSCE-RSCO-2002: Establish local policies and procedures

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 by category and component 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 access to Marine Corps Recruiting Information Support System-Recruiting Station (MCRISS-RS).

STANDARD: Monthly, that directs contracting, shipping and quality, by category and component.

PERFORMANCE STEPS:
1. Receive brief.
2. Review mission letters.
3. Provide supplemental guidance.

REFERENCES:
1. Volume III Guidebook for RS Operations
2. Volume V Guidebook for District Operations

RSCE-RSCO-2003: Publish a sub-standard performance order

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

DESCRIPTION: The Recruiting Station Commanding Officer must establish, and publish, local policies and procedures for the operation of the RS. In addition to publishing orders for the operation of the RS, the Commanding Officer will also establish internal procedures to ensure safeguarding of presentation items, controlled items, and any high value items charged to the RS. A periodic inventory will be made to ensure accountability.

BILLETS: RS CO

GRADES: MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Upon assuming command of the Recruiting Station and given access to Marine Corps Recruiting Information Support System-Recruiting Station (MCRISS-RS).

STANDARD: To ensure the efficient operation, clarification, and

implementation guidance is issued except where responsibility is retained by higher authority, as needed.

PERFORMANCE STEPS:
1. Review current policies and procedures.
2. Certify whether the policies and procedures shall be continued, revised, or cancelled.
3. Establish internal procedures.
4. Conduct periodic inventory.

REFERENCES:
1. Volume III Guidebook for RS Operations
2. Volume V Guidebook for District Operations

RSCE-RSCO-2004: Validate the Commanders Attainment Report (CAR)

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 Marine Corps Recruiting Information Support System-Recruiting Station (MCRISS-RS) monthly.

BILLETS: RS CO

GRADES: MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with a RS transmittal logs, Military Entrance Processing Station (MEPS) daily report, RS pool file, and given access to Marine Corps Recruiting Information Support System-Recruiting Station (MCRISS-RS).

STANDARD: Ensuring the report is 100 percent accurate.

PERFORMANCE STEPS:
1. Receive brief.
2. Audit report.
3. Correct errors.
4. Approve report.

REFERENCES:
1. Volume III Guidebook for RS Operations
2. Volume V Guidebook for District 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 Marine Corps Recruiting Information Support System-Recruiting Station (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: 1STLT, 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 entered into MCRISS-RS without error.

PERFORMANCE STEPS:
1. Receive recruiter assignment.
2. Enter personal data in MCRISS.
3. Update changes.

REFERENCES:
1. Volume III Guidebook for RS Operations
2. Volume V Guidebook for District 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 validate zip codes, organize RS assets, define boundaries, and assist the Recruiter Supplied Names Program.

BILLETS: RS XO

GRADES: 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with RS assets map, access to current zip codes, and access to MCRISS-RS.

STANDARD: Ensuring zip code changes are updated quarterly.

PERFORMANCE STEPS:
1. Review zip codes.
2. Validate zip codes.
3. Update MCRISS-RS.
4. Update assets map.

REFERENCE:
1. Volume III Guidebook for RS Operations
2. Volume V Guidebook for District 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 with the goal of building rapport and gain exposure.

BILLETS: RS XO

GRADES: 1STLT, 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: On a monthly basis, to provide the Commanding Officer with a detailed analysis of obtainment of program milestones for each RSS within the RS.

PERFORMANCE STEPS:
1. Direct program milestones.
2. Organize school information.
3. Validate school priorities with SNCOIC.
4. Conduct program planning.
5. Maintain program reports.
6. Direct Command Group actions.

REFERENCES:
1. Volume III Guidebook for RS Operations
2. Volume V Guidebook for District 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 gapped sectors that could have 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 access to MCRISS-RS.

STANDARD: Prior to the start of a new month, by projecting long-range recruiter and key personal turn-over.

PERFORMANCE STEPS:
1. Prepare personnel brief.
2. Discuss personnel status with Command Group.
3. Conduct brief to CO.
4. Request personnel assignments from Higher Headquarters.
5. Coordinate assignments with Higher Headquarters.

REFERENCES:
1. Volume III Guidebook for RS Operations
2. Volume V Guidebook for District Operations

RSCE-SMAJ-2002: Manage the Recruiter Aide/Extended Active Duty (EAD) 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 (EAD) 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: Monthly, ensuring man-days are maximized, tracked, and analyzed to support the RS's contracting and shipping mission.

PERFORMANCE STEPS:
1. Develop plan.
2. Coordinate SNCOIC actions.
3. Request recruiter aide/EAD.
4. Monitor recruiter aide/EAD.
5. Complete report.

REFERENCES:
1. Volume III Guidebook for RS Operations
2. Volume V Guidebook for District Operations

RSCE-SMAJ-2003: Manage Recruiting Station (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 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. Monitor results.
4. Analyze results.
5. Maintain reports.
6. Maintain RS Command recruiting file.
7. Direct training.
8. Conduct audits.

REFERENCES:
1. Volume III Guidebook for RS Operations
2. Volume V Guidebook for District Operations

RSCE-SMAJ-2004: Manage the Recruiting Station (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: By developing a detailed Month-In-Sight Plan to generate at least 25% of the RS's monthly new contracts.

PERFORMANCE STEPS:
1. Validate RS pool order.
2. Develop pool plans.
3. Maintain reports.
4. Conduct RSS pool transfer.
5. Conduct pool audits.
6. Conduct training.

REFERENCES:
1. Volume III Guidebook for RS Operations
2. Volume V Guidebook for District Operations

9007. RS OPERATIONS OFFICER (OPSO) EVENTS

RSCE-OPSO-2001: Conduct Commanding Officer briefs

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

DESCRIPTION: The Recruiting Station (RS) Operations Officer (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-2002: 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 OPSO will direct the processing actions and track applicant processing.

BILLETS: RS OPSO

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 driving actions required for processing.

PERFORMANCE STEPS:
1. Accept new working applicant.
2. Track applicant processing.

REFERENCES:
1. Volume III Guidebook for RS Operations
2. Volume V Guidebook for District Operations

RSCE-OPSO-2003: Manage the priority prospect program

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

DESCRIPTION: The RS Operations Officer will manage the RS priority prospect program to ensure it produces 17% of the RS's monthly and annual contracting mission.

BILLETS: RS OPSO

GRADES: CWO-2, CWO-3, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to MCRISS-RS and the electronic priority prospect system within the AD portal.

STANDARD: By routing the leads and ensuring prospecting actions are taken to generate a minimum of 17% of the RS's contract goals.

PERFORMANCE STEPS:
1. Manage leads.
2. Analyze report.
2. Conduct training, as necessary.

REFERENCES:
1. Volume III Guidebook for RS Operations
2. Volume V Guidebook for District Operations

9008. RS OPERATIONS CHIEF (OCHF) EVENTS

RSCE-OCHF-2001: Coordinate courtesy shippers

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 12 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 parent RS CO.

MOS PERFORMING: 8412

BILLETS: RS OCHF

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with original enlistment package, original medical file, request for courtesy ship letter, and given access to MCRISS-RS.

STANDARD: When requested and ensuring applicant is shipped by Projected Active Duty Date (PADD).

PERFORMANCE STEPS:
1. Contact appropriate recruiting station.
2. Conduct counseling.
3. Coordinate with MEPS.

REFERENCES:
1. Volume III Guidebook for RS Operations
2. Volume V Guidebook for District Operations

RSCE-OCHF-2002: Maintain enlisted pool file

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

DESCRIPTION: The RS OCHF will maintain a RS enlistment file that tracks a poolee’s ship status containing 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 access to MCRISS-RS/RSS, MEPS daily reports, DD 1966 Page 1, MCRISS transaction logs, and RS Pool status board.

STANDARD: Daily, by validating that the information on individual enlistment record matches information in MCRISS-RS/RSS.

PERFORMANCE STEPS:
1. Create enlistment cards.
2. Audit cards.
3. Conduct counseling.

REFERENCES:
1. Volume III Guidebook for RS Operations
2. Volume V Guidebook for District Operations

RSCE-OCHF-2003: Maintain shipped file

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

DESCRIPTION: The RS OCHF will maintain a RS ship file that contains basic enlistment data 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 access to MCRISS-RS/RSS, MEPS daily reports, DD 1966 Page 1, MCRISS transaction logs, and RS Pool status board.

STANDARD: Daily, by validating that individual shipping information matches MCRISS-RS.

PERFORMANCE STEPS:
1. File enlistment card.
2. Audit cards.
3. Update status boards/reports.

REFERENCES:
1. Volume III Guidebook for RS Operations
2. Volume V Guidebook for District Operations

RSCE-OCHF-2004: Schedule poolees in the Delayed Entry Program for shipping

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

DESCRIPTION: The RS Ops Chief will monitor, coordinate, and schedule members of the Delayed Entry Program for shipping 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 access to MCRISS-RS, a six-week ship schedule, RS pool board, RS pool file, completed 30 Day and 7 Day interviews.

STANDARD: Based on directed even-flow requirements without error.

PERFORMANCE STEPS:
1. Review six-week ship schedule.
2. Review 30 Day and 7 Day interviews.
3. Approve or disapprove request, as applicable.
4. Brief Operations Officer.
5. Conduct counseling, as required.

REFERENCES:
1. Volume III Guidebook for RS Operations
2. Volume V Guidebook for District Operations

RSCE-OCHF-2005: Process pool modification request

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

DESCRIPTION: The RS OCHF will process pool modifications, in a timely fashion, submitted by RSS SNCOICs requesting change to a poolees 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 access to MCRISS-RS/RSS a pool modification request, enlisted pool file, enlisted pool card, and RS pool status boards.

STANDARD: Ensuring all pool cards and status boards are updated without error.

PERFORMANCE STEPS:
1. Check daily for pool modification request.
2. Review pool modification request.
3. Update pool card.
4. Update status boards.
5. File requests.

REFERENCES:
1. Volume III Guidebook for RS Operations
2. Volume V Guidebook for District Operations

RSCE-OCHF-2006: Validate the Commanders Attainment Report (CAR)

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 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 access to MCRISS-RS transaction logs, MEPS daily reports, RS status boards, RS pool file, and RS ship file.

STANDARD: Ensuring 100% accuracy of all enlistment and induction data.

PERFORMANCE STEPS:
1. Print report.
2. Audit report.
3. Submit for CO audit.
4. Update status boards.
5. File requests.

REFERENCES:
1. Volume III Guidebook for RS Operations
2. Volume V Guidebook for District Operations

RSCE-OCHF-2007: Conduct analysis of MCRD discharge packages

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 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. Each MCRD discharge package will be routed through the Command Group and the MEPS Liaison, and made available to, and discussed with, the SNCOIC and recruiter.

MOS PERFORMING: 8412

BILLETS: RS OCHF

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to MCRISS-RS/RSS, current month MCRD discharge packages, RS/RSS QCIS reports, residual enlistment files, PAC/MCRD cards, and working applicant logs.

STANDARD: Monthly, to identify trends and recommend corrective actions on the Command Group Action Planning Matrix.

PERFORMANCE STEPS:
1. Receive MCRD discharge packages.
2. Review MCRD discharge packages.
3. Route MCRD discharge packages.
4. Collect feedback.
5. Recommended corrective actions.
6. Update status boards.
7. File MCRD discharge packages.

REFERENCES:
1. Volume III Guidebook for RS Operations
2. Volume V Guidebook for District Operations

RSCE-OCHF-2008: Process discharges from the pool

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 12 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 access to MCRISS-RS, 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.

STANDARD: Within the first 10 days of a given month.

PERFORMANCE STEPS:
1. Identify poolees for discharge.
2. Request discharge.
3. Validate discharge.
4. Update status boards.
5. Mail pool discharge letter.

6. File discharge requests.

REFERENCES:
1. Volume III Guidebook for RS Operations
2. Volume V Guidebook for District Operations

RSCE-OCHF-2009: Maintain Recruiting Station (RS) status boards

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 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 access to MCRISS-RS, a RS ship/pool board, female shipping board, weekly even-flow board, pending discharge board, waiver/reenlistment board, appropriate programs reports, MEPS daily reports, and MCRISS transaction logs.

STANDARD: Daily, by validating that status boards display accurate information.

PERFORMANCE STEPS:
1. Audit boards.
2. Validate discharge.
3. Update status boards.

REFERENCES:
1. Volume III Guidebook for RS Operations
2. Volume V Guidebook for District Operations

RSCE-OCHF-2010: Maintain residual enlistment packages

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

DESCRIPTION: The RS Operations Chief (Ops Chief) will maintain residual enlistment packages on all shippers, reenlistments, and pool discharges, for the duration of the original enlistment, 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 access to MCRISS-RS, a secured storage area, MEPS daily reports, and MCRISS transaction logs.

STANDARD: By retaining the residual enlistment package, for the duration of the original enlistment, in a secure location.

PERFORMANCE STEPS:
1. Receive enlistment packages.
2. Review enlistment packages against the enlistment cards.
3. Update enlistment packages, as applicable.
4. File enlistment packages, as appropriate.
5. Destroy enlistment packages, when required.

REFERENCES:
1. Volume III Guidebook for RS Operations
2. Volume V Guidebook for District Operations

RSCE-OCHF-2011: Force contract the applicant record

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

DESCRIPTION: The RS OpsO or Ops Chief will force contract those individuals in a DEP and Hold status that have enlisted at the MEPS, but not contracted MCRISS.

MOS PERFORMING: 8412

BILLETS: RS OCHF

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to MCRISS-RS, a QC sheet, and 1966 page 1.

STANDARD: By ensuring the contract tab data is without error.

PERFORMANCE STEPS:
1. Validate MCRISS against enlistment documents.
2. Adjust contract data, as appropriate.
3. Submit trouble ticket, as appropriate.
4. Verify CAR, as needed.
5. Update pool and status boards.

REFERENCES:
1. Volume III Guidebook for District Operations

2. MCRISS Users Guide

9009. RS RECRUITER INSTRUCTOR (RSRI) EVENTS

RSCE-RSRI-2001: Manage Recruiting Station (RS) level training

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

DESCRIPTION: The RS Recruiter Instructor (RI) will develop and execute an annual training plan prior to the start of a new fiscal year that details training that will be conducted at the Recruiting Station.

MOS PERFORMING: 8412

BILLETS: RS RI

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with the current District and previous RS Annual Training Plans.

STANDARD: In the time frame prescribed and as directed by the RS Annual Training Plan.

PERFORMANCE STEPS:
1. Develop plans.
2. Review training plans.
3. Conduct training.
4. Document training.
5. Conduct systematic inspections.

REFERENCE:
1. Volume III Guidebook for RS Operations
2. Volume V Guidebook for District Operations

9010. RS PROGRAM SPECIALIST (PRSP) EVENTS

RSCE-PRSP-2001: Validate Welcome Aboard Briefs

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

DESCRIPTION: Under the supervision of the RS Sergeant Major, the Program Specialist will validate that recruiters are correctly conducting Welcome Aboard Briefs that establishes poolees as a part of the Marine Corps team and informs influencers about the delayed entry program.

MOS PERFORMING: 8411

BILLETS: RS PRSP

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Provided with a RS pool view report, RS pool Month-In-Sight Plan, RS pool card, and given access to MCRISS-RS.

STANDARD: Monthly, by contacting influencers 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

RSCE-PRSP-2002: Manage the incentive awards program

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

DESCRIPTION: Under the supervision of the RS Sergeant Major, the program Specialist manages the RS poolees incentive awards program that provides incentives for poolees to provide quality new contracts to the RS.

MOS PERFORMING: 8411

BILLETS: RS PRSP

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to MCRISS-RS, a RS pool order, RS monthly pool report, poolee credits and awards report and the ADHOC RS poolees awards report.

STANDARD: Monthly, by auditing the poolees credits and award report for accuracy.

PERFORMANCE STEPS:
1. Review pool 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**: 12 month

DESCRIPTION: Under the supervision of the RS Sergeant Major, 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: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to MCRISS-RS, a RS monthly reports folder, appropriate program reports, and the RS Command recruiting file.

STANDARD: Monthly, and without error.

PERFORMANCE STEPS:
1. Review past reports.
2. File reports.

REFERENCE:
1. Volume III Guidebook for RS Operations

RSCE-PRSP-2004: Coordinate pool functions

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

DESCRIPTION: Under the supervision of the RS Sergeant Major, the RS PRSP will administratively and logistically assist RSS pool 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: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Provided with a RS pool Year-in-Sight Plan, RS high risk report, poolee attendance roster, 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 pre-ship interview process

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

DESCRIPTION: Under the supervision of the RS Sergeant Major, the RS PRSP will manage the 30 Day and 7 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: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to MCRISS-RS, a six-week ship schedule, completed 30 Day pre-ship interviews, 7 Day pre-ship interview, RS pool board, high risk roster.

STANDARD: Weekly, by informing the RS Command Group of past due pre-ship interviews.

PERFORMANCE STEPS:

1. Review six-week ship schedule.
2. Receive pre-ship interview.
3. Conduct audit.

REFERENCE:

1. Volume III Guidebook for RS Operations

RSCE-PRSP-2006: Maintain the Recruiting Station (RS) Command recruiting file

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

DESCRIPTION: Under the supervision of the RS Sergeant Major, 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: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to MCRISS-RS, PTAD request forms, monthly Command recruiting report, Command recruiting cards, and blank RS Command recruiting Month-in-Sight Plan.

STANDARD: Monthly, without error, by completing a Command recruiting report.

PERFORMANCE STEPS:
1. Check in Command Recruiter.
2. Create Command Recruiting Card.
3. Conduct training.
4. Conduct monthly audit.
5. Create reports.

REFERENCES:
1. Volume III Guidebook for RS Operations

9011. RS MEPS LIAISON (MLNO) EVENTS

RSCE-MLNO-2001: Coordinate applicant scheduling

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

DESCRIPTION: The Military Entrance Processing Station (MEPS) Liaison will coordinate applicant scheduling for enlistment or accession with the RS and MEPCOM to ensure applicants are properly scheduled to process.

MOS PERFORMING: 8411, 8412

BILLETS: MEPS LIAISON

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided access to MIRS, MCRISS-RS and RSS, and pre-screening and scheduling documents.

STANDARD: Without error, so the applicant can process at the MEPS.

PERFORMANCE STEPS:
1. Receive applicant scheduling information.
2. Review pre-screening documents.
3. Review scheduling documents.
4. Review MCRISS entries.

5. Validate MIRS entries.
6. Submit scheduling documents to MEPCOM.
7. Receive MEPCPOM scheduling discrepancy sheet.
8. Coordinate correction of discrepancies, as appropriate.
9. Resubmit corrected documents to MEPCOM.
10. Reconcile scheduled applicants with Operations.

REFERENCES:
1. Volume III Guidebook for RS Operations
2. MCRCO 1100.1 Marine Corps Recruiting Command Enlistment Processing Manual (MCRC EPM)
3. MEPCOM Regulation 601.23 Personnel Procurement Enlistment Processing
4. MEPS Communications Seminar
5. Local MEPS SOP

RSCE-MLNO-2002: Validate enlistment qualifications

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

DESCRIPTION: The MEPS Liaison will validate applicant qualifications and waivers to ensure only qualified applicants enlist or access into MCRISS-RS and RSS.

MOS PERFORMING: 8411, 8412

BILLETS: MEPS LIAISON

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with a complete enlistment packages, screening interview forms, and access to MIRS, MCRISS-RS and RSS.

STANDARD: Without error, so the applicant enlistment or accession is authorized.

PERFORMANCE STEPS:
1. Review applicant MCRISS data.
2. Screen enlistment package.
3. Screen applicant.
4. Verify waivers.
5. Annotate enlistment forms.
6. Validate enlistment forms.

REFERENCES:
1. Volume III Guidebook for RS Operations
2. MCRCO 1100.1 Marine Corps Recruiting Command Enlistment Processing Manual (MCRC EPM)
3. MEPCOM Regulation 601.23 Personnel Procurement Enlistment Processing
4. MEPS Communications Seminar
5. Local MEPS SOP

RSCE-MLNO-2003: Validate program assignment

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

DESCRIPTION: The MEPS Liaison will validate applicants are qualified for various enlistment options programs and verify program assignment to applicants upon enlistment and/or accession into the Marine Corps.

MOS PERFORMING: 8411, 8412

BILLETS: MEPS LIAISON

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with a complete enlistment package, access to MIRS, MCRISS-RS and RSS, and a statement of understanding (SOU).

STANDARD: Without error, so assigned program is recorded on the Record of Military Processing (DD 1966).

PERFORMANCE STEPS:
1. Determine applicant qualifications.
2. Review program requirements.
3. Verify program assignment.
4. Complete statement of understanding.
5. Verify DD 1966 is coded accurately.
6. Verify DD Form 4/1 and 4/2.
7. File documents.

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
5. MCRCO 1100.1 Marine Corps Recruiting Command Enlistment Processing Manual (MCRCO EMP)
6. MEPS Communication Seminar

RSCE-MLNO-2004: Conduct quality control measures

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

DESCRIPTION: The MEPS Liaison will conduct quality control measures to ensure applicant and processing discrepancies are annotated and reported/referred for corrective action.

MOS PERFORMING: 8411, 8412

BILLETS: MEPS LIAISON

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with interview screening forms, complete enlistment packages, 20% Random Verification Letters, and access to MIRS, MCRISS-RS and RSS.

STANDARD: Without error, by submitting the MEPS Daily and MEPS Quality Control Report.

PERFORMANCE STEPS:
1. Annotate enlistment files.
2. Maintain enlistment files.
3. Maintain quality reports.

REFERENCES:
1. Volume III Guidebook for RS Operations
2. MCRCO 1100.1 Marine Corps Recruiting Command Enlistment Processing Manual (MCRC EPM)
3. MEPCOM Regulation 601.23 Personnel Procurement Enlistment Processing
4. MEPS Communication Seminar

RECRUITING AND RETENTION T&R MANUAL

APPENDIX A

ACRONYMS AND ABBREVIATIONS

ACP . . . . . .Automated Commissioning Package
ACT . . . . . Accuracy Completeness Time Sequence
ACTS . . . . . Assignment, Classification, and Travel Systems
AIRS . . . . . .Automated Inspection Reporting System
AO . . . . . area of operations
APTS . . . . . .Advanced Presentation and Training Skills
AR . . . . . Active Reserve
ASTB-E . . . . . Aviation Selection Test Battery Series-E
AT4C . . . . . Advanced Tool for Coaching
BIC . . . . . Billet Information Code
CAPT . . . . . .Captain
CAR . . . . . .Commanders Attainment Report
CBRN . . . . . Chemical Biological Radiological Nuclear
CBT . . . . . Computer-Based Training
CG . . . . . Commanding General
CRP . . . . . .command recruiting program
CMC . . . . . .Commandant of the Marine Corps
CMR . . . . . Consolidated Memorandum Receipt
CO . . . . . .commanding officer
COA . . . . . .Course of Action
CONPLAN . . . . . .Contingency Plan
CONUS . . . . . Continental United States
COT . . . . . Consecutive Overseas Tours
CPL. . . . . Corporal
CRP . . . . . Combat Readiness Percentage
CSR . . . . . Consolidated Strength Report
CWO . . . . . Chief Warrant Officer
DD . . . . . .Department of Defense
DEP . . . . . Delayed Entry Program
DL . . . . . .distance learning
DoD . . . . . Department of Defense
DoDFMR . . . . . Department of Defense financial management regulations
DON . . . . . Department of the Navy
DRRS . . . . . Defense Readiness Reporting System
EAD . . . . . Extended Active Duty
ECS . . . . . .Effective Communication Skills
ECFC . . . . . Enlisted Career Force Controls
EFMP . . . . . .Exceptional Family Member Program
ENLPROM . . . . . Enlisted Promotions
EPM . . . . . .Enlistment Processing Manual
FAI . . . . . .Functional Area Inspection
FLC . . . . . .Formal Learning Center
FMF . . . . . Fleet Marine Force
FY . . . . . .fiscal year
GOV . . . . . .Government Owned Vehicle
GSA . . . . . .Government Services Agency

GYSGT . . . . . .Gunnery Sergeant
HOTAS . . . . . Hands-on Throttle and Stick
HQMC . . . . . Headquarters, Marine Corps
IAW . . . . . .in accordance with
IIADT . . . . . .Incremental Initial Active Duty Training
IGMC . . . . . .Inspector General of the Marine Corps
IMI . . . . . Individual Multimedia Instruction
IPOCT . . . . . In Place Consecutive Overseas Tours
IRAM . . . . . Individual Records Administration Manual
IRR . . . . . Individual Ready Reserve
IRT . . . . . Itinerant Recruiting Trip
1STLT . . . . . .First Lieutenant
JPIC . . . . . Joint Package Inspection Checklist
LATMOV . . . . . lateral move
LCPL . . . . . Lance Corporal
LDO . . . . . .Limited Duty Officer
LOD . . . . . .Line of Duty
LOI . . . . . Letter of Instruction
LSL . . . . . lump sum leave
MARADMIN. . . . . Marine Administrative Message
MAJ . . . . . Major
MARCORPROMMAN . . . . . Marine Corps Promotion Manual
MARCORSEPMAN . . . . . .Marine Corps Separation and Retirement Manual
MARFORRES . . . . . Marine Forces Reserve
MASP . . . . . Military Academic Skills
MC3 . . . . . Marine Corps Communication and Consulting
MC4 . . . . . Marine Corps Communication, Coaching and Counseling
MC5 . . . . .Marine Corps Communication, Consulting, Coaching, and Counseling
MCC . . . . . .Monitored Command Code
MCOOB . . . . . Marine Corps Officer Opportunity Book
MCEOB . . . . . .Marine Corps Enlisted Opportunities Book
MCI . . . . . .Marine Corps Institute
MCMP . . . . . Marine Corps Mentoring Program
MCO . . . . . Marine Corps Order
MCMEDS . . . . . .Marine Corps Medical Entitlements Data System
MCPS . . . . . Marine Corps Presentation Skills
MCP3 . . . . . Marine Corps Performance, Programming and Philosophy
MCRAMM . . . . . .Marine Corps Reserve Administrative Management Manual
MCRC . . . . . .Marine Corps Recruiting Command
MCRD . . . . . Marine Corps Recruit Depot
MCRISS . . . . . Marine Corps Recruiting Information Support System
MCRISS-PSRS . . . . . Marine Corps Recruiting Information Support
System-Prior Service Recruiting Station
MCRISS-PSRSS. . . . . Marine Corps Recruiting Information Support
System-Prior Service Recruiting Substation
MCRISS-RS . . . . . Marine Corps Recruiting Information Support
System-Recruiting Station
MCRISS-OSS . . . . . .Marine Corps Recruiting Information Support
System-Officer Selection Station
MCTFSPRIM . . . . . .Marine Corps Total Force Reporting Instructions Manual
MCTIMS . . . . . Marine Corps Training Information Management System
MCRD . . . . . Marine Corps Recruit Depot
MCROB . . . . . Marine Corps Reserve Opportunity Book
MCT . . . . . Marine Corps Task

MCTL . . . . . Marine Corps Task List
MECEP . . . . . 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-R . . . . . Montgomery GI Bill-Reserve
MGYSGT . . . . . .Master Gunnery Sergeant
MIRS . . . . . .USMEPCOM Integrated Resource System
MISSO . . . . . .Manpower Information Systems Support Officer
MOJT . . . . . Managed On the Job Training
MOL . . . . . Marine Online
MOS . . . . . Military Occupational Specialty
MSC . . . . . Major Subordinate Command
MSGT . . . . . .Master Sergeant
MUD . . . . . .Merkel Unit Designator
NAMI . . . . . Naval Aerial Medical Institute
NAVMC . . . . . Navy Marine Corps
NIDT . . . . . Non-Instrumented Drug Test
NMCI . . . . . .Navy Marine Corps Communication Information
NWA . . . . . new working applicant
OCHF . . . . . Operations Chief
OCM . . . . . .Officer Commissioning Manual
OCONUS . . . . . Outside the Continental United States
OIC . . . . . Officer in Charge
OPLAN . . . . . .Operational Plan
OPS . . . . . .Operations
OPFOR . . . . . .operating forces
OPNAVINST . . . . . .Operational Navy Instruction
OPSO . . . . . Operations Officer
ORM . . . . . Operational Risk Management
OSO . . . . . Officer Selection Officer
OSS . . . . . Officer Selection Station
OST . . . . . .Officer Selection Team
PAC . . . . . Prospect Applicant Card
PADD . . . . . Projected Active duty Date
PAR . . . . . .Performance and Review
PFC . . . . . Private First Class
PSEP . . . . . Prior Service Enlistment Program
PSR . . . . . Prior Service Recruiter
PSRS . . . . . Prior Service Recruiting Station
PSRSS . . . . . Prior Service Recruiting Substation
PTAD . . . . . Permissive Temporary Additional Duty
PVT . . . . . Private
QC . . . . . .quality control
QSN . . . . . Quota Serial Number
RAV . . . . . .Retention Assist Visit
RECLP . . . . . .Reserve Enlisted Commissioning Program
RELM . . . . . Reenlistment Extension Lateral Move
RI . . . . . Recruiter Instructor
ROEP . . . . . .Reserve Option Enlistment Program
RS . . . . . Recruiting Station
RSCE . . . . . Recruiting Station Command Element
RSS . . . . . Recruiting Substation

RTF . . . . . recruiter training file
RUC . . . . . Reporting Unit Code
SAT . . . . . .Systems Approach to Training
SAV . . . . . .staff assist visit
SDA . . . . . Special Duty Assignment
SECNAVINST . . . . . .Secretary of the Navy Instruction
SGT. . . . . Sergeant
SGTMAJ . . . . . Sergeant Major
SMB . . . . . .SNCOIC Management Book
SMCR . . . . . Select Marine Corps Reserve
SME . . . . . subject matter expert
SMOS . . . . . .Supplementary MOS
SNCO . . . . . .Staff Noncommissioned Officer
SNCOIC . . . . . .Staff Noncommissioned Officer in Charge
SOS . . . . . .Statement of Service
SOP . . . . . Standing Operating Procedure
SOU . . . . . .Statement of Understanding
S&R . . . . . .Schedule and Results
SRB . . . . . .selective reenlistment bonus
SRI . . . . . .Systematic Recruiting Inspection
SRIP . . . . . Selected Reserve Incentive Program
SSGT . . . . . Staff Sergeant
TECOM . . . . . .Training and Education Command
TIP . . . . . Training Input Plan
TMS . . . . . Training Management System
T&R . . . . . .Training and Readiness
T/O . . . . . Table of Organization
UMIS . . . . . .Unit Manpower Information Sheet
UTM . . . . . .Unit Training Management
WO . . . . . .Warrant Officer
XO . . . . . .Executive Officer

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 Publication 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 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. 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. 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 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 unit 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.

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.

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 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.

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. 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.

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

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

S

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

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 TECG 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 1553.3A. 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. 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.