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

1. Purpose. Per reference (a), this T&R Manual establishes Core Capability Mission Essential Tasks (MET) for readiness reporting and required events for standardization training of Marines and Navy personnel assigned to perform personnel administration and retention functions. Additionally, it provides tasking for formal schools preparing personnel for service in the Marine Corps Personnel Administration and Retention Occupational Field. This NAVMC supersedes MCO 1510.53C.

2. Scope

a. The Core Capability Mission Essential Task List (METL) in this manual is used in Defense Readiness Reporting System (DRRS) by the Marine Corps Personnel Administration and Retention Community for the assessment and reporting of unit readiness. Units achieve training readiness for reporting in DRRS by gaining and sustaining proficiency in the training events in this manual at both collective (unit) and individual levels.

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

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

3. Information. CG, TECOM will update this T&R Manual as necessary to provide current and relevant training standards to commanders, and to ensure a current Core Capabilities METL is available for use in DRRS by the Marine Corps Personnel Administration and Retention Community. All questions pertaining to the Marine Corps Ground T&R Program and Unit Training Management should be directed to: Commanding General, TECOM (Ground Training Branch C 469), 1019 Elliot Road, Quantico, VA 22134.

4. Command. This Directive is applicable to the Marine Corps Total Force.

5. Certification. Reviewed and approved this date.

GEORGE J. FLYNN
By direction

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ADMIN T&R MANUAL

TABLE OF CONTENTS

CHAPTER

1 . . . . . OVERVIEW

2 . . . . . MISSION ESSENTIAL TASKS MATRIX

3 . . . . . COLLECTIVE EVENTS

4 . . . . . MOS 0121 INDIVIDUAL EVENTS

5 . . . . . MOS 0151 INDIVIDUAL EVENTS

6 . . . . . MOS 0161 INDIVIDUAL EVENTS

7 . . . . . MOS 0171 INDIVIDUAL EVENTS

8 . . . . . MOS 0193 INDIVIDUAL EVENTS

9 . . . . . MOS 0160 INDIVIDUAL EVENTS

10. . . . . MOS 0170 INDIVIDUAL EVENTS

11. . . . . MOS 0180 INDIVIDUAL EVENTS

12. . . . . MOS 0143 INDIVIDUAL EVENTS

APPENDICES

A . . . . . ACRONYMS AND ABBREVIATIONS

B . . . . . TERMS AND DEFINITIONS

C . . . . . REFERENCES

ADMIN T&R MANUAL

CHAPTER 1

OVERVIEW

	PARAGRAPH	PAGE
INTRODUCTION.	1000	1-2
UNIT TRAINING	1001	1-2
UNIT TRAINING MANAGEMENT.	1002	1-3
SUSTAINMENT AND EVALUATION OF TRAINING.	1003	1-3
ORGANIZATION.	1004	1-4
T&R EVENT CODING.	1005	1-4
COMBAT READINESS PERCENTAGE.	1006	1-5
EVALUATION-CODED (E-CODED) EVENTS	1007	1-6
CRP CALCULATION	1008	1-6
T&R EVENT COMPOSITION	1009	1-7
CBRNE TRAINING.	1010	1-9
NIGHT TRAINING.	1011	1-10
OPERATIONAL RISK MANAGEMENT (ORM)	1012	1-10
APPLICATION OF SIMULATION	1013	1-10
MARINE CORPS GROUND T&R PROGRAM	1014	1-11

ADMIN T&R MANUAL

CHAPTER 1

OVERVIEW

1000. INTRODUCTION

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

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

1001. UNIT TRAINING

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

2. Commanders will ensure that all tactical training is focused on their combat mission. The T&R Manual is a tool to help develop the unit's training plan. In most cases, unit training should focus on achieving unit proficiency in the core capabilities METL. However, commanders will adjust their training focus to support METLs associated with a major OPLAN/CONPLAN or named operation as designated by their higher commander and reported accordingly in the Defense Readiness Reporting System (DRRS). Tactical

training will support the METL in use by the commander and be tailored to meet T&R standards. Commanders at all levels are responsible for effective combat training. The conduct of training in a professional manner consistent with Marine Corps standards cannot be over emphasized.

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

1002. UNIT TRAINING MANAGEMENT

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

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

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

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

1003. SUSTAINMENT AND EVALUATION OF TRAINING

1. The evaluation of training is necessary to properly prepare Marines for combat. Evaluations are either formal or informal, and performed by members of the unit (internal evaluation) or from an external command (external evaluation).

2. Marines are expected to maintain proficiency in the training events for their MOS at the appropriate grade or billet to which assigned. Leaders are responsible for recording the training achievements of their Marines. Whether it involves individual or collective training events, they must ensure proficiency is sustained by requiring retraining of each event at or

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

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

1004. ORGANIZATION

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

2. The Tank T&R Manual is a unit-based manual comprised of 10 chapters. Chapter 2 lists the Core Capability METs and their related Battalion and Company-level events. Chapters 3 through 8 contain collective events. Chapters 9 and 10 contain individual events.

1005. T&R EVENT CODING

1. T&R events are coded for ease of reference. Each event has up-to a 4-4-4-digit identifier. The first up-to four digits are referred to as a "community" and represent the unit type or occupation (TANK, TOW, 1802, etc.). The second up-to four digits represent the functional or duty area (TAC, CMDC, GNRY, etc.). The last four digits represent the level and sequence of the event.

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

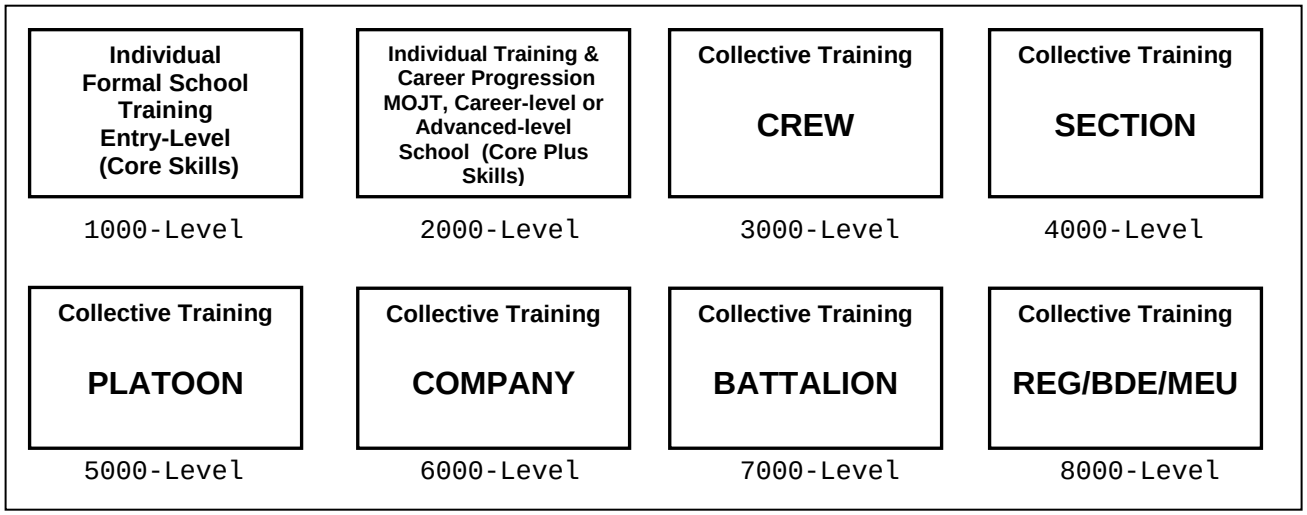

Figure 1: T&R Event Levels

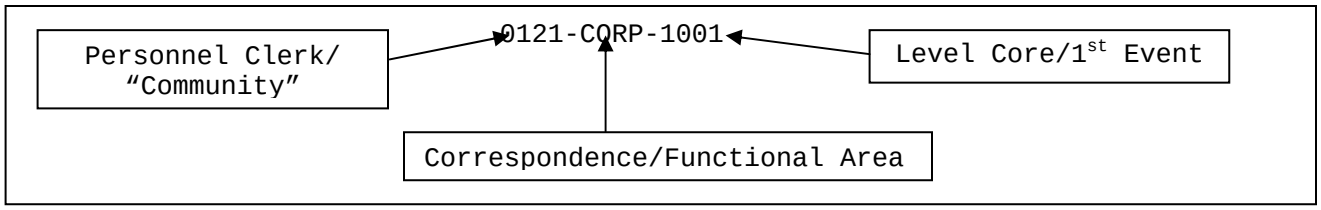

Figure 2: T&R Event Coding

1006. COMBAT READINESS PERCENTAGE

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

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

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

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

1007. EVALUATION-CODED (E-CODED) EVENTS

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

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

1008. CRP CALCULATION

1. Collective training begins at the 3000 level (team, crew or equivalent). Unit training plans are designed to accomplish the events that support the unit METL while simultaneously sustaining proficiency in individual core skills. Using the battalion-based (unit) model, the battalion (7000-level) has collective events that directly support a MET on the METL. These collective events are E-Coded and the only events that contribute to unit CRP. This is done to assist commanders in prioritizing the training toward the METL, taking into account resource, time, and personnel constraints.

2. Unit CRP increases after the completion of E-Coded events. The number of E-Coded events for the MET determines the value of each E-Coded event. For example, if there are 4 E-Coded events for a MET, each is worth 25% of MET CRP. MET CRP is calculated by adding the percentage of each completed and current (within sustainment interval) E-Coded training event. The percentage for each MET is calculated the same way and all are added together and divided by the number of METS to determine unit CRP. For ease of calculation, we will say that each MET has 4 E-Coded events, each contributing 25% towards the completion of the MET. If the unit has completed and is current on three of the four E-Coded events for a given MET, then they have completed 75% of the MET. The CRP for each MET is added together and divided by the number of METS to get unit CRP; unit CRP is the average of MET CRP.

For Example:

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

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

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

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

1009. T&R EVENT COMPOSITION

1. This section explains each of the components of a T&R event. These items are included in all events in each T&R manual.

a. Event Code (see Sect 1006). The event code is a 4-4-4 character set. For individual training events, the first 4 characters indicate the occupational function. The second 4 characters indicate functional area (TAC, CBTS, VOPS, etc.). The third 4 characters are simply a numerical designator for the event.

b. Event Title. The event title is the name of the event.

c. E-Coded. This is a “yes/no” category to indicate whether or not the event is E-Coded. If yes, the event contributes toward the CRP of the associated MET. The value of each E-Coded event is based on number of E-Coded events for that MET. Refer to paragraph 1008 for detailed explanation of E-Coded events.

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

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

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

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

h. Initial Training Setting. For Individual T&R Events only, this specifies the location for initial instruction of the training event in one of three categories (formal school, managed on-the-job training, distance

learning). Regardless of the specified Initial Training Setting, any T&R event may be introduced and evaluated during managed on-the-job training.

(1) “FORMAL” – When the Initial Training Setting of an event is identified as “FORMAL” (formal school), the appropriate formal school or training detachment is required to provide initial training in the event. Conversely, formal schools and training detachments are not authorized to provide training in events designated as Initial Training Setting “MOJT” or “DL.” Since the duration of formal school training must be constrained to optimize Operating Forces’ manning, this element provides the mechanism for Operating Forces’ prioritization of training requirements for both entry-level (1000-level) and career-level (2000-level) T&R Events. For formal schools and training detachments, this element defines the requirements for content of courses.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Community-based T&R manuals have several additional components not found in unit-based T&R manuals. These additions do not apply to this T&R Manual.

1010. CBRNE TRAINING

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

individual, and collectively the unit, must perform to continue operations in a CBRNE environment.

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

1011. NIGHT TRAINING

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

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

1012. OPERATIONAL RISK MANAGEMENT (ORM)

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

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

1013. APPLICATION OF SIMULATION

1. Simulations/Simulators and other training devices shall be used when they are capable of effectively and economically supplementing training on the

identified training task. Particular emphasis shall be placed on simulators that provide training that might be limited by safety considerations or constraints on training space, time, or other resources. When deciding on simulation issues, the primary consideration shall be improving the quality of training and consequently the state of readiness. Potential savings in operating and support costs normally shall be an important secondary consideration.

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

1014. MARINE CORPS GROUND T&R PROGRAM

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

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

ADMIN T&R MANUAL

CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

	PARAGRAPH	PAGE
ADMIN T&R MANUAL MISSION ESSENTIAL TASKS MATRIX	2000	2-2

CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

2000. ADMIN T&R MANUAL MISSION ESSENTIAL TASKS MATRIX. The Mission Essential Task List (METL) Table includes the designated MET number. The following event codes are the collective events that support each MET.

MET 1. Conduct General Administration	
PERS-CORP-4002	Process naval correspondence
PERS-CORP-4003	Process naval messages
PERS-CTMN-4011	Implement Casualty Assistant Call Officer Procedures (CACO)
PERS-FIDR-4021	Maintain correspondence files
PERS-FIDR-4022	Maintain Directives Control Point (DCP)
PERS-FIDR-4023	Process command issued directives
PERS-GENA-4032	Monitor personal awards
PERS-GENA-4033	Monitor sponsorship program
PERS-GENA-4034	Review travel claim process
PERS-GENA-4036	Supervise mailroom operations
PERS-SCTY-4101	Supervise the Classified Material Control Center
MET 2. Conduct Operational Administration	
PERS-CORP-4001	Develop Personnel Annexes to Operations Plans (OPLAN) and Operations Orders (OPORD)
PERS-CTMN-4012	Manage personal casualty reporting
PERS-MPSP-4062	Prepare combat replacement personnel plan
PERS-SCTY-4131	Safeguard personal information
MET 3. Conduct Manpower Administration	
PERS-MPMN-4051	Maintain Table of Organization (T/O)
PERS-MPMN-4052	Manage Deployment Status Report (DSR)
PERS-MPMN-4053	Manage Fleet Assistance Program (FAP)
PERS-MPMN-4054	Manage Unit Joint Personnel Status (JPERSTAT) input
PERS-MPSP-4061	Develop manpower requirements
PERS-MPSP-4063	Request Individual Augmentation (IA)
MET 4. Conduct Personnel Administration	
PERS-GENA-4031	Monitor mobilization and demobilization of reservists
PERS-GENA-4035	Supervise Service Records Audits
PERS-GENA-4037	Supervise the Government Travel Charge Card Program (GTCCP)
PERS-LGAD-4041	Supervise legal reporting process
PERS-UNDR-4081	Supervise the Timeliness Management Report (TMR)
PERS-PYAL-4091	Supervise pay and allowances
PERS-SERR-4112	Supervise service record maintenance
PERS-UNDR-4121	Supervise Unit Diary process

MET 5. Manpower Information System	
PERS-MPSY-4071	Activate reporting units within Marine Online (MOL)
PERS-MPSY-4072	Establish Personnel Administration Centers hierarchy within Marine Online (MOL)
MET 6. Conduct Postal Operations	
PERS-POST-4132	Establish an Expeditionary Post Office

ADMIN T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

	PARAGRAPH	PAGE
PURPOSE	3000	3-2
ADMINISTRATIVE NOTES	3001	3-2
INDEX OF COLLECTIVE EVENTS BY FUNCTIONAL AREA	3002	3-3
COLLECTIVE EVENTS	3003	3-5

CHAPTER 3

COLLECTIVE EVENTS

3000. PURPOSE. This chapter includes all collective events. A collective event is an event that an established Personnel Administration Center would perform. These events are linked to a Service-Level Mission Essential Task (MET). This linkage tailors collective and individual training for the selected MET. Each collective event is composed of component events that provide the major actions required. This may be likely actions, list of functions, or procedures. Accomplishment and proficiency level required of component events are determined by the event standard.

3001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Each event has a 4-4-4 digit identifier. The first four digits represent the occupational field, "PERS". The second four digits represent the functional or duty area. The last four digits represent the level, and identifier number of the event. The collective training events are only in the 3000 level. Every event has a unique identifier number from 001 to 999.

3002. INDEX OF COLLECTIVE EVENTS BY FUNCTIONAL AREA

EVENT	DESCRIPTION	PAGE
	CORRESPONDANCE	
PERS-CORP-4001	Develop Personnel Annexes to Operations Plans (OPLAN) and Operations Orders (OPORD)	3-5
PERS-CORP-4002	Process naval correspondence	3-5
PERS-CORP-4003	Process naval messages	3-5
	CASUALTY MANAGEMENT	
PERS-CTMN-4011	Implement Casualty Assistant Call Officer Procedures (CACO)	3-6
PERS-CTMN-4012	Manage personal casualty reporting	3-6
	FILES AND DIRECTIVES	
PERS-FIDR-4021	Maintain correspondence files	3-7
PERS-FIDR-4022	Maintain Directives Control Point (DCP)	3-7
PERS-FIDR-4023	Process command issued directives	3-8
	GENERAL ADMINISTRATION	
PERS-GENA-4031	Monitor mobilization and demobilization of reservists	3-8
PERS-GENA-4032	Monitor personal awards	3-9
PERS-GENA-4033	Monitor sponsorship program	3-9
PERS-GENA-4034	Review travel claim process	3-10
PERS-GENA-4035	Supervise Service Records audits	3-10
PERS-GENA-4036	Supervise mailroom operations	3-11
PERS-GENA-4037	Supervise the Government Travel Charge Card Program (GTCCP)	3-12
	LEGAL ADMINISTRATION	
PERS-LGAD-4041	Supervise legal reporting process	3-12
	MANPOWER MANAGEMENT	
PERS-MPMN-4051	Maintain Table of Organization (T/O)	3-13
PERS-MPMN-4052	Manage Deployment Status Report (DSR)	3-13
PERS-MPMN-4053	Manage Fleet Assistance Program (FAP)	3-14
PERS-MPMN-4054	Manage Unit Joint Personnel Status (JPERSTAT) input	3-14
	MANPOWER SUPPORT	
PERS-MPSP-4061	Develop manpower requirements	3-14
PERS-MPSP-4062	Prepare combat replacement personnel plan	3-15
PERS-MPSP-4063	Request Individual Augmentation (IA)	3-15
	MANPOWER SYSTEMS	
PERS-MPSY-4071	Activate reporting units within Marine Online (MOL)	3-16
PERS-MPSY-4072	Establish Personnel Administration Centers hierarchy within Marine Online (MOL)	3-16
	PAY AND ALLOWANCES	
PERS-PYAL-4091	Supervise pay and allowances	3-17
	SECURITY	
PERS-SCTY-4101	Supervise the Classified Material Control Center (CMCC)	3-18
PERS-SCTY-4131	Safeguard personal information	3-20
	SERVICE RECORDS	
PERS-SERR-4111	Supervise separations and retirements	3-18
PERS-SERR-4112	Supervise service record maintenance	3-19

	UNIT DIARY	
PERS-UNDR-4081	Supervise the Timeliness Management Report (TMR)	3-17
PERS-UNDR-4121	Supervise Unit Diary process	3-19
	POSTAL OPERATIONS	
PERS-POST-4132	Establish an Expeditionary Post Office	3-20

3003. COLLECTIVE EVENTS

PERS-CORP-4001: Develop Personnel Annexes to Operations Plans (OPLAN) and Operations Orders (OPORD)

SUPPORTED MET(S): 2

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

DESCRIPTION: Operational plans and orders contain a strategy for a unit in operations. Annexes are prepared by staff sections to provide more information on details pertinent to those sections in the overall concept of operations. Administrative members develop the Personnel Annex for an Operations Plan or Order.

CONDITION: Given an operations order or warning order, in a field or garrison environment, and with the aid of references.

STANDARD: To produce the OPLAN/OPORD Annex E, in the time allotted by the commanding officer, and in accordance with the references.

REFERENCES:
1. FMFM 3-1 Command and Staff Action
2. SECNAVINST 5216.5D Department of the Navy Correspondence Manual

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PERS-CORP-4002: Process naval correspondence

SUPPORTED MET(S): 1

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 18 months

DESCRIPTION: Letters, messages, endorsements and AA Forms are the most common types of correspondence generated by a unit. Administrative individuals process correspondence from rough draft through completed document.

CONDITION: Given source documents, rough drafts, in a field or garrison environment, and with the aid of references.

STANDARD: To completion, without typographical or formatting errors, in accordance with the references.

REFERENCES:
1. GPO Style Manual Government Printing Office Style Manual
2. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
3. SECNAVINST M-5210.2 Standard Subject Identification Codes

PERS-CORP-4003: Process naval messages

SUPPORTED MET(S): 1

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

DESCRIPTION: Naval messages are utilized to relay significant information from a command to specific commands throughout the Marine Corps.

CONDITION: Given access to the Defense Message System, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring that the message is typed using the correct PLAD format and correct abbreviations, the message is routed through appropriate channels for release, in a timeline established by the commander, and in accordance with the references.

REFERENCES:
1. MCO P1070.12K Individual Records Administration Manual (IRAM)
2. NTP 4 Naval Telecommunications Procedures
3. USN PLAD 1 Message Address Directory

PERS-CTMN-4011: Implement Casualty Assistant Call Officer Procedures (CACO)

SUPPORTED MET(S): 1

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

DESCRIPTION: Procedures must be established to properly assign a Casualty Assistant Calls Officer (CACO).

CONDITION: Given a casualty, a SRB or OQR, access to MCTFS, in a field or garrison environment, and with the aid of references.

STANDARD: In accordance with the references to ensure that all casualties are properly handled.

REFERENCES:
1. MCO P3040.4 Marine Corps Casualty Procedures Manual
2. NAVPERS 15607 Casualty Assistance Calls Officer Handbook

PERS-CTMN-4012: Manage personal casualty reporting

SUPPORTED MET(S): 2

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

DESCRIPTION: The Defense Casualty Information Processing System (DCIPS) is used to track casualties.

CONDITION: Given access to DCIPS, a casualty, in a field or garrison environment, and with the aid of references.

STANDARD: To send reports to appropriate command staff members, without typographical or formatting errors, and in accordance with the references.

REFERENCES:
1. MCO P3040.4 Marine Corps Casualty Procedures Manual
2. NAVPERS 15607 Casualty Assistance Calls Officer Handbook

PERS-FIDR-4021: Maintain correspondence files

SUPPORTED MET(S): 1

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

DESCRIPTION: Regulations require units to maintain correspondence files for certain periods and depending on correspondence type.

CONDITION: Given correspondence files, file folders, a files outline, in a field or garrison environment, and with the aid of the references.

STANDARD: To ensure all file folders and file outlines are established for the command central files, at the start of each year, and in accordance with appropriate references.

REFERENCES:
1. MCO 5210.11E Records Management Program for the Marine Corps
2. SECNAVINST M-5210.1 Department of the Navy Records Management Program
3. SECNAVINST M-5210.2 Standard Subject Identification Codes

PERS-FIDR-4022: Maintain Directives Control Point (DCP)

SUPPORTED MET(S): 1

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

DESCRIPTION: The unit will maintain and review all publications contained in the DCP. Administrative personnel must ensure that command issued directives as well as higher headquarters directives are maintained and filed properly.

CONDITION: Given access to the Marine Corps Publications Distribution System (MCPDS), directives checklists, directives, changes, a field or garrison environment, and with the aid of references.

STANDARD: So that all required documents are on hand and accounted for in one central location, inventoried on a quarterly basis, with an established publication listing within MCPDS, and in accordance with the references.

REFERENCES:
1. MCO 5210.11E Records Management Program for the Marine Corps
2. MCO 5215.1J Marine Corps Directives System
3. MCO 5600.20P Marine Corps Warfighting Publications System
4. MCO P5215.17C USMC Technical Publications System
5. MCO P5600.31G Marine Corps Publications and Printing Regulations
6. MCPDS UM Marine Corps Publications Distribution System Users Manual
7. NAVMC 2761 Catalog of Publications

8. SECNAVINST 5215.1D DON Directives Issuance System
9. SECNAVINST M-5210.2 Standard Subject Identification Codes

PERS-FIDR-4023: Process command issued directives

SUPPORTED MET(S): 1

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 18 months

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

CONDITION: Given a rough draft, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: In component event order, in the time allotted by the commanding officer, and in accordance with the references.

EVENT COMPONENTS:
1. Determine the type of directive.
2. Prepare the directive.
3. Submit the directive for signature.
4. Forward directive for publication.
5. Distribute the directive throughout the command.

REFERENCES:
1. MCO 5215.1J Marine Corps Directives System
2. MCO P5600.31G Marine Corps Publications and Printing Regulations
3. SECNAVINST 5215.1D DON Directives Issuance System
4. SECNAVINST M-5210.2 Standard Subject Identification Codes

PERS-GENA-4031: Monitor mobilization and demobilization of reservists

SUPPORTED MET(S): 4

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

DESCRIPTION: The unit will monitor the administrative process to mobilize and demobilize the unit.

CONDITION: Given mobilization or demobilization orders to execute all administrative requirements for the unit, in a garrison or field environment, and with the aid of references.

STANDARD: So that all reservists receive the appropriate administrative actions to update records in the mobilization and demobilization process.

REFERENCES:
1. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 Financial Management Regulations (DoDFMR)

3. JFTR NAVSO P-6034 Joint Federal Travel Regulations
4. MCO 1001.45 Augmentation, Retention, and Return of Active Duty of Reserve Officers and Redesignation of Restricted Officers to Unrestricted Status
5. MCO 1001.52 Active Reserve (AR) Support to the Reserve Component (RC)
6. MCO 1001.59 Active Duty for Special Work in Support of the Total Force (ADSW)
7. MCO 1001.61 Policy and Procedures for Sourcing Personnel to Meet Individual Augmentation (IA) Requirements
8. MCO 1001R.54 Marine Corps Reserve Incremental Initial Active Duty for Training (IIADT) Program
9. MCO 1740.13A Family Care Plans
10. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
11. MCO P1070.12K Individual Records Administration Manual (IRAM)
12. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN
13. MCO P1741.8D Government Life Insurance Manual
14. MCO P1751.3 Dependency Determination and Basic Allowance for Housing (BAH)
15. MCO P1900.16E Marine Corps Separation and Retirement Manual (MARCORPSEPSMAN)
16. MCO P4650.37 Marine Corps Travel Instructions Manual (MCTIM)
17. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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PERS-GENA-4032: Monitor personal awards

SUPPORTED MET(S): 1

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

DESCRIPTION: The electronic awards process allows for the creating, endorsing, forwarding, processing, and tracking of award recommendations electronically.

CONDITION: Given access to the electronic Awards Submission System (APS), in a field or garrison environment, and with the aid of references.

STANDARD: To ensure that all award submissions are routed in correct order through the chain of command to HQMC, and in accordance with the references.

REFERENCES:
1. MCO 1650.19J Administrative and Issue Procedures for Decorations, Medals, and Awards
2. NAVMC 2922 Marine Corps Unit Awards Manual
3. SECNAVINST 1650.1H Navy and Marine Corps Awards Manual

PERS-GENA-4033: Monitor sponsorship program

SUPPORTED MET(S): 1

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

DESCRIPTION: The welfare and morale of Marine families are essential factors that influence career motivation. An effective sponsorship program will benefit both the individual and the Marine Corps by enhancing readiness at the unit level. The sponsorship program establishes procedures whereby a sponsor is assigned to assist a transferring service member and family members prior to arrival at the new duty station.

CONDITION: Given the appropriate equipment, access to the web orders system, in a field or garrison environment, and with the aid of references.

STANDARD: So that every inbound Marine is sponsored in accordance with the references.

EVENT COMPONENTS:
1. Establish unit sponsorship program.
2. Review the inbound roster for newly assigned personnel.
3. Match inbound personnel to incumbent Marines.
4. Provide relocation assistance to the inbound Marine and their family.

REFERENCES:
1. MCO 1320.11F Personnel Sponsorship Program
2. MCO 1700.24 Marine Corps Personal Services Manual
3. MCO P1700.27 Marine Corps Community Services Policy Manual (MCCS POLICY MANUAL)
4. MCO 1754.6A Marine Corps Family Team Building

PERS-GENA-4034: Review travel claim process

SUPPORTED MET(S): 1

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

DESCRIPTION: Administrators process travel claim for submission to disbursing for settlement of travel entitlements.

CONDITION: Given a set of TAD orders, PCS/PCA orders or any other orders that require settlement, a completed travel claim, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure Marines file a travel claim within five days upon completion of travel, and in accordance with the references.

REFERENCES:
1. DoD 7000.14 Financial Management Regulations (DoDFMR)
2. JFTR NAVSO P-6034 Joint Federal Travel Regulations
3. MCO P4650.37 Marine Corps Travel Instructions Manual (MCTIM)

PERS-GENA-4035: Supervise Service Records audits

SUPPORTED MET(S): 4

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

DESCRIPTION: Current regulations require the audit of service records. The purpose of the service record audit is to verify information contained in the service record and MCTFS.

CONDITION: Given a service record, appropriate source documents, access to MCTFS, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure all data in every record book is accurate, complete and current with information resident in MCTFS.

REFERENCES:
1. PM Military Pay and Allowances Entitlement Manual
2. DoD 7000.14 Department of Defense Financial Management Regulation (DoDFMR)
3. JFTR NAVSO P-6034 Joint Federal Travel Regulations
4. MCO 10110.47 Basic Allowance for Subsistence (BAS)
5. MCO 7220.24 SRB Program
6. MCO 7220.52 Foreign Language Proficiency Pay (FLPP) Program
7. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
8. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
9. MCO P1050.3H Regulations for Leave, Liberty and Administrative Absence
10. MCO P1070.12K Individual Records Administration Manual (IRAM)
11. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
12. MCO P5000.14D Marine Corps Administrative Procedures (MCAP)
13. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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PERS-GENA-4036: Supervise mailroom operations

SUPPORTED MET(S): 1

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

DESCRIPTION: Units must have a unit mailroom that is functioning in accordance with the Marine Corps Official Mail Program and the local base/station Postal SOP.

CONDITION: Given a unit mailroom, in a field or garrison environment, and with the aid of references.

STANDARD: So that the mail is always secure and only delivered to the recipients addressed on the mail.

EVENT COMPONENTS:
1. Ensure the physical security of mailroom.
2. Ensure proper disposition of mail.
3. Verify maintenance of registered mail log.
4. Screen service records of mail orderly nominees.
5. Provide security for mail orderly appointment cards.

REFERENCES:
1. DoD 4525.8-M Department of Defense Official Mail Manual
2. MCO P5110.4 The Marine Corps Official Mail Program
3. MCO P5110.6B Marine Corps Unit Mailrooms and Mail distribution Centers Standard Operating Procedures (MARCORUMRSOP)

PERS-GENA-4037: Supervise the Government Travel Charge Card Program (GTCCP)

SUPPORTED MET(S): 4

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 18 months

DESCRIPTION: The Government Travel Charge Card Program Coordinator monitors and tracks all unit government travel charge card holders.

CONDITION: Given access to EAGLS, assigned as the Unit APC, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure all joins, transfers, activations and deactivations are processed in accordance with the references.

REFERENCES:
1. JFTR NAVSO P-6034 Joint Federal Travel Regulations
2. MCO 4600.40A Government Travel Charge Card Program (GTCCP)

PERS-LGAD-4041: Supervise legal reporting process

SUPPORTED MET(S): 4

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

DESCRIPTION: Units are responsible for establishing a legal reporting process that complies with regulations and standards.

CONDITION: Given the appropriate legal source documents, access to MCTFS, in a field or garrison environment, and with the aid of references.

STANDARD: So that all legal matters are reported up the chain of command, and in accordance with the references.

REFERENCES:
1. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 Department of Defense Financial Management Regulations (DoDFMR)
3. MCO 1050.16A Appellate Leave Awaiting Punitive Separation
4. MCO 5800.10B Return of Marine Corps Absentees and Deserters
5. MCO P1070.12K Individual Records Administration Manual (IRAM)
6. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
7. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)

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

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PERS-MPMN-4051: Maintain Table of Organization (T/O)

SUPPORTED MET(S): 3

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

DESCRIPTION: The T/O is used to maintain unit strength.

CONDITION: Given a T/O, change to mission, organization, or functions, in a field or garrison environment, and with the aid of the reference.

STANDARD: So that all personnel in the unit are matched to the appropriate line number, and that any vacant line number is noted.

EVENT COMPONENTS:
1. Ensure billet identification codes are accurate as compared with the mission, organization and functions of the unit.
2. Make required changes.
3. Submit T/O change request utilizing the chain of command.

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

PERS-MPMN-4052: Manage Deployment Status Report (DSR)

SUPPORTED MET(S): 3

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

DESCRIPTION: The DSR is used to identify on hand strength and deficiencies for deployable units.

CONDITION: Given a medical report, legal report, EAS cutoff, staffing goal, projected inbound/outbound report, project mission, in a field or garrison environment, and with the aid of references.

STANDARD: To determine deficiencies in deployable personnel, to provide higher headquarters with a report to coordinate the staffing goal, within a timeframe established by local policy, and in accordance with the references.

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

PERS-MPMN-4053: Manage Fleet Assistance Program (FAP)

SUPPORTED MET(S): 3

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

DESCRIPTION: The FAP is used to augment the critical support billets from tenant commands on that base.

CONDITION: Given the local FAP agreement, required billets to fill, in a field or garrison environment, and with the aid of references.

STANDARD: So that all require billets are filled by appropriate personnel.

EVENT COMPONENTS:
1. Identify the appropriate command.
2. Identify personnel strength.
3. Identify availability of qualified personnel.
4. Screen all personnel to ensure compliance with the established criteria.

REFERENCES:
1. MCO 1000.9 Fleet Assistance Program (FAP)
2. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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PERS-MPMN-4054: Manage Unit Joint Personnel Status (JPERSTAT) input

SUPPORTED MET(S): 3

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

DESCRIPTION: Joint Personnel Status reports are used in a joint environment to track military members in the area of operation.

CONDITION: Given the unit JPERSTAT, access to web-based and database systems (ODSE, DTAS), in a field or garrison environment, and with the aid of references.

STANDARD: To determine any inaccuracy that could affect availability of personnel.

REFERENCES:
1. CJCSM 3150.13 Joint Reporting Structure - Personnel Manual
2. JP 1-0 Joint Doctrine for Personnel Support to Joint Operations

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PERS-MPSP-4061: Develop manpower requirements

SUPPORTED MET(S): 3

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

DESCRIPTION: When a unit is assigned or approved for a specific mission, they will develop the necessary manpower requirements to support the mission.

CONDITION: Given an assigned/approved mission, access to Marine Corps databases, manning documents, in a field or garrison environment, and with the aid of references.

STANDARD: To determine supportability and staffing requirements, for the assigned/approved mission.

REFERENCES:
1. FMFM 3-1 Command and Staff Action
2. MCBUL 1200 Military Occupational Specialties Manual
3. MCO P1300.8R Marine Corps Personnel Assignment Policy
4. MCO 5311.1 Total Force Structure Process (TFSP)
5. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
6. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual (MCTFSPRIM)
7. MCO P3000.15B Manpower Unit Deployment Program Standing Operating Procedures (MANPOWER UDP SOP)

PERS-MPSP-4062: Prepare combat replacement personnel plan

SUPPORTED MET(S): 2

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

DESCRIPTION: The unit is responsible for establishing a combat replacement personnel plan that defines procedures for identifying, requesting and deploying combat replacements.

CONDITION: Given a need for combat replacements, source documents, access to MCTFS, in a field or garrison environment, and with the aid of references.

STANDARD: In accordance with the references to ensure the unit can replace all casualties.

REFERENCES:
1. FMFM 3-1 Command and Staff Action
2. JP 1-0 Joint Doctrine for Personnel Support to Joint Operations
3. MCO P3040.4E Marine Corps Casualty Procedures Manual

PERS-MPSP-4063: Request Individual Augmentation (IA)

SUPPORTED MET(S): 3

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

DESCRIPTION: A request for Individual Augmentation (IA) is submitted to higher headquarters to identify individuals to fill open billets within the unit.

CONDITION: Given operational requirements, personnel shortfalls, in a field or garrison environment, and with the aid of references.

STANDARD: To fill operational deficiencies in personnel resources.

REFERENCES:
1. FMFM 3-1 Command and Staff Action
2. MCBUL 1200 Military Occupational Specialties Manual
3. MCO P1300.8J Marine Corps Personnel Assignment Policy
4. MCO 5311.1C Total Force Structure Process (TFSP)
5. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
6. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)

PERS-MPSY-4071: Activate reporting units within Marine Online (MOL)

SUPPORTED MET(S): 5

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

DESCRIPTION: The servicing Manpower Information Systems Support Office (MISSO) has the ability to activate units within MOL and define each reporting unit in MOL. Units can be activated upon request from the unit and approval of the commanding officer of that unit.

CONDITION: Given access/permissions to the systems support tab within MOL, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure that all reporting units are currently activated and that the current Commanding Officer is assigned in TFAS/MOL.

REFERENCES:
1. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
2. MCO P1080.33E Manpower Information System Support Office Manual (MISSO Manual)
3. MCO P1080.39B Administrative Instructions for Manpower Management System of Headquarters Marine Corps (AIMMS)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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PERS-MPSY-4072: Establish Personnel Administration Centers hierarchy within Marine Online (MOL)

SUPPORTED MET(S): 5

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 18 months

DESCRIPTION: The servicing MISSO has the ability to establish a hierarchy for the Personnel Administrative Centers (PAC).

CONDITION: Given access/permission to the systems support tab through MOL, in a field or garrison environment, and with the aid of references.

STANDARD: Upon the receipt of new personnel in the PAC, and within one week of their checking in.

REFERENCES:
1. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
2. MCO P1080.B Administrative Instructions for Manpower Management System of Headquarters Marine Corps (AIMMS)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
5. MOL User Manual

PERS-UNDR-4081: Supervise the Timeliness Management Report (TMR)

SUPPORTED MET(S): 4

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

DESCRIPTION: The unit can utilize the TMR to provide appropriate feedback to sourcing agents to ensure compliance with Marine Corps timeliness standards.

CONDITION: Given a TMR, in a field or garrison environment, and with the aide of the reference.

STANDARD: To analyze and provide feedback to sourcing agents, in a timely manner, and submit source documents to the administrative support center in accordance with the reference.

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

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PERS-PYAL-4091: Supervise pay and allowances

SUPPORTED MET(S): 4

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

DESCRIPTION: The unit is responsible for supervising audits of pay and allowances for all personnel. These audits help ensure that members are being paid timely and accurately.

CONDITION: Given source documents, access to MCTFS, completed pay forms, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure all service members assigned to the unit receive all rated entitlements.

REFERENCES:
1. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 DoD Financial Management Regulations (DoDFMR)
3. MCO 10110.47 Basic Allowance for Subsistence (BAS)
4. MCO P1300.8J Marine Corps Personnel Assignment Policy
5. MCO 7220.12N Special Duty Assignment (SDA) Pay Program
6. MCO 7220.21E Advance Pay Incident to Permanent Change of Station (PCS)
7. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
8. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
9. MCO P1751.3 Dependency Determination and Basic Allowance for Housing (BAH)
10. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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PERS-SCTY-4101: Supervise the Classified Material Control Center (CMCC)

SUPPORTED MET(S): 1

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

DESCRIPTION: The CMCC is a library of classified documents and publications in a unit.

CONDITION: Given the appropriate security clearance, classified correspondence, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure security methods and procedures for dealing with classified material are in place, and there is no compromise or loss of classified material.

REFERENCES:
1. MCO 5210.11E Records Management Program for the Marine Corps
2. NTP 4 Naval Telecommunications Procedures
3. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
4. SECNAVINST 5510.30B Department of Navy Personnel Security Program
5. SECNAVINST 5510.36A Department of the Navy Information and Personnel Security Program Regulations
6. SECNAVINST M-5210.1 Department of the Navy Records Management Program

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PERS-SERR-4111: Supervise separations and retirements

SUPPORTED MET(S): 4

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 18 months

DESCRIPTION: The unit is responsible for controlling and supervising separations, retirements and entitlements associated with every member that separates from the Marine Corps.

CONDITION: Given a service record, source documents, access to MCTFS, separating or retiring service members, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure all service members in the unit receive the entitlements they rate.

REFERENCES:
1. JFTR NAVSO P-6034 Joint Federal Travel Regulations
2. MCO 1001.39 Pre-Separation Counseling Concerning Marine Corps Reserve (MCR) Participation
3. MCO P1070.12K Individual Records Administration Manual (IRAM)
4. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFCODESMAN)
5. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual (MCTFSPRIM)

PERS-SERR-4112: Supervise service record maintenance

SUPPORTED MET(S): 4

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

DESCRIPTION: Service records are required to be maintained accurately and changes made as required.

CONDITION: Given a service record, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure the service record book is current to date, audits are conducted on a triennially basis, and service records are maintained in accordance with the references.

REFERENCES:
1. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
2. MCO P1070.12K Individual Records Administration Manual (IRAM)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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PERS-UNDR-4121: Supervise unit diary process

SUPPORTED MET(S): 4

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

DESCRIPTION: Unit diary preparation, reporting and certification involve management of source documents, electronic database information and service records. Knowledge of ELSIGs, tickler files, MIPS, MCTFS, situational reporting, event reporting, filing of EDFR, Impromptu and Intelligent Forms are required to properly supervise this task.

CONDITION: Given access to UDMIPS, a rough draft unit diary, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure complete reporting of events, within established timeframes, and in accordance with the references.

REFERENCES:
1. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System Manual
2. DoD 7000.14 Financial Management Regulations (DoDFMR)
3. MCO P1080.20 Marine Corps Total Force Systems Codes Manual
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
5. UDS-1080-02 Unit Diary System (UDS) Users Manual

PERS-SCTY-4131: Safeguard personal information

SUPPORTED MET(S): 2

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

DESCRIPTION: Personal information can, if compromised, have a devastating financial and legal impact on individuals. Administrative members have access to all personal information for all individuals in a given unit. Administrative members must ensure personal information is safeguarded at all times.

CONDITION: Given a request for personal information, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure personal information is released only to authorized personnel in accordance with the references.

REFERENCES:
1. MCO 5214.2E Marine Corps Information Requirements (Reports) Management Program.
2. MCO P5211.2B The Privacy Act of 1974

PERS-POST-4132: Establish an Expeditionary Post Office

SUPPORTED MET(S): 6

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

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

CONDITION: Given a mission, a detachment or platoon of Postal personnel, standard USPS supplies and equipment, appropriate administrative supplies, appropriate logistical supplies and equipment, in a field environment, and

with the aid of references.

STANDARD: Ensuring that an operational expeditionary post office can be set up either in the AOR, using tent age or in a permanent facility, within 24 hours of receipt of all embarked equipment and supplies.

EVENT COMPONENTS:
1. Inform S-4 prior to embarkation of postal requirements.
2. Establish expeditionary post office in location directed by higher headquarters.
3. Perform appropriate mail acceptance and dispatch operations.
4. Perform required postal finance services.
5. Coordinate transportation of all mail in and out of AOR.

REFERENCES:
1. DMM Domestic Mail Manual
2. DoD 4525.32-R Military Standard Transportation and Movement Procedures
3. DoD 4525.6-M Department of Defense Postal Manual
4. DoD 4525.6C Department of Defense Postal Supply Catalog
5. DoD 4525.6H Mail Distribution Instruction and labeling Handbook
6. DoD 4525.8-M Official Mail Manual
7. IMM International Mail Manual
8. MCO P5110.4 the Marine Corps Official Mail Program
9. MCO P5110.6 SOP for Marine Corps Unit Mailrooms
10. OPNAVINST 5112.6 Department of the Navy Postal Instructions
11. POM Postal Operations Manual
12. USPS F-1 Handbook United States Postal Service (USPS) Post Office Accounting Procedures
13. USPS NOTICE 123 United States Postal Service (USPS) Ratefold (Postage Rates)
14. USPS PUBLICATION 247 United States Postal Service (USPS) Material Management Equipment and Supply Catalog
15. USPS Postal Bulletin 22023 United States Postal Service (USPS) Postal Bulletin, List of Lost or Stolen Money Orders Forms
16. USPS Postal Bulletins United States Postal Service (USPS) Postal Bulletins
17. USPS Poster 51 United States Postal Service (USPS) International Postal Rates and Fees
18. USPS Publication 223 United States Postal Service (USPS) Directives and Forms Catalog

SUPPORT REQUIREMENTS:

AIRCRAFT: Rotor Wing Assets

ROOMS/BUILDINGS: Permanent Facility or Tent age

EQUIPMENT: Standard USPS Equipment, Tent Age,

MATERIAL: Standard USPS Supplies, Administrative Supplies

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

ADMIN T&R MANUAL

CHAPTER 4

MOS 0121 INDIVIDUAL EVENTS

	PARAGRAPH	PAGE
PURPOSE	4000	4-2
ADMINISTRATIVE NOTES	4001	4-2
INDEX OF INDIVIDUAL EVENTS	4002	4-3
1000-LEVEL EVENTS	4003	4-6
2000-LEVEL EVENTS	4004	4-20

CHAPTER 4

MOS 0121 INDIVIDUAL EVENTS

4000. PURPOSE. This chapter details the individual events that pertain to occupational field 01, Personnel Administration and Retention. 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.

4001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Events in the T&R manual are depicted with a 12 field alphanumeric system, i.e. 0121-CORP-1001. This chapter utilizes the following methodology:

a. The first four digits represent the occupational field or military occupational field (e.g., Occupational Field 01 or Personnel Clerk MOS 0121). This chapter contains 0121 events.

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

CORP – Correspondence
LGAD – Legal Administration
MPMN – Manpower Management
PYAL – Pay and Allowances
RESA – Reserve Administration
SCTY – Security
SEPS – Separations
SERR – Service Records
UNDR – Unit Diary

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

1000 – Core Skills (initial MOS training conducted at formal schools)
2000 – Core Plus Skills (follow-on formal schooling, MOJT or distance learning)

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

4002. INDEX OF INDIVIDUAL EVENTS

1. 1000-LEVEL EVENTS. Personnel Clerk individual events. Additionally, tasks pertaining to MOS 0121 may also be listed within the 0151 individual events.

EVENT	DESCRIPTION	PAGE
	CORRESPONDENCE	
0121-CORP-1001	Prepare Permanent Change of Assignment (PCA) Orders	4-6
0121-CORP-1002	Prepare Permanent Change of Station (PCS) Orders	4-6
	LEGAL ADMINISTRATION	
0121-LGAD-1003	Prepare Unit Punishment Book (NAVMC 10132)	4-7
	MANPOWER SYSTEMS	
0121-MSPY-1004	Utilize MOL web-based application	4-8
	PAY AND ALLOWANCES	
0121-PYAL-1005	Process pay and allowances	4-9
	SECURITY	
0121-SCTY-1006	Safeguard personal information	4-10
	SEPARATIONS	
0121-SEPS-1007	Process separations documents	4-11
	SERVICE RECORDS	
0121-SERR-1008	Process Family and Service Member's Group Life Insurance	4-11
0121-SERR-1009	Prepare Service Record Book (SRB)/Officer Qualification Record (OQR) standard page entries	4-12
0121-SERR-1010	Process Good Conduct Medal information	4-13
0121-SERR-1011	Prepare Dependency Application (NAVMC 10922)	4-14
0121-SERR-1012	Conduct service records audit	4-15
0121-SERR-1013	Process proficiency and conduct marks	4-15
	UNIT DIARY	
0121-UNDR-1014	Extract Marine Corps Total Force System (MCTFS) data	4-16
0121-UNDR-1015	Operate Unit Diary Marine Integrated Personnel Systems (UDMIPS)	4-17
0121-UNDR-1016	Generate Operational Data Storage Enterprise (ODSE) simple list reports and rosters	4-18
0121-UNDR-1017	Process punitive reductions	4-18

2. 2000-LEVEL EVENTS. Additional Personnel Clerk individual events taught at follow-on schools, by MOJT or through Distance Learning. Also tasks pertaining to MOS 0121 may be listed within the 0151 individual events.

EVENT	DESCRIPTION	PAGE
	CORRESPONDENCE	
0121-CORP-2001	Process Permanent Change of Assignment (PCA) Orders	4-20
0121-CORP-2002	Process Permanent Change of Station (PCS) Orders	4-21
0121-CORP-2019	Process Command Special Orders	4-21
	LEGAL ADMINISTRATION	
0121-LGAD-2003	Process Unit Punishment Book (NAVMC 10132)	4-23
0121-LGAD-2020	Process courts-martial packages	4-22
	MANPOWER MANAGEMENT	
0121-MPMN-2004	Manage morning report in MOL	4-24
	PAY AND ALLOWANCES	
0121-PYAL-2006	Review pay and allowances	4-28
0121-PYAL-2021	Process travel claim	4-24
0121-PYAL-2022	Process Personnel Tempo (Perstempo) information	4-25
0121-PYAL-2023	Process overseas station allowances	4-26
0121-PYAL-2024	Prepare Miscellaneous Military Pay Order/Special Payment Authorization (NAVMC 11116)	4-26
0121-PYAL-2025	Process operational pay entitlements	4-27
0121-PYAL-2026	Utilize Document Tracking Management System (DTMS)	4-29
0121-PYAL-2027	Process Career Status Bonus (CSB) Election (DD Form 2839)	4-29
	RESERVE ADMINISTRATION	
0121-RESA-2032	Process Operational Support Duty (OSD) orders	4-30
0121-RESA-2033	Process annual training information	4-31
0121-RESA-2034	Utilize Marine Reserve Order Writing System (MROWS)	4-31
0121-RESA-2035	Conduct mobilization and demobilization of reservists	4-32
0121-RESA-2036	Process reserve administration entitlements	4-33
0121-RESA-2037	Process Unit Muster Sheets (UMS)	4-35
	SEPERATIONS	
0121-SEPS-2007	Process separations documents	4-34
0121-SEPS-2008	Process Separation/Travel Pay Certificate (NAVMC 11060)	4-36
	SERVICE RECORDS	
0121-SERR-2009	Process Good Conduct Medal information	4-37
0121-SERR-2010	Review proficiency and conduct marks	4-38
0121-SERR-2011	Process Dependency Application (NAVMC 10922)	4-39
0121-SERR-2018	Maintain Service Records (SRB/OQR)	4-46
0121-SERR-2028	Complete Service Record Book closeout and transfer	4-36
0121-SERR-2029	Prepare enlisted promotion warrants	4-38

0121-SERR-2030	Process Family Member's Group Life Insurance	4-40
	UNIT DIARY	
0121-UNDR-2012	Manage Unit Diary Marine Integrated Personnel Systems (UDMIPS)	4-41
0121-UNDR-2013	Generate Operational Data Storage Enterprise (ODSE) simple lists, rosters and crosstab reports	4-42
0121-UNDR-2014	Report non-punitive reductions	4-42
0121-UNDR-2015	Process Electronic Diary Feedback Report (EDFR)	4-43
0121-UNDR-2016	Edit punitive reductions reports	4-44
0121-UNDR-2017	Report reenlistments and extensions	4-45
0121-UNDR-2031	Report duty status and duty limitation codes	4-46

4003. 1000-LEVEL EVENTS

0121-CORP-1001: Prepare Permanent Change of Assignment (PCA) Orders

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

DESCRIPTION:

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a web order authorization from HQMC directing a member's PCA, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring there are no typographical or format errors, orders are forwarded for review and signature 15 days prior to the member's detachment date, are reported on the Unit Diary within working five days from the occurrence of the event, and in performance step sequence.

PERFORMANCE STEPS:
1. Receive web PCA orders or CMC messages.
2. Review information contained in web orders to determine PCA order endorsement.
3. Prepare PCA orders.

REFERENCES:
1. JFTR NAVSO P-6034 Joint Federal Travel Regulations
2. MCO P1300.8R Marine Corps Personnel Assignment Policy
3. MCO 1320.11 Personnel Sponsorship Program
4. MCO 1326.5 Marine Corps Web Order System (WEB ORDERS)
5. MCO 4650.30 Port Call Procedures Applicable to the Movement of Marine Corps-Sponsored Passenger Traffic Between CONUS and Overseas Areas (Including Alaska and Hawaii) and Within and Between Overseas Areas
6. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
7. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
8. MCO P1070.12K Individual Records Administration Manual (IRAM)
9. MCO P1326.6D Selecting, Screening and Preparing Enlisted Marines for Special Duty Assignments and Independent Duties (SDAMAN)
10. MCO P4650.37 Marine Corps Travel Instructions Manual (MCTIM)
11. MCO P7301.104 Accounting Under the Appropriations "Military Personnel, Marine Corps" and "Reserve Personnel, Marine Corps"
12. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
13. SECNAVINST M-5210.2 Standard Subject Identification Codes

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0121-CORP-1002: Prepare Permanent Change of Station (PCS) Orders

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

DESCRIPTION:

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a web order authorization from HQMC directing a member's PCS, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring there are no typographical or format errors, orders are prepared 90 days prior to the member's detachment date, are reported on the Unit Diary within five working days from the occurrence of the event, and in performance step sequence.

PERFORMANCE STEPS:
1. Receive web PCS orders or CMC messages.
2. Review information contained in web orders to determine PCS orders endorsement.
3. Interview member to obtain required information.
4. Provide screening checklists to member during initial interview.
5. Provide dependent checklist to member during initial interview if required.
6. Submit request for dependent entry approval/area clearance upon completion of checklist, if required.
7. Submit port call request upon approval of area clearance, if required.
8. Prepare PCS orders upon member's completion of required checklist.

REFERENCES:
1. JFTR NAVSO P-6034 Joint Federal Travel Regulations
2. MCO P1300.8R Marine Corps Personnel Assignment Policy
3. MCO 1320.11 Personnel Sponsorship Program
4. MCO 1326.5 Marine Corps Web Orders Systems (WEB ORDERS)
5. MCO 4650.30 Port Call Procedures Applicable to the Movement of Marine Corps-Sponsored Passenger Traffic Between CONUS and Overseas Areas (Including Alaska and Hawaii) and Within and Between Overseas Areas
6. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
7. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
8. MCO P1070.12K Individual Records Administration Manual (IRAM)
9. MCO P1326.6D Selecting, Screening and Preparing enlisted Marines for Special Duty Assignments and Independent Duties (SDAMAN)
10. MCO P4650.37 Marine Corps Travel Instructions Manual (MCTIM)
11. MCO P7301.104 Accounting Under the Appropriations "Military Personnel, Marine Corps" and "Reserve Personnel, Marine Corps"
12. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
13. SECNAVINST M-5210.2 Standard Subject Identification Codes

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0121-LGAD-1003: Prepare Unit Punishment Book (NAVMC 10132)

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 18 months

DESCRIPTION: The Unit Punishment Book (UPB) is the record of a Commanding Officer's nonjudicial punishment (NJP).

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based systems or database, the service record, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring that there are no format or typographical errors, NJP punishment is reported on the Unit Diary within five working days of the occurrence of the event, and in performance step sequence.

PERFORMANCE STEPS:
1. Prepare blocks 1 through 5 and 18 through 21 of the UPB form prior to NJP proceedings.
2. Complete blocks 6-17 of UPB form upon completion of NJP proceedings.
3. Attach required documents to the UPB form.
4. Forward UPB form to the Unit Diary Section for appropriate entry into Marine Corps Total Force System (MCTFS).

REFERENCES:
1. MCM Manual for Courts-Martial, 2005 Edition
2. MCO P1070.12K Individual Records Administration Manual (IRAM)
3. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)

0121-MPSY-1004: Utilize Marine Online (MOL) web based application

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

DESCRIPTION: MOL is a web-based application that provides multiple administrative applications.

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to MOL and Marine Corps Total Force System (MCTFS), in a field or garrison environment, and with the aid of references.

STANDARD: To ensure information submitted into MOL is accurately processed into MCTFS, transactions are reported on the Unit Diary within five working days of the occurrence of the event, and in performance step sequence.

PERFORMANCE STEPS:
1. Log onto MOL.
2. Navigate and input data into modules, as required.

3. Log into MCTFS.
4. Verify data processed in MOL has properly adjusted MCTFS, as required.

REFERENCES:
1. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 DoD Financial Management Regulations (DoDFMR)
3. MCM Manual for Courts Martial, 2005 Edition
4. MCO 10110.47 Basic Allowance for Subsistence (BAS)
5. MCO P1300.8R Marine Corps Personnel Assignment Policy
6. MCO 5311.1 Total Force Structure Process (TFSP)
7. MCO P1050.3H Regulations for Leave, Liberty and Administrative Leave
8. MCO P1070.12K Individual Records Administration Manual (IRAM)
9. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
10. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
11. MCO P1400.32 Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (MARCORPROMMAN)
12. MCO P1751.3 Basic Allowance for Housing (BAH) Manual

0121-PYAL-1005: Process pay and allowances

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

DESCRIPTION: Entitlements vary from station to station, and member to member.

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems, service records, source documents, a field or garrison environment, and with the aid of references.

STANDARD: Ensuring MCTFS reflects the member’s correct pay and allowances, appropriate entitlements are reported on the Unit Diary within five working days of the occurrence of the event, and in accordance with the references.

PERFORMANCE STEPS:
1. Receive notification from MCTFS or member of change.
2. Review pay entitlements affected by change.
3. Complete required forms to document entitlement.
4. Submit appropriate documentation for review and signature.
5. Forward signed documents to the Unit Diary Section for processing into MCTFS.
6. File documents as required by the references.

REFERENCES:
1. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 Department of Defense Financial Management Regulations

(DoDFMR)
3. MCO 10110.47 Basic Allowance for Subsistence (BAS)
4. MCO P1300.8R Marine Corps Personnel Assignment Policy
5. MCO 7220.12 Special Duty Assignment (SDA) Pay Program
6. MCO 7220.21E Advanced Pay Incident to Permanent Change of Station (PCS)
7. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
8. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
9. MCO P1751.3 Basic Allowance for Housing (BAH) Manual
10. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0121-SCTY-1006: Safeguard personal information

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

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

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request for information, access to computer records, service records, OPNAV Form 5211/9 (Disclosure Accounting Form-Record of Disclosure), in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring only personal information authorized by the references or individual is released.

PERFORMANCE STEPS:
1. Receive a request for disclosure of personal information.
2. Determine if personal information can be released in accordance with The Privacy Act of 1974.
3. Obtain member’s permission to release information not authorized for release under The Privacy Act of 1974.
4. Extract information from the service record and/or computer record, as required.
5. Effect release of information, if appropriate.
6. Document release of any information on OPNAV Form 5211/9 (Disclosure Accounting Form-Record of Disclosure).
7. Maintain OPNAV Form 5211/9 in service record.

REFERENCES:
1. MCO P1070.12K Individual Records Administration Manual (IRAM)
2. MCO P5211.2B the Privacy Act of 1974
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0121-SEPS-1007: Process separations documents

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

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

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the Document Tracking Management System (DTMS) and MCTFS, service records, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring documents are free of typographical or format errors, are forwarded 90 days prior to the member's separation date for review and signature, entries are reported on the Unit Diary within five days of the occurrence of the event, and in accordance with the references.

PERFORMANCE STEPS:
1. Receive notification of member to be separated.
2. Assist member in preparation of the separation data sheet.
3. Review separation data sheet for completeness.
4. Counsel member on requirement to attend separation seminars.
5. Prepare separation documents, as required.
6. Make appropriate SRB/OQR entries, as required.
7. Forward documents to supervisor for review and signature.
8. Obtain signatures for SRB/OQR entries, as required.
9. Ensure appropriate entries are reported on the Unit Diary.
10. Distribute separation documents, as required.
11. Forward service records in accordance with MCO P1070.12.

REFERENCES:
1. JFTR NAVSO P-6034 Joint Federal Travel Regulations
2. MCO 1001.39 Pre-Separation Counseling Concerning Marine Corps Reserve (MCR) Participation
3. MCO P1070.12K Individual Records Administration Manual (IRAM)
4. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
5. MCO P1751.3 Basic Allowance for Housing (BAH) Manual
6. MCO P1900.16E Marine Corps Separation and Retirement Manual (MARCORSEPSMAN)
7. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0121-SERR-1008: Prepare Family and Service Members Group Life Insurance

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

DESCRIPTION:

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to current web-based or database systems, Service Members Group Life Insurance (SGLI) forms, the individual member, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring that the SGLI or Family Service Members Group Life Insurance (FSGLI) insurance forms are without error, appropriate transactions are reported on the Unit Diary within five days from the date of the occurrence of the event, and in accordance with the references.

PERFORMANCE STEPS:
1. Determine insurance requirement.
2. Verify supporting documents, if required.
3. Verify document completion.
4. Obtain signatures from member and certifying official.
4. Report appropriate entries on the Unit Diary, if required.

REFERENCES:
1. MCO P1070.12K Individual Records Administration Manual (IRAM)
2. MCO P1741.8 Government Life Insurance Manual
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0121-SERR-1009: Prepare Service Record Book (SRB)/Officer Qualification Record (OQR) standard page entries

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 18 months

DESCRIPTION:

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to make entries to the standard pages of the SRB/OQR, access to MCTFS, service record (SRB/QOR), source documents, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, ensuring all entries are free of typographical or format errors, and are reported on the Unit Diary within five days of the occurrence of the event.

PERFORMANCE STEPS:
1. Identify affected standard page.
2. Determine required SRB/OQR entry.
3. Extract appropriate information from source documents.
4. Make appropriate/required SRB/OQR entries.

REFERENCES:
1. DoD 7000.14 DoD Financial Management Regulations (DoDFMR)
2. MCO 1001.45 Augmentations, Retention, and Return of Active Duty of Reserve
3. MCO 1001.59 Active Duty for Special Work in Support of the Total Force (ADSW)
4. MCO 1001R.54 Marine Corps Reserve Incremental Initial Active Duty for Training (IIADT) Program
5. MCO 10110.47 Basic Allowance for Subsistence (BAS)
6. MCO 1740.13 Family Care Plans
7. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
8. MCO P1070.12K Individual Records Administration Manual (IRAM)
9. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
10. MCO P1741.8 Government Life Insurance Manual
11. MCO P1751.3 Basic Allowance for Housing (BAH) Manual
12. MCO 5000.14D Marine Corps Administrative Procedures (MCAP)
13. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0121-SERR-1010: Process Good Conduct Medal information

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 18 months

DESCRIPTION:

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to current web-based or database systems and electronic forms, service records, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring the certificate is free of typographical or format errors, accurately reflect the period and number of the award, and the transaction is reported on the Unit Diary within five days of the occurrence of the event.

PERFORMANCE STEPS:
1. Determine eligibility for appropriate award.
2. Extract required information from source document.
3. Determine period and number of award.
4. Prepare appropriate certificate.
5. Forward original certificate to the unit commander for signature.
6. Forward copy of completed certificate to the Unit Diary for processing into MCTFS.

REFERENCES:
1. MCO 1650.19J Administrative and Issue Procedures for Decorations, Medals, and Awards
2. MCO P1070.12K Individual Records Administration Manual (IRAM)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting

Instructions Users Manual
4. SECNAVINST 1650.1G Navy Marine Corps Awards Manual

0121-SERR-1011: Process Dependency Application (NAVMC 10922)

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

DESCRIPTION: Members who gain or lose family members are required to complete a dependency application and associated forms. Administrators will assist the member in this process.

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a web-based or database systems, source documents, the service member, NAVMC 10922 (Dependency Application), NAVMC 11346 (Child Dependency Determination Affidavit), DD Form 137-3 (Parent Dependency Statement), SGLV Form 8286 (Service Member's Group Life Insurance), SGLV Form 8286A Family Member's Group Life Insurance), IRS W-4 Form, DD Form 1561 (Family Separations Allowance), in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring the application package contains all required documentation, is prepared without typographical and format errors, and the dependency transaction is reported on the Unit Diary within five days from the occurrence of the event.

PERFORMANCE STEPS:
1. Receive notification or requirement for dependency package.
2. Verify supporting documents.
3. Verify document completion.
4. Complete other required documents, as required.
5. Submit dependency application with supporting documents for signature.
6. Report appropriate entries on the Unit Diary.
7. File completed package in the service record.

REFERENCES:
1. DoD 7000.14 DoD Financial Management Regulations (DoDFMR)
2. MCO 1740.13 Family Care Plans
3. MCO P1070.12K Individual Records Administration Manual (IRAM)
4. MCO P1741.8 Government Life Insurance Manual
5. MCO P1751.3 Dependency Determination and Basic Allowance for Housing (BAH) Manual
6. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0121-SERR-1012: Conduct service records audit

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

DESCRIPTION: The purpose of a service record audit is to verify information contained in the member's OQR/SRB and in MCTFS.

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to MCTFS, OQR/SRB, source documents, the service member, in a field or garrison environment, and with the aid of references.

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

PERFORMANCE STEPS:
1. Determine occasion for audit.
2. Contact member to schedule time and date for audit.
3. Pull needed information from either MCTFS or Operational Data Storage Enterprise (ODSE) to assist with the audit.
4. Conduct audit with member.
5. Verify information contained in the OQR/SRB against source documents and MCTFS.
6. Screen document side of service record and remove extraneous material.
7. Determine corrective action necessary to resolve discrepancies.
8. Take corrective action.

REFERENCES:
1. DoD 7000.14 DoD Financial Management Regulations (DoDFMR)
2. JFTR NAVSO P-6034 Joint Federal Travel Regulations
3. MCO 10110.47 Basic Allowance for Subsistence (BAS)
4. MCO P1070.12K Individual Records Administration Manual (IRAM)
5. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
6. MCO P1741.8 Government Life Insurance Manual
7. MCO P1751.3 Basic Allowance for Housing (BAH) Manual
8. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0121-SERR-1013: Process Proficiency and Conduct Marks

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

DESCRIPTION: Proficiency and conduct marks are required on specific occasions. Once approved, markings are entered into the MCTFS via the Unit Diary Marine Integrated Personnel System (UDMIPS).

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or data base systems, service records, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring accurate marks are properly entered into MCTFS via UDMIPS for all eligible members, and are reported on the Unit Diary within five days of the occurrence of the event.

PERFORMANCE STEPS:
1. Receive proficiency and conduct marking rosters.
2. Verify correct occasion for proficiency and conduct marks against source documents.
3. Report appropriate entries via the Unit Diary.
4. Ensure proficiency and conduct marks are properly processed into MCTFS.
5. Research any occasions of failed marks because of another occasion with the same ending date.
6. Ensure senior reporting occasion is properly reported on members with two occasions of the same date.
7. Pull roster to verify all eligible members received proficiency and conduct marks.

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

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0121-UNDR-1014: Extract Marine Corps Total Force System (MCTFS) data

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

DESCRIPTION:

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to extract data from MCTFS, access to MCTFS, service records, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to verify data contained in the service record and in MCTFS is accurate, is complete, corrective action on deficiencies or errors is taken within established timeframes.

PERFORMANCE STEPS:
1. Access MCTFS.
2. Retrieve required information.
3. Verify information against service record, MCTFS reports and other documents.

4. Submit research results to applicable section for corrective action.
5. Advise supervisor of action taken or required.

REFERENCES:
1. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System (MCTFS APSM) Manual
2. DoD 7000.14 DoD Financial Management Regulations (DoDFMR)
3. JFTR NAVSO P-6034 Joint Federal Travel Regulations
4. MCO 10110.47 Basic Allowance for Subsistence (BAS)
5. MCO 7220.21 Advanced Pay Incident to Permanent Change of Station
6. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
7. MCO P1070.12K Individual Records Administration Manual (IRAM)
8. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
9. MCO P1741.8 Government Life Insurance Manual
10. MCO P1751.3 Dependency Determination and Basic Allowance for Housing (BAH) Manual
11. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0121-UNDR-1015: Operate Unit Diary Marine Integrated Personnel Systems (UDMIPS)

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

DESCRIPTION: The UDMIPS is the primary means of reporting and updating a member's personal, pay or training information contained in the MCTFS.

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to UDMIPS, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure all adjustments or updates to a member's personal, pay or training record in MCTFS are accurate, source documents are annotated, and Unit Diary transactions are reported within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Review source documents to determine required adjustment/update/reportable transaction.
2. Refer to the references for correct content within the transaction.
3. Determine type of transaction code (TTC) and sequence number for the transaction.
4. Prepare rough draft Unit Diary.
5. Verify Unit Diary transactions.
6. Correct rough draft Unit Diary, as required.
7. Print rough draft of the Unit Diary.
8. Submit Unit Diary to supervisor for review and/or certification.
9. Once Unit Diary is certified, ensure processing into MCTFS

10. After Unit Diary has processed into MCTFS, annotate source documents and file as required.

REFERENCES:
1. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
3. UDS-1080-02 Unit Diary System (UDS) Users Manual

0121-UNDR-1016: Generate Operational Data Store Enterprise (ODSE) simple list reports and rosters

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

DESCRIPTION: From time to time situations require a retrieval of MCTFS data. OSDE can generate these simple list reports and rosters.

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to ODSE, a request for a simple roster or ad hoc report, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring the report or roster contains all the requested data elements and within requested timeframe.

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

REFERENCES:
1. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
3. ODSE Users Manual

0121-UNDR-1017: Process punitive reductions

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

DESCRIPTION: A member may be reduced because of nonjudicial punishment (NJP) or a court-martial.

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to service records, current web-based or database systems and electronic forms, source documents, legal support, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring the member's pay and personnel record are properly adjusted in MCTFS, and transactions are reported on the Unit Diary within five days of the occurrence of the event.

PERFORMANCE STEPS:
1. Receive punitive reduction source documents.
2. Log into UDMIPS.
3. Prepare Unit Diary with punitive reduction transactions.
4. Forward Unit Diary rough for review and certification.
5. Ensure punitive reduction is processed into MCTFS once certified.
6. File punitive reduction documentation in service record.

REFERENCES:
1. MCM Manual for Courts-Martial, 2005 Edition
2. MCO P1070.12K Individual Records Administration Manual (IRAM)
3. MCO P1400.31 Marine Corps Promotion Manual, Volume 1, Officer Promotions (MARCORPROMMAN OFFPROM)
4. MCO P1400.32 Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (MARCORPROMMAN)
5. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)
6. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

4004. 2000-LEVEL EVENTS

0121-CORP-2001: Process Permanent Change of Assignment (PCA) Orders

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

DESCRIPTION:

BILLETS: Personnel Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the web order authorization from HQMC directing a member's PCA, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring there are no typographical or format errors, PCA orders are forwarded for review and signature 15 days prior to the member's detachment date, are reported on the Unit Diary within five days from the occurrence of the event, and in accordance with the references.

PERFORMANCE STEPS:
1. Receive web PCA orders or CMC messages.
2. Review information contained in web orders to determine type of PCA order endorsement.
3. Edit PCA orders, if required.
4. Forward PCA orders for review and signature.
5. Deliver signed original PCA orders to member.
6. Forward official file copy of PCA orders to Unit Diary Section.
7. Retain official file copy for correspondence files with required documents.

REFERENCES:
1. JFTR NAVSO P-6034 Joint Federal Travel Regulations
2. MCO P1300.8 Marine Corps Personnel Assignment Policy
3. MCO 1320.11F Personnel Sponsorship Program
4. MCO 1326.5 Marine Corps Web Orders System (WEB ORDERS)
5. MCO 4650.30 Port Call Procedures Applicable to the Movement of Marine Corps-Sponsored Passenger Traffic Between CONUS and Overseas Areas (Including Alaska and Hawaii) and Within and Between Overseas Areas
6. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
7. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
8. MCO P1070.12K Individual Records Administration Manual (IRAM)
9. MCO P1326.6D Selecting, Screening and Preparing enlisted Marines for Special Duty Assignments and Independent Duties (SDAMAN)
10. MCO P4650.37 Marine Corps Travel Instructions Manual (MCTIM)
11. MCO P7301.104 Accounting Under the Appropriations "Military Personnel, Marine Corps" and "Reserve Personnel, Marine Corps"
12. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
13. SECNAVINST M-5210.2 Standard Subject Identification Codes

0121-CORP-2019: Process Command Special Orders

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

DESCRIPTION: Command special orders are utilized to reassign members within the local command.

BILLETS: Personnel Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the request and approval for assignment, reassignment and designation, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring there is no typographical or format errors, and the transaction is reported on the Unit Diary within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Receive typed Command Special Order.
2. Verify Special Order Number.
3. Ensure Command Special Order is in the correct format.
4. Edit Command Special Order, if required.
5. Forward completed Command Special Order for review and signature.
6. Report appropriate change via Unit Diary.

REFERENCES:
1. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
2. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
3. SECNAVINST M-5210.2 Standard Subject Identification Codes

0121-CORP-2002: Process Permanent Change of Station (PCS) Orders

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

DESCRIPTION:

BILLETS: Personnel Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the web order authorization from HQMC directing a member’s PCS, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring there are no typographical or format errors, PCS orders are prepared 90 days prior to the member’s detachment date, are reported on the Unit Diary within five days from the occurrence of the event, and in performance step sequence.

PERFORMANCE STEPS:

1. Receive web PCS orders or CMC messages.
2. Review information contained in web orders to determine PCS orders endorsement.
3. Interview member to obtain necessary information.
4. Provide screening checklists to member during initial interview.
5. Provide dependent checklist to member during initial interview, if required.
6. Submit request for dependent entry approval/area clearance upon completion of checklist, if required.
7. Submit port call request upon approval of area clearance, if required.
8. Prepare PCS orders upon member's completion of required checklist.
9. Forward completed PCS orders for review and signature.
10. Deliver signed original PCS orders to member.
11. Forward official file copy of PCS orders to Unit Diary Section.
12. Retain official file copy for correspondence files with required documents.

REFERENCES:

1. JFTR NAVSO P-6034 Joint Federal Travel Regulations
2. MCO P1300.8R Marine Corps Personnel Assignment Policy
3. MCO 1320.11F Personnel Sponsorship Program
4. MCO 1326.5 Marine Corps web Orders Systems (WEB ORDERS)
5. MCO 4650.30 Port Call Procedures Applicable to the Movement of Marine Corps-Sponsored Passenger Traffic Between CONUS and Overseas Areas (Including Alaska and Hawaii) and Within and Between Overseas Areas
6. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
7. MCO P1001R.1JMarine Corps Reserve Administrative Management Manual (MCRAMM)
8. MCO P1070.12K Individual Records Administration Manual (IRAM)
9. MCO P1326.6D Selecting, Screening and Preparing enlisted Marines for Special Duty Assignments and Independent Duties (SDAMAN)
10. MCO P4650.37 Marine Corps Travel Instructions Manual (MCTIM)
11. MCO P7301.104 Accounting Under the Appropriations "Military Personnel, Marine Corps" and "Reserve Personnel, Marine Corps"
12. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
13. SECNAVINST M-5210.2 Standard Subject Identification Codes

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0121-LGAD-2020: Process Courts-Martial packages

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

DESCRIPTION:

BILLETS: Personnel Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based or database systems, OQR/SRB and MCTFS, legal support, NAVMC 118(13) (Record of Convictions by Court-Martial),

results of trial and Convening Authority's (CA) action, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring that prior to and upon completion of the Court-Martial NAVMC 118(13) is prepared without typographical or format errors, the CA's action is reporting on the Unit Diary within five working days of the occurrence of the event, and proper distribution is made of the court-martial documentation.

PERFORMANCE STEPS:
1. Receive CA's action and source documents.
2. Review source documents and CA's action.
3. Ensure NAVMC 118(13) is complete and accurate.
4. Forward NAVMC 118(13) for review and signature.
5. Complete appropriate entries in the service record book.
6. Report appropriate entries via Unit Diary.
7. Make proper distribution of NAVMC 118(13).
8. File and maintain source documents as appropriate.

REFERENCES:
1. MCM Manual for Courts-Martial, 2005 Edition
2. MCO P1070.12K Individual Records Administration Manual (IRAM)
3. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0121-LGAD-2003: Process Unit Punishment Book (NAVMC 10132)

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 18 months

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

BILLETS: Personnel Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based systems or database and electronic forms, service records, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring punishment(s) imposed does not exceed the maximum punishment allowed, there are no typographical or grammatical errors on the NAVMC 10132 prior to and upon completion of the NJP proceeding, and punishment imposed is reported on the Unit Diary within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Review source documents and references.
2. Prepare blocks 1 through 5 and 18 through 21 of the UPB form prior to the NJP.
3. Complete blocks 6-17 of UPB form after NJP.

4. Attach all documents to the UPB form.
5. Forward UPB form to the Unit Diary Section for appropriate entries.
6. Forward UPB form to the Service Record Section for appropriate entries.
7. File UPB in the service record with applicable source documents
8. File copies in the unit correspondence file.

REFERENCES:
1. MCM Manual for Courts-Martial, 2005 Edition
2. MCO P1070.12K Individual Records Administration Manual (IRAM)
3. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)

0121-MPMN-2004: Monitor morning reports in MOL

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

DESCRIPTION: Morning reports are required on a daily basis. MOL provides personnel accountability through a web-based application.

BILLETS: Personnel Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to MOL, subordinate units' completed morning reports, in a field or garrison environment, and with the aid of the reference.

STANDARD: Ensuring consolidated reports are forwarded to higher headquarters on a daily basis; entries requiring Unit Diary action are reported within five working days of the occurrence of the event, and in accordance with the reference.

PERFORMANCE STEPS:
1. Log on to MOL.
2. Review subordinate units' morning reports.
3. Consolidate morning reports.
4. Submit consolidated morning report to higher headquarters, as directed.
5. Ensure timely processing of entries requiring Unit Diary or SRB/OQR action.

REFERENCE:
1. MOL User Manual

0121-PYAL-2021: Process travel claim

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

DESCRIPTION: Travel claims must be submitted upon completion of all periods associated with permanent change of station.
BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a set of PCS orders, DD Form 1351-2 (Travel Voucher or Sub Voucher), receipts, access to the member, in a field or garrison environment, and with the aid of references.

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

PERFORMANCE STEPS:
1. Receive completed claim from member or have member complete DD Form 1351-2.
2. Review completed claim for accuracy and completeness.
3. Forward travel claim to approving official for review and signature.
4. Once signed, make appropriate copies and forward claim to the local disbursing office.
5. Review travel settlement to ensure payment is correct.
6. Track completion of travel claim.
7. File travel claim as required by the references.

REFERENCES:
1. JFTR NAVSO P-6034 Joint Federal Travel Regulations
2. MCO 4600.40A Government Travel Charge Card Program (GTCCP)
3. MCO P4650.37 Marine Corps Travel Instructions Manual (MCTIM)

0121-PYAL-2022: Process Personnel Tempo (Perstempo) information

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

DESCRIPTION: Perstempo information is a member's deployment history and is tracked within MCTFS. This information determines a member's eligibility for high-deployed Per Diem and for adjustment to the overseas control date.

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based systems and MCTFS, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring upon completion of deployment or official travel the appropriate Perstempo code and inclusive dates are reported on the Unit Diary within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Receive deployment roster or member's completed travel claim.
2. Determine appropriate perstempo code.
3. Report correct perstempo entry on Unit Diary for processing into MCTFS.
4. Review perstempo record to determine if an overseas control date adjustment is required.

REFERENCES:
1. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0121-PYAL-2023: Process overseas station allowances

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

DESCRIPTION: Upon arrival at an overseas duty station, members may be authorized additional pay and allowances. Additionally, if they are serving an unaccompanied/restricted tour, their pay and allowances may require modification.

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based or database systems, electronic forms, the service record, original orders, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring appropriate entitlements or status changes are reported on the Unit Diary within five working days of the occurrence of the event and in accordance with the references.

PERFORMANCE STEPS:
1. Receive notification from member or advisory of a change.
2. Review overseas pay entitlements affected by change.
3. Complete required forms to document entitlement.
4. Submit appropriate documentation for review and signature.
5. Forward signed documents to Unit Diary for processing into MCTFS.
6. Ensure documents are filed as required by the references.

REFERENCES:
1. DoD 7000.14 DoD Financial Management Regulations (DoDFMR)
2. JFTR NAVSO P-6034 Joint Federal Travel Regulations
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0121-PYAL-2024: Prepare miscellaneous Military Pay Order/Special Payment Authorizations (NAVMC 11116)

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

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

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based or database systems, DTMS, NAVMC 11116 (Miscellaneous Military Pay Order/Special Payment Authorization), the service record, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring the NAVMC 11116 is completed without typographical or format errors, transactions are reported on the Unit Diary within five days from the occurrence of the event, and are prepared in accordance with the references.

PERFORMANCE STEPS:
1. Log into DTMS.
2. Review service record and source documents.
3. Complete all required blocks on NAVMC 11116.
4. Forward NAVMC 11116 to reviewing official.
5. Track NAVMC 11116 through completion and adjustment to member's pay or personnel record.

REFERENCES:
1. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 DOD Financial Management Regulations (DoDFMR)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0121-PYAL-2025: Process operational pay entitlements

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

DESCRIPTION: The administrative office will ensure that deployment/exercise entitlements are accurately reported.

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to MCTFS, roster of deployed members, supporting documents, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring eligible members receive accurate pay and allowances while deployed, and all authorized exercise entitlements are reported on the Unit Diary within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Receive notification of unit or members' eligibility for operational pay entitlements.
2. Receive roster.

3. Verify members' eligibility for a specific operational pay.
4. Determine members' operational pay.
5. Report members' entitlement on the Unit Diary.
6. Submit source documents and Unit Diary rough for review and signature.

REFERENCES:
1. DoD 7000.14 DoD Financial Management Regulations (DoDFMR)
2. MCO 10110.47 Basic Allowance for Subsistence (BAS)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
4. NAVSO P-60304 Joint Federal Travel Regulations

0121-PYAL-2006: Review pay and allowances

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

DESCRIPTION: Pay and allowances vary from station to station, and member to member.

BILLETS: Personnel Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to current web-based or database systems, service records, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring MCTFS reflects the member's correct pay and allowances, appropriate entitlements are reported on the Unit Diary within five days of the occurrence of the event, and in accordance with the references.

PERFORMANCE STEPS:
1. Receive completed documentation for review.
2. Review documentation for accuracy and completeness.
3. Return for corrective action, if required.
4. Submit accurate and completed documentation for signature.
5. Ensure changes are updated in MCTFS.
6. Ensure documentation is filed, as required.

REFERENCES:
1. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 DoD Financial Management Regulations (DoDFMR)
3. MCO 10110.47 Basic Allowance for Subsistence (BAS)
4. MCO P1300.8 Marine Corps Personnel Assignment Policy
5. MCO 7220.12 Special Duty Assignment (SDA) Pay Program
6. MCO P1001R.1 Marine Corps Reserve Administrative Management Manual
7. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
8. MCO P1751.3 Basic Allowance for Housing (BAH) Manual
9. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0121-PYAL-2026: Utilize Document Tracking Management System (DTMS)

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

DESCRIPTION: The DTMS is utilized to electronically forward pay documents to the local disbursing office.

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to DTMS, MCTFS, the service record, source documentation, a document scanner, in a field or garrison environment, and with the aid of references.

STANDARD: On a daily basis to verify pay adjustments reported into MCTFS are accurate, to track pay adjustments to successful completion, and in performance step sequence.

PERFORMANCE STEPS:
1. Log into DTMS.
2. Check status of pending and completed pay documents.
3. Review action taken on completed pay documents.
4. Review members pay or personnel record in MCTFS
5. Ensure adjustments are accurate and complete.

REFERENCES:
1. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 DoD Financial Management Regulations (DoDFMR)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0121-PYAL-2027: Process Career Status Bonus (CSB) Election (DD Form 2839)

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

DESCRIPTION: Administrators are required, from time to time, to assist the member in the preparation of their CSB Election Form.

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to MCTFS, web-based or database systems, service records, DD Form 2839 (Career Status Bonus Election Form), in a field or garrison environment, and with the aid of the reference.

STANDARD: In performance step sequence, ensuring the form is free of typographical or format errors, transactions are report on the Unit Diary

within five working days of the occurrence of the event, and appropriate distribution is made of the form.

PERFORMANCE STEPS:
1. Receive notification from member or advisory of CSB election requirement.
2. Assist member in the completion of the election form.
3. Ensure accuracy and completeness of form.
4. Report CSB election into MCTFS.
5. File original CSB election form in service record.
6. Forward copies for inclusion in member's Official Military Personnel File.

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

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0121-RESA-2032: Process Operational Support Duty (OSD) Orders

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

DESCRIPTION: OSD orders are utilized to allow reserve personnel to perform active duty for periods in addition to their normal drill and annual training periods.

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given access to web-based or database systems, OSD orders, source documents, service records, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring appropriate and accurate adjustments are made to the reserve member's pay and allowances, and transactions are reported on the Unit Diary within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Receive executed OSD orders and source documents.
2. Review ODS orders and source documents.
3. Ensure appropriate service record and Unit Diary entries are completed.
4. File and maintain orders and source documents, as required.

REFERENCES:
1. DoD 7000.14 DoD Financial Management Regulations (DoDFMR)

2. MCO 1001.59 Active Duty for Special Work in Support of the Total Force (ADSW)
3. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0121-RESA-2033: Process annual training information

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

DESCRIPTION:

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given access to web-based or database systems, MCTFS, service records, orders, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring all completed annual training is properly annotated in the Reserve member's service record, annual training is reported in MCTFS within five working days of the occurrence of the event, and in accordance with the references.

PERFORMANCE STEPS:
1. Review source documents and unit training rosters.
2. Make required service record entries to record annual training.
3. Make required Unit Diary entries to record annual training.

REFERENCES:
1. MCO 1001.45 Augmentation, Retention, and Return to Active Duty of Reserve Officers and Redesignation of Restricted Officers to Unrestricted Status
2. MCO 1001.52 Active Reserve (AR) Support to the Reserve Component (RC)
3. MCO 1001.59 Active Duty for Special Work in Support of the Total Force (ADSW)
4. MCO 1001R.54 Marine Corps Reserve Incremental Initial Active Duty for Training (IIADT) Program
5. MCO 1100R.76 Active Reserve (AR) Career Recruiting Program
6. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
7. MCO P1040R.35 Marine Corps Reserve Career Planning Guide

0121-RESA-2034: Utilize Marine Reserve Order Writing System (MROWS)

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

DESCRIPTION: The MROWS automates the entire Reserve order writing process from the initial request for orders through the final settlement of those orders. MROWS also includes the capability to track orders throughout the process.

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given access to web-based and database systems, the MROWS, appropriate directives, in a field or garrison environment, and with the aid of references.

STANDARD: To prepare individual or group Reserve orders without typographical or format errors, and to track individual or group Reserve orders from initial request through final settlement.

PERFORMANCE STEPS:
1. Log onto MROWS.
2. Review MROWS request.
3. Authenticate MROWS request.
4. Print Reserve orders.
5. Distribute and track Reserve orders as required.

REFERENCES:
1. JFTR NAVSO P-6034 Joint Federal Travel Regulations
2. MCO 4600.40A Government Travel Charge Card Program (GTCCP)
3. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
4. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
5. MCO P4650.37 Marine Corps Travel Instructions Manual (MCTIM)

0121-RESA-2035: Conduct mobilization and demobilization of reservists

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 18 months

DESCRIPTION:

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given access to MCTFS, service records, mobilization or demobilization orders for the unit or section, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring all appropriate entries are made in Reserve service records, transactions are reported on the Unit Diary within five working days of the occurrence of the event, and in accordance with the references.

PERFORMANCE STEPS:
1. Determine the SRB/OQR entry requirements.
2. Make mobilization/demobilization SRB/OQR entries, as required.
3. Report mobilization/demobilization Unit Diary entries, as required.
4. Submit entries for signature, as required.

REFERENCES:
1. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)

2. DoD 7000.14 DoD Financial Management Regulations (DoDFMR)
3. JFTR NAVSO P-6034 Joint Federal Travel Regulations
4. MCO 1001.45 Augmentation, Retention, and Return to Active Duty of Reserve Officers and Redesignation of Restricted Officers to Unrestricted Status
5. MCO 1001.52 Active Reserve (AR) Support to the Reserve Component (RC)
6. MCO 1001.59 Active Duty for Special Work in Support of the Total Force (ADSW)
7. MCO 1001.61 Policy and Procedures for Sourcing Personnel to Meet Individual Augmentation (IA) Requirements
8. MCO 1001R.54 Marine Corps Reserve Incremental Initial Active Duty for Training (IIADT) Program
9. MCO 1740.13 Family Care Plans
10. MCO 4600.40A Government Travel Charge Card Program (GTCCP)
11. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
12. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
13. MCO P1070.12K Individual Records Administration Manual (IRAM)
14. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
15. MCO P1741.8 Government Life Insurance Manual
16. MCO P1751.3 Dependency Determination and Basic Allowance for Housing (BAH) Manual
17. MCO P1900.16E Marine Corps Separation and Retirement Manual
18. MCO P4650.37 Marine Corps Travel Instructions Manual (MCTIM)
19. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0121-RESA-2036: Process reserve administrative entitlements

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 18 months

DESCRIPTION: Administrative personnel are required to review and verify Reserve personnel's service records, database records, pay entitlements, and make appropriate adjustments into MCTFS.

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given access to MCTFS, a Reserve service record, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring Reserve personnel are receiving accurate pay and allowances, Reserve records are updated as changes occurs, and all required transactions are reported on the Unit Diary within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Verify member's eligibility for pay entitlement.
2. Advise member on eligibility for the pay entitlement.
3. Ensure documentation substantiating entitlement is completed within established timeframes.

4. Return document for correction, if required.
5. Submit document for signature.
6. Distribute documentation, as required.

REFERENCES:
1. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 DoD Financial Management Regulations (DoDFMR)
3. JFTR NAVSO P-6034 Joint Federal Travel Regulations
4. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
5. MCO P1751.3 Dependency Determination and Basic Allowance for Housing (BAH) Manual

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0121-SEPS-2007: Process separations documents

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

DESCRIPTION: Administrative personnel must be able to prepare all documentation related to separation, discharge or retirement.

BILLETS: Personnel Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to DTMS and MCTFS, the service record, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring documentation is complete, is free of typographical or format errors, is forwarded within 90 days prior to the service member's separation date for review and signature, and transactions are reported on the Unit Diary within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Receive separation notification on member.
2. Assist member in preparation of separation data sheet.
3. Review separation data sheet for completeness.
4. Counsel member on requirement to attend separation seminars.
5. Prepare separation documents, as required.
6. Make appropriate SRB/OQR entries, as required.
7. Forward documents to supervisor for review.
8. Obtain signatures on documents and SRB/OQR entries, as required.
9. Ensure appropriate entries are reported on the Unit Diary.
10. Distribute separation documents, as required.
11. Forward service records in accordance with MCO P1070.12.

REFERENCES:
1. JFTR NAVSO P-6034 Joint Federal Travel Regulations
2. MCO 1001.39 Pre-Separation Counseling Concerning Marine Corps Reserve (MCR) Participation
3. MCO P1070.12K Individual Records Administration Manual (IRAM)

4. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
5. MCO P1751.3 Dependency Determination and Basic Allowance for Housing (BAH) Manual
6. MCO P1900.16 Marine Corps Separation and Retirement Manual (MARCORSEPSMAN)
7. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0121-RESA-2037: Process Unit Muster Sheets (UMS)

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

DESCRIPTION: UMS are used to account for Reserve personnel present during a drill period. Unit administrators assist in the preparation of UMS and ensure all information is reported into the MCTFS.

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given access to web-based or database systems and electronic forms, service records, muster sheets, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring accurate personnel accountability during a drill period and transactions are reported on the Unit Diary within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Determine Active Duty Training (ADT)/Inactive Duty Training (IDT) participation requirements.
2. Review UMS for accuracy.
3. Ensure UMS account for absences or rescheduled IDT with comments.
4. Annotate and validate UMS corrections.
5. Ensure Commander certifies unit muster.
6. Ensure UMS data is reported into MCTFS via the Unit Diary within established timeframes.

REFERENCES:
1. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
2. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0121-SEPS-2008: Process Separation/Travel Pay Certificate (NAVMC 11060)

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 18 months

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

BILLETS: Personnel Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems, DTMS, the service record, source documents, NAVMC 11060 (Separation/Travel Pay Certificate), in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring the certificate is complete, is prepared without typographical or format errors, is verified against information contained in service records and source documents, and transactions are reported on the Unit Diary within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Log into DTMS.
2. Review source documents.
3. Prepare NAVMC 11060.
4. Forward NAVMC 11060 for review and signature.
5. Track submission of NAVMC 11060 until completion and payment.

REFERENCES:
1. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 DoD Financial Management Regulations (DoDFMR)
3. MCO P1070.12K Individual Records Administration Manual (IRAM)
4. MCO P1900.16E Marine Corps Separation and Retirement Manual (MARCORSEPSMAN)

0121-SERR-2028: Complete Service Record Book Closeout and Transfer

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

DESCRIPTION: A service record will be closed out on certain occasions. Specific actions (documents prepared and entries made) are taken to finalize the member’s service record. Upon closeout, the service record is mailed to the appropriate agency for long-term retention.

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the appropriate situation, supporting documents, service record, in a field or garrison environment, and with the aid of the reference.

STANDARD: Ensuring all appropriate service record entries are entered, are accurate, required documentation is in the service record prior to transfer, and the service record is mailed within the timeframe established by the reference.

PERFORMANCE STEPS:
1. Receive notification service record must be closed out.
2. Receive Service Record Book (SRB)/Officer Qualification Record (OQR).
3. Review source documents directing the closeout.
4. Prepare entries in the SRB/OQR.
5. Forward SRB/OQR to supervisor for review and signature prior to mailing.
6. Mail to appropriate agency for long-term retention.

REFERENCE:
1. MCO P1070.12K Individual Records Administration Manual (IRAM)

0121-SERR-2009: Process Good Conduct Medal (GCM) information

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 18 months

DESCRIPTION:

BILLETS: Personnel Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems and electronic forms, service records, NAVMC 71 (Good Conduct Medal Certificate), in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring GCM certificate contain no typographical or format errors, the certificates reflects the correct commencement date, period and number of award, the transaction is reported on the Unit Diary within five working days of the occurrence of the event, and in accordance with the references.

PERFORMANCE STEPS:
1. Determine eligibility for award.
2. Extract required information from source document.
3. Determine period and number of award.
4. Update award commencement date via the Unit Diary.
5. Forward original certificate to unit commander for presentation.
6. Forward copy of original certificate to CMC (MMSR) for inclusion in service member’s OMPF.

REFERENCES:
1. MCO 1650.19J Administrative and Issue Procedures for Decorations, Medals, and Awards
2. MCO P1070.12K Individual Records Administration Manual (IRAM)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
4. SECNAVINST 1650.1G Navy Marine Corps Awards Manual

0121-SERR-2010: Review Proficiency and Conduct Marks

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

DESCRIPTION: Proficiency and conduct (pro/con) marks are assigned to Corporals and below on the occasions as prescribed in MCO P1070.12.

BILLETS: Personnel Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or data base systems, MCTFS, UDMIPS, service records, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring all eligible service members receive accurate marks, and transactions are reported on the Unit Diary within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Receive source documents.
2. Review pro/con roster to ensure marks and occasions are accurate.
3. Ensure appropriate Unit Diary entries are typed.
4. Ensure entries are reported on the Unit Diary.
5. Ensure corrective action is taken on transactions that do not post because of another occasion.
6. Ensure source documents are returned or filed, as required.
7. Pull rosters to ensure all eligible service members received pro/con marks.

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

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0121-SERR-2029: Prepare enlisted promotion warrants

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

DESCRIPTION:

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based or database system, service record, promotion warrants, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring warrants contain no typographical or format errors, are submitted for signature no later than the first working day of each month, and Unit Diary transactions are reported within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Receive notification of selected members via the electronic diary feedback report in UDMIPS.
2. Forward list of selected members to commands for verification of member's recommendation for promotion.
3. Receive input from commands.
4. Prepare promotion warrants on members selected.
5. Distribute signed promotion warrants, as required.
6. Report "WILL NOT PROMOTE" on the Unit Diary if selected member is not recommended.
7. Ensure Unit Diary containing the "WILL NOT PROMOTE" transaction is processed before the first U&E of each month.

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

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0121-SERR-2011: Process Dependency Applications (NAVMC 10922)

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

DESCRIPTION: Members who gain or lose family members are required to complete a dependency application and associated forms. Administrators will assist the member in this process.

BILLETS: Personnel Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems and electronic forms, the service member, service record, source documents, NAVMC 10922 (Dependency Application), NAVMC 11346 (Child Dependency Determination Affidavit), DD Form 137-3 (Parent Dependency Statement), SGLVC Form 8286 (Service Members' Group Life Insurance), SGLV Form 8286A (Family Member's Group Life Insurance), IRS W-4 Form, DD Form 1561 (Family Separations Allowance), in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring the application package contains all required documentation, is prepared without typographical and format errors, and the dependency transaction is reported on the Unit Diary within five days from the occurrence of the event.

PERFORMANCE STEPS:
1. Receive notification of change in dependency status.
2. Arrange appointment with member to complete application.
3. Assist member with completing application.
4. Ensure member signs completed application and attach appropriate source documents to application.

5. Submit dependency package and source documents for review and signature.
6. Give copies or originals to member for their records or action, as required.
7. Submit dependency package to Unit Diary Section for reporting.
8. Report dependency package into MCTFS via the Unit Diary.
9. Submit Unit Diary rough for review and certification.
10. Ensure Unit Diary is processed into MCTFS, as required.
11. File dependency package and source documents, as required.

REFERENCES:
1. DoD 7000.14 DoD Financial Management Regulations (DoDFMR)
2. MCO 1740.13 Family Care Plans
3. MCO P1070.12K Individual Records Administration Manual (IRAM)
4. MCO P1741.8D Government Life Insurance Manual
5. MCO P1751.3 Dependency Determination and Basic Allowance for Housing (BAH) Manual
6. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0121-SERR-2030: Process Family Service Member Group Life Insurance

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

DESCRIPTION: Family Service Member Group Life Insurance (FSGLI) is a policy for military dependents. Administrators provide guidance on the completion of this form.

BILLETS: Personnel Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to current web-based or database systems, SGLV Form 8286-A (Family Service member’s Group Life Insurance), the service member, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring the FSGLI Form is prepared without typographical and format errors, is complete, and appropriate transactions are reported on the Unit Diary within five days from the date of the occurrence of the event.

PERFORMANCE STEPS:
1. Review FSGLI Form completed by member.
2. Type new FSGLI to reflect new information.
3. Report FSGLI information on the Unit Diary.
4. Ensure signatures are obtained from member and certifying official.
5. Ensure Unit Diary entries are processed into MCTFS.
6. File and maintain FSGLI Form, as required.

REFERENCES:
1. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual (MCTFSPRIM)
2. MCO P1741.8D Government Life Insurance Manual

0121-UNDR-2012: Manage Unit Diary Marine Integrated Personnel Systems (UDMIPS)

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

DESCRIPTION: Administrators must understand the UDMIPS and how it works in order to properly adjust or update a member's pay, personal and training information that is contained in MCTFS.

BILLETS: Personnel Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to UDMIPS, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring adjustments or updates to a member's personal, pay or training information submitted into MCTFS are error free, source documents are properly annotated, and transactions are reported on the Unit Diary within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Review source documents to determine adjustment/update/reportable transactions.
2. Refer to the reference for the correct content within the transaction.
3. Determine the type of transaction code (TTC) and sequence number for the transaction.
4. Prepare the rough Unit Diary.
5. Verify the transactions.
6. Correct the rough Unit Diary, as required.
7. Print the rough Unit Diary.
8. Ensure processing into MCTFS after the Unit Diary is certified.
9. Submit the Unit Diary to the supervisor for review and/or certification.
10. Annotate source documents and file after the Unit Diary has processed into MCTFS, as required.

REFERENCES:
1. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
3. UDS-1080-02 Unit Diary System (UDS) Users Manual

0121-UNDR-2013: Generate Operational Data Store Enterprise (ODSE) simple lists, rosters and crosstab reports

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 18 months

DESCRIPTION: From time to time situations require a review of MCTFS data. ODSE is the system that is used to generate simple lists, rosters and crosstab reports.

BILLETS: Personnel Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to ODSE, a request for a simple list, roster, ad hoc report or crosstab report, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring the list, roster or report contains all the requested data elements.

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

REFERENCES:
1. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
3. ODSE Users Manual

0121-UNDR-2014: Report non-punitive reductions

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

DESCRIPTION: A service member may be the subject of a Competency Review Board (CRB) to determine their capability for maintaining their current rank. In some cases, the CRB will recommend a non-punitive reduction in rank.

BILLETS: Personnel Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems and electronic forms, service records, legal support, source documentation, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring a member’s pay and personnel record are properly adjusted, documentation is filed in the member’s service records, and reduction transactions are reported on the Unit Diary within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Receive non-punitive reduction source documents.
2. Log into UDMIPS.
3. Prepare Unit Diary with non-punitive reduction transactions.
4. Forward Unit Diary rough for review or certification.

5. Once certified, ensure non-punitive reduction has processed into MCTFS.
6. Ensure non-punitive reduction documentation is filed in the member's service record.

REFERENCES:
1. MCM Manual for Courts-Martial, 2005 Edition
2. MCO P1070.12K Individual Records Administration Manual (IRAM)
3. MCO P1400.31 Marine Corps Promotion Manual, Volume 1, Officer Promotions (MARCORPROMMAN OFFPROM)
4. MCO P1400.32 Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (MARCORPROMMAN)
5. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)
6. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0121-UNDR-2015: Process Electronic Diary Feedback Report (EDFR)

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

DESCRIPTION: An EDFR is generated by the UDMIPS when either an individual utilizing a web-based system or administrative personnel utilize the UDMIPS changes information. Administrative personnel will monitor and review action reflected on the EDFR, and update as required.

BILLETS: Personnel Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems and electronic forms, the service record, in a field or garrison environment, and with the aid of references.

STANDARD: To review items received on the EDFR on a daily basis, required service record entries are made, and Unit Diary transactions are reported within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Log into UDMIPS.
2. Ensure collection server properly downloads the EDFR.
3. Take corrective action, if required.
3. Access EDFR module.
4. Separate EDFR entries into previously created sections.
5. Determine action needed for EDFR entries.
6. Take appropriate Unit Diary action on EDFR entries.
7. Make service record entries as required by EDFR entries.
8. Ensure command and service member notification as required from EDFR.
9. Notify supervisor when EDFR is complete and ready for review and certification.

REFERENCES:
1. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)

2. DoD 7000.14 DoD Financial Management Regulations (DoDFMR)
3. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
5. UDS-1080-02 Unit Diary System (UDS) Users Manual

0121-UNDR-2016: Edit punitive reductions

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

DESCRIPTION: A member may be punitively reduced as the result of a court-martial or NJP.

BILLETS: Personnel Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems and electronic forms, service records, legal support, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring the member’s pay and personnel record are appropriately adjusted in MCTFS, Unit Diary transactions are reported within five working days of the occurrence of the event, and the reduction documentation is filed in the member’s service record.

PERFORMANCE STEPS:
1. Receive source documents for punitive reduction.
2. Log into UDMIPS.
3. Prepare Unit Diary with punitive reduction transactions.
4. Forward Unit Diary rough for review or certification.
5. Once certified, ensure punitive reduction has processed into MCTFS.
6. Ensure punitive reduction documentation is filed in the member’s service record.

REFERENCES:
1. MCM Manual for Courts-Martial, 2005 Edition
2. MCO P1070.12K Individual Records Administration Manual (IRAM)
3. MCO P1400.31 Marine Corps Promotion Manual, Volume 1, Officer Promotions (MARCORPROMMAN OFFPROM)
4. MCO P1400.32 Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (MARCORPROMMAN)
5. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)
6. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0121-UNDR-2017: Report reenlistments and extensions

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 18 months

DESCRIPTION: On occasion, administrative personnel will be required to report reenlistments or extensions of enlistment into MCTFS.

BILLETS: Personnel Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems and electronic forms, MCTFS, service records, source documents, DD Form 4/1 (Military Enlistment/Reenlistment Document), NAVMC 00321A (Agreement to Extend Enlistment), in a field or garrison environment, and with the aid of references.

STANDARD: To accurately update a member's pay and personnel record within MCTFS, appropriate distribution of reenlistment/extension documentation is accomplished, and transactions are reported on the Unit Diary within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Receive completed DD Form 4/1 and/or NAVMC 00321A.
2. Log into UDMIPS.
3. Forward DD Form 4/1 and/or NAVMC 00321A to Unit Diary for review.
4. Prepare Unit Diary with appropriate entries.
5. Once certified, ensure Unit Diary processes into MCTFS.
6. File forms as required in service record.
7. Make appropriate copies of service record and forward to CMC (MMSB), as required.

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

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0121-UNDR-2031: Report Duty Status and Duty Limitation Codes

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

DESCRIPTION: Duty status and duty limitations vary from member to member. MCTFS must reflect a member's accurate status or any limitations.

BILLETS: Personnel Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a web-based or database systems, a case file provided by the unit limited duty coordinator, service records, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: According to source documentation to accurately reflect a service member's duty status or duty limitation, and within established timeframes.

PERFORMANCE STEPS:
1. Receive duty status or duty limitation change source documents.
2. Log into UDMIPS.
3. Forward Unit Diary rough for review.
4. Make required Unit Diary transactions.
5. Once certified, ensure Unit Diary is processed into MCTFS.
6. Annotate source documents, as required.

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

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0121-SERR-2018: Maintain Service Records (SRB/OQR)

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

DESCRIPTION: Service records maintenance requires documentation contained in the service records be accurate, complete and current. Additionally entries should be in proper format, reviews of the service records accomplished within established timeframes, and accountability maintained at all times.

BILLETS: Personnel Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems and electronic forms, an audit occasion, the service record, standard and document pages, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure documentation contained in the SRB or OQR is accurate and current, and service records accountability and access are maintained in accordance with the references.

PERFORMANCE STEPS:
1. Determine filing requirement for a document.
2. Verify document is accurate and completed prior to filing.
3. File document in the service record.
4. Perform periodic review of documents to determine if service records contain all appropriate material.
5. Acquire any required missing documents.
6. Remove extraneous documents, as required.
7. Control access to and accountability for service records as required by the references.

REFERENCES:
1. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)

2. MCO P1070.12K Individual Records Administration Manual (IRAM)
3. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

ADMIN T&R MANUAL

CHAPTER 5

MOS 0151 INDIVIDUAL EVENTS

	PARAGRAPH	PAGE
PURPOSE	5000	5-2
ADMINISTRATIVE NOTES	5001	5-2
INDEX OF INDIVIDUAL EVENTS	5002	5-3
1000-LEVEL EVENTS	5003	5-6
2000-LEVEL EVENTS	5004	5-19

CHAPTER 5

MOS 0151 INDIVIDUAL EVENTS

5000. PURPOSE. This chapter details the individual events that pertain to the community. 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.

5001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Events in the T&R manual are depicted with a 12 field alphanumeric system, i.e. 0151-CORP-1001. This chapter utilizes the following methodology:

a. The first four digits represent the occupational field or military occupational field (e.g., Occupational Field 01 or Administrative Clerk MOS 0151). This chapter contains 0151 events.

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

CORP – Correspondence
CTCM – Casualty Management
FIDR – Files and Directives
GENA – General Administration
LGAD – Legal Administration
MPSY – Manpower Systems
PYAL – Pay and Allowances
RESA – Reserve Administration
SCTY – Security
SEPS – Separations
SERR – Service Records
UNDR – Unit Diary

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

1000 – Core Skills (initial MOS training conducted at formal schools)
2000 – Core Plus Skills (follow-on formal schooling, MOJT or distance learning)

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

5002. INDEX OF INDIVIDUAL EVENTS

1. 1000-LEVEL EVENTS. Administrative Clerk individual events. Tasks pertaining to MOS 0121 may be listed within the 0151 individual events.

EVENT	DESCRIPTION	PAGE
	CORRESPONDENCE	
0151-CORP-1001	Process naval correspondence	5-6
0151-CORP-1002	Process Command Special orders	5-6
	FILES AND DIRECTIVES	
0151-FIDR-1003	Maintain correspondence files	5-7
0151-FIDR-1004	Prepare command issue directives	5-8
	LEGAL ADMINISTRATION	
0151-LGAD-1006	Prepare Report of Return of Absentee wanted by Armed Forces (DD Form 616)	5-9
0151-LGAD-1007	Prepare Absentee Wanted by the Armed Forces Form (DD Form 553)	5-10
0151-LGAD-1008	Prepare Unit Punishment Book (NAVMC 10132)	5-11
0151-LGAD-1009	Prepare 10 Day letter notification to next of kin (NOK)	5-11
0151-LGAD-1010	Prepare legal administrative documents	5-12
	GENERAL ADMINISTRATION	
0151-GENA-1005	Process personnel orders	5-9
	MANPOWER SYSTEMS	
0151-MPSY-1011	Utilize Marine on Line (MOL) web-based application	5-13
	SECURITY	
0151-SCTY-1012	Safeguard personal information	5-14
	SEPARATIONS	
0151-SEPS-1013	Process separations documents	5-14
	UNIT DIARY	
0151-UNDR-1014	Generate Data Storage Enterprise (OSDE) simple lists, reports and rosters	5-15
0151-UNDR-1015	Research Data from Marine Corps Total Force System (MCTFS)	5-16
0151-UNDR-1016	Operate Unit Diary Marine Integrated Personnel Systems (UDMIPS)	5-17

2. 2000-LEVEL EVENTS. Additional Administrative Clerk individual events taught at follow-on schools, by MOJT or through distance learning. Tasks pertaining to MOS 0121 may be listed within the 0151 individual events.

EVENT	DESCRIPTION	PAGE
	CORRESPONDENCE	
0151-CORP-2017	Process command special orders	5-19
0151-CORP-2019	Process Permanent Change of Station (PCS) orders	5-20
	CASUALTY MANAGEMENT	
0151-CORP-2018	Process Permanent Change of Assignment (PCA) orders	5-19
0151-CTMN-2020	Process Personal Casualty Report (PCR)	5-21
	FILES AND DIRCTIVES	
0151-FIDR-2021	Edit command issue directives	5-22
0151-FIDR-2022	Maintain Directives Control Point (DCP)	5-23
	LEGAL ADMINISTRATION	
0151-LGAD-2024	Process legal administrative documents	5-24
0151-LGAD-2025	Prepare court-martial packages	5-24
0151-LGAD-2026	Process Competency Review Board (CRB) packages	5-25
	MANPOWER SYSTEMS	
0151-MPSY-2027	Prepare Joint Personnel Status (JPERSTAT) reports	5-26
	PAY AND ALLOWANCES	
0151-PYAL-2028	Prepare Miscellaneous Military Pay Order/Special Payment Authorization (NAVMC 11116)	5-26
0151-PYAL-2029	Process overseas station allowances	5-27
0151-PYAL-2030	Edit pay and allowances	5-28
0151-PYAL-2031	Process PCS orders travel claims	5-29
0151-PYAL-2032	Utilize Document Tracking Management System (DTMS)	5-29
0151-PYAL-2033	Process operational pay entitlements	5-30
	RESERVE ADMINISTRATION	
0151-RESA-2034	Conduct mobilization and demobilization of reservists	5-31
0151-RESA-2035	Process notification of separation proceedings	5-32
0151-RESA-2036	Process Unit Muster Sheets (UMS)	5-33
0151-RESA-2037	Update Place Last Entered Active Duty (PLEAD)	5-33
0151-RESA-2038	Process Operational Support Duty (OSD) orders	5-34
0151-RESA-2039	Process Marine Reserve Order Writing System (MROWS)	5-35
0151-RESA-2040	Adjust Career Retirement Credit Reports (CRCR)	5-35
0151-RESA-2044	Process reserve commander’s endorsement	5-38
0151-RESA-2041	Process annual training information	5-36
0151-RESA-2042	Input Marine Corps Medical Evaluation Disability System (MCMEDS) case file	5-37

0151-RESA-2043	Process reserve administrative entitlements	5-38
	SECURITY	
0151-SCTY-2045	Label classified documents and correspondence	5-39
	SEPARATIONS	
0151-SEPS-2046	Process separations documents	5-40
0151-SEPS-2047	Process humanitarian transfer request	5-41
0151-SEPS-2048	Determine eligibility for early release	5-41
	SERVICE RECORDS	
0151-SERR-2049	Maintain service records (SRB/OQR)	5-42
0151-SERR-2050	Prepare Administrative Remarks (NAVMC 118(11)) entries	5-43
0151-SERR-2051	Conduct service record audit	5-43
	UNIT DIARY	
0151-UNDR-2052	Process Electronic Diary Feedback Report (EDFR)	5-44
0151-UNDR-2053	Manage Unit Diary Marine Integrated Personnel Systems (UDMIPS)	5-45
0151-UNDR-2054	Generate Operational Data Store Enterprise (ODSE) simple lists, rosters and crosstab reports	5-46

5003. 1000-LEVEL EVENTS

0151-CORP-1001: Process naval correspondence

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

DESCRIPTION: Written communication from the Unit Commander extends from the local command to Headquarters, Marine Corps and sometimes externally to the civilian community. Administrators prepare this correspondence for the commander. This correspondence is prepared on unit letterhead normally as a standard naval letter.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given appropriate equipment, general office supplies, source documents, rough draft or verbal instructions, in a field or garrison environment, and with the aid of references.

STANDARD: Without typographical or format errors, at a typing rate of 25 words per minute, within timeframes established by the requester, and in accordance with the references.

PERFORMANCE STEPS:
1. Receive source document, rough draft or verbal instructions.
2. Determine correct SSIC per SECNAVINST M-5210.2.
3. Determine correct abbreviations per the IRAM.
4. Prepare standard or business letter.
5. Prepare appropriate endorsement.
6. Prepare administrative action form.
7. Submit typed correspondence for review and signature.
8. Route and file completed correspondence, as required.

REFERENCES:
1. U.S. Government Printing Office Style Manual, 2000 Edition
2. MCO 5216.19 Administrative Action (AA) Form
3. MCO P1070.12K Individual Records Administration Manual (IRAM)
4. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
5. SECNAVINST M-5210.2 Standard Subject Identification Codes (SSIC) Manual (SSIC) Manual

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0151-CORP-1002: Process command special orders

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

DESCRIPTION: Command special orders are utilized to reassign members within the local command.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request and approval for assignment, reassignment and designation, in a field or garrison environment, and in accordance with the references.

STANDARD: Without typographical or format errors and appropriate Unit Diary transactions are reported on the Unit Diary within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Receive supporting documents or direction to prepare a Command Special Order.
2. Verify Special Order Number.
3. Prepare Command Special Order.
4. Forward completed Command Special Order for review and signature.
5. Report appropriate change via Unit Diary and make appropriate service record entries.
6. File copy in command correspondence files, as required.

REFERENCES:
1. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
2. MCO P1070.12K Individual Records Administration Manual (IRAM)
3. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
4. SECNAVINST M-5210.2 Standard Subject Identification Codes (SSIC) Manual

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0151-FIDR-1003: Maintain correspondence files

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

DESCRIPTION: Regulations require units to maintain correspondence files, and for time periods depending on the type of correspondence.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given appropriate equipment, general office supplies, correspondence files and file folders, in a field or garrison environment, and with the aid of references.

STANDARD: So that correspondence is properly filed by SSIC, file folders are properly labeled, and retention/disposal of files are in accordance with the references.

PERFORMANCE STEPS:
1. Identify SSICs for use on file folders.
2. Prepare file folder labels.
3. Prepare files outlines.

4. Type Privacy Act statement and post, as required.
5. File correspondence in applicable file folders.
6. Conduct annual year-end disposal/retention actions.

REFERENCES:
1. MCO 5210.11E Records Management Program for the Marine Corps
2. SECNAVINST M-5210.1 Department of the Navy Records Management Program
3. SECNAVINST M-5210.2 Standard Subject Identification Codes (SSIC) Manual

SUPPORT REQUIREMENTS:

MATERIAL: For correspondence files: Kraft Folders, Heavy Weight, 230-lb (18-Point), Square Cut without Fastener (NSN 7530-00-222-3443 and 7530-00-222-3444). For Subject Identification Labels: Pressure-Sensitive File Folder Label, 3 1/2 x 5/8 Inch White or White with Color Strip (NSNs 7530-00-577-4368 through 4376).

0151-FIDR-1004: Process command issued directives

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

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

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given appropriate equipment, general office supplies, requirement to prepare a command issued directive, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: Without typographical or format errors, at a typing rate of 25 words per minute, within timeframes established by the requester, and in accordance with the references.

PERFORMANCE STEPS:
1. Receive source documents, rough draft or requirement to prepare a command issued directive.
2. Determine type of directive to be prepared (letter-type order, NAVMC order, change transmittal or bulletin).
3. Prepare appropriate type of command directive.
4. Submit directive with source documents for review and signature.
5. Reproduce and distribute command directive, as required.

REFERENCES:
1. U.S. Government Printing Office Style Manual, 2000 Edition
2. MCO 5215.1J Marine Corps Directives Management System
3. OPNAV 5215.17 Navy Directives Issuance System
4. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
5. SECNAVINST M-5210.2 Standard Subject Identification Codes (SSIC) Manual

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0151-GENA-1005: Process personnel orders

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 18 months

DESCRIPTION: In the execution of their duties, members travel at government expense and in some cases at their own expense. Personnel orders are normally of two types, Permanent Change of Assignment and Permanent Change of Station. Orders direct the location to which a member must travel and provide funding data. Administrative personnel assist the member with the administrative aspects associated with the execution of personnel orders.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to prepare orders for an individual, source documents, in a field or garrison environment, and in accordance with the references.

STANDARD: Within timeframes established by the references, without any typographical or format errors, and appropriate transactions are reported on the Unit Diary within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Review the occasion requiring execution of orders.
2. Ensure strict compliance with instructions contained in correspondence or documents directing personnel assignments.
3. Based upon type of personnel assignment, prepare personnel orders within established timeframes.
4. Counsel member on the contents of orders at time of delivery.
5. Verify a proper checkout has been accomplished prior to the delivery of orders.
6. Ensure appropriate entries are made in the service record (SRB/OQR), as required.
7. Ensure appropriate entries are reported on the Unit Diary.

REFERENCES:
1. JFTR NAVSO P-6034 Joint Federal Travel Regulations
2. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
3. MCO P1900.16E Marine Corps Separation and Retirement Manual (MARCORSEPSMAN)
4. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
5. SECNAVINST M-5210.2 Standard Subject Identification Codes (SSIC) Manual

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0151-LGAD-1006: Process Report of Return of Absentee wanted by Armed Forces (DD Form 616)

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

DESCRIPTION: A DD Form 553, Deserter/Absentee Wanted by the Armed Forces, is issued to civilian law enforcement agencies on the 31st day of a service

member's unauthorized absence. The DD 616 is issued to deactivate the DD Form 553 once the member has returned to military control. It is also used as a source document to record in the service record the member's return to military control.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a situation whereas the service member has returned to military control, access to MCTFS, a DD Form 616, source documents, the service record, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, upon member's return to military control, without typographical or grammatical errors, distribute to the same agencies as listed on the DD Form 553, appropriate transactions are reported on the Unit Diary within five working days of the occurrence of the event, and member's service records are properly updated.

PERFORMANCE STEPS:
1. Receive morning report or source document.
2. Prepare and distribute DD Form 616.
3. Submit copy of DD Form 616 for appropriate reporting on the Unit Diary.
4. Prepare Standard Page (3) entry "From UA/desertion".
5. Submit copy of DD Form 616 for appropriate reporting on the Unit Diary.

REFERENCES:
1. MCO 5800.10B Return of Marine Corps Absentees and Deserters
2. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)

0151-LGAD-1007: Process Absentee Wanted by the Armed Forces (DD Form 553)

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

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

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL
CONDITION: Given access MCTFS, a situation that the member has been determined to be in a deserter status, service records, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, on the 31st day of a member's unauthorized absence, without typographical or grammatical errors, appropriate transactions are reported on the Unit Diary within five working

days of the occurrence of the event, and member's service records are properly updated.

PERFORMANCE STEPS:
1. Receive morning report or source document.
2. Prepare and distribute DD Form 553 on the 31st day of absence.
3. Forward copy of DD Form 553 to supervisor for review.
4. Ensure DD Form 553 is received for processing.
5. Ensure appropriate entries are made in the service record (SRB/OQR).
6. Ensure appropriate entries are reported on the Unit Diary.

REFERENCES:
1. MCO 5800.10B Return of Marine Corps Absentees and Deserters
2. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)

0151-LGAD-1008: Process Unit Punishment Book (NAVMC 10132)

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 18 months

DESCRIPTION: The Unit Punishment Book (UPB) is the record of a commanding officer’s nonjudicial punishment (NJP). Administrative personnel prepare the UPB per the source documents upon completion of the NJP.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based systems or database, the service record, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, ensuring that there are no format or typographical errors, and NJP punishment is reported on the Unit Diary within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Prepare blocks 1 through 5 and 18 through 21 of the UPB form prior to NJP proceedings.
2. Complete blocks 6-17 of UPB form upon completion of NJP proceedings.
3. Attach required documents to the UPB form.
4. Forward UPB form to the Unit Diary Section for appropriate entry into Marine Corps Total Force System (MCTFS).

REFERENCES:
1. MCM Manual for Courts-Martial, 2005 Edition
2. MCO P1070.12K Individual Records Administration Manual (IRAM)
3. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)

0151-LGAD-1009: Process 10 day letter of notification to Next of Kin (NOK)

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

DESCRIPTION: The 10 day letter is generated and mailed to the primary NOK (PNOK) when it has been determined that a service member has been in an unauthorized absence status for a period of 10 days.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to MCTFS, source documents, the service record, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, prior to the 10th day of service member's unauthorized absence, without typographical or format errors.

PERFORMANCE STEPS:
1. Receive source documents.
2. Prepare letter to the PNOK prior to the 10th day of unauthorized absence.
3. Submit the letter to supervisor for review and signature.
4. Mail letter to the PNOK on the 10th day of unauthorized absence.
5. Place copy of PNOK letter on the document side of the SRB.

REFERENCES:
1. JAGINST 5800.7 Manual of the Judge Advocate General
2. MCO P1070.12K Individual Records Administration Manual (IRAM)
3. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)

0151-LGAD-1010: Process legal administrative documents

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

DESCRIPTION: Legal documents are produced in order to confine members and release members. Additionally, legal documents are necessary to conduct and record Summary Courts-Martial.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems, source documents, the service record, in a field or garrison environment, and with the aid of references.

STANDARD: In accordance with the references ensuring required forms are complete, without typographical or format errors, and transactions are reported within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Receive requirement to type legal document.
2. Prepare appropriate document based upon requirement, e.g., inmate release order, court-martial order, confinement order or Record of Conviction by

Courts-Martial (NAVMC 118(13)).
3. Forward prepared legal document for review and signatures.
4. Distribute completed document, as required.
5. Forward document to the Unit Diary Section for processing into MCTFS.
6. Forward document for filing in service record or unit correspondence files.

REFERENCES:
1. MCM Manual for Courts-Martial, 2005 Edition
2. MCO P1070.12K Individual Records Administration Manual (IRAM)
3. MCO P1080.20 Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
4. MCO P1900.16E Marine Corps Separation and Retirement Manual (MARCORSEPSMAN)
5. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)
6. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0151-MPSY-1011: Utilize Marine Online (MOL) web based application

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

DESCRIPTION: MOL is a web-based application that provides multiple administrative tools. The administrator must understand MOL capabilities and utilize MOL functions in the execution of their duties.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to MOL and MCTFS, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure information submitted through MOL is properly processed into MCTFS, and transactions are reported on the Unit Diary within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Log onto MOL.
2. Understand and manipulate data within modules, as required.
3. Log into MCTFS.
4. Verify data processed in MOL has properly adjusted MCTFS.

REFERENCES:
1. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 Department of Defense Financial Management Regulations (DoDFMR)
3. MCM Manual for Courts-Martial, 2005 Edition
4. MCO 10110.47 Basic Allowance for Subsistence (BAS)
5. MCO P1300.8R Marine Corps Personnel Assignment Policy
6. MCO 5311.1 Total Force Structure Process (TFSP)
7. MCO P1050.3H Regulations for Leave, Liberty and Administrative Absence
8. MCO P1070.12K Individual Records Administration Manual (IRAM)

9. MCO P1080.20 Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
10. MCO P1400.32 Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (MARCORPROM)
11. MCO P1751.3F Dependency Determination and Basic Allowance for Housing (BAH) Manual
12. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
13. MOL User Manual

0151-SCTY-1012: Safeguard personal information

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

DESCRIPTION: Non-Department of Defense (DoD) agencies may contact an administrative office in order to obtain a member's personal information. Administrative personnel must be able to determine what information can be provided to these agencies.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request for information, access to computer records, service records, OPNAV Form 5211/9 (Disclosure Accounting Form-Record of Disclosure), in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring only personal information authorized by the references or the individual is released.

PERFORMANCE STEPS:
1. Receive a request for disclosure of personal information.
2. Determine if personal information can be released in accordance with The Privacy of Act 1974.
3. Obtain member’s permission to release information not authorized for release under The Privacy Act of 1974.
4. Extract information from the service record and/or computer record, as required.
5. Effect release of information, if appropriate.
6. Document release of any information on OPNAV Form 5211/9.
7. Maintained OPNAV Form 5211/9 in the service record.

REFERENCES:
1. MCO P1070.12K Individual Records Administration Manual (IRAM)
2. MCO P5211.2B The Privacy Act of 1974
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0151-SEPS-1013: Process separations documents

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

DESCRIPTION: Administrative personnel must be able to prepare all documents related to separation, discharge and retirement.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Document Tracking Management System (DTMS) and MCTFS, service records, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, ensuring documents are free of typographical or format errors, are forwarded 90 days prior to the member's separation date for review and signature, and entries are reported on the Unit Diary within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Receive notification of member to be separated.
2. Assist member in preparation of the separation data sheet.
3. Review separation data sheet for completeness.
4. Counsel member on requirement to attend separation seminars.
5. Prepare separation documents, as required.
6. Make appropriate SRB/OQR entries, as required.
7. Forward documents to supervisor for review and signature.
8. Obtain signatures for SRB/OQR entries, as required.
9. Ensure appropriate entries are reported on the Unit Diary.
10. Distribute separation documents, as required.
11. Forward service records in accordance with MCO P1070.12K.

REFERENCES:
1. JFTR NAVSO P-6034 Joint Federal Travel Regulations
2. MCO 1001.39K Pre-Separation Counseling Concerning Marine Corps Reserve (MCR) Participation
3. MCO P1070.12K Individual Records Administration Manual (IRAM)
4. MCO P1080.20 Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
5. MCO P1751.3F Dependency Determination and Basic Allowance for Housing (BAH) Manual
6. MCO P1900.16E Marine Corps Separation and Retirement Manual (MARCORSEPSMAN)
7. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0151-UNDR-1014: Generate Operational Data Store Enterprise (ODSE) simple lists, reports and rosters

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

DESCRIPTION: From time to time situations require a review of MCTFS data. ODSE can generate these simple list reports and rosters.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to ODSE, a request for a simple roster or ad hoc report, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring the report or roster contains all the requested data elements and within the requested timeframe.

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

REFERENCES:
1. MCO P1080.20 Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
3. ODSE Users Manual

0151-UNDR-1015: Research Marine Corps Total Force System (MCTFS) data

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

DESCRIPTION: In the execution of regular duties, administrators must be able to research data contained in MCTFS.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to research data in MCTFS, access to MCTFS, service records, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to verify data contained in the service record and in MCTFS is correct and complete, corrective action on deficiencies or errors is taken within established timeframes.

PERFORMANCE STEPS:
1. Access MCTFS.
2. Retrieve required information.
3. Verify information against service record, MCTFS reports, and other documents.
4. Submit research results to applicable section for corrective action.
5. Advise supervisor of action taken or required.

REFERENCES:
1. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 Department of Defense Financial Management Regulations (DoDFMR)
3. JFTR NAVSO P-6034 Joint Federal Travel Regulations
4. MCO 10110.47 Basic Allowance for Subsistence (BAS)
5. MCO 7220.21E Advance Pay Incident to a Permanent Change of Station (PCS)
6. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
7. MCO P1070.12K Individual Records Administration Manual (IRAM)
8. MCO P1080.20 Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
9. MCO P1741.8D Government Life Insurance Manual
10. MCO P1751.3F Dependency Determination and Basic Allowance for Housing (BAH) Manual
11. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0151-UNDR-1016: Operate Unit Diary Marine Integrated Personnel Systems (UDMIPS)

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

DESCRIPTION: The UDMIPS is the primary means of reporting and updating a member's personal, pay or training information contained in MCTFS.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to UDMIPS, source documents, in a field or garrison environment, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure all adjustments or updates to a member's personnel, pay or training record in MCTFS are correct, source documents are properly annotated, and Unit Diary transactions are reported within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Review source document to determine required adjustment/update/reportable transaction.
2. Refer to the references for correct content within the transaction.
3. Determine type of transaction code (TTC) and sequence number for the transaction.
4. Prepare rough draft Unit Diary.
5. Verify Unit Diary transactions.
6. Correct rough draft Unit Diary, as required.
7. Print rough draft of Unit Diary.
8. Once Unit Diary is certified, ensure processing into MCTFS.

9. Submit Unit Diary to supervisor for review and/or certification.
10. After Unit Diary has processed into MCTFS, annotate source documents and file as required.

REFERENCES:

1. MCO P1080.20 Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
3. UDS-1080-02 Unit Diary System (UDS) Users Manual

5004. 2000-LEVEL EVENTS

0151-CORP-2017: Process command special orders

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

DESCRIPTION: Command special orders are utilized to reassign members within the local command.

BILLETS: Administrative Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the request and approval for assignment, reassignment and designation, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring there are no typographical or format errors, and the transaction is reported on the Unit Diary within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Receive typed Command Special Order.
2. Verify Special Order Number.
3. Ensure Command Special Order is in the correct format.
4. Edit Command Special Order, if required.

REFERENCES:
1. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
2. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
3. SECNAVINST M-5210.2 Standard Subject Identification Codes (SSIC) Manual

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0151-CORP-2018: Process Permanent Change of Assignment (PCA) orders

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

DESCRIPTION:

BILLETS: Administrative Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the web order authorization from HQMC directing a member's PCA, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, ensuring there are no typographical or format errors, PCA orders are forwarded for review and signature 15 days

prior to the member's detachment date, and transactions are reported on the Unit Diary within five working days from the occurrence of the event.

PERFORMANCE STEPS:
1. Receive web PCA orders or CMC messages.
2. Review information contained in web orders to determine type of PCA order endorsement.
3. Edit PCA orders, if required.
4. Forward PCA orders for review and signature.
5. Deliver signed original PCA orders to member.
6. Forward official file copy of PCA orders to Unit Diary Section.
7. Retain official file copy for correspondence files with required documents.

REFERENCES:
1. JFTR NAVSO P-6034 Joint Federal Travel Regulations
2. MCO P1300.8R Marine Corps Personnel Assigment Policy
3. MCO 1320.11E Personnel Sponsorship Program
4. MCO 1326.5D Marine Corps Web Orders Systems (WEB ORDERS)
5. MCO 4650.30 Port Call Procedures Applicable to the Movement of Marine Corps-Sponsored Passenger Traffic Between CONUS and Overseas areas (Including Alaska and Hawaii) and Within and Between Overseas Areas
6. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
7. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
8. MCO P1070.12K Individual Records Administration Manual (IRAM)
9. MCO P1326.6D Selecting, Screening and Preparing Enlisted Marines for Special Duty Assignments and Independent Duties (SDAMAN)
10. MCO P4650.37 Marine Corps Travel Instructions Manual (MCTIM)
11. MCO P7301.104 Accounting Under the Appropriations "Military Personnel, Marine Corps" and "Reserve Personnel, Marine Corps"
12. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
13. SECNAVINST M-5210.2 Standard Subject Identification Codes (SSIC) Manual

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0151-CORP-2019: Process Permanent Change of Station (PCS) orders

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

DESCRIPTION:

BILLETS: Administrative Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the web order authorization from HQMC directing a member's PCS, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, ensuring there are no typographical or format errors, PCS orders are prepared 90 days prior to the member's detachment date, and transactions are reported on the Unit Diary within five working days from the occurrence of the event.

PERFORMANCE STEPS:

1. Receive web PCS orders or CMC messages.
2. Review information contained in web orders to determine PCS orders endorsement.
3. Interview member to obtain information necessary.
4. Provide screening checklists to member during initial.
5. Provide dependent checklist to member during initial interview, if required.
6. Submit request for dependent entry approval/area clearance upon completion of checklist, if required.
7. Submit port call request upon approval of area clearance, if required.
8. Prepare PCS orders upon member's completion of required checklist.
9. Forward completed PCS orders for review and signature.
10. Deliver signed original PCS orders to member.
11. Forward official file copy of PCS orders to Unit Diary Section.
12. Retain official file copy for correspondence files with required documents.

REFERENCES:

1. JFTR NAVSO P-6034 Joint Federal Travel Regulations
2. MCO P1300.8R Marine Corps Personnel Assigment Policy
3. MCO 1320.11E Personnel Sponsorship Program
4. MCO 1326.5D Marine Corps Web Orders Systems (WEB ORDERS)
5. MCO 4650.30 Port Call Procedures Applicable to the Movement of Marine Corps-Sponsored Passenger Traffic Between CONUS and Overseas areas (Including Alaska and Hawaii) and Within and Between Overseas Areas
6. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
7. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
8. MCO P1070.12K Individual Records Administration Manual (IRAM)
9. MCO P1326.6D Selecting, Screening and Preparing Enlisted Marines for Special Duty Assignments and Independent Duties (SDAMAN)
10. MCO P4650.37 Marine Corps Travel Instructions Manual (MCTIM)
11. MCO P7301.104 Accounting Under the Appropriations "Military Personnel, Marine Corps" and "Reserve Personnel, Marine Corps"
12. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
13. SECNAVINST M-5210.2 Standard Subject Identification Codes (SSIC) Manual

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0151-CTMN-2020: Process Personnel Casualty Report (PCR)

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

DESCRIPTION: The Personnel Casualty Report (PCR) documents the casualty status of a member. It is produced when a reportable casualty occurs and requires reporting to higher headquarters.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to MCTFS, current PCR reporting software, information regarding a casualty, the service record, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring there are no typographical or format errors, transactions are reported on the Unit Diary within five working days of the occurrence of the event, and all appropriate agencies are notified within established timeframes.

PERFORMANCE STEPS:
1. Receive notification of casualty.
2. Extract needed information from SRB/OQR.
3. Enter casualty data into the Defense Casualty Information Processing System (DCIPS).
4. Forward completed PCR for review and signature.
5. Forward signed PCR to Unit Diary and Service Record Section.

REFERENCES:
1. MCO P3040.4E Marine Corps Casualty Procedures Manual (MARCORCASPROCMAN)
2. NTP 4 Naval Telecommunications Procedures
3. USN PLAD 1 Message Address Directory
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0151-FIDR-2021: Edit command issued directives

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

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

BILLETS: Administrative Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given appropriate equipment, general office supplies, requirement to prepare a command issued directive, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence and in accordance with the references, without typographical or format errors, and within timeframes established by the requester.

PERFORMANCE STEPS:
1. Verify format is appropriate for directive type.
2. Conduct editorial review of directive (grammar, spelling, content).
3. Submit prepared directive with supporting documentation for review and signature.
4. Forward signed directive for publication.
5. Distribute and file completed directive.

REFERENCES:
1. U.S. Government Printing Office Style Manual, 2000 Edition
2. MCO 5215.1J Marine Corps Directives Management System
3. OPNAV 5215.17 Navy Directives Issuance System
4. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
5. SECNAVINST M-5210.2 Standard Subject Identification Codes (SSIC) Manual

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0151-FIDR-2022: Maintain Directives Control Point (DCP)

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

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

BILLETS: Administrative Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the Marine Corps Publications Distribution System (MCPDS) and software to create an internal distribution list (IDL), the Publications Library Management System (PLMS), to the Internet for access to Marine Corps Publications Electronic Listing (MCPEL), directives checklists, directives, changes, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure mission essential publications and directives are on file, current, and accessible.

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

REFERENCES:
1. MCO 5210.11E Records Management Program for the Marine Corps
2. MCO P5211.2B The Privacy Act of 1974
3. MCO P5215.17 Marine Corps Technical Publications System
4. MCO P5600.31G Marine Corps Publications and Printing Regulations
5. OPNAV 5215.17 Navy Directives Issuance System
6. SECNAVINST 5215.1D Secretary of the Navy Directives Issuance System

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0151-LGAD-2024: Process legal administrative documents

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

DESCRIPTION: Administrative personnel are required to prepare legal administrative documents, e.g., such as confinement orders, inmate release orders, courts-martial orders, records of conviction by courts-martial, appellate leave packages, and administrative separation packages. Proper preparation of these documents is of the utmost importance.

BILLETS: Administrative Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based or database systems, source documents, the service record, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure documents are complete, without typographical errors, prepared within timeframes established by the references and transactions are reported on the Unit Diary within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Receive drafted legal administrative document for review.
2. Edit document, as required.
3. Forward completed legal documents for signature.
4. Distribute completed legal documents.
5. Forward completed legal documents for completion of service record (SRB/OQR) and Unit Diary entries.
6. File and maintain legal documents, as required.

REFERENCES:
1. JAGINST 5800.7 Manual of the Judge Advocate General
2. MCM Manual for Courts Martial, 2005 Edition
3. MCO P1070.12K Individual Records Administration Manual (IRAM)
4. MCO P1900.16E Marine Corps Separation and Retirement Manual (MARCOR SEPSMAN)
5. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)

0151-LGAD-2025: Process court-martial packages

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 18 months

DESCRIPTION: Administrative personnel research and prepare all source documents associated with court-martial proceedings.

BILLETS: Administrative Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based or database systems, service records, legal support, NAVMC 118(13) (Record of Conviction by Court-Martial), results of trial and Convening Authority's (CA) action, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring the NAVMC 118(13) contains no typographical or format errors prior to and upon completion of the court-martial, the CA's action is reported on the Unit Diary within five working days of the occurrence of the event, and proper distribution is made of the court-martial documentation.

PERFORMANCE STEPS:
1. Receive CA's action and source documents.
2. Review CA's action and source documents.
3. Prepare required documents.
4. Forward court-martial documents for review.
5. Upon completion of court martial ensure documents are completed.
6. Complete appropriate entries in the service record.
7. Report appropriate entries via Unit Diary.
8. Distribute court-martial documents, as required.
8. File and maintain source documents, as appropriate.

REFERENCES:
1. MCM Manual for Courts Martial, 2005 Edition
2. MCO P1070.12K Individual Records Administration Manual (IRAM)
3. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0151-LGAD-2026: Process Competency Review Board (CRB) packages

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

DESCRIPTION: When a commander believes that a service member is not technically proficient, a CRB will be convened to determine their capability for maintaining their current rank. A CRB package is submitted to the board for review.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a notice of incompetence, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: In performance steps sequence and in accordance with the references, without typographical or format errors.

PERFORMANCE STEPS:
1. Receive requirement to prepare CRB package and source documents.
2. Review source documents.
3. Prepare CRB package.
4. Forward CRB package to supervisor for review.

5. Make corrections, if necessary.
6. Forward completed package to appropriate authority.

REFERENCES:
1. MCBUL 1200 Military Occupational Specialties Manual
2. MCO P1900.16E Marine Corps Separation and Retirement Manual (MARCOR SEPSMAN)
3. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)
4. SECNAVINST 5216.5D Department of the Navy Correspondence Manual

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0151-MPSY-2027: Prepare Joint Personnel Status (JPERSTAT) reports

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

DESCRIPTION: The Joint Personnel Status report (JPERSTAT) is utilized to determine a unit's combat strength. It provides the commander and higher headquarters with an accurate view of unit personnel strength and capability. JPERSTAT reports are updated through web-based applications by administrative personnel who research, compile and type these reports.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based systems, input from subordinate units or sections, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure reports submitted to higher headquarters are 100% complete and accurate.

PERFORMANCE STEPS:
1. Consolidate figures provided by subordinate units or sections.
2. Review and compare previous JPERSTAT reports against consolidated figures.
3. Submit completed JPERSTAT report to supervisor for review.
4. Log into appropriate web-based system.
5. Type JPERSTAT incorporating changes identified during review.

REFERENCES:
1. CJCSM 3150.13 Joint Reporting Structure - Personnel Manual
2. JP 1-0 Joint Doctrine for Personnel Support to Joint Operations.

0151-PYAL-2028: Prepare Miscellaneous Military Pay Order/Special Payment Authorization (NAVMC 11116)

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

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

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based or database systems, DTMS, NAVMC 11116 (Miscellaneous Military Pay Order/Special Payment Authorization), the service record, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring NAVMC 11116 is completed without typographical and format errors, transactions are reported on the Unit Diary within five working days from the occurrence of the event, and prepared in accordance with the references.

PERFORMANCE STEPS:
1. Log into DTMS
2. Review service record and source documents.
3. Complete all required blocks on NAVMC 11116.
4. Forward NAVMC 11116 to reviewing official.
5. Track NAVMC 11116 through completion and adjustment to member's pay/personnel record.

REFERENCES:
1. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 Department of Defense Financial Management Regulations (DoDFMR)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0151-PYAL-2029: Process overseas station allowances

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

DESCRIPTION: Upon arrival to an overseas duty station, members may be authorized additional pay and allowances. Additionally, if they are serving unaccompanied/restricted tours, their pay entitlements may require modification.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based or database systems and electronic forms, the service record, original orders, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring appropriate entitlements or status changes are reported on the Unit Diary within five working days of the occurrence of the event and in accordance with the references.

PERFORMANCE STEPS:
1. Receive notification from member or advisory of a change.
2. Review overseas pay entitlements affected by change.
3. Complete required forms to document entitlement.
4. Submit appropriate documentation for review and signature.
5. Forward signed documents to the Unit Diary for processing into MCTFS.
6. Ensure documents are filed as required by the references.

REFERENCES:
1. DoD 7000.14 Department of Defense Financial Management Regulations (DoDFMR)
2. JFTR NAVSO P-6034 Joint Federal Travel Regulations
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0151-PYAL-2030: Edit pay and allowances

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

DESCRIPTION: Pay and allowances vary from station to station, and member to member.

BILLETS: Administrative Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to current web-based or database systems, service records, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring MCTFS reflects the member’s correct pay and allowances, appropriate entitlements are reported on the Unit Diary within five days of the occurrence of the event, and in accordance with the references.

PERFORMANCE STEPS:
1. Receive completed documentation for review.
2. Review documentation for accuracy and completeness.
3. If changes are required, return for corrective action.
4. Submit accurate and completed documentation for signature.
5. Ensure changes are updated in MCTFS.
6. Ensure documentation is filed, as required.

REFERENCES:
1. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 Department of Defense Financial Management Regulations (DoDFMR)
3. MCO 10110.47 Basic Allowance for Subsistence (BAS)
4. MCO P1300.8R Marine Corps Personnel Assigment Policy
5. MCO 7220.12 Special Duty Assignment (SDA) Pay Program
6. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)

7. MCO P1080.20 Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
8. MCO P1751.3F Dependency Determination and Dependency Determination and Basic Allowance for Housing (BAH) Manual
9. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0151-PYAL-2031: Process PCS orders travel claim

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

DESCRIPTION: Travel claims must be submitted upon completion of all periods associated with permanent changes of station.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a set of PCS orders, assigned as Unit Agency Program Coordinator (APC), DD Form 1351-2 (Travel Voucher or Sub Voucher), receipts, the service member, in a field or garrison environment, and with the aid of references.

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

PERFORMANCE STEPS:
1. Receive completed claim from member or have member complete DD Form 1351-2.
2. Review completed claim for accuracy and completeness.
3. Forward travel claim to approving official for review and signature.
4. Once signed, make appropriate copies and forward claim to local disbursing.
5. Track completion of travel claim.
6. Review travel settlement to ensure payment is correct.
7. File travel claim as required by the references.

REFERENCES:
1. JFTR NAVSO P-6034 Joint Federal Travel Regulations
2. MCO 4600.40A Government Travel Charge Card Program (GTCCP)
3. MCO P4650.37 Marine Corps Travel Instructions Manual (MCTIM)

0151-PYAL-2032: Utilize Document Tracking Management System (DTMS)

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

DESCRIPTION: DTMS is utilized to electronically forward pay documents to the local disbursing office.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to DTMS, MCTFS, the service record, source documentation, a document scanner, in a field or garrison environment, and with the aid of references.

STANDARD: On a daily basis to verify pay adjustments reported into MCTFS are accurate, to track pay adjustments to successful completion, and in performance step sequence.

PERFORMANCE STEPS:
1. Log into DTMS.
2. Check status of pending and completed pay documents.
3. Review action taken on completed pay documents.
4. Review members' pay or personnel record in MCTFS.
5. Ensure adjustments are accurate and complete.

REFERENCES:
1. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 Department of Defense Financial Management Regulations (DoDFMR)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0151-PYAL-2033: Process operational pay entitlements

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

DESCRIPTION: The administrative office will ensure that deployment/exercise entitlements are accurately reported.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to MCTFS, a roster of deployed members, supporting documents, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring eligible members receive accurate pay and allowances while deployed, and all authorized exercise entitlements are reported on the Unit Diary within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Receive notification of unit or a members' eligibility for operational pay entitlements.
2. Receive roster.
3. Verify members' eligibility for a specific operational pay.
4. Determine members' operational pay.

5. Report members' entitlement on the Unit Diary.
6. Submit source documents and Unit Diary rough for review and signature.

REFERENCES:
1. DoD 7000.14 Department of Defense Financial Management Regulations (DoDFMR)
2. MCO 10110.47 Basic Allowance for Subsistence (BAS)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
4. NAVSO P-60304 Joint Federal Travel Regulations

0151-RESA-2034: Conduct mobilization and demobilization of reservists

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 18 months

DESCRIPTION: A reserve unit may be activated, or mobilized to active duty. Upon completion of required mobilized time, the unit will deactivate, or demobilize. The individual will conduct the administrative processes to mobilize and demobilize the unit.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given access to MCTFS, service records, mobilization or demobilization orders for the unit or section, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring all appropriate entries are made in Reserve service records, transactions are reported on the Unit Diary within five working days of the occurrence of the event, and in accordance with the references.

PERFORMANCE STEPS:
1. Determine the SRB/OQR entry requirements.
2. Make mobilization/demobilization SRB/OQR entries, as required.
2. Report mobilization/demobilization Unit Diary entries, as required.
3. Submit entries for signature, as required.

REFERENCES:
1. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 Department of Defense Financial Management Regulations (DoDFMR)
3. JFTR NAVSO P-6034 Joint Federal Travel Regulations
4. MCO 1001.45 Augmentation, Retention, and Return of Active Duty of Reserve
5. MCO 1001.52 Active Reserve (AR) Support to the Reserve Component (RC)
6. MCO 1001.59 Active Duty for Special Work in Support of the Total Force (OSD)
7. MCO 1001.61 Policy and Procedures for Sourcing Personnel to Meet Individual Augmentation (IA) Requirements
8. MCO 1001R.54 Marine Corps Reserve Incremental Initial Active Duty for Training (IIADT) Program

9. MCO 1740.13 Family Care Plans
10. MCO 4600.40A Government Travel Charge Card Program (GTCCP)
11. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
12. MCO P1070.12K Individual Records Administration Manual (IRAM)
13. MCO P1080.20 Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
14. MCO P1741.8D Government Life Insurance Manual
15. MCO P1751.3F Dependency Determination and Basic Allowance for Housing (BAH) Manual
16. MCO P1900.16E Marine Corps Separation and Retirement Manual (MARCORSEPSMAN)
17. MCO P4650.37 Marine Corps Travel Instructions Manual (MCTIM)
18. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
19. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)

0151-RESA-2035: Process notification of separation proceedings

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

DESCRIPTION: Reserve members are required to be notified prior to beginning separation proceedings.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given access to MCTFS, source documents, service records, in a field or garrison environment, and with the aid of references.

STANDARD: Without typographical or format errors and in performance step sequence.

PERFORMANCE STEPS:
1. Receive requirement to prepare notification.
2. Review source documents.
3. Prepare notification letter
4. Forward for review and signature.
5. Ensure proper distribution of signed letter.
6. File and maintain letter and source documents, as required.

REFERENCES:
1. MCO P1900.16 Marine Corps Separation and Retirement Manual (SEPSMAN)
2. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)
3. SECNAVINST 5216.5D Department of the Navy Correspondence Manual

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0151-RESA-2036: Process Unit Muster Sheets (UMS)

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

DESCRIPTION: UMS are used to account for reserve personnel present during a drill period. This document is the single most important source document for entering pay, allowance and retirement information into MCTFS for reserve members.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given access to current web-based or database systems and electronic forms, service records, muster sheets, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring accurate personnel accountability during a drill period and transactions are reported on the Unit Diary within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Determine Active Duty Training/Inactive Duty Training (ADT/IDT) participation requirements.
2. Review UMS for accuracy.
3. Ensure UMS account for absences or rescheduled IDT with comments.
4. Annotate and validate UMS corrections.
5. Ensure Commander certifies unit muster.
6. Ensure UMS data is reported into MCTFS via the Unit Diary within established timeframes.

REFERENCES:
1. DoD 7000.14 Department of Defense Financial Management Regulations (DoDFMR)
2. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
3. MCO P1080.20 Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0151-RESA-2037: Update Place Last Entered Active Duty (PLEAD)

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

DESCRIPTION: The PLEAD must be verified prior to a period of Active Duty and any changes entered into MCTFS and the reservist’s service records.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given access to web-based or database systems and electronic forms, service records, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure all changes to the PLEAD are reported on the Unit Diary within five working days of the occurrence of the event and service record book entries are made within timeframes established by the references.

PERFORMANCE STEPS:
1. Review appropriate source documents.
2. Make the necessary changes in the service record.
3. Make necessary changes in MCTFS via Unit Diary transactions.

REFERENCES:
1. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
2. MCO P1070.12K Individual Records Administration Manual (IRAM)
3. MCO P1080.20 Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0151-RESA-2038: Process Operational Support Duty (OSD) orders

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 18 months

DESCRIPTION: Administrative personnel will monitor the reporting of operational support duty orders for reserve personnel assigned to the unit.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given access to current web-based or database systems, ODS orders, source documents, service records, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring appropriate and accurate adjustments are made to the reserve member’s pay and allowances, and transactions are reported on the Unit Diary within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Receive executed OSD orders and source documents.
2. Review source documents and OSD orders.
3. Ensure appropriate service record and Unit Diary entries are completed.
4. File and maintain orders and source documents, as required.

REFERENCES:
1. DoD 7000.14 Department of Defense Financial Management Regulations (DoDFMR)
2. MCO 1001.59 Active Duty for Special Work in Support of the Total Force (OSD)
3. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0151-RESA-2039: Utilize Marine Reserve Orders Writing System (MROWS)

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

DESCRIPTION: The MROWS automates the entire Reserve order writing process from the initial request for orders through the final settlement of those orders. MROWS also includes the capability to track orders throughout the process.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given access to web-based and database systems, the MROWS, the service record, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure individual or group Reserve orders are prepared without typographical or format errors, all orders are tracked to completed, and appropriate service record and Unit Diary entries are completed within established timeframes.

PERFORMANCE STEPS:
1. Log onto MROWS.
2. Review MROWS request.
3. Authenticate MROWS request.
4. Distribute printed reserve orders, as required.
5. Track reserve orders, as required.
6. Ensure appropriate service record and Unit Diary entries are completed.

REFERENCES:
1. JFTR NAVSO P-6034 Joint Federal Travel Regulations
2. MCO 1001.59 Active Duty for Special Work in Support of the Total Force (OSD)
3. MCO 1510.39 Reserve Counterpart Training (RCT) Program
4. MCO 4600.40A Government Travel Charge Card Program (GTCCP)
5. MCO P4650.37 Marine Corps Travel Instructions Manual (MCTIM)

0151-RESA-2040: Adjust Career Retirement Credit Reports (CRCR)

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

DESCRIPTION: The automated Annual Retirement Credit Report (ARCR) and the Career Retirement Credit Report (CRCR) are the primary means of verifying retirement points for all reservists. Missing or incorrect information may affect promotion opportunities, deny reenlistment, deny selection for a PME school, impact AR program status, and retirement. CRCRs are to be certified annually for members of the Selected Marine Corps Reserve (SMCR). Administrative personnel assist the reserve member in verifying the accuracy of their CRCR, and ensure accurate and timely adjustments are entered into the MCTFS.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given access to web-based or database systems, the service record, the individual reservist, in a field or garrison environment, and with the aid of references.
STANDARD: In performance step sequence, to ensure all ADT/IDT information is correct and complete, and audits are conducted on an annual basis.

PERFORMANCE STEPS:
1. Verify ARCR/CRCR information against applicable source documents.
2. Submit appropriate corrections for Unit Diary input.
3. Retrieve corrected ARCR/CRCR after corrections have posted to MCTFS.
4. Verify ARCR/CRCR for accuracy.
5. Obtain required signature on ARCR/CRCR.
6. File the ARCR/CRCR in the service record.

REFERENCES:
1. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
2. MCO P1080.20 Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0151-RESA-2041: Process annual training information

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

DESCRIPTION: Administrative personnel will verify ADT information from source documents and report all active duty training into MCTFS.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given access to web-based or database systems, source documents, the service record, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring all completed annual training is properly annotated in the reserve member’s service record, annual training is reported into MCTFS

within five working days of the occurrence of the event, and in accordance with the references.

PERFORMANCE STEPS:
1. Review source documents and unit training rosters.
2. Make required service record entries to record annual training.
3. Make required Unit Diary entries to record annual training.

REFERENCES:
1. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
2. MCO P1080.20 Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
4. MCO 1001R.54 Marine Corps Reserve Incremental Initial Active Duty for Training (IIADT) Program
5. MCO 1100R.76 Active Reserve (AR) Career Recruiting Program
7. MCO P1040R.35 Marine Corps Reserve Career Planning Guide

0151-RESA-2042: Input Marine Corps Medical Evaluation Disability System (MCMEDS) case file

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

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

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given access to MCMEDS, a case file, source, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence ensuring data entered is correct and complete.

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

REFERENCES:
1. MCO 1770.2 Notice of Eligibility (NOE) Benefits for Members of the Marine Corps Reserve
2. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)

0151-RESA-2043: Process reserve administrative entitlements

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

DESCRIPTION: Administrative personnel will review and verify Reserve administration/entitlement requirements for a reserve unit, and will update changes to the Marine Corps Total Force System (MCTFS) via the Unit Diary Marine Integrated Personnel System (UDMIPS).

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given access to MCTFS, a reserve service record, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring Reserve personnel are receiving accurate pay and allowances, Reserve records are updated as changes occurs, and all required transactions are reported on the Unit Diary within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Verify member's eligibility for pay entitlement.
2. Advise member of eligibility for pay entitlement.
3. Ensure documentation substantiating entitlement is completed within established timeframe.
4. Return document for correction, as required.
5. Submit document for signature.
6. Distribute documentation as required.

REFERENCES:
1. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 Department of Defense Financial Management Regulations (DoDFMR)
3. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
4. JFTR NAVSO P-6034 Joint Federal Travel Regulations
5. MCO P1751.3F Dependency Determination and Basic Allowance for Housing (BAH) Manual

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0151-RESA-2044: Process reserve commander's endorsement

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

DESCRIPTION: The reserve commander's endorsement is the recommendation forwarded with the administrative separation package to the next headquarters within the chain of command. The reserve separation process is implemented through the automated Marine Corps Enlisted Administrative Separation (MCEAD) system.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given access to web-based systems, MCTFS, MCEAS, the service record, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, without typographical or format errors, transactions are reported on the Unit Diary within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Review source documents.
2. Prepare endorsement.
3. Submit endorsement to supervisor for signature.
4. Distribute signed endorsement, as required.
5. Make appropriate Service Record and Unit Diary entries.

REFERENCES:
1. MCO P1900.16E Marine Corps Separation and Retirement Manual (MARCORSEPSMAN)
2. SECNAVINST 1920.6C Administrative Separation of Officers

0151-SCTY-2045: Label classified documents and correspondence

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

DESCRIPTION: Command issued documents, correspondence, messages and working papers can be classified. Once classified, these documents require special handling and must be marked with the appropriate classification level. They are then maintained in the Classified Material Control Center.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given classified correspondence, documents or messages, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, with the appropriate classification level, and access and accountability is maintained in accordance with the references.

PERFORMANCE STEPS:
1. Receive documents requiring special handling.
2. Determine appropriate classification level.
3. Mark documents with appropriate classification.

REFERENCES:
1. MCO 5210.11E Records Management Program for the Marine Corps
2. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
3. SECNAVINST 5510.30B DON Personnel Security Program (PSP) Instruction
4. SECNAVINST M-5210.1 Department of the Navy Records Management Program

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0151-SEPS-2046: Process separations documents

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

DESCRIPTION: Administrative personnel must be able to prepare all documents related to separation, discharge and retirement.

BILLETS: Administrative Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to DTMS and MCTFS, a service record, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring documentation is complete, is free of typographical or format errors, is forwarded within 90 days prior to the service member's separation date for review and signature, and transactions are reported on the Unit Diary within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Receive separation notification on member.
2. Assist member in the preparation of separation data sheet.
3. Review separation data sheet for completeness.
4. Counsel member on requirement to attend separation seminars.
5. Prepare separation documents, as required.
6. Make appropriate SRB/OQR entries, as required.
7. Forward documents to supervisor for review.
8. Obtain signatures on documents and SRB/OQR entries, as required.
9. Ensure appropriate entries are reported on the Unit Diary.
10. Distribute separation documents as required.
11. Forward service records in accordance with MCO P1070.12K.

REFERENCES:
1. JFTR NAVSO P-6034 Joint Federal Travel Regulations
2. MCO 1001.39K Pre-Separation Counseling Concerning Marine Corps Reserve (MCR) Participation
3. MCO P1070.12K Individual Records Administration Manual (IRAM)
4. MCO P1080.20 Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
5. MCO P1751.3F Dependency Determination and Basic Allowance for Housing (BAH) Manual
6. MCO P1900.16E Marine Corps Separation and Retirement Manual (MARCORSEPSMAN)
7. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0151-SEPS-2047: Process humanitarian transfer request

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

DESCRIPTION: A service member may, in the case of severe hardship, request a transfer or discharge for humanitarian reasons. Administrative personnel assist the member in compiling the necessary documentation to justify the request. Once submitted, administrative personnel continue to monitor and track the request while awaiting determination from higher headquarters.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to MCTFS, supporting documents, service records, in a field or garrison environment, and with the aid of references.

STANDARD: Without typographical or format errors, and so that it contains all documents required by the references.

PERFORMANCE STEPS:
1. Receive request from member or command.
2. Advise member or command of required documentation.
3. Review request and supporting documents for completeness.
4. Prepare request.
5. Submit request with supporting documents for review and signature.
6. After signature, make appropriate copies.
6. Forward request to appropriate HQMC section.
7. File and maintain a copy, as required.

REFERENCES:
1. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
2. MCO P1900.16E Marine Corps Separation and Retirement Manual (MARCORSEPSMAN)

0151-SEPS-2048: Determine eligibility for early release

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

DESCRIPTION: A service member may be authorized to separate prior to their end of active service if they meet certain prerequisites.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to MCTFS, a service record, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, and in accordance with the references.

PERFORMANCE STEPS:
1. Notify command of early release messages or directives.
2. Verify a member’s eligibility for early release per current references.
3. Once verified, submit request to approving official for signature.
5. Make appropriate service record and unit diary entries after approval of request.

REFERENCES:
1. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
2. MCO P1900.16E Marine Corps Separation and Retirement Manual (MARCORSEPSMAN)

0151-SERR-2049: Maintain service records (SRB/OQR)

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

DESCRIPTION: Service record maintenance requires documentation contained in the records be accurate, complete and current. Additionally, entries should be in the proper format, reviews of the service records accomplished within established timeframes, and accountability maintained at all time.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to current web-based or database systems and electronic forms, an audit occasion, the service record, standard and document pages, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure documentation contained in the SRB or OQR is 100% accurate and current, and service records accountability and access are maintained in accordance with the references.

PERFORMANCE STEPS:
1. Determine filing requirement for document.
2. Verify document is complete and accurate prior to filing.
3. File document in service record.
4. Perform periodic review of documents to determine if service records contain all appropriate material.
5. Acquire any required missing documents.
6. Remove extraneous documents, as required.
7. Control access to and accountability for service records as required by the IRAM.

REFERENCES:
1. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
2. MCO P1070.12K Individual Records Administration Manual (IRAM)
3. MCO P1080.20 Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0151-SERR-2050: Prepare Administrative Remarks (NAVMC 118(11)) entries

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

DESCRIPTION: There are instances when the command is required to document events that will have an impact, either positive or negative, on the member's career. These events are recorded in the service record on the NAVMC 118(11) page.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a situation requiring creation of a NAVMC 118(11) entry in the member's service record, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure the NAVMC 118(11) is prepared without typographical or format errors, and required transactions are reported on the Unit Diary within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Determine type of entry required from source documents.
2. Extract appropriate information from source documents.
3. Make required entries in SRB/OQR.
4. Submit SRB/OQR for entry certification.
5. Forward to the Unit Diary Section for reporting, if applicable.
6. File in the service record.

REFERENCES:
1. MCO P1070.12K Individual Records Administration Manual (IRAM)
2. MCO P1900.16E Marine Corps Separation and Retirement Manual (MARCORSEPSMAN)

0151-SERR-2051: Conduct service record audit

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

DESCRIPTION: The purpose of a service record audit is to verify information contained in the member's service record and in MCTFS.

BILLETS: Administrative Clerk

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to MCTFS, a service record, source documents, the service member, in a field or garrison environment, and with the aid of references.

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

PERFORMANCE STEPS:
1. Determine occasion for audit.
2. Contact member to select time and date for audit.
3. Pull needed information from either MCTFS or Operational Data Storage Enterprise (ODSE) to assist with audit.
4. Conduct audit with member.
5. Verify information contained in the service record against source documents and MCTFS.
6. Screen document side of service record and remove extraneous material.
7. Determine corrective action necessary to resolve discrepancies.
8. Take corrective action.

REFERENCES:
1. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 Department of Defense Financial Management Regulations (DoDFMR)
3. JFTR NAVSO P-6034 Joint Federal Travel Regulations
4. MCO 10110.47 Basic Allowance for Subsistence (BAS)
5. MCO 7220.21E Advanced Pay Incident to Permanent Change of Station (PCS)
6. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
7. MCO P1070.12K Individual Records Administration Manual (IRAM)
8. MCO P1080.20 Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
9. MCO P1741.8D Government Life Insurance Manual
10. MCO P1751.3F Dependency Determination and Basic Allowance for Housing (BAH) Manual
11. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0151-UNDR-2052: Process Electronic Diary Feedback Report (EDFR)

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

DESCRIPTION: An EDFR is generated by the Unit Diary Marine Integrated Personnel Systems (UDMIPS) when either an individual utilizing a web-based system or administrative personnel utilizing UDMIPS changes information. Administrative personnel will monitor and review action reflected on the EDFR, and update as required.

BILLETS: Administrative Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems and electronic forms, the service record, in a field or garrison environment, and with the aid of references.

STANDARD: To review items received on the EDFR on a daily basis, required service record entries are made, and Unit Diary transactions are reported within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Log into UDMIPS.
2. Ensure collection server properly downloaded EDFR.
3. If not, take required corrective action.
4. Access EDFR module.
5. Separate EDFR entries into previously created sections.
6. Determine action needed for EDFR entries.
7. Take appropriate Unit Diary action on required EDFR entries.
8. Make service record entries as required from EDFR entries.
9. Ensure command and service member notification as required from EDFR.
10. Notify supervisor when EDFR is complete and ready for review and certification.

REFERENCES:
1. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 Department of Defense Financial Management Regulations (DoDFMR)
3. MCO P1080.20 Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
5. UDS-1080-02 Unit Diary System (UDS) Users Manual

0151-UNDR-2053: Manage Unit Diary Marine Integrated Personnel Systems (UDMIPS)

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

DESCRIPTION: Administrators must understand the UDMIPS and how it works in order to properly adjust records and update a member's pay, personal and training information that is contained in MCTFS.

BILLETS: Administrative Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to UDMIPS, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring adjustments or updates to a member's personal, pay or training information submitted into MCTFS are error free, source documents are properly annotated, and transactions are reported on the Unit Diary within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Review source documents to determine the adjustment/update/reportable transactions.
2. Refer to the reference for the correct content within the transaction.
3. Determine type of transaction code (TTC) and sequence number for the transaction.
4. Prepare the rough Unit Diary.
5. Verify the transactions.

6. Correct the rough Unit Diary, as required.
7. Print the rough Unit Diary.
8. Ensure processing into MCTFS after the Unit Diary is certified.
9. Submit the Unit Diary to supervisor for review and/or certification.
10. Annotate source documents and file after the Unit diary has processed into MCTFS, as required.

REFERENCES:
1. MCO P1080.20 Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
3. UDS-1080-02 Unit Diary System (UDS) Users Manual

0151-UNDR-2054: Generate Operational Data Store Enterprise (ODSE) simple lists, rosters and crosstab reports

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 18 months

DESCRIPTION: From time to time situations require a review of MCTFS data. ODSE is the system that is used to generate simple lists, reports and crosstab reports.

BILLETS: Administrative Clerk

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to ODSE, a request for a simple roster, ad hoc report or crosstab report, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring the list, roster or report contains all the requested data elements and within the timeframe established by the requester.

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

REFERENCES:
1. MCO P1080.20 Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
3. ODSE Users Manual

ADMIN T&R MANUAL

CHAPTER 6

MOS 0161 INDIVIDUAL EVENTS

	PARAGRAPH	PAGE
PURPOSE.	6000	6-2
ADMINISTRATIVE NOTES	6001	6-2
INDEX OF INDIVIDUAL EVENTS	6002	6-3
1000-LEVEL EVENTS.	6003	6-5
2000-LEVEL EVENTS.	6004	6-24

CHAPTER 6

MOS 0161 INDIVIDUAL EVENTS

6000. PURPOSE. This chapter details the individual events that pertain to the community. 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.

6001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Events in the T&R manual are depicted with a 12 field alphanumeric system, i.e. 0161-FINA-1001. This chapter utilizes the following methodology:

a. The first four digits represent the occupational field or military occupational field (e.g., Occupational Field 01 or Postal Clerk MOS 0161). This chapter contains 0161 events.

b. The second four alpha characters represent the functional or duty area (e.g., FINA – Postal Finance Services). Functional areas for Postal Clerks are:

FINA – Postal Finance Services
OPER – Postal Operations

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

1000 – Core Skills (initial MOS training conducted at formal schools)
2000 – Core Plus Skills (follow-on formal schooling, MOJT or distance learning)

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

6002. INDEX OF INDIVIDUAL EVENTS

1. 1000-LEVEL EVENTS. Postal Clerk individual events.

EVENT	DESCRIPTION	PAGE
	POSTAL FINANCE SERVICES	
0161-FINA-1001	Accept domestic mail	6-5
0161-FINA-1002	Accept domestic mail requiring special services	6-5
0161-FINA-1003	Accept international mail	6-6
0161-FINA-1004	Accept international mail requiring special services	6-7
0161-FINA-1005	Maintain stamp stock	6-8
0161-FINA-1006	Operate an Integrated Retail Terminal (IRT)	6-8
0161-FINA-1007	Issue domestic postal money orders	6-9
0161-FINA-1008	Cash domestic postal money orders	6-10
0161-FINA-1009	Perform postal money order corrective measures	6-11
0161-FINA-1010	Prepare money order list	6-12
0161-FINA-1011	Conduct clerk audit of a flexible credit account	6-12
	POSTAL OPERATIONS	
0161-OPER-1012	Dispatch ordinary mail	6-13
0161-OPER-1013	Process delivery of ordinary mail	6-14
0161-OPER-1014	Process incoming registered mail	6-15
0161-OPER-1015	Process outgoing registered mail	6-15
0161-OPER-1016	Close a Registry Section	6-16
0161-OPER-1017	Deliver official accountable mail	6-16
0161-OPER-1018	Deliver personal accountable mail	6-17
0161-OPER-1019	Operate a Postal Service Center	6-18
0161-OPER-1020	Process official mail	6-18
0161-OPER-1021	Maintain postal supplies and equipment	6-19
0161-OPER-1022	Conduct postal directory functions	6-20
0161-OPER-1023	Process casualty mail	6-21
0161-OPER-1024	Process postal claims/inquiry forms	6-22
0161-OPER-1025	Prepare postal embarkation equipment	6-22

2. **2000-LEVEL EVENTS**. Additional Postal Clerk individual events taught at follow-on schools, by MOJT or through Distance Learning.

EVENT	DESCRIPTION	PAGE
	POSTAL FINANCE SERVICES	
0161-FINA-2001	Monitor mail acceptance procedures	6-24
0161-FINA-2002	Maintain main stamp stock	6-24
0161-FINA-2003	Monitor postal money order transactions	6-25
0161-FINA-2004	Manage domestic money order forms	6-26
0161-FINA-2005	Perform Custodian of Postal Effects (COPE) duties	6-26
	POSTAL OPERATIONS	
0161-OPER-2006	Monitor official mail	6-27
0161-OPER-2007	Monitor mail handling procedures	6-28
0161-OPER-2008	Conduct mailroom inspections	6-29
0161-OPER-2009	Conduct pre-deployment brief	6-29
0161-OPER-2010	Monitor search and seizure	6-30
0161-OPER-2011	Monitor postal supply and equipment operations	6-31
0161-OPER-2012	Monitor postal directory functions	6-32
0161-OPER-2013	Monitor Postal Claims Section	6-33
0161-OPER-2014	Verify postal facility security	6-33
0161-OPER-2015	Prepare a Postal Operations Plan (POP)	6-34
0161-OPER-2016	Maintain publications and directives	6-35
0161-OPER-2017	Designate Postal Clerk MOS and Special Postal billet	6-35
0161-OPER-2018	Manage Automated Military Postal System (AMPS)	6-36

6003. 1000-LEVEL EVENTS

0161-FINA-1001: Accept Domestic Mail

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request to send an article of domestic mail, standard USPS supplies and equipment, with the aid of references, and in a field or garrison environment.

STANDARD: Ensuring that proper procedures are followed for acceptance into the Military Postal System (MPS), change is delivered to the customer without error, and postage is securely affixed to the mail.

PERFORMANCE STEPS:
1. Verify customer's authorization to use the Military Post Office.
2. Determine if the article is mailable according to contents, size and weight limitations, wrapping and packaging, and addressing.
3. Determine class of mail and rate of postage.
4. Endorse article according to the rate of postage charged.
5. Ensure customs documentation (if applicable) is attached to mail addressed to and from FPO/APO locations.
6. Determine the amount of postage required.
7. Ensure that proper postage is affixed to the article.
8. Cancel the stamps (if used) with the applicable cancellation device in full view of the customer.
9. Ensure the customer receives the correct change.
10. Ensure the customer receives their receipt.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.6-M Department of Defense Postal Manual
3. USPS F-1 Handbook United States Postal Service (USPS) Post Office Accounting Procedures
4. USPS NOTICE 123 United States Postal Service (USPS) Ratefold (Postage Rates)

0161-FINA-1002: Accept Domestic Mail Requiring Special Services

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request to send an article of domestic mail, standard USPS supplies and equipment, with the aid of references, and in a field or garrison environment.

STANDARD: Ensuring that proper procedures are followed for acceptance into the MPS, change is delivered to the customer without error, and postage is securely affixed to the mail.

PERFORMANCE STEPS:
1. Verify customer's authorization to use the Military Post Office.
2. Determine if the article is mail able according to contents, size and weight limitations, wrapping and packaging, and addressing with complete “To” and “From” address.
3. Determine class of mail and rate of postage by the contents.
4. Endorse article according to the rate of postage charged and the special services provided.
5. Ensure all required forms are correctly prepared and (if applicable) attached to the article, to include custom documentation for mail addressed to and from FPO/APO locations.
6. Determine the amount of postage and fee(s) for the special services provided.
7. Ensure all monies remain in clear view of the customer.
8. Ensure the proper postage and fee(s) are affixed to the article.
9. Cancel the stamps (if used) with the applicable cancellation device.
10. Ensure the customer receives the correct change.
11. Ensure the customer receives their receipt.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.6-M Department of Defense Postal Manual
3. USPS F-1 Handbook United States Postal Service (USPS) Post Office Accounting Procedures
4. USPS NOTICE 123 United States Postal Service (USPS) Ratefold (Postage Rates)

0161-FINA-1003: Accept International Mail

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request to send an article of international mail, standard USPS supplies and equipment, with the aid of references, and in a field or garrison environment.

STANDARD: Ensuring that proper procedures are followed for acceptance into the MPS system, change is delivered without error, and postage is securely affixed to the mail.

PERFORMANCE STEPS:
1. Verify customer's authorization to use the Military Post Office.
2. Determine if the article is mail able according to Country mailing requirements as per the International Mail Manual (IMM).
3. Determine class of mail and rate of postage.
4. Ensure that all required forms (to include customs forms) are correctly prepared and (if applicable) attached to the article.
5. Ensure customs documentation (if applicable) is attached to mail addressed to and from FPO/APO locations.
6. Determine the amount of postage required for the article.
7. Ensure all monies remain in clear view of customer.
8. Ensure that proper postage is affixed to the article.
9. Cancel the stamps (if used) with the applicable cancellation device in full view of the customer.
10. Ensure the customer receives the correct change.
11. Ensure the customer receives the appropriate receipt.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.6-M Department of Defense Postal Manual
3. IMM International Mail Manual
4. USPS F-1 Handbook United States Postal Service (USPS) Post Office Accounting Procedures
5. USPS Poster 51 United States Postal Service (USPS) International Postal Rates and Fees

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0161-FINA-1004: Accept International Mail Requiring Special Services

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request to send an article of International Mail, standard USPS supplies and equipment, with the aid of references, and in a field or garrison environment.

STANDARD: Ensuring that proper procedures are followed for acceptance into the MPS, change is delivered to the customer without error, and postage is securely affixed to the mail.

PERFORMANCE STEPS:
1. Verify customer's authorization to use the MPO.
2. Determine if the article is mailable according to contents, size and weight limitations, wrapping and packaging, and addressing.
3. Determine class of mail and rate of postage.
4. Endorse article according to the rate of postage charged.
5. Ensure customs documentation (if applicable) is attached to mail addressed to and from FPO/APO locations.
6. Determine the amount of postage required.
7. Ensure that proper postage was affixed to the article.

8. Cancel the stamps (if used) with the applicable cancellation device in full view of the customer.
9. Ensure the customer receives the correct change.
10. Ensure the customer receives their receipt.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.6-M Department of Defense Postal Manual
3. USPS F-1 Handbook United States Postal Service (USPS) Post Office Accounting Procedures
4. USPS NOTICE 123 United States Postal Service (USPS) Ratefold (Postage Rates)

0161-FINA-1005: Maintain Stamp Stock

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to maintain a Flexible credit account (money, postal money orders and stamps), access to PS Form 17 (Stamp Requisition), standard USPS supplies and equipment, with the aid of references, and in a field or garrison environment.

STANDARD: Ensuring that the stamp stock is maintained within a tolerance of 1% of the total stock amount.

PERFORMANCE STEPS:
1. Determine denominations of stamp stock required.
2. Submit PS Form 17 to Custodian of Postal Effects (COPE) to replenish stamp stock.
3. Ensure all PS Form 17s are submitted and properly witnessed.
4. Receipt for the filled requisition.
5. When stamp stock is received, press stamps "+" on the IRT for the total amount of the stamp requisition.
6. Remove stamp stock from customer reach and from other postal clerks during the business day.
7. Maintain postal money orders in numerical sequence.
8. Conduct inventory of postal money orders.
9. Secure stamp stock in a security container when not needed.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. USPS F-1 Handbook United States Postal Service (USPS) Post Office Accounting Procedures

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0161-FINA-1006: Operate an Integrated Retail Terminal (IRT)

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an article presented for mailing, PS Form 1412 (Daily Financial Report), access to an IRT, clerk diskette with identification number, standard USPS supplies and equipment, with the aid of references, and in a field or garrison environment.

STANDARD: To ensure mail articles are processed efficiently.

PERFORMANCE STEPS:
1. Log on the IRT.
2. Enter clerk ID number when "start of day" appears on the screen.
3. Enter and verify serial numbers of blank money orders issued in the IRT.
4. Enter dollar amount for any stamps received from the COPE or the unit NCOIC into the IRT.
5. Select and input data for category of mail and/or services requested.
6. Select function for mail and/or services requested.
7. Select proper Account Indicator Code (AIC) when issuing Postage Validation Imprinter (PVI) labels or when issuing stamps and/or stamped paper.
8. Input the amount of cash or check tendered by customer.
9. Press "start of day" key and then remove clerk diskette when leaving the window for any period.
10. Print applicable list or reports at the end of the business day.
11. Verify the money order list, checks list, and any other applicable list or reports and if necessary, correct.
12. Verify the check and money order list and if necessary, correct.
13. Print a preliminary PS Form 1412 report.
14. Verify the preliminary PS Form 1412 report and if necessary, correct.
15. Print a final PS Form 1412 report.
16. Log off the IRT.
17. Submit end of day receipts, cash, clerk diskette and final PS Form 1412 report to the COPE.

REFERENCES:
1. DMM Domestic Mail Manual
2. USPS F-1 Handbook United States Postal Service (USPS) Post Office Accounting Procedures
3. USPS Integrated Retail Terminal (IRT) Instructional Manual

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0161-FINA-1007: Issue Domestic Postal Money Orders

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a blank postal money order, money order imprinter, an IRT, DD Form 885 (Money Order Control Record), standard USPS supplies and equipment, with the aid of references, and in a field or garrison environment.

STANDARD: Ensuring domestic postal money orders are issued without error.

PERFORMANCE STEPS:
1. Verify the customer's authorization to use the MPO.
2. Verify the amount of the money order desired with the customer (not to exceed authorized maximum).
3. Press the "money order" key on the IRT and enter the amount of the money order.
4. Collect the correct money amount received from the customer (value of the money order plus the fee amount).
5. Select the next blank money order in numerical sequence and compare it to the IRT.
6. Imprint the money order with the correct date and desired dollar amount.
7. Proof money order for accuracy of date, amount desired, and legibility
8. Return amount keys on imprinter to the asterisk "*" position.
9. Remove voucher from the money order set and give the customer the money order, customers receipt, and any change due.
10. Secure monies collected and the drawer.
11. Retain the money order voucher in numerical sequence.
12. Advise the customer to complete the 'Pay To" and "From" blocks immediately.
13. Keep blank money orders out of the reach of customers and other postal clerks.
14. Secure blank money orders when not being used.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.6-M Department of Defense Postal Manual
3. USPS F-1 Handbook United States Postal Service (USPS) Post Office Accounting Procedures

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0161-FINA-1008: Cash Domestic Postal Money Orders

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a list of lost or stolen money orders from the latest USPS bulletin, standard USPS supplies and equipment, with the aid of references, and in a field or garrison environment.

STANDARD: Ensuring applicable monies are delivered without error 100% of the time.

PERFORMANCE STEPS:

1. Verify customer's authorization to use the MPO.
2. Verify that the money order presented does not appear on the USPS list of lost or stolen money orders.
3. Determine that there are sufficient funds on hand to cash the presented money order.
4. Verify that the money order is properly completed.
5. Verify that the presented money order is acceptable for cashing, does not exceed the authorized maximum amount, or bear any alteration or erasure.
6. Verify that the customer is the payee, endorsee or purchaser.
7. Have the customer, purchaser, or payee sign, in the presence of the postal clerk, on the reverse side of the money order.
8. Have a third party endorsee customer sign, in the presence of the postal clerk, on the reverse side of the money order below the payee's signature.
9. Verify positive identification of a military customer by using the customer's military identification card.
10. Verify positive identification of a non-military customer by using the customer's valid passport.
11. Annotate the reverse side of the money order with the Social Security Number or passport number.
12. Place the impression of an All Purpose Date Stamp (APDS) on the reverse side of the money order and initial.
13. Ensure amount to be given to the customer is correct.
14. Press the key "Checks" on the IRT and enter the amount of the check when prompted.
15. Submit all cashed money orders with the printed checks list from the IRT to the Supervisor for review at the end of the business day.

REFERENCES:

1. DMM Domestic Mail Manual
2. DOD 4525.6-M Department of Defense Postal Manual
3. USPS F-1 Handbook United States Postal Service (USPS) Post Office Accounting Procedures
4. USPS Postal Bulletin 22023 United States Postal Service (USPS) Postal Bulletin, List of Lost or Stolen Money Orders Forms

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0161-FINA-1009: Perform Postal Money Order Corrective Measures

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an improperly prepared postal money order (either before being issued or returned on the same date of purchase), money order imprinter, DD Form 885 (Money Order Control Record), standard USPS supplies and equipment, with the aid of references, and in a field or garrison environment.

STANDARD: Ensuring a replacement postal money order is prepared without error.

PERFORMANCE STEPS:
1. If error is discovered before issue to customer, print or stamp the word "Spoiled" in the "Pay To" and "From" block on the face of the money order.
2. File improperly prepared (spoiled) postal money orders with the retained money order vouchers.
3. Destroy the spoiled money order voucher and customer receipt.
4. Prepare a new postal money order for the customer.
5. Submit all improperly prepared (spoiled) money orders to the Supervisor at the close of the business day.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.6-M Department of Defense Postal Manual
3. USPS F-1 Handbook United States Postal Service (USPS) Post Office Accounting Procedures

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0161-FINA-1010: Prepare Money Order List

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given money order vouchers, "Spoiled" money orders, "Paid" money orders, an APDS, an IRT, standard USPS supplies and equipment, with the aid of references, and in a field or garrison environment.

STANDARD: Ensuring that a properly prepared money order list is submitted to the Supervisor at the end of the business day.

PERFORMANCE STEPS:
1. Arrange the money order vouchers and "spoiled" money orders in numerical sequence.
2. Print money order list from the IRT.
3. Verify vouchers against the money order list to ensure correct sequencing.
4. Submit the money order list, vouchers and any "spoiled" money orders with the end of day reports to the Supervisor.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. USPS F-1 Handbook United States Postal Service (USPS) Post Office Accounting Procedures

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0161-FINA-1011: Conduct Clerk Audit of a Flexible Credit Account

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to conduct an audit, appropriate USPS postal forms, with the aid of references, and in a field or garrison environment.

STANDARD: To ensure an accurate audit is conducted per local SOP.

PERFORMANCE STEPS:
1. Verify the amount of the Flexible credit by checking the clerk's previous day closing balance.
2. Ensure all assigned Flexible credit accounts are available for audit.
3. Count all stamps and stamped paper and make appropriate entries on PS Form 3294, Audit of Stock Inventory Sheet.
4. Complete the heading on PS Form 3294.
5. Count all cash on hand and make appropriate entries in cash and cash items on hand column.
6. Verify money orders are issued in sequence and are in good condition. Accountability of clerks Money orders is using previous days 1412 or start of the day tape and against COPE DD Form 885. Upon completion, fill out validation of money order on page 4.
7. Place serial numbers of Money orders accounted for in remarks section on page 4.
8. Ensure auditor and clerk being audited sign the PS Form 3294.
9. Record result of audit on clerk's PS Form 3368, Stamped Credit Examination Record.
10. Handle overages/shortages in excess of authorized tolerance limits per the reference.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. OPNAVINST 5112.6 Department of the Navy Postal Instructions
3. USPS F-1 Handbook United States Postal Service (USPS) Post Office Accounting Procedures

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0161-OPER-1012: Dispatch ordinary mail

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational post office, standard USPS supplies and equipment, with the aid of references, and in a field or garrison environment.

STANDARD: Ensuring ordinary mail is sorted, faced, weighed, manifested and dispatched in accordance with appropriate routing scheme and by the next available mode of transportation.

PERFORMANCE STEPS:
1. Face and sort letters and flats.

2. Check mail for proper postage.
3. Cancel postage on all letters and flats.
4. Sort mail to appropriate destinations.
5. Tray/pouch/sack mail for dispatch.
6. Label trays, pouches, sacks and outside mail pieces (OSPs) to appropriate destinations.
7. Weigh and enter weights on tags and labels.
8. Prepare mail manifest for dispatch.
9. Check that articles are loaded and transported appropriately.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.6-M Department of Defense Postal Manual
3. DOD 4525.6H Mail Distribution Instruction and labeling Handbook
4. IMM International Mail Manual
5. OPNAVINST 5112.6 Department of the Navy Postal Instructions
6. POM Postal Operations Manual

0161-OPER-1013: Process delivery of ordinary mail

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational post office, prograded mail, standard USPS supplies and equipment, with the aid of references, and in a field or garrison environment.

STANDARD: Ensuring ordinary mail is processed and delivered immediately upon receipt.

PERFORMANCE STEPS:
1. Verify incoming mail manifest with mail received.
2. Sort incoming direct sacks and parcels, as required.
3. Check empty mailbags for residue mail.
4. Case and sort all mixed working mail.
5. Separate accountable mail and direct it to proper processing section/unit.
6. Tie out all cases for delivery.
7. Process damaged mail.
8. Inform supervisor of any mail irregularities.
9. Deliver mail only to authorized individuals.
10. Ensure all mail clerks sign a mail receipt log when receipting for mail.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.6-M Department of Defense Postal Manual

0161-OPER-1014: Process incoming registered mail

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational post office, appropriate postal forms, articles of registered mail, standard USPS supplies and equipment, with the aid of the reference, and in a field or garrison environment.

STANDARD: To ensure mail is processed as prescribed in DoD 4525.6-M.

PERFORMANCE STEPS:
1. Verify that all register pouches, sacks and/or outside pieces listed on the PS Form 3854, Manifold Registry Dispatch Book, outside/truck bill were not tampered with and are received.
2. Enter on the PS Form 3854 outside/truck bill the number of pieces received, time of receipt, APDS, and sign the bill along with a witness.
3. Open all pouches and sacks in the presence of a witness.
4. Verify with the witness that all articles of registered mail listed on inside bills are received.
5. Enter the number of pieces received, time processed, APDS, and sign the bill.
6. Postmark each article of registered mail received with APDS to show the date and office receiving it.
7. Receipt for registered mail being delivered using PS Form 3883.
8. Accept articles requiring registered mail service utilizing PS Form 3806 or PS Form 3877.
9. Postmark the article with the APDS on all seams.
10. Safeguard and secure the Registry Section and all registered mail.

REFERENCE:
1. DOD 4525.6-M Department of Defense Postal Manual

0161-OPER-1015: Process outgoing registered mail

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational post office, PS Form 3854 (Manifold Registry Dispatch Book), articles of registered mail, standard USPS supplies and equipment, with the aid of references, and in a field or garrison environment.

STANDARD: Ensuring outgoing registered mail is properly prepared for dispatch and maintained in a secure location.

PERFORMANCE STEPS:
1. Separate registered mail by destination, and when applicable, further separate the personal from the official mail.
2. Prepare the inside bill, PS Form 3854.
3. Ensure pouches used are serviceable.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. DOD 4525.6H Mail Distribution Instruction and labeling Handbook

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0161-OPER-1016: Close a Registry Section

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a secure area or structure; blank DD Form 2261 (Registered Mail Inventory); DD Form 2261s from the previous day; all documents used to receive, deliver, or dispatch registered mail; all registered mail not delivered; standard USPS supplies and equipment; with the aid of the reference; and in a garrison or field environment.

STANDARD: Ensuring all registered mail on hand is inventoried, and delivered or dispatched registered mail is inventoried at the end of each business day.

PERFORMANCE STEPS:
1. Prepare DD Form 2261 for all registered mail.
2. Obtain signature of a verifying official/witness on the DD Form 2261.
3. Retain on file DD Form 2261 and all supporting documentation for two years.
4. Safeguard and secure the Registry Section.

REFERENCE:
1. DOD 4525.6-M Department of Defense Postal Manual

0161-OPER-1017: Deliver official accountable mail

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational post office, PS Form 3883 (Firm Delivery Book), standard USPS supplies and equipment, with the aid of references, and in a field or garrison environment.

STANDARD: To the designated authorized agent within 72 hours of receipt.

PERFORMANCE STEPS:
1. Endorse accountable mail to show date of receipt.
2. Prepare PS Form 3883 for each type of accountable mail.
3. Verify identity of authorized agent.
4. Ensure authorized agent verifies items and completes the PS Form 3883.
5. Remove return receipts from article.
6. Postmark all copies of PS Form 3883 with the All Purpose Date Stamp (APDS).
7. Deliver article of accountable mail and duplicate copy of PS Form 3883.
8. Retain original of PS Form 3883 and triplicate copy for post office records.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.6-M Department of Defense Postal Manual

0161-OPER-1018: Deliver personal accountable mail

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational post office, PS Form 3849 (Delivery Notice), standard USPS supplies and equipment, with the aid of references, and in a field or garrison environment.

STANDARD: Ensuring that personal accountable mail is delivered within 15 days from receipt.

PERFORMANCE STEPS:
1. Endorse personal accountable mail with date of receipt.
2. Prepared PS Form 3849 and delivered to addressee.
3. If the article has not been delivered within five days, prepare a second and final notice.
4. Verify identity of addressee or authorized agent.
5. Obtain signature of addressee or authorized agent on the PS Form 3849.
6. Remove return receipts from article upon delivery.
7. Sign and date PS Form 3849 and retain on file for two years.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.6-M Department of Defense Postal Manual

0161-OPER-1019: Operate a Postal Service Center

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Postal Service Center (PSC) in an operational post office, DD Form 2262 (Receptacle Record), DD Form 2258 (Temporary Mail Disposition Instruction), OPNAV 5110/5 (Change of Address Form), NAVMC 10572 (Directory File Card), PS Form 3907 (Notice to Call at Window), PS Form 3575 (USPS Change of Address Form), standard USPS supplies and equipment, with the aid of the reference, and in a field or garrison environment.

STANDARD: Ensuring that personal mail is placed in the mail receptacles within 24 hours of receipt of the article of mail.

PERFORMANCE STEPS:
1. Ensure mail receptacles are assigned to authorized personnel only.
2. Ensure a DD Form 2262 is on file for each receptacle.
3. Check DD Forms 2262 for next available mail receptacle.
4. Utilize DD Form 2258 for advance issuance.
5. Post completed DD Form 2258 over reserved receptacles for EDA personnel.
6. Ensure authorized personnel properly complete all required forms.
7. Ensure new customer is given PS Form 2663.
8. Label mail receptacle with the member's receptacle number and last name.
9. Place PS Form 3907 in receptacle to notify customer of an oversize package.
10. Ensure PS Form 3849 is placed in the receptacle for accountable mail.
11. Utilize DD Form 2258 to show temporary absence.
12. Check assigned receptacle, at least monthly, for excessive mail accumulation.
13. Check that DD Forms 2262, for mail receptacles not currently in use, are issued accordingly.
14. Ensure an OPNAV 5110/5 change of address card is completed upon departure.
15. Ensure PSC receptacle combination or key lock is changed within five business days of closure.

REFERENCE:
1. DOD 4525.6-M Department of Defense Postal Manual

0161-OPER-1020: Process official mail

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an operational post office, units or activities requiring mail services, PS Form 3533 (Application and Voucher for Refund of Postage, Fees, and Services), with the aid of references, and in a field or garrison environment.

STANDARD: Ensuring that official mail is accepted into the USPS system, appropriate postage is calculated, end postage is security fixed to the mail.

PERFORMANCE STEPS:
1. Obtain access to the official Postage Meter Machine.
2. Verify pervious business day's ascending and descending meter reading.
3. Verify mailer is authorized use of official mail.
4. Ensure all articles are properly prepared for mailing.
5. Endorse all oversized letters (flats) and parcels as appropriate.
6. Provide special services only when required.
7. Ensure mailers use standard, letter-sized envelopes whenever possible.
8. Determine postage for class of mail presented.
9. Affix postage meter tape.
10. Prepare PS Form 3533 for any unused and/or spoiled postage meter tape(s).
11. Turn in any unused postage meter tape with PS Form 3533.
12. Print the daily ascending and descending meter readings.
13. Secure the official Postage Meter Machine.

REFERENCES:
1. DOD 4525.8-M DOD Official Mail Manual
2. MCO P5110.4 The Marine Corps Official Mail Program

0161-OPER-1021: Maintain postal supplies and equipment

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: When assigned in writing as a postal supply clerk and given PS Form 1586 (Supply Record); PS Form 1590 (Supplies and Equipment Receipt); PS Form 7380 (Supply Center Requisition); PS Form 7381 (Requisition for Supplies, Services or Equipment); information regarding current stock levels of supplies on hand, maximum levels allowed, previous usage data; standard USPS supplies and equipment; and in a field or garrison environment.

STANDARD: Ensuring that supplies and equipment are maintained at designated stock levels and in serviceable condition.

PERFORMANCE STEPS:
1. Maintain a separate PS Form 1586 for each USPS expendable item on hand.
2. Annotate entries to reflect balance on hand, when items were issued, received, and/or ordered.
3. Check postal bulletins for new items or deletion of existing items.
4. Order supplies when PS Form 1586 reflects minimum stock level.
5. Requisition postal supplies on PS Form 7380.

6. Check supplies received against the shipping order and a copy of PS Form 7380.
7. Report, via letter, to the source of supply items not received.
8. File PS Form 7380 and annotate appropriate PS Form 1586 of items received.
9. Prepare PS Form 7381 to requisition equipment and publications
10. Requisition repair parts, rubber and steel stamps, and empty mailbag equipment as outlined in DoD 4525.6C.
11. Inventory all supplies on hand semi-annually.
12. Maintain at least a three month, but not more than a five months, level of supplies.

REFERENCES:
1. DOD 4525.6C Department of Defense Postal Supply Catalog
2. USPS Postal Bulletins United States Postal Service (USPS) Postal Bulletins
3. USPS Publication 223 United States Postal Service (USPS) Directives and Forms Catalog

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0161-OPER-1022: Conduct postal directory functions

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given articles of mail that cannot be delivered as addressed, a command directory section, PS Form 3579 (Undeliverable Standard Mail A and B), PS Form 3849 (Delivery Notice/Reminder Receipt), NAVMC 10572 (Mail Directory File Card), standard USPS supplies and equipment, with the aid of the reference, and in a field or garrison environment.

STANDARD: So that mail that is undeliverable as addressed, is processed as soon as possible but no later than 72 hours of receipt.

PERFORMANCE STEPS:
1. Determine entitlement to directory service.
2. Screen undeliverable mail for proper endorsement and processing.
3. Back stamp each article of undeliverable mail to indicate the date received.
4. Determine proper endorsements and disposition for each piece of undeliverable mail by class of mail.
5. Sort/case undeliverable mail in alphabetical order, if required.
6. Annotate the directory service stamp impression with the date mail was processed and initial.
7. Notify publishers (periodicals), undeliverable standard mail (A and B) and special standard (A and B), of addressee's new forwarding address with PS Form 3579.
8. Maintain record of notification for each publication.
9. Honor all endorsements placed on mail per Military Postal Service Agency (MPSA) current guidance.
10. Dispose of mail not entitled to directory service.
11. Dispose of periodicals in which the publisher notification was made, per

the references.
12. Maintain PS Form 3849 for any accountable mail that could not be delivered by servicing post office.
13. With the aid of PALS locator system, process all undeliverable prograted mail.
14. Process dead letter/dead parcel mail per local mail handling instructions.
15. Process estimated date of arrival (EDA) mail for incoming personnel and sort/case separately from ordinary mail.
16. Check EDA each week and retain no longer than 30 days past EDA date unless verified that member is still due in.
17. Ensure change of address cards or NAVMC 10572s contains all required information, and are placed in alphabetically order.
18. Screen directory cards the first week of each month in order to remove and destroy all expired cards.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.6-M Department of Defense Postal Manual
3. Local Mail Handling Instructions
4. OPNAVINST 5112.6 Department of the Navy Postal Instructions

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0161-OPER-1023: Process casualty mail

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational post office, casualty mail, appropriate documentation, with the aid of references, and in a field or garrison environment

STANDARD: Ensuring that casualty mail is properly processed and endorsed.

PERFORMANCE STEPS:
1. Obtain written verification that the Next of Kin (NOK) has been notified.
2. Determine if mail is endorsed correctly based upon class of mail.
3. Utilizing the written verification, return mail to sender, forward to the NOK, or dispose of mail if requested by the NOK.
4. Back stamp each article to indicate date forwarded.
5. File written verification.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. MCO P5110.6 SOP for Marine Corps Unit Mailrooms
3. OPNAVINST 5112.6 Department of the Navy Postal Instructions

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: If there is a contradiction in the references listed on how casualty mail is to be process, use local mail handling instructions that have been approved by MPSA and HQMC.

0161-OPER-1024: Process postal claims/inquiry forms

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational post office; PS Form 1000 (Domestic Claim or Registered Mail Inquiry), PS Form 542 (Inquiry About Registered Article , an Insured Parcel or an Ordinary Article), PS Form 1510 (Mail Lost/Rifling Report); PS Form 6401 (Money Order Inquiry); PS Form 3831 (Receipt for Article Damaged in Mail), PS Form 3533 (Application and Voucher for Refund of Postage, Fees, and Services), with the aid of references; and in a field or garrison environment.

STANDARD: So that postal claims/inquiries forms are cross-referenced with copies of appropriate claims/inquiry forms, and are processed within the time frame as stipulated by the references.

PERFORMANCE STEPS:
1. Select the proper form for processing the indemnity claim or inquiry.
2. Assist the customer with completing their portion of the forms.
3. Complete the post office's portion of the indemnity claim or inquiry form(s).
4. Process PS Form 3533 when customer requests a refund for postage.
5. Inspect claims logbook.
6. Maintain indemnity claim records for two years.
7. Forward appropriate claims with supporting documents to the USPS.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.6-M Department of Defense Postal Manual
3. IMM International Mail Manual
4. POM Postal Operations Manual
5. USPS F-1 Handbook United States Postal Service (USPS) Post Office Accounting Procedures

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0161-OPER-1025: Prepare postal embarkation equipment

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational post office, "A" set,"B" set, SL-3 inventory, standard USPS supplies and equipment, with the aid of reference, and in a field or garrison environment.

STANDARD: So that embarkation equipment is maintained and ready for deployment.

PERFORMANCE STEPS:
1. Maintain letter of appointment for unit supply chief
2. Maintain quarterly CMRs.
3. Prepare embarkation containers (mark/weight).
4. Prepare embarkation inventory/packing list.
5. Inventory SL-3 items for all embarkation equipment.
6. Coordinate the staging of embarkation equipment with deploying unit(s) supply chief.

REFERENCES:
1. DOD 4525.32-R Military Standard Transportation and Movement Procedures
2. DOD 4525.6-M Department of Defense Postal Manual
3. DOD 4525.6C Department of Defense Postal Supply Catalog
4. DOD 4525.8-M DOD Official Mail Manual
5. Local Mail Handling Instructions
6. MCO P5110.4 The Marine Corps Official Mail Program
7. OPNAVINST 5112.6 Department of the Navy Postal Instructions
8. USPS PUBLICATION 247 United States Postal Service (USPS) Material Management Equipment and Supply Catalog

6004. 2000-LEVEL EVENTS

0161-FINA-2001: Monitor mail acceptance procedures

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Post Office with retrograde mail, during unannounced inspections, standard USPS supplies and equipment, with the aid of references, and in a field or garrison environment.

STANDARD: To ensure postal personnel are in 100% compliance with established mail acceptance procedures.

PERFORMANCE STEPS:
1. Check that postal clerks are verifying customer eligibility.
2. Verify mail is endorsed according to the rate of postage charged.
3. Verify that applicable customs forms or special services have been applied to the article.
4. Verify proper postage has been applied or cancelled, if necessary.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.6-M Department of Defense Postal Manual
3. IMM International Mail Manual
4. USPS NOTICE 123 United States Postal Service (USPS) Ratefold (Postage Rates)
5. USPS Poster 51 United States Postal Service (USPS) International Postal Rates and Fees

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0161-FINA-2002: Maintain main stamp stock

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

BILLETS: Postal Clerk

GRADES: CPL, SGT, SSGT, GYSGT, 1STSGT, MSGT, SGTMAJ, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to maintain a Flexible credit account (money, postal money orders and stamps), access to PS Form 17 (Stamp Requisition), an IRT, standard USPS supplies and equipment, with the aid of references, and in a field or garrison environment.

STANDARD: Ensuring the main stamp stock is maintained without any tolerance allowed and in balance with the opening amounts for the last business day (AIC 840).

PERFORMANCE STEPS:
1. Determine denominations of stamp stock required.
2. Submit PS Form 17 to source of supply to replenish stamp stock.
3. Ensure all PS Form 17s submitted are properly witnessed.
4. Process the filled requisition with a copy of the PS Form 17 and report any discrepancies to the source of supply.
5. Print out a list by denomination reflective of the total stamp stock inventory.
6. Maintain inventory of postal money orders in numerical sequence.
7. Maintain inventory of the main stamp stock by denomational sequence.
8. Maintain an adequate change fund daily.
9. Maintain original copy of PS Form 3369, Consigned Credit Receipt, for each Flexible credit assigned.
10. Conduct required audits of all Flexible credits.
11. Secure stamp stock in a security container when not needed.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. USPS F-1 Handbook United States Postal Service (USPS) Post Office Accounting Procedures

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0161-FINA-2003: Monitor postal money order transactions

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an operational post office with postal money order transactions, newly assigned Postal personnel, an IRT, standard USPS supplies and equipment, with the aid of references, and in a field or garrison environment.

STANDARD: Ensuring issued, cashed or "spoiled" money order transactions are verified against the Money Order List produced by the IRT.

PERFORMANCE STEPS:
1. Verify that money orders are sold to authorized customers only.
2. Verify the imprinting of the money order to ensure correct date and dollar amount.
3. Verify that all money order vouches are retained in numerical sequence.
4. Verify that all spoiled money orders are retained and stamped "SPOILED" on the "PAY TO" and "FROM" blocks.
5. Verify that all cashed money orders are entered into the IRT.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.6-M Department of Defense Postal Manual
3. USPS F-1 Handbook United States Postal Service (USPS) Post Office Accounting Procedures

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0161-FINA-2004: Manage domestic money order forms

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a DD Form 885 (Money Order Control Record), PS Form 17, standard USPS supplies and equipment, with the aid of references, and in a field or garrison environment.

STANDARD: Ensuring money orders forms are cross-referenced with the DD Form 885 and PS Form 17 to ensure 100% accountability.

PERFORMANCE STEPS:
1. Requisition blank money order forms from the source of supply.
2. Verify each incoming shipment of blank money orders with a witness.
3. Annotate PS Form 17 with the date the blank money orders were received.
4. Verify the integrity of packaging of blank money orders received.
5. Return the original copy of PS Form 17 to the source of supply.
6. Notify the source of supply promptly of any missent shipments of blank money order forms.
7. Contact the source of supply for guidance in the case of any missing blank money orders.
8. Record all blank money order forms received and issued on the master DD Form 885.
9. Issue blank money orders requested from a unit in numerical sequence.
10. Annotate the DD Form 885 to reflect the serial numbers of issued money orders.
11. Annotate serial numbers of money orders issued on all PS Form 17s.
12. Have a witness verify and sign all copies of the PS Form 17 received from the requesting unit.
13. Retain suspense copy of the PS Form 17.
14. Replace suspense copy of the PS Form 17 with the signed copy returned from the requesting unit and destroy the suspense copy.
15. Annotate serial numbers of blank money orders issued on DD Form 885.
16. Safeguard the blank money order forms and related forms.
17. Verify the disposition of unused money order forms if the MPO is disestablished.

REFERENCES:
1. DD Form 885 Money Order Control Record
2. DOD 4525.6-M Department of Defense Postal Manual
3. PS Form 17 Stamp Requisition
4. USPS F-1 Handbook United States Postal Service (USPS) Post Office Accounting Procedures

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0161-FINA-2005: Perform Custodian of Postal Effects (COPE) duties

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational post office, being appointed as COPE, the mail stamp stock, appropriate USPS postal forms, and standard USPS equipment and supplies, with the aid of references, and in a field or garrison environment.

STANDARD: To ensure 100% accountability of postal effects.

PERFORMANCE STEPS:
1. Audit the Flexible credit of the departing COPE and prepare PS Form 3294, Audit of Stock Inventory Sheet.
2. Record audit results on PS Form 3368, Stamped Credit Examination Record.
3. Receipt for the Flexible account using PS Form 3369, Consigned Credit Report, and submit to accountable postmaster.
4. Maintain records of stamp stock on hand using PS Form 3295, Daily Report of Stamps, Stamped Paper and Non-Postal Stamps On Hand.
5. Maintain original copy of PS Form 3369, Consigned Credit Receipt, for each Flexible credit account issued.
6. Requisition replacement stamp stock and verify proper security is maintained for all Flexible credits.
7. Conduct required audits for all Flexible credit accounts and vending machines.
8. Inventory all capital sensitive postal equipment and prepare PS Form 1590, Supplies and Equipment Receipt.
9. Prepare PS Form 3977, Duplicate Key Envelope, to record and safeguard duplicate keys and combinations.
10. Audit blank money order forms on hand and properly receipt for them on DD Form 885.
11. Distribute completed forms in accordance with local SOP.
12. Conduct audit and inspections of unit post offices as required.
13. Verify consolidated money order report using end of day Unit PS 1412, Daily Financial Report.
14. Submit bank deposits as required.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. DOD 4525.6C Department of Defense Postal Supply Catalog
3. OPNAVINST 5112.6 Department of the Navy Postal Instructions
4. USPS F-1 Handbook United States Postal Service (USPS) Post Office Accounting Procedures
5. USPS PUBLICATION 247 United States Postal Service (USPS) Material Management Equipment and Supply Catalog
6. USPS Publication 223 United States Postal Service (USPS) Directives and Forms Catalog

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0161-OPER-2006: Monitor official mail

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational post office, maintenance log, an official meter machine, a meter head license, articles of official mail, standard USPS supplies and equipment, PS Form 3533 (Application and Voucher for Refund of Postage, Fees, and Services), with the aid of references, and in a field or garrison environment.

STANDARD: To ensure official mail is handled with 100% accountability.

PERFORMANCE STEPS:
1. Issue official mail meter machine, if applicable.
2. Verify ascending and descending numbers on the meter.
3. Verify all mail has a proper "TO" and "FROM" address.
4. Verify all processed mail has the appropriate postage and has been endorsed accordingly.
5. Maintain a maintenance log on each metering system.
6. Order necessary supplies.
7. Ensure the official postage meter head is reset properly.
8. Ensure a copy of the postage meter head license is on file.
9. Account for postage refund by utilizing PS Form 3533.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.6-M Department of Defense Postal Manual
3. DOD 4525.8-M DOD Official Mail Manual
4. MCO P5110.4 The Marine Corps Official Mail Program

0161-OPER-2007: Monitor mail handling procedures

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

BILLETS: Postal Clerk

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational post office in a field or garrison environment, ordinary and accountable mail, mail manifests verified by postal clerks, standard USPS supplies and equipment and in accordance with the reference.

STANDARD: Ensuring that ordinary and accountable mail is properly received and dispatched into the military postal system.

PERFORMANCE STEPS:
1. Monitor receipt and dispatch of ordinary or accountable mail.
2. Verify seal numbers on incoming truck and containers.
3. Seal or break the seals on trucks for ingoing or outgoing mail.

4. Verify total piece count received with incoming mail manifest.
5. Verify accountable mail is separated and processed from ordinary mail.
6. Check empty bags for residue mail.
7. Prepare mail irregularity reports and submit accordingly.
8. Process and file incoming manifest.
9. Ensure that adequate supplies and equipment are maintained.
10. Take appropriate action if any discrepancies are found during receipt of registered mail.
11. Resolve discrepancies.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.6-M Department of Defense Postal Manual
3. DOD 4525.6H Mail Distribution Instruction and labeling Handbook
4. DOD 4525.8-M DOD Official Mail Manual
5. MCO P5110.4 The Marine Corps Official Mail Program
6. MCO P5110.6 SOP for Marine Corps Unit Mailrooms

0161-OPER-2008: Conduct mailroom inspections

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

BILLETS: Postal Clerk

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational mailroom, AIRS Checklist, with the aid of references, and in a field or garrison environment.

STANDARD: At least once a quarter to ensure unit mailrooms are in compliance.

PERFORMANCE STEPS:
1. Conduct an unannounced mailroom inspection utilizing the AIRS checklist.
2. Instruct the unit mail clerk on how to correct all deficiencies.
3. Answer questions concerning mailroom operations.
4. Ensure the command is properly debriefed.
5. Provide training, as necessary, at the local unit level.
6. Provide courtesy inspections within 30 days of unit returning from deployment or when unit request assistance.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. MCO P5110.6 SOP for Marine Corps Unit Mailrooms

0161-OPER-2009: Conduct pre-deployment brief

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

BILLETS: Postal Clerk

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a deploying unit, mail routing request from the deploying unit, with the aid of references, and in a field or garrison environment.

STANDARD: So that all topics listed in the performance steps are covered.

PERFORMANCE STEPS:
1. Determine day for brief with unit.
2. Inform attendees of mail routing procedures.
3. Provide attendees of correct mailing address.
4. Inform attendees of where and how often mail will be available for delivery.
5. Inform attendees of procedures for dispatching outgoing mail.
6. Inform attendees of postal support available.
7. Provide attendees of points of contact.
8. Provide attendees information on customs procedures.

REFERENCES:
1. DMM Domestic Mail Manual
2. IMM International Mail Manual
3. MCO P5110.6 SOP for Marine Corps Unit Mailrooms
4. USPS Postal Bulletins United States Postal Service (USPS) Postal Bulletins

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0161-OPER-2010 Monitor search and seizure

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

BILLETS: Postal Clerk

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an incident with requires a search and/or seizure, operational post office, with the aid of references, and in a field or garrison environment.

STANDARD: Ensuring that a search and/or seizure of mail is conducted as outlined in the references.

PERFORMANCE STEPS:
1. Ensure a duly authorized search warrant has been issued, if applicable.
2. Ensure correct procedures are followed in authorizing the use of a mail cover.
3. Ensure the appropriate chain of receipts is maintained for articles of mail confiscated.
4. Follow correct procedures in reporting incidents of search and/or seizure to higher headquarters.
5. Ensure proper disposition of seized mail is accomplished.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.6-M Department of Defense Postal Manual

0161-OPER-2011: Monitor postal supply and equipment operations

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given PS Form 1586 (Supply Record); PS Form 1590 (Supplies and Equipment Receipt); PS Form 7380 (Supply Center Requisition); PS Form 7381 (Requisition for Supplies, Services or Equipment); information regarding current stock levels of supplies on hand, maximum levels allowed, previous usage data; standard USPS supplies and equipment; and in a field or garrison environment.

STANDARD: Ensuring that a 90-day level of postal supplies is on hand at all times.

PERFORMANCE STEPS:
1. Verify a separate PS Form 1586 is on hand for each USPS expendable item.
2. Verify all entries to reflect balances on hand and when items were issued, received, and/or ordered are being made.
3. Verify the postal supply clerk is checking postal bulletins for new items or deletion of existing items.
4. Check the maximum stock level to ensure proper balance between times required to resupply and anticipated usage data.
5. Verify PS Form 1586 is used to reflect minimum stock levels.
6. Verify postal supplies are requisitioned on PS Form 7380.
7. Verify the postal supply clerk is checking supplies received against the shipping order and a copy of PS Form 7380.
8. Verify items not received are reported, via letter, to the source of supply.
9. Verify PS Form 7380 is on file and the appropriate PS Form 1586 is annotated with items received.
10. Verify PS Form 7381 is used to requisition equipment.
11. Verify publications are requisitioned on PS Form 7381.
12. Requisition repair parts, rubber and steel stamps, and empty mailbag equipment as outlined in DoD 4525.6C.
13. Inspect embarkation supplies and equipment for serviceability and readiness on a quarterly basis.
14. Verify a semi-annual inventory of all supplies is being conducted by the postal supply clerk.
15. Verify at least a three month, but not more than a five months, level of supplies is on hand.

REFERENCES:
1. DOD 4525.6C Department of Defense Postal Supply Catalog
2. USPS Postal Bulletins United States Postal Service (USPS) Postal Bulletins

3. USPS Publication 223 United States Postal Service (USPS) Directives and Forms Catalog

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0161-OPER-2012: Monitor postal directory functions

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given articles of mail that cannot be delivered as addressed, a command directory section, standard USPS supplies and equipment, with the aid of references, and in a field or garrison environment.

STANDARD: Ensuring that all mail requiring directory service has been routed within 72 hours of receipt.

PERFORMANCE STEPS:
1. Ensure undeliverable mail is entitled to directory service.
2. Ensure undeliverable mail is being screened.
3. Ensure undeliverable mail is being back stamped to indicate the date received.
4. Ensure proper endorsements and disposition by class of mail.
5. Ensure undeliverable mail is being cased/sorted in alphabetical order, when required.
6. Ensure annotation of the directory service stamp impression with the date the piece of mail was processed.
7. Ensure publishers (periodicals) are notified of addressee's forwarding address.
8. Ensure record of notification for each publication is being maintained.
9. Ensure directory section is honoring all endorsements placed on mail per MPSA current guidance.
10. Ensure mail is disposed of that does not rate directory service, or periodicals for which publisher notification was made,
11. Ensure PS Form 3849 is being maintained for any accountable mail that could not be delivered by servicing post
12. Ensure dead letter/dead parcel mail is processed per local guidance.
13. Ensure estimated date of arrival (EDA) mail is being sorted and cased separately form ordinary mail.
14. Ensure EDA mail is checked once a week to determine if personnel are still due in.
15. Ensure change of address cards or NAVMC 10572s contain all required information.
16. Ensure change of address cards or NAVMC 10572s are being screened the first week of each month in order to remove and destroy all expired cards.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.6-M Department of Defense Postal Manual
3. OPNAVINST 5112.6 Department of the Navy Postal Instructions

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0161-OPER-2013: Monitor Postal Claims Section

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational post office, PS Form 1000 (Domestic Claim or Registered Mail Inquiry), PS Form 542 (Inquiry About Registered Article), PS Form 1510 (Mail Lost/Rifling Report), PS Form 6401 (Money Order Inquiry), PS Form 3831 (Receipt for Article Damaged in Mail), PS Form 3533 (Application and Voucher for Refund of Postage, Fees, and Services), with the aid of references, and in a field or garrison environment.

STANDARD: Ensuring that postal claims are processed per USPS standards as outlined in the references.

PERFORMANCE STEPS:
1. Review all claims pending USPS approval/disapproval against appropriate postal form.
2. Account for items obtained from customer on PS Form 3831.
3. Insure all information pertaining to the claim is placed in claim logbook.
4. Ensure properly handling is completed upon USPS approval/disapproval.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.6-M Department of Defense Postal Manual
3. IMM International Mail Manual
4. POM Postal Operations Manual

0161-OPER-2014: Verify postal facility security

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational post office, security checklist, key control log, with the aid of the reference, and in a garrison and field environment.

STANDARD: To ensure the Postal facility is in 100% compliance with established security regulations.

PERFORMANCE STEPS:
1. Ensure the structure of the facility (walls, ceilings, and floors) meet requirements.
2. Ensure all doors, windows, hinges, security locks or hasps meet specific security requirements.

3. Ensure proper exterior lighting for the facility.
4. Verify the Registry Section is enclosed in a separate room or wire mesh cage and is secured with a three-position changeable combination padlock.
5. Verify the Registry Section is equipped with a three-position dial-type combination lock safe.
6. Ensure appropriate restricted access signage is posted throughout the facility.
7. Ensure proper security is provided for all post office equipment.
8. Verify during working hours and after working hours security measures are in place for all stamped paper, money orders and funds.
9. Ensure proper security is provided for the transportation of mail.
10. Verify that an intrusion alarm device is operational, if installed.
11. Ensure key control and authorized access to keys is kept to a minimum.
12. Ensure all classified material is properly secured.
13. Ensure a record of openings and closings of the Registry Section is maintained
14. Verify a security check of the facility is made and recorded upon opening and closing.
15. Verify that an emergency contact list is posted on the outside of all exits.

REFERENCE:
1. DOD 4525.6-M Department of Defense Postal Manual

0161-OPER-2015: Prepare a Postal Operations Plan (POP)

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

BILLETS: Postal Clerk

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an operational post office, with the aid of references, and in a field or garrison environment.

STANDARD: To ensure guidance is published for the facility that covers the day-to-day postal operations.

PERFORMANCE STEPS:
1. Create a Table of Contents.
2. Include basic information (i.e. name of activity, FPO number, location, hours of operation, volumes).
3. Include the basic facility data (layout, equipment and case, rack design).
4. Include a mail processing profile that includes daily volumes of pieces and bags.
5. Include mail-processing targets.
6. Include all transportation requirements.
7. Establish any special instructions.
8. 7. Establish any special instructions.

REFERENCES:
1. DOD 4525.32-R Military Standard Transportation and Movement Procedures
2. DOD 4525.6-M Department of Defense Postal Manual

0161-OPER-2016: Maintain publications and directives

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

BILLETS: Postal Clerk

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an operational post office, AIRS Checklist, publication and directives checklists, required publications and directives, changes, DoD 4525.6-M (Department of Defense Postal Manual), MACOM (Major Command) Postal publications, USPS Directives and Publications Catalog, Intergraded Retail Terminal (IRT) Update, and in a field or garrison environment.

STANDARD: So that all required directives and publications are on hand and are current.

PERFORMANCE STEPS:
1. Audit higher headquarters publications and directives checklists.
2. Audit USPS directives and publication checklists.
3. Requisition any missing directives and publications or changes from source.
4. File master publications and directives in the Postal Section Directives Control Point.
5. Enter any published changes, making appropriate changes per directives type (page change or pen change).
6. Complete Record of Changes page in manual type directives.
7. Ensure all required publications are available for use.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. MCO 5210.11E Records Management Program for the Marine Corps
3. MCO 5215.1_ Marine Corps Directives System
4. OPNAVINST 5112.6 Department of the Navy Postal Instructions
5. USPS F-1 Handbook United States Postal Service (USPS) Post Office Accounting Procedures

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0161-OPER-2017: Designate postal clerk MOS and special postal billet

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

BILLETS: Postal Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an operational post office, MAPS, newly joined postal personnel, PS Form 2257 , with the aid of reference, and in a field and garrison environment.

STANDARD: So that required designations are assigned promptly and are updated as the situation dictates.

PERFORMANCE STEPS:
1. Assign MOS 0161 using DD Form 2257 and the Marine Automated Postal System (MAPS) upon postal clerk's arrival at first duty station.
2. Complete DD Form 2257 for those postal clerks who have been appointed as a Custodian of Postal Effects (COPE), Postal Finance Officer (PFO).
3. Complete DD Form 2257 for appointment of civilian postal finance clerk, if required.
4. Revoke DD Form 2257 for all postal clerks upon EAS, or in the event of MOS revocation.
5. Revoke designation as a COPE or PFO upon postal personnel being relieved of those duties, or being reassigned.
6. Monitor postal clerk, COPE, PFO, and civilian postal finance clerk designations on an annual basis.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. OPNAVINST 5112.6 Department of the Navy Postal Instructions

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0161-OPER-2018: Manage Automated Military Postal System (AMPS)

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

BILLETS: Postal Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an operational post office, being appointed to a billet requiring an AMPS account, access to AMPS, Internet access, with the aid of references, and in a field or garrison environment.

STANDARD: To ensure reports required by the references are produced immediately.

PERFORMANCE STEPS:
1. Ensure all MPO information and other postal modules have been completed.
2. Ensure mail routing request is received at least 30 days prior to deployment.
3. Prior to deployment, submit complete MRI on AMPS by selecting unit(s) involved, specifying all dates effecting mail routing, classes of mail forwarding, base zip code to be used, destination base.
4. Submit initial report to the Military Postal Service Agency (MPSA) using AMPS when postal offences are committed.
5. Submit follow-up reports until case is closed, referencing the case number assigned by MPSA.
6. Submit all financial stats (i.e. money orders, fees, stamp sales, PVI

sales) through AMPS in the event postal finance unit is unable to transmit on IRT.

7. Scan mail with the MIL-POST scanner upon arrival.

8. Download scanned mail through AMPS in order to generate the TTISMM surveys.

REFERENCES:

1. DOD 4525.6-M Department of Defense Postal Manual
2. OPNAVINST 5112.6 Department of the Navy Postal Instructions
3. USPS F-1 Handbook United States Postal Service (USPS) Post Office Accounting Procedures

ADMIN T&R MANUAL

CHAPTER 7

MOS 0171 INDIVIDUAL EVENTS

	Paragraph	Page
PURPOSE	7000	7-2
ADMINISTRATIVE NOTES	7001	7-2
INDEX OF INDIVIDUAL EVENTS	7002	7-3
2000-LEVEL EVENTS	7003	7-4

CHAPTER 7

MOS 0171 INDIVIDUAL EVENTS

7000. PURPOSE. This chapter details the individual events that pertain to the community. 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.

7001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. T&R events are coded for ease of reference. Events in the T&R manual are depicted with a 12 field alphanumeric Systems, i.e. 0171-MPSP-2001. This chapter utilizes the following methodology:

a. The first four digits represent the occupational field or military occupational field (e.g., Occupational Field 01 or Manpower Information Systems (MIS) Analyst MOS 0171). This chapter contains 0171 events.

b. The second four alpha characters represent the functional or duty area (e.g., MPSP – Manpower Support). The functional area for MIS Analysts is:

MPSP – Manpower Support

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

1000 – Core Skills (initial MOS training conducted at formal schools)
2000 – Core Plus Skills (follow-on formal schooling, MOJT or distance learning)

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

7002. INDEX OF INDIVIDUAL EVENTS

1. 2000-LEVEL EVENTS. There are no 1000-level events for MOS 0171 MIS Analyst. MOS 0171 is a Necessary MOS (NMOS). A NMOS is a non-Primary MOS (PMOS) that has a pre-requisite of one or more PMOSs. This MOS identifies a particular skill or training that is in addition to a Marine's PMOS and can only be filled by a Marine with a specific PMOS. The particular skill or training required is gained by MOJT.

EVENT	DESCRIPTION	PAGE
	MANPOWER SUPPORT	
0171-MPSP-2001	Prepare Manpower Information Systems Support Office (MISSO) Unit Diary (UD)	7-4
0171-MPSP-2003	Research accurate processing failure of Type Transaction Codes (TTC)	7-4
0171-MPSP-2005	Provide technical assistance in support of software releases to Support Class 1 Systems	7-5
0171-MPSP-2006	Monitor reporting within Marine Corps Total Force Systems (MCTFS)	7-6
0171-MPSP-2007	Recommend MCTFS procedural and Systems changes to CMC/DFAS	7-6
0171-MPSP-2008	Process special roster requests	7-7
0171-MPSP-2009	Control access to CMC sponsored manpower databases	7-8
0171-MPSP-2010	Troubleshoot Marine Corps Manpower Class I Systems problems	7-8
0171-MPSP-2011	Certify MISSO Unit Diary	7-9
0171-MPSP-2012	Operate Marine Corps Manpower Reporting Class I Systems	7-10
0171-MPSP-2013	Submit Marine Corps Total Force Systems problem sheet	7-10
0171-MPSP-2014	Process incoming Unit Diary	7-11
0171-MPSP-2015	Process Manpower Information Systems Support Office (MISSO) advisories	7-12

7003. 2000-LEVEL EVENTS

0171-MPSP-2001: Prepare Manpower Information Systems Support Office (MISSO) Unit Diary (UD)

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

DESCRIPTION: Manpower Information Systems (MIS) Analysts prepare and submit for review and further inclusion into MCTFS MISSO Unit Diaries.

BILLETS: Manpower Information Systems (MIS) Analyst

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Unit Diary reportable event, access to MCTFS, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: In accordance with the references to ensure source documents and events are reported on the Unit Diary within established timeframes.

PERFORMANCE STEPS:
1. Receive source documents to report on Unit Diary.
2. Type rough working Unit Diary from source documents.
3. Print rough working diary.
4. Forward printed rough and source documents for review.
5. Take corrective action in Unit Diary; update if necessary.
6. Forward to certifying official for certification.
7. Archive processed Unit Diary.

REFERENCES:
1. MCO P1080.33EE Manpower Information Systems Support Office Manual (MISSO Manual)
2. MCO P1080.40 Marine Corps Total Force Systems Personnel Reporting Instruction User Manual (MCTFSPRIM)
3. Systems-based online Marine Corps Manpower Codes Manual

0171-MPSP-2003: Research accurate processing failure of Type Transaction Codes (TTC)

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

DESCRIPTION: MIS Analysts research and analyze the correct processing of TTCs within MCTFS.

BILLETS: Manpower Information Systems (MIS) Analyst

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a reportable event, a reported transaction error within MCTFS, access to MCTFS, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to provide administrative corrective action commands within the MISSO's jurisdiction.

PERFORMANCE STEPS:
1. Obtain TTC Decision Logic Table.
2. Select Decision Logic Table corresponding with the specific TTC.
3. Interpret specific processing instruction to determine if the TTC is processed correctly.
4. Prepare a MCTFS Problem Incident Report (PIR) if the TTC failed to process correctly.

REFERENCES:
1. MCO P1080.33E Manpower Information Systems Support Office Manual (MISSO Manual)
2. MCO P1080.40 Marine Corps Total Force Systems Personnel Reporting Instruction Manual (MCTFSPRIM)
3. UDS-1080-02 Unit Diary Systems (UDS) Users Manual
4. Systems-based online Marine Corps Manpower Codes Manual

0171-MPSP-2005: Provide technical assistance in support of software releases to support Class 1 Systems

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

DESCRIPTION: MIS Analysts provide technical assistance for updating software release to reporting units with the MISSO's jurisdiction.

BILLETS: Manpower Information Systems (MIS) Analyst

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Unit Diary Systems, new software release, access to MCTFS, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, ensuring reporting units within the MISSO's jurisdiction receive appropriate assistance.

PERFORMANCE STEPS:
1. Receive request for support.
2. Identify deficiencies.
3. Determine type of support required.
4. Perform corrective action.
5. Forward to higher headquarters for appropriate action, if necessary.

REFERENCES:
1. MCO P1080.33E Manpower Information Systems Support Office Manual (MISSO Manual)

2. MCO P1080.40 Marine Corps Total Force Systems Personnel Reporting Instruction User Manual (MCTFSPRIM)
3. UDS-1080-02 Unit Diary Systems (UDS) Users Manual

0171-MPSP-2006: Monitor reporting within Marine Corps Total Force Systems (MCTFS)

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

DESCRIPTION: MIS Analysts analyze the command's reporting within MCTFS.

BILLETS: Manpower Information Systems (MIS) Analyst

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a command's reporting of events within MCTFS, access to MCTFS, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure appropriate corrective action and recommendations are provided to commands within the MISSO's jurisdiction, and within established timeframes.

PERFORMANCE STEPS:
1. Determine if MCTFS cycle has completed processing.
2. Verify all Unit Diaries submitted have completed processing.
3. Ensure reported information has been entered into the Central Master File (CMF) by researching individual records.
4. Monitor reporting unit advisory file for rejected transactions.
5. Analyze reporting unit deficiencies to suggest methods for improvement.

REFERENCES:
1. MCO P1080.33E Manpower Information Systems Support Office Manual (MISSO Manual)
2. MCO P1080.40 Marine Corps Total Force Systems Personnel Reporting Instruction User Manual (MCTFSPRIM)
3. UDS-1080-02 Unit Diary Systems (UDS) Users Manual
4. Systems-based online Marine Corps Manpower Codes Manual

0171-MPSP-2007: Recommend MCTFS procedural and Systems changes to CMC/DFAS

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

DESCRIPTION: MIS Analysts research, analyze and prepare manpower information data logic response to MISSA on identified MCTFS procedural and Systems changes.

BILLETS: Manpower Information Systems (MIS) Analyst

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a procedural or Systems change, access to MCTFS, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to provide the Manpower Information Systems Support Activity (MISSA) with appropriate research and justification for the recommended changes.

PERFORMANCE STEPS:
1. Identify recurring Systems problem.
2. Establish extent of the Systems problem.
3. Analyze research to establish common patterns for each occurrence.
4. Develop a proposed solution based upon analysis of the problem.
5. Recommend MCTFS procedural and Systems changes to the operating Systems when necessary.

REFERENCES:
1. MCO P1080.33E Manpower Information Systems Support Office Manual (MISSO Manual)
2. MCO P1080.40 Marine Corps Total Force Systems Personnel Reporting Instruction Manual (MCTFSPRIM)
3. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
4. UDS-1080-02 Unit Diary Systems (UDS) Users Manual

0171-MPSP-2008: Process special roster requests

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

DESCRIPTION: MIS Analysts develop and distribute command special requested rosters using web-based or database management Systems.

BILLETS: Manpower Information Systems (MIS) Analyst

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a request for special rosters, access to ODSE, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure the special roster request is accurate and prepared in the requested format, and forwarded to the requesting unit within established timeframes.

PERFORMANCE STEPS:
1. Receive request for special roster.
2. Log into appropriate Systems.
3. Create desired report format.
4. Print or electronically save requested report.
5. Distribute report to the requesting activity.

REFERENCES:
1. MCO P1080.33E Manpower Information Systems Support Office Manual (MISSO Manual)

2. MCO P1080.40 Marine Corps Total Force Systems Personnel Reporting Instruction User Manual (MCTFSPRIM)
3. UDS-1080-02 Unit Diary Systems (UDS) Users Manual

0171-MPSP-2009: Control access to CMC sponsored databases

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

DESCRIPTION: MIS Analysts monitor access to information retrieved through CMC sponsored databases. This includes access to MCTFS, the Operational Data Store Enterprise (ODSE), Web Orders, and Marine Online (MOL).

BILLETS: Manpower Information Systems (MIS) Analyst

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given control of and authority to access databases, access to MCTFS, in a field or garrison environment, and with the aid of the reference.

STANDARD: In performance step sequence and in accordance with the reference, to ensure access is restricted to only users with the need to know.

PERFORMANCE STEPS:
1. Determine if requirement for requested database can be met by other than Class 1 Systems.
2. Determine if requested database can meet requirement if requirements are not available by current Class 1 Systems.
3. Approve request once DD Form 2875 is completed and received.
4. Notify requesting command upon approval or disapproval.

REFERENCE:
1. MCO P1080.33E Manpower Information Systems Support Office Manual (MISSO Manual)

0171-MPSP-2010: Troubleshoot Marine Corps Manpower Class I Systems problems

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

DESCRIPTION: MIS Analysts research, analyze and provide appropriate action to take with software on End User Computer Equipment (EUCU).

BILLETS: Manpower Information Systems (MIS) Analyst

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a command request for support, access to manpower information Systems supported by MISSO, in a field or garrison environment, and with the aid of the reference.

STANDARD: In performance step sequence and in accordance with the reference, to ensure issued EUCE is properly identified and user is advised of required corrective action.

PERFORMANCE STEPS:
1. Receive notification of problem.
2. Identify problem as either hardware or software related.
3. Solve problem, if possible.
4. Send corrective action to user.
5. Refer problem to other source for solution if problem is beyond MISSO's capabilities to repair.

REFERENCE:
1. MCO P1080.33E Manpower Information Systems Support Office Manual (MISSO Manual)

0171-MPSP-2011: Certify MISSO Unit Diary

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

DESCRIPTION: The MISSO will type diaries to report and correct entries that the reporting units do not have the authority to report. These diaries need to be certified to be uploaded for submission into MCTFS headquarters diaries under the Reporting Unit Code (RUC) assigned to the MISSO.

BILLETS: Manpower Information Systems (MIS) Analyst

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a unit diary reportable event, proper authority from the unit, access to MCTFS, in a field or garrison environment, and with the aid of references.

STANDARD: To allow accurate and complete uploading and processing into MCTFS so that entries properly post to the MCTFS.

PERFORMANCE STEPS:
1. Receive reviewed printed rough Unit Diary with source documents.
2. Verify rough Unit Diary with source documents for complete accuracy.
3. Return rough for corrections, if needed.
4. Certify Unit Diary is 100% accurate.
5. File annotated source documents, as required.

REFERENCES:
1. MCO P1080.33E Manpower Information Systems Support Office Manual (MISSO Manual)
2. MCO P1080.39B Administrative Instructions for Manpower Management Systems of Headquarters Marine Corps (AIMMS)
3. MCO P1080.40 Marine Corps Total Force Systems Personnel Reporting Instruction Manual (MCTFSPRIM)
4. SECNAVINST 5216.5D Department of the Navy Correspondence Manual

5. UDS-1080-02 Unit Diary Systems (UDS) Users Manual
6. Systems-based online Marine Corps Manpower Codes Manual

0171-MPSP-2012: Operate Marine Corps Manpower Reporting Class I Systems

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

DESCRIPTION: MIS Analysts access and operate Marine Corps Manpower Reporting Class I Systems (i.e. MOL, UD/MIPS, DTMS, ODSE and MCTFS).

BILLETS: Manpower Information Systems (MIS) Analyst

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a reporting requirement within a Class I Systems, access to appropriate MCTFS or MIS Systems, in a field or garrison environment, and with the aid of the reference.

STANDARD: In performance step sequence and in accordance with the reference to ensure the appropriate processing and reporting of requested information.

PERFORMANCE STEPS:
1. Log on to appropriate Systems.
2. Determine application required.
3. Select appropriate option.
4. Operate selected option.
5. Produce results of option selected.

REFERENCE:
1. MCO P1080.33E Manpower Information Systems Support Office Manual (MISSO Manual)

0171-MPSP-2013: Submit Marine Corps Total Force Systems problem sheet

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

DESCRIPTION: As Systems problems in MCTFS or UD/MIPS occur, MIS Analysts submit Systems discrepancy notices to the MISSA via PIR application for research of the corrective action.

BILLETS: Manpower Information Systems (MIS) Analyst

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a PIR, discrepancy or Systems generated error, access to MCTFS, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to identify Systems problems and provide appropriate research and background information.

PERFORMANCE STEPS:
1. Identify problem.
2. Open problem sheet.
3. Research problem.
4. Complete problem sheet.
5. Attach documentation.
6. Distribute copies per the MISSO manual
7. File copies in the problem file sheet.
8. Maintain problem file sheet per the references.

REFERENCES:
1. MCO P1080.33E Manpower Information Systems Support Office Manual (MISSO Manual)
2. MCO P1080.40 Marine Corps Total Force Systems Personnel Reporting Instruction Manual (MCTFSPRIM)
3. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
4. UDS-1080-02 Unit Diary Systems (UDS) Users Manual

0171-MPSP-2014: Process incoming Unit Diary

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

DESCRIPTION: In the event a reporting unit is unable to upload a Unit Diary courier, the MISSO will receive a Unit Diary courier for processing and submission into MCTFS.

BILLETS: Manpower Information Systems (MIS) Analyst

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Unit Diary courier file, access to MCTFS, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure the Unit Diary is uploaded on the day received and is processed correctly.

PERFORMANCE STEPS:
1. Maintain server connectivity.

REFERENCES:
1. MCO P1080.33E Manpower Information Systems Support Office Manual (MISSO Manual)
2. MCO P1080.40 Marine Corps Total Force Systems Personnel Reporting Instruction Manual (MCTFSPRIM)
3. UDS-1080-02 Unit Diary Systems (UDS) Users Manual

0171-MPSP-2015: Process Manpower Information Systems Support Office (MISSO) advisories

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

DESCRIPTION: MIS Analysts process required Systems advisory messages to commands within the MISSO's jurisdiction.

BILLETS: Manpower Information Systems (MIS) Analyst

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Systems advisory for MCTFS from the MISSA, DFAS, or higher headquarters, access to MCTFS, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, ensuring all commands within the MISSO's jurisdiction are notified of advisories.

PERFORMANCE STEPS:
1. Receive information requiring distribution to all commands within JURIS.
2. Prepare MISSO advisory.
3. Submit MISSO advisory to supervisor for review before releasing.
4. Publish MISSO advisory electronically for distribution to reporting units.
5. Review MISSO advisories that are electronically uploaded on the MISSO web page.

REFERENCES:
1. MCO P1080.33E Manpower Information Systems Support Office Manual (MISSO Manual)
2. MCO P1080.39B Administrative Instructions for Manpower Management Systems of Headquarters Marine Corps (AIMMS)
3. MCO P1080.40 Marine Corps Total Force Systems Personnel Reporting Instruction Manual (MCTFSPRIM)
4. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
5. UDS-1080-02 Unit Diary Systems (UDS) Users Manual
6. Systems-based online Marine Corps Manpower Codes Manual

ADMIN T&R MANUAL

CHAPTER 8

MOS 0193 INDIVIDUAL EVENTS

	PARAGRAPH	PAGE
PURPOSE	8000	8-2
ADMINISTRATIVE NOTES	8001	8-2
INDEX OF INDIVIDUAL EVENTS	8002	8-3
2000-LEVEL EVENTS	8003	8-5

CHAPTER 8

MOS 0193 INDIVIDUAL EVENTS

8000. PURPOSE. This chapter details the individual events that pertain to the community. 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.

8001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Events in the T&R manual are depicted with a 12 field alphanumeric system, i.e. 0193-CORP-2001. This chapter utilizes the following methodology:

a. The first four digits represent the occupational field or military occupational field (e.g., Occupational Field 01 or Administrative/Personnel Chief MOS 0193). This chapter contains 0193 events.

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

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

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

1000 – Core Skills (initial MOS training conducted at formal schools)
2000 – Core Plus Skills (follow-on formal schooling, MOJT or distance learning)

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

8002. INDEX OF INDIVIDUAL EVENTS

1. **2000-LEVEL EVENTS.** There are no 1000-level events for Administrative/Personnel Chief MOS 0193. 2000-level events for Administrative/Personnel Chiefs are taught at either follow-on schools, by MOJT or through distance learning.

EVENT	DESCRIPTION	PAGE
	CORRESPONDENCE	
0193-CORP-2001	Process naval correspondence	8-5
0193-CORP-2002	Review Command Special Orders	8-5
	CASUALTY MANAGEMENT	
0193-CTMN-2003	Review Personal Casualty Report (PCR)	8-6
	FILES AND DIRECTIVES	
0193-FIDR-2004	Manage correspondence files	8-7
0193-FIDR-2005	Manage Directives Control Point (DCP)	8-7
0193-FIDR-2006	Review command issued directives	8-8
	GENERAL ADMINISTRATION	
0193-GENA-2007	Supervise the Career Status Bonus (CSB) program	8-8
0193-GENA-2008	Supervise mailroom operations	8-10
0193-GENA-2009	Manage personnel sponsorship program	8-10
0193-GENA-2011	Process Permanent Change of Assignment (PCA) orders	8-11
0193-GENA-2012	Process award recommendations	8-12
0193-GENA-2013	Manage web orders	8-13
0193-GENA-2014	Process Permanent Change of Station (PCS) orders	8-14
0193-GENA-2015	Prepare command readiness brief	8-15
0193-GENA-2016	Manage Government Travel Charge Card Program (GTCCP)	8-15
	LEGAL ADMINISTRATION	
0193-LGAD-2017	Review legal administrative documents	8-15
0193-LGAD-2018	Review appellate leave orders	8-16
0193-LGAD-2019	Verify Deserter/Absentee Wanted by the Armed Forces (DD Form 553)	8-17
0193-LGAD-2020	Review straggler orders	8-18
0193-LGAD-2021	Monitor JAG investigation process	8-18
0193-LGAD-2022	Review Unit Punishment Book (NAVMC 10132)	8-19
0193-LGAD-2023	Verify Report of Return of Absentee Wanted by the Armed Forces (DD Form 616)	8-20
0193-LGAD-2024	Prepare punitive and non-punitive letters	8-21
	MANPOWER MANAGEMENT	
0193-MPMN-2025	Manage inbound and outbound personnel	8-21
0193-MPMN-2026	Manage Fleet Assistance Program (FAP)	8-22
0193-MPMN-2027	Manage Deployment Status Report (DSR)	8-23
0193-MPMN-2028	Manage personnel tempo reporting	8-24
0193-MPMN-2029	Manage internal staffing targets	8-24
0193-MPMN-2030	Manage morning report	8-25
	MANPOWER SUPPORT	
0193-MPSP-2031	Manage Individual Augments (IA)	8-26

	MANPOWER SYSTEMS	
0193-MPSY-2032	Manage Joint Personnel Status (JPERSTAT) reports	8-26
	OFFICE MANAGEMENT	
0193-OFMN-2033	Manage Defense Travel System (DTS)	8-27
	PAY AND ALLOWANCES	
0193-PYAL-2034	Process waiver of indebtedness packages	8-28
0193-PYAL-2035	Review overseas station allowances	8-28
0193-PYAL-2036	Supervise enlisted promotions process	8-29
0193-PYAL-2037	Review Document Tracking Management System (DTMS)	8-30
0193-PYAL-2038	Verify EAS/ECC/AFADBD/PEBD/time lost	8-31
0193-PYAL-2039	Review pay and allowances	8-32
0193-PYAL-2040	Review operational pay entitlements	8-33
0193-PYAL-2041	Process meal cards (DD Form 714)	8-33
	RESERVE ADMINISTRATION	
0193-RESA-2042	Supervise reporting of Operational Support Duty (OPD)	8-34
0193-RESA-2043	Supervise reporting of annual training pay and entitlements	8-35
0193-RESA-2044	Supervise reserve administration	8-35
0193-RESA-2045	Supervise mobilization and demobilization of reservists	8-37
0193-RESA-2046	Process Marine Reserve Orders Writing System (MROWS) request	8-38
0193-RESA-2047	Manage Marine Corps Medical Evaluation Disability System (MCMEDS)	8-39
	SECURITY	
0193-SCTY-2048	Safeguard personal information	8-40
	SEPARATIONS	
0193-SEPS-2049	Supervise separations and retirements	8-41
0193-SEPS-2050	Supervise humanitarian procedures	8-41
	SERVICE RECORDS	
0193-SERR-2051	Supervise reporting of reenlistments and extensions	8-42
0193-SERR-2052	Manage maintenance of service records (SRB/OQR)	8-43
0193-SERR-2053	Process Permanent Change of Station (PCS) entitlements	8-44
0193-SERR-2054	Monitor Service Record Book closeout and mail out	8-44
0193-SERR-2055	Review Staff Noncommissioned Officer (SNCO) promotion withholding packages	8-45
0193-SERR-2056	Manage proficiency and conduct marks	8-46
	UNIT DIARY	
0193-UNDR-2057	Review Unit Diary Marine Integrated Personnel Systems (UDMIPS)	8-46
0193-UNDR-2058	Generate Operational Data Storage Enterprise (ODSE) simple lists, rosters and crosstab reports	8-47
0193-UNDR-2059	Review reporting of non-punitive reductions	8-48
0193-UNDR-2060	Review Electronic Diary Feedback Report (EDFR)	8-49

8003. 2000-LEVEL EVENTS

0193-CORP-2001: Process naval correspondence

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

DESCRIPTION: Letters, messages, endorsements and AA Forms are the most common types of correspondence generated by a unit. Administrative personnel will process correspondence from rough draft through completed document.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given typed correspondence, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure correspondence is prepared without typographical, format or grammatical errors and is prepared in accordance with the references.

PERFORMANCE STEPS:
1. Receive typed correspondence.
2. Ensure appropriate type of correspondence.
3. Ensure correct SSICs.
4. Check abbreviations or acronyms.
5. Edit typed correspondence for spelling, grammar and format errors.
6. Submit error free correspondence for signature.
7. Route signed correspondence, as required.

REFERENCES:
1. MCO P1070.12K Individual Records Administration Manual (IRAM)
2. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
3. SECNAVINST M-5210.2 Standard Subject Identification (SSIC) Codes Manual

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0193-CORP-2002: Review Command Special Orders

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 18 months

DESCRIPTION: Unit special orders are utilized to reassign members within the local command.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a completed Command Special Order, access to MCTFS, the service record, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure there are no typographical or format errors, and the member's pay and personnel records reflect the correct reassignment information.

PERFORMANCE STEPS:
1. Receive typed Command Special Order.
2. Verify numerical sequence of Command Special Order.
3. Compare typed Command Special Order against source documents.
4. Review Command Special Order for correct format.
5. Forward completed Command Special Order for signature.
6. Verify completion of appropriate Unit Diary entries.
7. Verify completion of appropriate service record book entries.

REFERENCES:
1. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
2. SECNAVINST 5216.5D Department of the Navy Correspondence Manual

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0193-CTMN-2003: Review Personnel Casualty Report (PCR)

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

DESCRIPTION: The PCR is utilized to document the casualty status of a service member. The PCR is produced when a reportable casualty occurs which requires reporting to higher headquarters.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given information regarding a casualty, access to MCTFS and current PCR reporting software, the service record, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure there are no typographical or format errors and casualty information is 100% complete and accurate.

PERFORMANCE STEPS:
1. Receive casualty notification information.
2. Verify casualty notification information.
2. Verify casualty data in Defense Casualty Information Processing System (DCIPS).
3. Review draft PCR.
4. Forward PCR to supervisor for approval.
5. Submit approved PCR.
6. Report approved casualty status to CMC (MRC) and other pertinent agencies.

REFERENCES:
1. MCO P3040.4E Marine Corps Casualty Procedures Manual (MARCORCASPROCMAN)

2. NTP 4 Naval Telecommunications Procedures
3. USN PLAD 1 Message Address Directory

0193-FIDR-2004: Manage correspondence files

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

DESCRIPTION: Regulations require units to maintain correspondence files and for time periods depending on the type of correspondence.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement to maintain correspondence files, file folders and files outline, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure command correspondence is correctly maintained, proper SSIC codes are utilized, and disposal of files is in accordance with the references.

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

REFERENCES:
1. MCO 5210.11E Records Management Program for the Marine Corps
2. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
3. SECNAVINST M-5210.1 Department of the Navy Records Management Program
4. SECNAVINST M-5210.2 Standard Subject Identification Codes (SSIC) Manual

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0193-FIDR-2005: Manage Directives Control Point (DCP)

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

DESCRIPTION: Command issued directives, as well as higher headquarters and Navy directives, are filed and maintained in the unit DCP, and as directed by the unit’s mission.

BILLETS: Administrative Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the Marine Corps Publications Distribution System (MCPDS), software to create an Internal Distribution List (IDL) or the Publications Library Management System (PLMS), Internet access to the Marine Corps Publications Electronic Listing (MCPEL), directives checklists, directives, changes, in a field or garrison environment, and with the aid of references.

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

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

REFERENCES:
1. MCO 5210.11E Records Management Program for the Marine Corps
2. MCO P5211.2B The Privacy Act of 1974
3. MCO P5215.17 Marine Corps Technical Publications System
4. MCO P5600.31G Marine Corps Publications and Printing Regulations
5. OPNAV 5215.17 Navy Directives Issuance System
6. SECNAVINST 5215.1D Secretary of the Navy Directives Issuance System

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0193-FIDR-2006: Review command issued directives

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

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

BILLETS: Administrative Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to review a command directive or a draft order, a proposed change, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure command issued directives contain no typographical, grammatical and format errors, only original signed directives are maintained

in the command DCP, and the publications checklist is updated upon directive issuance.

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

REFERENCES:
1. MCO 5215.1J Marine Corps Directives Management System
2. SECNAVINST 5215.1D Secretary of the Navy Directives Issuance System
3. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
4. SECNAVINST M-5210.2 Standard Subject Identification Codes (SSIC) Manual

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0193-GENA-2007: Supervise the Career Status Bonus (CSB) program

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

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

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to MCTFS and electronic forms, service records, the service member, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure the CSB form is completed within timeframe established by the references, all appropriate service record book entries are completed, and appropriate Unit Diary transactions are reported within five working days of the occurrence of the CSB counseling event.

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

REFERENCES:
1. MCO P1070.12K Individual Records Administration Manual (IRAM)

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

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0193-GENA-2008: Supervise mailroom operations

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

DESCRIPTION: The unit mailroom is normally an administrative responsibility. The operation of the unit mailroom will be in accordance with the Marine Corps Official Mail Program and the local base/station postal policies and regulations.

BILLETS: Administrative Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an operating mailroom, DD Form 285 (Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly), DD Form 2260 (Unit Mail Clerk/Orderly Designation Log), NAVMC 10487 (Mailroom Inspection Checklist (5112)), in a field or garrison environment, and with the aid of references.

STANDARD: To ensure unannounced inspections are conducted on a weekly basis, required postal forms are on file and current, and mailroom operations are conducted in accordance with the references.

PERFORMANCE STEPS:
1. Train unit mail clerks and orderlies in proper mail handling procedures prior to assignment.
2. Verify proper completion of DD Forms 285 and 2260.
3. Sign DD Forms 285 and 2260.
4. Maintain DD Forms 285 and 2260 on file in unit mailroom.
5. Conduct unannounced inspections of unit mailroom at least weekly.
6. Instruct unit mail clerks on corrective actions, if required.
7. Answer questions concerning mailroom operations.
8. Brief commanding officer on inspection results.
9. Maintain NAVMC 10487, as appropriate.

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

0193-GENA-2009: Manage personnel sponsorship program

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

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

BILLETS: Administrative Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an inbound or outbound roster, access to web-based or database systems, in a field or garrison environment, and with the aid of references.

STANDARD: In accordance with the references to ensure all inbound personnel are assigned a sponsor prior to their arrival and sponsorship is requested for outbound personnel within 60 days of transfer notification.

PERFORMANCE STEPS:
1. Log into appropriate web-based system.
2. Review web orders and inbound rosters.
3. Assign sponsors to inbound personnel.
4. Request sponsors for outbound personnel.
5. Ensure sponsored personnel receive appropriate support.
6. Maintain sponsorship questionnaires for two years.

REFERENCES:
1. MCO P1300.8R Marine Corps Personnel Assigment Policy
2. MCO 1320.11F Personnel Sponsorship Program
3. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)

0193-GENA-2011: Process Permanent Change of Assignment (PCA) orders

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

DESCRIPTION: PCA orders can be receive via MOL. Administrative personnel review the web orders and prepare the appropriate PCA documentation.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a set of PCA web orders, access to MCTFS, PCA endorsement, the service record, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure orders reflects the correct reassignment location, appropriate service book entries are completed, appropriate Unit Diary transactions are reported within five working days of the member’s reassignment, and orders are issued within the timeframe established by the references.

PERFORMANCE STEPS:
1. Report receipt of PCA web orders.
2. Review information contained in web orders for additional Unit Diary requirements.
3. Notify member and member’s command of PCA orders.
4. Receive PCA data sheet from member.
5. Review completed PCA orders endorsement.

6. Deliver signed original orders to member.
7. Ensure completion of appropriate service record entries.
8. Report appropriate Unit Diary entries.
9. Maintain official file copy of orders, as required.

REFERENCES:
1. DoD 7000.14 DoD Financial Management Regulations (DoDFMR)
2. JFTR NAVSO P-6034 Joint Federal Travel Regulations
3. MCO 1001.59 Active Duty for Special Work in Support of the Total Force (ADSW)
4. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
5. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
6. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
7. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
8. SECNAVINST M-5210.2 Standard Subject Identification Codes

0193-GENA-2012: Process award recommendations

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

DESCRIPTION:

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: If given access to the Awards Processing System (APS), an award recommendation, award certificates, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure award recommendations are 100% accurate and complete, contain no typographical and format errors, and awards are processed in accordance with the references.

PERFORMANCE STEPS:
1. Receive award or decoration recommendation.
2. Access APS.
3. Enter award information into APS.

REFERENCES:
1. MCO 1650.19J Administrative and Issue Procedures for Decorations, Medals, and Awards
2. MCO P1070.12K Individual Records Administration Manual (IRAM)
3. SECNAVINST 1650.1H Navy Marine Corps Awards Manual
4. NAVMC 2922 US Marine Corps Unit Awards Manual

0193-GENA-2013: Manage web orders

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

DESCRIPTION: Web orders provide an automated means to identify inbound and outbound members. Once web orders are received, they must be acknowledged, endorsed and given to the member for execution.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to the Web Orders System and MOL, web orders, the service record, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure the acknowledgement and endorsement of PCS/PCA orders is completed within the timeframes established by the references, and appropriate Unit Diary transactions are reported within five working days of the occurrence of the member's transfer/reassignment.

PERFORMANCE STEPS:
1. Log into MOL.
2. Access Web Orders.
3. Verify PCS/PCA orders within Web Orders.
4. Review information contained in Web Orders for additional Unit Diary entries.
5. Forward Web Orders for endorsement.
6. Forward Web Orders for screening preparation.

REFERENCES:
1. MCO 1326.5 Marine Corps Web Orders Systems (WEB ORDERS)
2. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
3. MOL User Manual

0193-GENA-2014: Process Permanent Change of Station (PCS) orders

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

DESCRIPTION: PCS orders can be receive via MOL. Administrative personnel review these web orders and prepare the appropriate PCS documentation.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to MCTFS, web orders, PCS endorsement, the service record, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure orders are properly endorsed, contain no typographical or format errors, appropriate service book entries are completed, and

appropriate Unit Diary transactions are reported within five working days of the member's transfer.

PERFORMANCE STEPS:
1. Report acknowledgement and receipt of web orders.
2. Review information contained in web orders for any additional Unit Diary requirements.
3. Receive PCS data sheet from member.
4. Review completed PCS orders endorsement.
5. Ensure completion of applicable checklists.
6. Ensure service record is closed out.
7. Deliver signed original orders to member.
8. Report appropriate PCS Unit Diary entries.
9. Maintain file copy of orders, as appropriate.

REFERENCES:
1. DoD 7000.14 DoD Financial Management Regulations (DoDFMR)
2. JFTR NAVSO P-6034 Joint Federal Travel Regulations
3. MCO 1001.59 Active Duty for Special Work in Support of the Total Force (ADSW)
4. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
5. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
6. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
7. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
8. SECNAVINST M-5210.2 Standard Subject Identification Codes

0193-GENA-2015: Prepare command readiness brief

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

DESCRIPTION: Administrative personnel extract information from databases and analyze the results to address command readiness issues. The results are then presented to the commander or other personnel, as required.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to MCTFS, web-based or database systems, in a field or garrison environment, and with the aid of the reference.

STANDARD: In performance step sequence and in accordance with the reference, to provide the most current manpower data which addresses the issues raised by the requester or agency.

PERFORMANCE STEPS:
1. Receive requirement to conduct readiness brief.
2. Log into appropriate system.
3. Pull data needed for brief.

4. Complete brief.
5. Forward brief to supervisor for review.

REFERENCE:
1. FMFM 3-1 Command and Staff Action

0193-GENA-2016: Manage Government Travel Charge Card Program (GTCCP)

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

DESCRIPTION: The Government Travel Charge Card Program (GTTCP) is used to assist members who perform official government travel.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: If assigned as the Unit APC, given access to GTTCP web-based application, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure cards are either activated or deactivated in accordance with the member's official travel schedule, GTCCP accounts over 30 days are reported to the supervisor, and appropriate reports are maintained per the references.

PERFORMANCE STEPS:
1. Receive TAD request or notification of upcoming official travel.
2. Log into appropriate web-based system.
3. Activate or deactivate cards.
4. Maintain required monthly reports per the references.
5. Track GTCCP accounts over 30 days.
6. Report GTCCP accounts past due over 30 days to supervisor.

REFERENCES:
1. DON EBUSOPSOFFINST 4650.1A Policies and Procedures for the Administration and Use of the Government Travel Charge Card
2. MCO 4600.40A Government Travel Charge Card Program (GTCCP)

0193-LGAD-2017: Review legal administrative documents

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

DESCRIPTION: Legal documents must be produced to either confine or release members. Additional legal documentation is necessary to conduct and record Summary Courts-Martial.

BILLETS: Administrative Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source documents, access to web-based or database systems, the service record, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure documents are 100% complete and accurate, without typographical or format errors, and appropriate Unit Diary transactions are completed within five working days of the occurrence of a reportable event.

PERFORMANCE STEPS:
1. Review confinement order, inmate release order, court-martial order, conviction by courts-martial or request for legal services, as appropriate.
2. Ensure forwarding of legal documents to the Unit Diary Section for processing into MCTFS.
3. Ensure proper distribution of completed documents.
4. Ensure proper filing of document in member's service record.
5. Ensure proper filing of document in unit correspondence files.

REFERENCES:
1. JAGINST 5800.7 Manual of the Judge Advocate General
2. MCM Manual for Courts Martial, 2005 Edition
3. MCO P1070.12K Individual Records Administration Manual (IRAM)
4. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
5. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual (MCTFSPRIM)
6. MCO P1900.16EE Marine Corps Separation and Retirement Manual (MARCORPSEPMAN)
7. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)

0193-LGAD-2018: Review appellate leave orders

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

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

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a request for appellate leave, the service record, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure there are no typographical or format errors, orders are 100% complete and accurate, appropriate service record book entries are completed, and appropriate Unit Diary transactions are reported within timeframes established by the references.

PERFORMANCE STEPS:
1. Receive appellate leave request and source documents.
2. Ensure appellate leave orders are complete and accurate.
3. Forward completed orders to approving official for signature.
4. Issue signed orders to member.
5. Ensure completion of appropriate service record book entries.
6. Ensure completion of appropriate Unit Diary entries, as required.
7. Ensure orders and source documents are maintained, as required.

REFERENCES:
1. JAGINST 5800.7 Manual of the Judge Advocate General
2. MCO 1050.16A Appellate Leave Awaiting Punitive Separation
3. MCO P1900.16EE Marine Corps Separation and Retirement Manual (MARCORSEPSMAN)
4. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)

0193-LGAD-2019: Verify Deserter/Absentee Wanted by the Armed Forces (DD Form 553)

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

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

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a completed DD Form 553, access to MCTFS, the Unit Diary, the service records, completed Primary Next of Kin (PNOK) notification letter, completed 72-hour inventory, phone records, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure the DD Form 553 is 100% complete and accurate, without format or typographical errors, appropriate services record book entries are completed, and Unit Diary transactions are reported within five working days of the member being declared a deserter.

PERFORMANCE STEPS:
1. Ensure accomplishment of 48-hour phone call.
2. Ensure completion of 72-hour inventory.
3. Ensure completion of 10-day PNOK notification letter.
4. Verify requirement for issuance of DD Form 553.
5. Ensure completion of DD Form 553.
6. Ensure submission of naval message on officer absence.
7. Ensure submission of DD Form 553 to the Unit Diary Section for processing into MCTFS.
8. Ensure completion of appropriate service record book entries.
9. Ensure proper distribution of the completed DD Form 553.

REFERENCES:
1. MCO 5800.10B Return of Marine Corps Absentees and Deserters
2. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)
3. MCO 1620.3 Marine Corps Absentee and Deserter Apprehension Program
4. MCO P1070.12K Individual Records Administration Manual (IRAM)

0193-LGAD-2020: Review stragglers orders

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

DESCRIPTION: Upon apprehension or voluntary return from an unauthorized absence, administrative personnel prepare stragglers orders that authorize the member to return to their parent command. These orders also provide transportation authorization for the member's return to their parent command.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a scenario of an absentee's apprehension or voluntary return to military control, access to MCTFS, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure orders are 100% complete and accurate, contain no typographical or format errors, appropriate service record book entries are completed, appropriate Unit Diary entries are reported within five working days of the occurrence of a reportable event, and orders are issued in accordance with the references.

PERFORMANCE STEPS:
1. Receive requirement to produce straggler orders.
2. Review source documents.
3. Review stragglers orders for accuracy and completeness.
4. Issue stragglers orders per the references.
5. Ensure completion of appropriate Unit Diary entries, as required.
6. Ensure completion of appropriate service record book entries.
7. Ensure copies of orders and source documents are maintained.

REFERENCES:
1. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
2. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)
3. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
1. MCO 5800.10B Return of Marine Corps Absentees and Deserters
3. MCO 1620.3 Marine Corps Absentee and Deserter Apprehension Program
4. MCO P1070.12K Individual Records Administration Manual (IRAM)

0193-LGAD-2021: Monitor JAG Manual investigation process

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

DESCRIPTION: Administrative offices are normally tasked to provide administrative support to officers appointed to conduct a JAG Manual investigation.

BILLETS: Administrative Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a JAG Manual appointing order, access to appropriate directives, a completed JAG Manual investigation, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure the completed investigation is prepared in the correct format, contains all required documentation, and is completed within the timeframe established by the appointing order.

PERFORMANCE STEPS:
1. Review appointing order and JAGINST 5800.7.
2. Annotate portions pertinent to the investigation.
2. Brief investigating officer on investigation procedures.
3. Provide investigating officer with appropriate examples.
4. Review completed investigation.
5. Prepare commander’s forwarding endorsement.

REFERENCES:
1. JAGINST 5800.7 Manual of the Judge Advocate General
2. MCM Manual for Courts Martial, 2005 Edition
3. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)

0193-LGAD-2022: Review Unit Punishment Book (NAVMC 10132)

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

DESCRIPTION: Commanding Officers may impose Article 15, UCMJ, punishment upon military personnel of their command. The Unit Punishment Book (UPB) Form (NAVMC 10132) is prepared for use during the nonjudicial punishment (NJP) proceedings.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the NAVMC 10132, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure the UPB form is 100% complete and accurate, prepared without typographical and format errors, appropriate service records book entries are made, accurately reflects the punishment authorized, and appropriate Unit Diary transactions are reported within five working days of the occurrence of the NJP.

PERFORMANCE STEPS:
1. Review source documents and references.
2. Verify proper completion of blocks 1-5 and 18-21 of the UPB prior to NJP.
4. Verify proper completion of blocks 6-17 of the UPB upon NJP completion.
5. Attach required documentation to UPB form.
6. Verify required Unit Diary entries are reported into MCTFS.
7. Verify completion of required service record book entries.
8. Ensure UPS is maintained, as required.

REFERENCES:
1. MCM Manual for Courts Martial, 2005 Edition
2. MCO P1070.12K Individual Records Administration Manual (IRAM)
3. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)

0193-LGAD-2023: Verify Report of Return of Absentee Wanted by Armed Forces (DD Form 616)

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

DESCRIPTION: The DD Form 616 is used to process Marine Corps absentees and deserters, absentees from other branches of the Armed Forces who are being held by the Marine Corps pending return to their branch of the Armed Forces, and for Marines detained for civil charges. The DD Form 616 deactivates the issued DD Form 553. Upon issuance of the DD Form 616, all local and federal law agencies are notified to remove that individual from the wanted list.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a member’s return from desertion, access to MCTFS, a completed DD Form 553, a completed DD Form 616, service records, Unit Diary, completed Primary Next of Kin (PNOK) notification letter, 72-hour inventory, phone records, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure the member’s pay and personnel records are properly updated, and appropriate Unit Diary transactions are reported within five working days of the return of the absentee/deserter.

PERFORMANCE STEPS:
1. Receive notification of returned absentee/deserter.
2. Verify requirement to produce DD Form 616.
3. Review source documents.
4. Review DD Form 616 for completeness and accuracy.
5. Forward completed DD Form 616 for signature.
6. Distribute signed DD Form 616, as required.
7. Forward signed DD Form 616 to the Unit Diary for processing into MCTFS.
8. Ensure completion of appropriate service record book entries.
9. Ensure DD Form 616 and source documents are maintained, as required.

REFERENCES:
1. MCO 5800.10B Return of Marine Corps Absentees and Deserters
2. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)

0193-LGAD-2024: Prepare punitive and non-punitive letters

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

DESCRIPTION: The commander can as a form of punishment issue a punitive letter. The commander may also issue a non-punitive letter. This type of letter is not considered punishment; rather, the letter can be issued to remedy a noted deficiency in conduct or performance, direct improvement, identify sources of assistance, outline corrective action or the consequences of failing to correct deficiencies.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the rough draft, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure the letter contains no typographical or format errors and is in compliance with the references.

PERFORMANCE STEPS:
1. Review references and source documents.
2. Draft proposed letter for commander's approval.
3. Receive revised copy of letter or concurrence on final draft.
4. Submit finalized punitive or non-punitive letter to commander for signature.
5. Distribute letter, as appropriate.
6. File, as appropriate.

REFERENCES:
1. JAGINST 5800.7 Manual of the Judge Advocate General
2. MCM Manual for Courts Martial, 2005 Edition
3. MCO P5800.16A Manual for Legal Administration (LEGAMINMAN)
4. SECNAVINST 5216.5D Department of the Navy Correspondence Manual

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0193-MPMN-2025: Manage inbound and outbound personnel

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

DESCRIPTION: This task allows the operating forces to have an automated means to project personnel inbound to and outbound from their unit.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to MCTFS and the Web Orders System, communication with HQMC, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence and in accordance with the references to ensure the timely transfer of personnel and appropriate realignment of unit personnel.

PERFORMANCE STEPS:
1. Determine qualifications of inbound personnel.
2. Identify command shortfalls.
3. Coordinate assignment with local command MOS advocate.
4. Forward recommended assignments to the appropriate staffing officer.

REFERENCES:
1. MCO P1300.8R Marine Corps Personnel Assignment Policy
2. MCO 4650.30 Port Call Procedures Applicable to the Movement of Marine Corps - Sponsored Passenger Traffic Between CONUS and Overseas Areas (Including Alaska and Hawaii) and Within and Between Overseas Areas
3. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
4. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
5. MCO P1080.39B Administrative Instructions for Manpower Management System of Headquarters Marine Corps (AIMMS)
6. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0193-MPMN-2026: Manage Fleet Assistance Program (FAP)

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

DESCRIPTION: Local commands require additional personnel augmentation on a routine basis to accomplish their mission. The FAP provides that augmentation. Prior to assignment, nominated personnel must be screened to ensure they qualify for the FAP billet.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the local FAP agreement, service records, in a field or garrison environment, and with the aid of references.

STANDARD: To identify sections best suited to provide support, only qualified personnel are assigned, pay and personnel records of selected personnel reflect the FAP assignment, and appropriate Unit Diary transactions are reported within five working days of assignment to the FAP.

PERFORMANCE STEPS:
1. Identify FAP requirements.
2. Review unit personnel strength reports for personnel availability.
3. Assign quotas to identified sections.
3. Screen nominated personnel to ensure FAP billet suitability.
4. Ensure FAP orders are typed, completed and signed.
5. Ensure completion of Unit Diary and service record entries.
6. Ensure FAP orders are maintained, as appropriate.

REFERENCES:
1. MCO 1000.9 Fleet Assistance Program (FAP)
2. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0193-MPMN-2027: Manage Deployment Status Report (DSR)

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

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

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a medical report, legal report, expiration of active service cut-offs, staffing goal, projected inbound/outbound personnel, projected mission statement and date, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure the report contains all required information, identifies all personnel deficiencies and non-deployables within the unit, and is submitted to higher headquarters within the timeframe established by the references.

PERFORMANCE STEPS:
1. Receive requirement to generate DSR.
2. Pull roster to identify on hand strength.
3. Compile medical report, legal report and EAS reports to identify non-deployables.
4. Compare on hand strengths and non-deployables to T/O, ASR and Staffing Goal.
5. Complete report.
6. Submit DSR to supervisor for review.

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

0193-MPMN-2028: Manage personnel tempo reporting

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 18 months

DESCRIPTION: Personnel Tempo (Perstempo) is reported into MCTFS to record a member's deployment history and is tracked to determine if the member is eligible for high deployment per diem.

BILLETS: Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a completed travel claim, access to MCTFS, service records, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure the member's pay and personnel records properly reflect all types and periods of official travel, and appropriate Unit Diary transactions are reported within five working days of the occurrence of official travel.

PERFORMANCE STEPS:
1. Review source document requiring Perstempo entry.
2. Determine type and number of days for Perstempo.
3. Ensure completion of appropriate Unit Diary transactions for official travel.
4. Review Unit Diary rough for accuracy.
4. Submit Unit Diary for certification after review.
5. Ensure transactions process into MCTFS, as required.
6. File annotated source documents, as required.

REFERENCES:
1. DoD 7000.14 DOD Financial Management Regulations (DoDFMR)
2. JFTR NAVSO P-6034 Joint Federal Travel Regulations
3. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0193-MPMN-2029: Manage internal staffing targets

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

DESCRIPTION: Administrators are responsible for ensuring that Military Occupational Specialties are maintained per the T/O for each Monitored Command Code (MCC). Targets are developed in coordination with Strength Reports (SR), Staffing Goals (SG), T/Os and the Enlisted Personnel Availability Digest (EPAD).

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an ASR, SG, T/O, EPAD, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence and in accordance with the reference to develop accurate internal staffing targets throughout the MCC.

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

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

0193-MPMN-2030: Manage morning report

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

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

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given section accountability reports using a web-based or database management systems, in a field or garrison environment, and with the aid of the reference.

STANDARD: In performance step sequence, to ensure the report submitted is 100% complete and accurate, submitted on a daily basis, required service record book entries are completed, and appropriate Unit Diary transactions are reported within five working days of the change in personnel status.

PERFORMANCE STEPS:
1. Receive subordinate unit/sections morning reports.
2. Compile data into one report.
3. Review onboard strength.
4. Verify status of personnel.
5. Ensure completion of appropriate service record entries, as required.
6. Ensure appropriate Unit Diary action is accomplished, as required.
7. Forward morning report to certifying official for review.

REFERENCE:
1. MOL User Manual

0193-MPSP-2031: Manage Individual Augments (IA)

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

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

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given operational requirements, personnel shortfalls, T/O requirements, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to validate billet requirements as mission essential and to identify subordinate units best capable to source an individual augment.

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

REFERENCES:
1. FMFM 3-1 Command and Staff Action
2. MCBUL 1200 Military Occupational Specialties Manual
3. MCO P1300.8R Marine Corps Personnel Assigment Policy
4. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
5. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
6. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
7. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0193-MPSY-2032: Manage Joint Personnel Status (JPERSTAT) reports

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 18 months

DESCRIPTION: The JPERSTAT report provides the commander and higher headquarters with an overview of personnel strengths. JPERSTAT reports are reviewed and updated by web-based applications.

BILLETS: Administrative Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a JPERSTAT report, access to web-based or database systems, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure reports submitted to higher headquarters are 100% complete and accurate, and appropriate Unit Diary transactions are reported to correct personnel inaccuracies.

PERFORMANCE STEPS:
1. Consolidate figures provided by subordinate units/sections.
2. Compare previous JPERSTAT reports against consolidated figures.
3. Incorporate changes identified during review.
4. Submit completed JPERSTAT to supervisor for review.
5. Ensure submission of JPERSTAT in web-based or database systems, as required.
6. Ensure appropriate Unit Diary action, as required.
7. Maintain report, as appropriate.

REFERENCES:
1. CJCSM 3150.13 Joint Reporting Structure - Personnel Manual
2. FMFM 3-1 Command and Staff Action
3. JP 1-0 Joint Doctrine for Personnel Support to Joint Operations

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0193-OFMN-2033: Manage Defense Travel System (DTS)

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 18 months

DESCRIPTION: DTS is an all-encompassing TAD orders program that allows for input of individual information, flight requests, production of TAD orders and travel settlements.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: If assigned as Unit APC, given a member who requires official government travel orders, access to DTS, the service record, the Common Access Card (CAC), in a field or garrison environment, and with the aid of references.

STANDARD: To ensure TAD authorizations and vouchers are 100% accurate and complete, travel reports are reviewed on a monthly basis, and appropriate Unit Diary transactions are reported within five working days of the audit of the member’s completed voucher.

PERFORMANCE STEPS:
1. Log into DTS.
2. Review completed authorizations for accuracy and compliance with JFTR.
3. Approve or disapprove authorizations.
4. Review vouchers for accuracy and compliance with JFTR.
5. Approve or disapprove vouchers.
6. Audit completed voucher for any required Unit Diary actions.

7. Ensure completion of Unit Diary action.
8. Review MCTFS to ensure proper Unit Diary action.

REFERENCES:
1. JFTR NAVSO P-6034 Joint Federal Travel Regulations
2. MCO 4600.40A Government Travel Charge Card Program (GTCCP)
3. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
4. MCO P4650.37 Marine Corps Travel Instructions Manual (MCTIM)

0193-PYAL-2034: Process waiver of indebtedness package

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

DESCRIPTION: Waiver of indebtedness packages are submitted to the Defense Finance and Accounting Service for determination of whether the overpayment was a result of the member's neglect or an administrative error.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a waiver of indebtedness package, access to MCTFS, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure there are no typographical or format errors, contains all required documentation, and is submitted in accordance with the references.

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

REFERENCES:
1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 Department of Defense Financial Management Regulations (DOOFMR)

0193-PYAL-2035: Review overseas station allowances

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

DESCRIPTION: Overseas station allowances vary from station to station, and member to member. Administrative personnel review source documents for members and ensure accurate information is reported into MCTFS via appropriate Unit Diary transactions.

BILLETS: Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based or database systems, electronic forms, the service record, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure eligible members receive all appropriate entitlements.

PERFORMANCE STEPS:
1. Verify member's eligibility to receive entitlement.
2. Direct preparation of pay related document, as required.
3. Verify accuracy of source documents.
4. Verify pay related document against source documents for completeness and accuracy.
5. Verify pay related document against the references for completeness and accuracy
6. Forward for signature.
7 Ensure appropriate unit diary entries are reported, as required.

REFERENCES:
1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 Department of Defense Financial Management Regulations (DoDFMR)
3. JFTR NAVSO P-6034 Joint Federal Travel Regulations
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0193-PYAL-2036: Supervise enlisted promotions process

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

DESCRIPTION: Administrative personnel supervise the promotion process for eligible personnel.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: If given permission by the commanding officer, access to web-based or database systems, the service record, source documents, completed promotion warrants, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure current training data is resident in MCTFS prior to a promotion period cutoff date, member's pay and

personnel records accurately reflect promotion eligibility, and promotion warrants are completed without typographical or format error.

PERFORMANCE STEPS:

1. Verify identification of members eligible and recommended for promotion.
2. Verify identification of members eligible but not recommended.
3. Ensure completion of appropriate service record book entries for non-recommended members.
4. Ensure completion of appropriate Unit Diary entries for non-recommended members.
5. Verify current training information for composite score computation is resident in MCTFS prior to the cutoff dates.
6. Verify current training information for composite score computation is reported on the Unit Diary for members eligible for promotion to Cpl and Sgt.
7. Monitor Unit Diary feedback report for members selected for promotion.
8. Request remedial promotion for eligible/recommended members for whom no composite score and/or select grade entry was generated.
9. Verify manual computation of composite scores.
10. Submit remedial promotion request via Unit Diary, when required.
11. Monitor Unit Diary feedback report for remedial promotion approval.
12. Ensure proper preparation of promotion warrants.
13. Ensure delivery of promotion warrants prior to effective date.
14. Review MCTFS for auto promotion cycle promotion adjustments.
15. Process Staff Noncommissioned Officer promotions, as required.
16. Establish internal control procedures for monitoring promotions process.

REFERENCES:

1. MCO P1070.12K Individual Records Administration Manual (IRAM)
2. MCO P1400.32 Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (MARCORPROMMAN)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
4. MOL User Manual

0193-PYAL-2037: Review Document Tracking Management System (DTMS)

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

DESCRIPTION: DTMS is utilized to electronically forward pay related documents to the local disbursing office.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to MCTFS and DTMS, source documents, a document scanner, in a field or garrison environment, and with the aid of references.

STANDARD: On a daily basis to ensure pay related documents are tracked until completion, pay documents are 100% complete and accurate prior to submission, and pay adjustments reported into MCTFS are 100% accurate and accurate.

PERFORMANCE STEPS:

1. Log into DTMS.
2. Review draft pay documents to ensure accuracy and completeness.
3. Forward to appropriate approving official.
4. Track approved pay document until completion at local disbursing office.
5. Ensure review of member's pay and personnel records for appropriate disbursing action.

REFERENCES:
1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 Department of Defense Financial Management Regulations (DoDFMR)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0193-PYAL-2038: Verify EAS/ECC/AFADBD/PEBD/time lost

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

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

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems, source documents, the service record, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure dates in MCTFS are 100% accurate, and all necessary date adjustments have posted without error.

PERFORMANCE STEPS:
1. Receive notification from member or feedback advisory regarding necessary change.
2. Extract information from the service record and MCTFS to compute the appropriate dates.
3. Request the Official Military Personnel File (OMPF) for missing documentation, if required.
4. Perform computations on necessary dates.
5. Forward recomputed dates to the Unit Diary Section for entry into MCTFS.
6. Review Unit Diary and forward for certification.
7. Advise member of adjusted dates and impact of change.

REFERENCES:
1. DoD 7000.14 Department of Defense Financial Management Regulations (DoDFMR)

2. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
3. MCO P1070.12K Individual Records Administration Manual (IRAM)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0193-PYAL-2039: Review pay and allowances

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

DESCRIPTION: Pay and allowances vary from station to station, and member to member. Administrative personnel ensure that pay and allowances are current and accurate.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems, the service record, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure MCTFS reflects the member’s correct pay and allowances, and appropriate Unit Diary transactions are reported within five working days of the occurrence of a reportable event.

PERFORMANCE STEPS:
1. Verify member’s eligible to receive entitlement.
2. Direct preparation of pay related document, as required.
3. Verify accuracy of source documents.
4. Verify pay related document against source documents and references for completeness.
5. Verify pay related document against source documents and references for accuracy.
6. Forward verified pay related document for signatures.
7. Ensure completion of appropriate Unit Diary action, as required.

REFERENCES:
1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 Department of Defense Financial Management Regulations (DoDFMR)
3. MCO 10110.47 Basic Allowance for Subsistence (BAS)
4. MCO P1300.8R Marine Corps Personnel Assignment Policy
5. MCO 7220.12 Special Duty Assignment (SDA) Pay Program
6. MCO 7220.21E Advanced Pay Incident to Permanent Change of Station (PCS)
7. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
8. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
9. MCO P1751.3 Dependency Determination and Basic Allowance for Housing (BAH) Manual

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

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0193-PYAL-2040: Review operational pay entitlements

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

DESCRIPTION: Administrative personnel ensure that operational entitlements are accurately reported.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a roster of deployed members, access to MCTFS, supporting documents, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure only eligible members receive deployment associated entitlements, and deployed members' pay and allowances are 100% accurate and complete.

PERFORMANCE STEPS:
1. Receive notification of unit or member's eligibility for operational pay entitlements.
2. Verify member's entitlement to specific operational pay.
3. Review source documents and Unit Diary rough.
4. Submit source documents and finalized Unit Diary for certification.

REFERENCES:
1. DoD 7000.14 Department of Defense Financial Management Regulations (DoDFMR)
2. MCO 10110.47 Basic Allowance for Subsistence (BAS)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
4. JFTR NAVSO P-60304 Joint Federal Travel Regulations

0193-PYAL-2041: Process meal cards (DD Form 714)

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

DESCRIPTION: Meal cards are controlled items and affect a member's pay. Administrators prepare and issue meal cards and are responsible for meal card accountability.

BILLETS: Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a completed DD Form 714, access to web-based or database systems, the service record, a meal card logbook, the service member, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure meal cards are 100% accurate and complete prior to issuance, appropriate Unit Diary transactions are reported upon issuance or retrieval, and monthly audits/inspections are conducted of blank meal card stocks and the meal card logbook.

PERFORMANCE STEPS:
1. Receive completed meal card for signature.
2. Verify proper completion of meal card.
3. Verify meal card contains member's signature.
4. Verify proper logging of meal card into logbook.
5. Issue signed meal card to member.
6. Verify retrieval of meal card from member departing unit or changing eligibility status.
7. Conduct monthly accountability audit/inspection of meal card stocks and logbook.

REFERENCES:
1. MCO 10110.47 Basic Allowance for Subsistence (BAS)
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0193-RESA-2042: Supervise reporting of Operational Support Duty (OSD)

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

DESCRIPTION: Administrative personnel supervise the reporting of OSD for reserve personnel assigned to the unit.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given access to web-based or database systems, OSD orders, service records, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure appropriate adjustments are made to the reserve member's pay and personnel records and within timeframes established by the references.

PERFORMANCE STEPS:
1. Receive OSD orders and source documents.
2. Verify source documents against OSD orders.
3. Verify appropriate service record entries are completed.
3. Verify appropriate Unit Diary entries are completed.
4. Maintain OSD orders, as required.

REFERENCES:
1. DoD 7000.14 Department of Defense Financial Management Regulations (DoDFMR)

2. MCO 1001.59 Active Duty for Special Work in Support of the Total Force (ADSW)
3. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0193-RESA-2043: Supervise reporting of annual training pay and entitlements

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

DESCRIPTION: Annual training is performed by reserve individuals to ensure their MOS skills are maintained. They receive pay and entitlements during their periods of annual training. Administrative personnel supervise the reporting of annual training information into the MCTFS.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given access to web-based or database systems, service records, orders, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure reserve members' pay and personnel records accurately reflect all periods of annual training, and appropriate Unit Diary transactions are reported within five working days of the occurrence of a reportable event.

PERFORMANCE STEPS:
1. Verify source documents and training rosters.
2. Verify reporting of appropriate pay and entitlement entries into MCTFS via the Unit Diary.
3. Verify completion of appropriate service record entries.

REFERENCES:
1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 Department of Defense Financial Management Regulations (DoDFMR)
3. MCO 10110.47 Basic Allowance for Subsistence (BAS)
4. MCO 1770.2 Notice of Eligibility (NOE) Benefits for Members of the Marine Corps Reserve
5. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
6. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
7. MCO P1751.3 Dependency Determination and Basic Allowance for Housing (BAH) Manual
8. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0193-RESA-2044: Supervise reserve administration

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

DESCRIPTION: Administrative personnel supervise all aspects of reserve administration and are responsible for ensuring accurate information is entered into service records and MCTFS.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given a reserve service record, access to MCTFS, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure reserve personnel receive accurate pay and allowances, reserve pay and personnel records are updated as changes occur, and all appropriate Unit Diary transactions are reported within five working days of the occurrence of a reportable event.

PERFORMANCE STEPS:
1. Verify member's eligibility to receive entitlement.
2. Advise member of eligibility.
3. Verify document substantiating a pay entitlement.
4. Ensure completion of document substantiating a pay entitlement within prescribed timeframe.
5. Return document for correction, as required.
6. Submit document for signature.
7. Ensure distribution of document.

REFERENCES:
1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DFAS-KC 7220.45-R Bonds and Allotment Manual
3. DoD 7000.14 Department of Defense Financial Management Regulations (DoDFMR)
4. MCM Manual for Courts Martial, 2005 Edition
5. MCO 1001.45 Augmentation, Retention, and Return of Active Duty of Reserve Officers and Redesignation of Restricted Officers to Unrestricted Status
6. MCO 1001.52 Active Reserve (AR) Support to the Reserve Component (RC)
7. MCO 1001.59 Active Duty for Special Work in Support of the Total Force (ADSW)
8. MCO 1001.61 Policy and Procedures for Sourcing Personnel to Meet Individual Augmentation (IA) Requirements
9. MCO 1001R.54 Marine Corps Reserve Incremental Initial Active Duty for Training (IIADT) Program
10. MCO 10110.47 Basic Allowance for Subsistence (BAS)
11. MCO 1100R.76 Active Reserve (AR) Career Recruiting Program
12. MCO 1550.4D Management of the Foreign Language Program
13. MCO 1560.28B Veterans' Educational Assistance Benefits
14. MCO 1650.19J Administrative and Issue Procedures for Decorations, Medals, and Awards
15. MCO 1740.13 Family Care Plans

16. MCO 1770.2 Notice of Eligibility (NOE) Benefits for Members of the Marine Corps Reserve
17. MCO 4600.40A Government Travel Charge Card Program (GTCCP)
18. MCO 5210.11E Records Management Program for the Marine Corps
19. MCO 6320.2D Administration and Processing of Hospitalized Marines
20. MCO 7130.1J Issuance/Modification of Permanent Change of Station (PCS) Travel Orders by Field Commands
21. MCO 7220.52E Foreign Language Proficiency Pay (FLPP) Program
22. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
23. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
24. MCO P1040R.35 Marine Corps Reserve Career Planning Guide
25. MCO P1050.3H Regulations for Leave, Liberty and Administrative Absence
26. MCO P1070.12K Individual Records Administration Manual (IRAM)
27. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
28. MCO P1400.31 Marine Corps Promotion Manual, Volume 1, Officer Promotions (MARCORPROMMAN OFFPROM)
29. MCO P1400.32 Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (MARCORPROMMAN)
30. MCO P1741.8 Government Life Insurance Manual
31. MCO P1751.3 Dependency Determination and Basic Allowance for Housing (BAH) Manual
32. MCO P1900.16EE Marine Corps Separation and Retirement Manual (MARCORSEPSMAN)
33. MCO P3040.4E Marine Corps Casualty Procedures Manual (MARCORCASPROCMAN)
34. MCO P4650.37 Marine Corps Travel Instructions Manual (MCTIM)
35. MCO 5000.14D Marine Corps Administrative Procedures (MCAP)
36. MCO P5512.11C Identification Cards for Members of the Uniform Services, Their Eligible Family Members and Other Eligible Personnel
37. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)
38. MCO P7300.20 SABRS Financial Procedures
39. MCO P7301.104 Accounting Under the Appropriations "Military Personnel, Marine Corps" and "Reserve Personnel, Marine Corps"
40. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
41. NAVMC 2922 US Marine Corps Unit Awards Manual
42. SECNAVINST 1650.1H Navy Marine Corps Awards Manual
43. SECNAVINST 1920.6C Administrative Separation of Officers
44. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
45. SECNAVINST M-5210.1 Department of the Navy Records Management Program
46. SECNAVINST M-5210.2 Standard Subject Identification Codes (SSIC) Manual
47. UDS-1080-02 Unit Diary System (UDS) Users Manual
48. MOL User Manual

0193-RESA-2045: Supervise mobilization and demobilization of reservists

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 18 months

DESCRIPTION: Reserve units may be mobilized when directed by appropriate authority. Upon completion of active duty, the unit will be demobilized. Administrative personnel supervise the administrative processes required to mobilize and demobilize the unit.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given mobilization or demobilization orders, access to MCTFS, service records, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure reservists' pay and personnel records are 100% complete and accurate, and updated in accordance with the references.

PERFORMANCE STEPS:
1. Verify service record entry requirements.
2. Ensure accuracy and completion of appropriate service record entries.
3. Ensure accuracy and completion of appropriate Unit Diary entries.
4. Submit entries to supervisor for signature, as required.
5. Ensure filing of supporting documentation.

REFERENCES:
1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. JFTR NAVSO P-6034 Joint Federal Travel Regulations
3. MCO 1001.45 Augmentation, Retention, and Return of Active Duty of Reserve Officers and Redesignation of Restricted Officers to Unrestricted Status
4. MCO 1001.52 Active Reserve (AR) Support to the Reserve Component (RC)
5. MCO 1001.59 Active Duty for Special Work in Support of the Total Force (ADSW)
6. MCO 1001.61 Policy and Procedures for Sourcing Personnel to Meet Individual Augmentation (IA) Requirements
7. MCO 1001R.54 Marine Corps Reserve Incremental Initial Active Duty for Training (IIADT) Program
8. MCO 1740.13 Family Care Plans
9. MCO 4600.40A Government Travel Charge Card Program (GTCCP)
10. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
11. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
12. MCO P1070.12K Individual Records Administration Manual (IRAM)
13. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
14. MCO P1741.8D Government Life Insurance Manual
15. MCO P1751.3 Dependency Determination and Basic Allowance for Housing (BAH) Manual
16. MCO P1900.16EE Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
17. MCO P4650.37 Marine Corps Travel Instructions Manual (MCTIM)
18. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0193-RESA-2046: Process Marine Reserve Orders Writing System (MROWS) request

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

DESCRIPTION: MROWS automates the entire reserve order writing process from the initial request for orders through the final settlement. MROWS also includes the capability to track orders throughout the process.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given access to web-based and database systems, MCTFS, MROWS, service records, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure reserve pay and personnel records are 100% complete and accurate, and orders are processed within timeframes by the references.

PERFORMANCE STEPS:
1. Log onto MROWS.
2. Verify MROWS request.
3. Route MROWS request, as necessary.
4. Authenticate MROWS requests, as required.
5. Ensure completion of appropriate service record entries.
5. Ensure completion of appropriate Unit Diary entries.

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

0193-RESA-2047: Manage Marine Corps Medical Evaluation Disability System (MCMEDS)

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

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

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given service records, access to MCTFS and MCMEDS, a case file, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure data entered into the system is 100% accurate and complete, and reserve personnel are tracked throughout the disability evaluation process.

PERFORMANCE STEPS:
1. Log into MCMEDS.
2. Verify data entered into MCMEDS.
3. Track personnel within MCMEDS.

REFERENCES:
1. MCO 1770.2 Notice of Eligibility (NOE) Benefits for Members of the Marine Corps Reserve
2. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
3. MCO P1900.16EE Marine Corps Separation and Retirement Manual (MARCORSEPSMAN)

0193-SCTY-2048: Safeguard personal information

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

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

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request for information, access to computer records, the service record, OPNAV Form 5211/9 (Disclosure Accounting Form-Record of Disclosure), in a field or garrison environment, and with the aid of references.

STANDARD: To ensure only personal information authorized by The Privacy Act of 1974 or by the individual is released, all release of information is documented, and the OPNAV Form 5211/9 is maintained in the service record.

PERFORMANCE STEPS:
1. Process request for disclosure of personal information.
2. Determine if personal information can be released.
3. Obtain member’s permission to release information not authorized for release under The Privacy Act of 1974.
4. Extract information from the service record and/or computer record, as required.
5. Effect release of information, if appropriate.
6. Document release of all information on OPNAV Form 5211/9.
7. Maintain the OPNAV Form 5211/9 in the service record.

REFERENCES:
1. MCO P1070.12K Individual Records Administration Manual (IRAM)

2. MCO P5211.2B The Privacy Act of 1974
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0193-SEPS-2049: Supervise separations and retirements

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

DESCRIPTION: Separations, release from active duty, discharges and retirements must be supervised to ensure data entered into the service records or MCTFS on separating/retiring individuals is accurate and up to date.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a service record, access to web-based or database systems, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure administrative documents are prepared without typographical or format error, documents accurately reflect information contained in the service record, and appropriate Unit Diary transactions are reported within five working days of the member’s separation or retirement.

PERFORMANCE STEPS:
1. Receive request.
2. Review request.
3. Determine appropriate administrative documentation.
4. Draft appropriate administrative documentation.
5. Ensure preparation of appropriate documents.
6. Compare prepared documents against service record.
7. Identify discrepancies.
8. Ensure corrective action is taken, if required.
9. Forward for signature.
10. Monitor MCTFS reporting to record statements on the date of separation.
11. Ensure appropriate distribution is accomplished.

REFERENCES:
1. JFTR NAVSO P-6034 Joint Federal Travel Regulations
2. MCO 1001.39 Pre-Separation Counseling Concerning Marine Corps Reserve (MCR) Participation
3. MCO P1070.12K Individual Records Administration Manual (IRAM)
4. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
5. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual (MCTFSPRIM)
6. MCO P1900.16EE Marine Corps Separation and Retirement Manual (MARCORPSEPSMAN)

0193-SEPS-2050: Manage humanitarian procedures

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 18 months

DESCRIPTION: A service member may, in the case of severe personal hardship, request a humanitarian transfer or discharge. Administrative personnel assist the member in compiling the documentation necessary to justify the request.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to MCTFS, the service record, HQMC approval messages, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure case files contain all required documentation, appropriate Unit Diary and service record entries are completed upon receipt of HQMC approval, and the member's status is monitored until returned to full duty, transfer or separation.

PERFORMANCE STEPS:
1. Ensure construction of a case file.
2. Ensure case files contain copies of all requests and documents.
3. Complete necessary service record and Unit Diary entries upon receipt of approval message from HQMC.

REFERENCES:
1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 Department of Defense Financial Management Regulations (DoDFMR)
3. JFTR NAVSO P-6034 Joint Federal Travel Regulations
4. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
5. MCO P1050.3H Regulations for Leave, Liberty and Administrative Absence
6. MCO P1070.12K Individual Records Administration Manual (IRAM)
7. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
8. MCO P1900.16E Marine Corps Separation and Retirement Manual (MARCORSEPSMAN)
9. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0193-SERR-2051: Supervise reporting of reenlistments and extensions

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

DESCRIPTION: To ensure members are not erroneously dropped or discharged upon their EAS, administrators must report into MCTFS the member's intent to reenlist or extend.

BILLETS: Administrative Chief, Personnel Chief

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a service record, access to MCTFS, source, in a field or garrison environment, and with the aid of the reference.

STANDARD: In performance step sequence and in accordance with the reference, to ensure members' pay and personnel records are properly adjusted to reflect their intent to reenlist or extend prior to their end of service.

PERFORMANCE STEPS:
1. Pull EAS roster.
2. Identify members close to end of service.
3. Coordinate with Career Retention Specialist for status of members reenlisting or extending.
4. Receive completed extension/reenlistment documents.
5. Review Unit Diary transactions for accuracy.
6. Forward Unit Diary to supervisor for certification.
7. Ensure transactions properly adjusted member's pay and personnel record.
8. Ensure source documents are maintained, as required.

REFERENCE:
1. MCO P1070.12K Individual Records Administration Manual (IRAM)

0193-SERR-2052: Manage maintenance of service records (SRB/OQR)

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

DESCRIPTION: Service records must reflect current and accurate data, and match the data contained in MCTFS.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an audit occasion, access to web-based or database systems and electronic forms, the service record, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure information contained in MCTFS completely mirrors the information contained in the member's service record, and audits are conducted when required by the references.

PERFORMANCE STEPS:
1. Ensure appointment of auditors in writing.
2. Verify information contained in the service record against source documents.
3. Identify discrepancies.
4. Initiate corrective action.
5. Ensure accomplishment of required audits.
6. Ensure accomplishment of Unit Diary corrective action.
7. Ensure proper filing of source documents.

REFERENCES:
1. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
2. MCO P1070.12K Individual Records Administration Manual (IRAM)
3. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0193-SERR-2053: Process Permanent Change of Station (PCS) entitlements

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

DESCRIPTION: In the execution of PCS orders, a member is entitled to various entitlements that facilitate the transfer.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given PCS orders, access to MCTFS, service record, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure the member receives all rated PCS travel entitlements and appropriate Unit Diary transactions are reported within five working days of the occurrence of a reportable event.

PERFORMANCE STEPS:
1. Verify member’s eligibility for entitlement.
2. Advise member on eligibility, if applicable.
3. Direct preparation of pay document, as required.
4. Verify accuracy of source documents.
5. Obtain necessary signatures.
6. Ensure Unit Diary entries are reported, as required.
7. Maintain source documents, as required.

REFERENCES:
1. DoD 7000.14 Department of Defense Financial Management Regulations (DoDFMR)
2. JFTR NAVSO P-6034 Joint Federal Travel Regulations
3. MCO P1300.8R Marine Corps Personnel Assignment Policy
4. MCO 7220.21E Advance Pay Incident to Permanent Change of Station (PCS)
5. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
6. MCO P1070.12K Individual Records Administration Manual (IRAM)

0193-SERR-2054: Monitor service record closeout and mail out

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

DESCRIPTION: When members are released from active duty, certain actions are taken to finalize the member’s service records. Upon closeout, the service

record book is mailed to the appropriate national records center for long-term retention.

BILLETS: Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a situation that directs the service record book be closed out, the service record, supporting documents, in a field or garrison environment, and with the aid of the reference.

STANDARD: In performance step sequence and in accordance with the reference to ensure the service record book is both administratively correct and complete prior to transfer.

PERFORMANCE STEPS:
1. Receive close out requirement.
2. Receive member's service record.
3. Verify entries are administratively correct and complete.
4. Verify proper transfer of service record book.

REFERENCE:
1. MCO P1070.12K Individual Records Administration Manual (IRAM)

0193-SERR-2055: Review Staff Noncommissioned Officer (SNCO) promotion withholding packages

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

DESCRIPTION: If a unit commander determines that a SNCO-selectee should not be promoted, a promotion withholding package must be completed and forwarded to CMC.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based or database systems and electronic forms, the service record, CMC promotions notification, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure there are no typographical or format errors, and packages are processed within the timeframes established by the references.

PERFORMANCE STEPS:
1. Receive SNCO promotion withholding package.
2. Review package for format and grammatical errors.
3. Forward to commanding officer for signature.
4. Forward signed package to CMC for action.

5. Retain copy in command correspondence files.
6. Track status of package.
7. Update member's record upon notification of CMC action.

REFERENCES:
1. MCO P1070.12K Individual Records Administration Manual (IRAM)
2. MCO P1400.32 Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (MARCORPROMMAN)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
4. SECNAVINST 5216.5D Department of the Navy Correspondence Manual

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0193-SERR-2056: Manage proficiency and conduct marks process

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

DESCRIPTION: Proficiency and conduct (pro/con) marks are given to Corporals and below on specific occasions. Accurate and timely reporting of pro/con marks is required as to not negatively affect the promotion of qualified individuals.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based or database system, service records, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure accurate marks and occasion codes are properly entered into MCTFS for all eligible members and within the timeframe established by the references.

PERFORMANCE STEPS:
1. Receive source documents.
2. Review source documents against references to ensure accuracy.
3. Compare source documents and Unit Diary for accuracy.
4. Forward Unit Diary to certifying officer.
5. Ensure Unit Diary is processed into MCTFS.
6. Establish procedures for resubmission of any failed transactions, as appropriate.
7. Establish procedures to ensure timely reporting of pro/con marks.

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

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0193-UNDR-2057: Review Unit Diary Marine Integrated Personnel Systems (UDMIPS)

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 18 months

DESCRIPTION: Unit diary preparation, reporting and certification involve management of source documents, electronic database information, and service records. Knowledge of Electronic Signatures (ELSIGs), tickler files, MIPS, MCTFS, situational reporting, event reporting, filing of EDFR, and Intelligent Forms is required.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to UDMIPS, a rough draft Unit Diary, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure appropriate pay and personnel events are reported into MCTFS without error and within the timeframes established by the references.

PERFORMANCE STEPS:
1. Receive Unit Diary rough for review.
2. Compare source documents with Unit Diary rough to ensure correctness.
3. Annotate Unit Diary rough with corrections.
4. Return Unit Diary rough to clerk for correction.
5. Review resubmitted Unit Diary for appropriate corrections.
6. Forward finalized Unit Diary to certifying official.
7. Establish procedures to track submission of Unit Diary into MCTFS.
8. Ensure proper filing of annotated source documents.

REFERENCES:
1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 Department of Defense Financial Management Regulations (DoDFMR)
3. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
5. UDS-1080-02 Unit Diary System (UDS) Users Manual

0193-UNDR-2058: Generate Operational Data Store Enterprise (ODSE) simple lists, rosters and crosstab reports

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

DESCRIPTION: From time to time situations require a review of MCTFS data. ODSE is the system used to generate simple lists, rosters and crosstab reports.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request for a simple roster, ad hoc or crosstab report, access to ODSE, in a field or garrison environment, and with the aid of references.

STANDARD: To provide the list, roster or crosstab reports in the format requested and within the timeframe established by the requester.

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

REFERENCES:
1. MCO P1080.20 Marine Corps Total Force Systems Codes Manual
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
3. ODSE Users Manual

0193-UNDR-2059: Review reporting of non-punitive reductions

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

DESCRIPTION: Upon recommendation from an appropriate Competency Review Board, the unit commander may decide to reduce an individual non-punitively. Administrative personnel will supervise the reporting of all non-punitive reductions to ensure proper data is entered into MCTFS.

BILLETS: Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems, electronic forms, service records, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure non-punitive reductions are properly processed into MCTFS and the member’s pay and personnel record reflect the non-punitive reduction.

PERFORMANCE STEPS:
1. Receive non-punitive reduction source documentation and rough Unit Diary.
2. Ensure assignment of reduction pro/con marks, if applicable.

3. Ensure completion of service record book entries.
4. Review Unit Diary for appropriate entries.
5. Ensure reduction fitness report is prepared, if applicable.
6. Establish procedures to validate processing of reduction transactions in MCTFS.

REFERENCES:
1. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual (MCTFSPRIM)
2. MCO P1400.32 Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (MARCORPROMMAN)
3. MCO P1900.16E Marine Corps Separation and Retirement Manual (MARCORSEPSMAN)
4. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)
5. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0193-UNDR-2060: Review Electronic Diary Feedback Report (EDFR)

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

DESCRIPTION: The UDMIPS program automatically generates the EDFR. Individual items on the EDFR require research to determine appropriate Unit Diary transactions, service record entries or pay adjustments.

BILLETS: Administrative Chief, Personnel Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to UDMIPS and electronic forms, the service record, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure items received on the report are corrected on a daily basis, and all appropriate service record and Unit Diary action is taken within the timeframes established by the references.

PERFORMANCE STEPS:
1. Log into UDMIPS.
2. Access EDFR module within UDMIPS.
3. Review EDFR daily for completion of corrective action.
4. Review completed EDFR for accuracy.
5. Receive notification from clerk of EDFR completion.
5. Review completed EDFR.
6. Forward completed EDFR for certification.

REFERENCES:
1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 DoD Financial Management Regulations (DoDFMR)
3. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)

4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
5. UDS-1080-02 Unit Diary System (UDS) Users Manual

ADMIN T&R MANUAL

CHAPTER 9

MOS 0160 INDIVIDUAL EVENTS

	PARAGRAPH	PAGE
PURPOSE	9000	9-2
ADMINISTRATIVE NOTES	9001	9-2
INDEX OF INDIVIDUAL EVENTS	9002	9-3
1000-LEVEL EVENTS	9003	9-4
2000-LEVEL EVENTS	9004	9-13

CHAPTER 9

MOS 0160 INDIVIDUAL EVENTS

9000. PURPOSE. This chapter details the individual events that pertain to the community. These events are linked to a service-level Mission Essential Tasks (MET). This linkage tailors individual training for the selected MET. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

9001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. T&R events are coded for ease of reference. Events in the T&R manual are depicted with a 12 field alphanumeric system, i.e. 0160-MGMT-1001. This chapter utilizes the following methodology:

a. The first four digits represent the occupational field or military occupational field (e.g., Occupational Field 01 or Postal Officer MOS 0160). This chapter contains 0160 events.

b. The second four alpha characters represent the functional or duty area (e.g., MGMT – Management). The functional area for Postal Officers is:

MGMT - Management

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

1000 – Core Skills (initial MOS training conducted at formal schools)
2000 – Core Plus Skills (follow-on formal schooling, MOJT or distance learning)

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

9002. INDEX OF INDIVIDUAL EVENTS

1. 1000-LEVEL EVENTS. Postal Officer individual events.

EVENT	DESCRIPTION	PAGE
	MANAGEMENT	
0160-MGMT-1001	Audit Custodian of Postal Effects (COPE)	9-5
0160-MGMT-1002	Conduct inspection of military postal finance units	9-6
0160-MGMT-1003	Coordinate mail and customs operations with foreign postal authorities	9-7
0160-MGMT-1004	Coordinate postal operations with local USPS personnel	9-8
0160-MGMT-1005	Conduct search and seizure	9-8
0160-MGMT-1006	Manage postal operations between related commands and other branches of military service	9-9
0160-MGMT-1007	Prepare Contingency Plan	9-10
0160-MGMT-1008	Provide security for a Military Post Office (MPO)	9-10
0160-MGMT-1009	Review postal incident report	9-11
0160-MGMT-1010	Review Postal Operations Plan (POP)	9-12

2. 2000-LEVEL EVENTS. Additional Postal Officer individual events taught at follow-on schools, by MOJT or through Distance Learning.

EVENT	DESCRIPTION	PAGE
	MANAGEMENT	
0160-MGMT-2001	Brief Commanding Officer (CO) on postal matters	9-14
0160-MGMT-2002	Conduct deploying unit command pre-deployment brief	9-14
0160-MGMT-2003	Monitor unit mailroom inspections	9-15
0160-MGMT-2004	Develop command mail handling order	9-16
0160-MGMT-2005	Monitor movement of mail for deployed units	9-17
0160-MGMT-2006	Monitor Mail Routing Instruction (MRI) messages	9-17
0160-MGMT-2007	Review results of organizational mailroom inspections	9-18

9003. 1000-LEVEL EVENTS

0160-MGMT-1001: Audit Custodian of Postal Effects (COPE)

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

BILLETS: Postal Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to conduct an audit, proper postal forms, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure an accurate audit of the COPE is conducted at least quarterly.

PERFORMANCE STEPS:
1. Verify that the COPE has been correctly designated on DD Form 2257, Designation/Termination MPC-FPC-COPE-PFO.
2. Verify that required records are being maintained for the specified period.
3. Verify that the COPE has correctly receipted for all accountable postal equipment and PS Forms 1590, Supplies and Equipment Receipt, are on file.
4. Audit the COPE's Flexible account per the references using DD Form 2259, Report of Audit of Postal Accounts.
5. Verify that all blank money orders are correctly annotated on DD Form 885, Money Order Control Record.
6. Verify that all shipments of blank money orders received from the source of supply are correctly receipted for.
7. Review money order business reports from unit post offices to ensure reports are submitted in a timely manner and are checked for correctness before submission and/or consolidation.
8. Review records of postage meter business for all units to ensure correct and timely submission.
9. Verify that stamp requisitions (incoming and outgoing) are handled per the references.
10. Verify that the original PS Form 3369, Consigned Credit Receipt, is maintained for each Fixed credit issued by the COPE.
11. Verify that the COPE maintains the duplicate keys or safe combinations for all issued Fixed credits, properly sealed in PS Form 3977, Duplicate Key Envelope (signed).
12. Verify that the COPE has properly signed for PS Form 3977 from the respective clerk and that the clerk was given a receipt.
13. Verify that the COPE's safe combination and/or duplicate keys (sealed in PS Form 3977) has/have been properly receipted for.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. DOD 4525.6C Department of Defense Postal Supply Catalog
3. Record of Postage Meter

0160-MGMT-1002: Conduct inspection of military postal finance units

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

BILLETS: Postal Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational post office, a requirement to conduct a quarterly inspection, proper postal forms, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring a complete inspection is conducted quarterly.

PERFORMANCE STEPS:
1. Verify physical security requirements are met.
2. Verify post office lobbies are clean and all required information is posted.
3. Ensure post office lobbies are supplied to meet patrons' needs.
4. Ensure adequate security is provided for all postal funds and equipment during and after working hours.
5. Ensure a separate security container is available for registered mail, and a record of opening and closing is maintained.
6. Ensure accountable mail is properly processed and delivered and/or dispatched.
7. Ensure ordinary mail is processed, sorted, dispatched or delivered per the references and local mail handling instructions.
8. Ensure all postal clerks are appointed on DD Form 285, Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly, and that this form is on their person when they are performing postal clerk duties.
9. Ensure NCOIC has signed for all postal and organizational property entrusted to him/her.
10. Ensure NCOIC has been designed, in writing, as the meter machine custodian wherever meter machines are assigned.
11. Ensure supplies are on hand and requisitioned in a timely manner.
12. Ensure correct procedures are followed to replenish the stamp stock.
13. Ensure procedures for assigning Fixed credits are followed.
14. Ensure money order clerk receipted for blank money orders.
15. Audit money order clerk to account for blank money orders, vouchers, paid money orders, and all funds.
16. Ensure postage meter machines are properly issued.
17. Audit funds accepted through issuance of postage meter tapes.
18. Audit the Fixed credit of each clerk and ensure a copy of PS Form 3369, Consigned Credit Receipt, is retained with each assigned Fixed credit.
19. Handle all overages and shortages in excess of tolerance.
20. Audit the NCOIC filler stock (no tolerance is allowed).
21. Ensure original PS Form(s) 3369 for each assigned Fixed credit is retained.
22. Ensure the duplicate copy of PS Form 3369 for the NCOIC's Fixed credit is retained by the NCOIC.
23. Ensure PS Form 3602-PO, Postage Collected Through Post Office Meter, for each postage meter assigned is properly completed.
24. Ensure blank money order forms on hand are annotated on DD Form 885, Money

Order Control Record, and are properly receipted for.
25. Ensure blank money order forms are issued to the clerk and returned to the NCOIC per the references.
26. Ensure keys to the post office are properly controlled by the NCOIC.
27. Ensure required records and forms are maintained.
28. Ensure the daily statistical sheet is maintained for the Postal Activity Reporting Statement (PARS).
29. Ensure the NCOIC breaks the seals on incoming trucks and physically seals all outgoing trucks, as required.
30. Ensure all claims/inquiries are handled correctly and in a timely manner.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. DOD 4525.6C Department of Defense Postal Supply Catalog
3. OPNAVINST 5112.6 Department of the Navy Postal Instructions

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0160-MGMT-1003: Coordinate mail and customs operations with foreign postal authorities

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

BILLETS: Postal Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given local mail handling SOPs, Status of Forces Agreements (SOFA), a requirement to exchange mail with local foreign post offices to allow local custom officials inspections, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure international and overseas military mail is properly processed through the FPO Postal System.

PERFORMANCE STEPS:
1. Conduct liaison with foreign postal authorities.
2. Arrange for receipt of military mail arriving through international channels.
3. Arrange for dispatch of mail requiring local delivery through the civilian postal system.
4. Arrange for dispatch of mail requiring entry into local postal system for transportation and subsequent delivery to another location or country.
5. Arrange for timely inspection of incoming military mail arriving by air (if not coordinated by serving mail processing facility) with local custom authorities.
6. Arrange for timely inspection of incoming military mail arriving by surface transportation with local custom authorities.
7. Arrange for timely inspection of outgoing military mail per the SOFA or requested by the postal officer.
8. Develop points of contact with local and customs authorities for assistance in unusual circumstances.

REFERENCES:
1. Applicable Status of Forces Agreement (SOFA)
2. DOD 4525.6-M Department of Defense Postal Manual

0160-MGMT-1004: Coordinate postal operations with local USPS personnel (CONUS)

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

BILLETS: Postal Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to coordinate daily mail operations with local USPS authorities, local mail handling SOPs, in a field or garrison environment, and with the aid of references.

STANDARD: So that postal services are established in accordance with USPS standards as defined in the Domestic Mail Manual.

PERFORMANCE STEPS:
1. Conduct liaison with local postal authorities.
2. Arrange for receipt of incoming mail.
3. Arrange for dispatching of outgoing mail to the civilian post office.
4. Arrange for proper procedures for receipt/dispatch of registered mail.
5. Obtain and replenish Flexible credit accounts.
6. Arrange for resetting of official mail meter machines.
7. Coordinate postal inspector support.
8. Obtain blank domestic money orders.
9. Arrange for ordering of postal supplies and equipment.
10. Obtain an official mail meter license.
11. Obtain permits for bulk mailings of First Class and Standard A mail.
12. Obtain a permit for business replay mail.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.8-M DOD Official Mail Manual

0160-MGMT-1005: Conduct search and seizure

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

BILLETS: Postal Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an incident that requires a search and/or seizure, operational post office, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring proper procedures are followed during the search/seizure of mail.

PERFORMANCE STEPS:
1. Notify the Major command (MACOM) and local investigative authorities of the requirement to perform a search.
2. Ensure authorized personnel have a duly authorized search warrant.
3. Ensure correct procedures are followed in authorizing use of a mail cover.
4. Follow correct procedures in the search and/or seizure of mail.
5. Ensure the appropriate chain of receipts is maintained for articles of mail confiscated by duly authorized personnel.
6. Follow correct procedures in reporting incidents of search and seizure to higher headquarters.
7. Determine Military Post Office disposition of seized and unseized materials.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. Local Mail Handling Instructions
3. OPNAVINST 5112.6 Department of the Navy Postal Instructions

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0160-MGMT-1006: Manage postal operations between related commands and other branches of military service

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

BILLETS: Postal Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to provide postal services for related commands or personnel of other branches of military service, within an established area of responsibility, local mail handling standard operating procedures (SOP), on a permanent or temporary basis, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure postal services are delivered and mail dispatched within established USPS guidelines as defined by the Domestic Mail Manual.

PERFORMANCE STEPS:
1. Ensure military personnel, DoD civilians, and their dependents are provided postal support services.
2. Ensure support is available when postal support is requested by related commands or by other services (on deployment).
3. Request augmentation from requesting unit if necessary.
4. Monitor main routing to include timely receipt of incoming mail for units requiring support on a temporary basis.
5. Ensure proper use of mailing addresses.
6. Ensure delivery of mail only to authorized personnel.
7. Inspect mailrooms and mail handling procedures of attached or visiting units.
8. Maintain liaison with main airport terminals, Fleet Mail Centers and/or

mail control activities to ensure timely receipt of mail and to identify problems experienced in transportation of mail.
9. Verify interservice Memorandums of Agreement are on file and are updated regularly.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.8-M DOD Official Mail Manual

0160-MGMT-1007: Prepare Contingency Plan

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

BILLETS: Postal Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to prepare a contingency plan, local mail handling instructions, in a field or garrison environment, and with the aid of the reference.

STANDARD: So that interruption of mail is minimized during contingency operations.

PERFORMANCE STEPS:
1. Identify labor strikes (local and national).
2. Identify flight cancellations.
3. Identify loss of air carrier (U.S. or foreign).
4. Identify mobilization.
5. Identify loss of contract vehicles.
6. Identify bomb threat.
7. Identify road and major highway closures.
8. Identify severe weather conditions (i.e., typhoons and hurricanes).
9. Identify rail strikes (where applicable).
10. Identify accidents involving mail vehicles.
11. Review the plan periodically.
12. Make changes as information becomes available.

REFERENCE:
1. DOD 4525.6-M Department of Defense Postal Manual

0160-MGMT-1008: Provide security for a Military Post Office (MPO)

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

BILLETS: Postal Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given local command security instructions, an operational post office, a requirement to provide proper security for all mail, funds, and postal supplies and equipment, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring that the facility, mail transportation, and personnel are in 100% compliance with postal security regulations.

PERFORMANCE STEPS:
1. Conduct physical security inspections of all postal facilities.
2. Ensure all structural requirements of the post office meet security the standards.
3. Provide for after working hours interior and exterior security lighting of postal facilities.
4. Provide a secure room or wire mesh cage for the Registry Section that meets established security specifications.
5. Allow only authorized individual access to the post office during work hours.
6. Provide security for all post office equipment.
7. Provided security for all stamped paper, funds, and money orders during and after working hours.
8. Provide for the secure transportation of mail.
9. Ensure that all post offices not open 24 hours a day are equipped with an intrusion alarm device (if mail is retained overnight).
10. Maintain proper key control.
11. Provide security for classified material, if applicable.
12. Maintain a record of "opening" and "closing" of the security container.
13. Maintain a record checks made by the individual who opens a facility at the beginning of the day and the individual who secures the facility at the close of business.
14. Post a list of personnel to be contacted in case of emergency on the outside of all exits.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. Local Command Security Instructions

0160-MGMT-1009: Review postal incident report

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

BILLETS: Postal Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to submit a report of a postal incident and a follow-up report as required, in a field or garrison environment, and with the aid of references.

STANDARD: TO ensure reports are accurate and submitted within 72 hours of an incident.

PERFORMANCE STEPS:
1. Identify the type of postal offense(s) committed.
2. Notify the commander immediately.
3. Notify the local investigating agency immediately.
4. Notify the Major command(s) as required.
5. Notify the Headquarters component.
6. Submit an initial report to the Military Postal Service Agency (MPSA).
7. Submit a follow-up report(s) as information becomes available to MPSA until the case is closed.
8. Ensure that all follow-up reports reference the case number assigned by MPSA.
9. Maintain a suspense file on all cases not closed to ensure appropriate action is taken until the case is closed.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. OPNAVINST 5112.6 Department of the Navy Postal Instructions

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0160-MGMT-1010: Review Postal Operations Plan (POP)

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

BILLETS: Postal Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to review a POP, existing POP, operational data and schedules, an operational post office, in a field or garrison environment, and with the aid of the reference.

STANDARD: To ensure the Plan is current and contains all required information and is reviewed annually.

PERFORMANCE STEPS:
1. Review existing POP for format and content.
2. Ensure the POP contains a Table of Contents.
3. Ensure the POP contains a basic information page showing name and location of the MPO, hours of operation, number of personnel assigned, number of personnel served, and volume.
4. Ensure the POP contains basic facility information (e.g., facility layout, equipment used, case and rack design).
5. Ensure the POP contains mail processing profiles (daily volumes).
6. Ensure the POP contains transportation information (incoming and outgoing requirements and schedules).
7. Ensure the POP contains any special instructions.

REFERENCE:
1. DOD 4525.6-M Department of Defense Postal Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Appendix B of the reference provides a format and information necessary to complete the POP.

9004. 2000-LEVEL EVENTS

0160-MGMT-2001: Brief Commanding Officer (CO) on postal matters

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

BILLETS: Postal Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given Access to direct message traffic/postal net alerts, USPS Postal Bulletins, correspondence from high postal headquarters/Military Postal Services Agency (MPSA), Postal conferences, After Action Reports from deployed units, in a field or garrison environment, and with the aid of references.

STANDARD: So that the CO is kept abreast of postal matters which affect his/her commands.

PERFORMANCE STEPS:
1. Brief the CO on all garrison postal matters.
2. Brief the CO on all postal matters of concern to deployed units.
3. Brief the CO on any changes to postal regulations affecting his/her command.
4. Brief the CO on any problems in CONUS or OCONUS affecting receipt of dispatch mail for his/her command.
5. Brief the CO on any postal related matter that may affect postal operations in his/her command.
6. Brief the CO on postal offenses committed in his command.
7. Brief the CO on any changes to custom postal matters in garrison.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. OPNAVINST 5112.6 Department of the Navy Postal Instructions

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0160-MGMT-2002: Conduct deploying unit command pre-deployment brief

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

BILLETS: Postal Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given units involved in mobilization or deployment, deployment schedules, local mail handling instructions, USPS publications, mail routing request from the deploying unit, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring that all topics listed in the performance steps are covered during either the unit commander or postal officer and clerk pre-deployment brief.

PERFORMANCE STEPS:
1. Schedule pre-deployment brief with the deploying unit commander and/or with unit postal officer and clerks.
2. Inform unit commander of mail routing procedures for deployment, correct mail address, where and how often mail will be available for delivery, procedures for dispatching outgoing mail, postal support available to deployed units, points of contact for postal related problems, and information pertaining to customs procedures and restrictions.
3. Inform unit postal officer and clerks of when and how to submit mail routing instructions, if necessary; correct mail address; where to pickup mail for the unit; where to take outgoing mail for dispatch; handling of official outgoing mail; postal support available to the unit; points of contact for postal related problems; delivery of mail to personnel while on deployment; and information pertaining to customs procedures and restrictions.

REFERENCES:
1. DMM Domestic Mail Manual
2. DOD 4525.6-M Department of Defense Postal Manual
3. IMM International Mail Manual
4. MCO P5110.4 The Marine Corps Official Mail Program
5. MCO P5110.6 SOP for Marine Corps Unit Mailrooms
6. USPS Postal Bulletins United States Postal Service (USPS) Postal Bulletins

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0160-MGMT-2003: Monitor unit mailroom inspections

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

BILLETS: Postal Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement to conduct or monitor a mailroom inspection, a unit mailroom, NAVMC Form 10487 (Mailroom Inspection Checklist), in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring unit mailrooms are in compliance with the references and inspections are conducted quarterly.

PERFORMANCE STEPS:
1. Verify that all discrepancies noted on the previous inspection are corrected.
2. Verify that the NAVMC 10487 is properly completed.
3. Verify that the remarks section is used to amplify discrepancies, and mentions if the Command Officer or Executive Officer was briefed on inspection results, if required.
4. Verify that the NAVMC 10487 has been signed by both the unit mail clerk and the inspector.

5. Verify that copies of the NAVMC 10487 are distributed appropriately and that a copy is retained in the Military Post Office (MPO) files.
6. Verify that the command is briefed on the results of the inspection or re-inspection.
7. Instruct the unit mail clerks on how to correct any deficiencies and/or answer questions about the mailroom.
8. Ensure that the inspector's overall evaluation of the mailroom is fair and impartial.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. MCO P5110.4 The Marine Corps Official Mail Program
3. MCO P5110.6 SOP for Marine Corps Unit Mailrooms
4. Local Standard Operating Procedures (SOP)

0160-MGMT-2004: Develop command mail handling order

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

BILLETS: Postal Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement to develop a command mail handling order, USPS Postal Bulletins, correspondence from high postal headquarters/Military Postal Services Agency (MPSA), in a field or garrison environment, and with the aid of references.

STANDARD: To ensure that Postal guidelines established for the command are in compliance with the references.

PERFORMANCE STEPS:
1. Verify order contains information on location and hours of the Post Office.
2. Verify order contains information on hours of mail collection from receptacles for outgoing mail.
3. Verify order contains information on time and method of distribution of incoming mail
4. Verify order contains information on instructions relative to the custom regulations.
5. Verify order contains information on samples of correct and complete mailing addresses to be used by personnel attached to the command.
6. Verify order contains information on instructions for use of change of address cards.
7. Verify order contains information concerning non-mailable matter.
8. Verify order contains information on emergency destruction procedures.
9. Verify order contains information on security, including protection of mail and postal effects, access to post offices and mail transportation; mail routing information for mobile units
10. Verify order contains information regarding the command official mail cost control program, to include consolidated mail procedures

11. Verify order contains mail routing information for mobile units.
12. Verify order contains any additional postal information deemed appropriate.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. DOD 4525.8-M DOD Official Mail Manual
3. MCO P5110.4 The Marine Corps Official Mail Program
4. MCO P5110.6 SOP for Marine Corps Unit Mailrooms

0160-MGMT-2005: Monitor movement of mail for deployed units

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

BILLETS: Postal Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to deployment information for all units concerned, serving Joint Military Postal Agency (JMPA) mail changes, local mail handling instructions, in a field or garrison environment, and with the aid of references.

STANDARD: So that mail is routed without error to correct destinations.

PERFORMANCE STEPS:
1. Review Mail Routing Instructions (MRI) messages from deployed units.
2. Review the daily mail change(s) sent out by the servicing JMPA.
3. Notify the servicing JMPA, the MACOM, and units if discrepancies are noted.
4. Inform JMPA, the MACOM and units of any corrective action that has been, or is required to be taken.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. Local Mail Handling Instructions
3. OPNAVINST 5112.6 Department of the Navy Postal Instructions

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0160-MGMT-2006: Monitor Mail Routing Instruction (MRI) messages

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

BILLETS: Postal Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given units preparing for deployment, access to deployment information for all units concerned, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure mail is routed to the correct destinations immediately.

PERFORMANCE STEPS:
1. Attend unit's pre-deployment brief.
2. Obtain all required information for mail routing at the pre-deployment brief.
3. Prepare MRI message.
4. Ensure message is addressed correctly and all information addresses are listed.
5. If message is classified, include required declassification date.
6. Review MRI message for correctness before transmission.
7. Ensure MRI message is transmitted in advance of deployment date to effect proper mail routing.
8. Maintain liaison with unit to ensure satisfactory receipt of mail.
9. Contact serving gateway of any problems incurred by the unit(s) involved.

REFERENCES:
1. DOD 4525.6-M Department of Defense Postal Manual
2. OPNAVINST 5112.6 Department of the Navy Postal Instructions
3. Local Standard Operating Procedures (SOP)

0160-MGMT-2007: Review results of organizational mailroom inspections

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

BILLETS: Postal Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement to review the results of a mailroom inspection, NAVMC Form 10487 (Inspection Results), in a field or garrison environment, and with the aid of references.

STANDARD: To ensure the postal inspector conducts mailroom inspections properly, corrective action is being taken at the unit level, and inspections are being conducted quarterly.

PERFORMANCE STEPS:
1. Ensure that unannounced inspections of unit mailrooms are conducted at least quarterly, or as required by the local SOP.
2. Ensure that all discrepancies noted on the previous inspection are corrected.
3. Ensure that NAVMC 10487 is properly completed.
4. Ensure that the NAVMC 10487 remarks section is used to amplify discrepancies and mentions if the Command Officer or Executive Officer was briefed on inspection results, if required.
5. Ensure that both the unit mail clerk and the inspector have signed the NAVMC 10487.
6. Ensure that the inspector's overall evaluation of the mailroom is fair and impartial.
7. Ensure that copies of NAVMC 10487 are distributed as appropriate and that a copy is retained in the MPO files.

REFERENCES:

1. DOD 4525.6-M Department of Defense Postal Manual
2. MCO P5110.4 The Marine Corps Official Mail Program
3. MCO P5110.6 SOP for Marine Corps Unit Mailrooms

ADMIB T&R MANUAL

CHAPTER 10

MOS 0170 INDIVIDUAL EVENTS

	PARAGRAPH	PAGE
PURPOSE.	10000	10-2
ADMINISTRATIVE NOTES	10001	10-2
INDEX OF INDIVIDUAL EVENTS	10002	10-3
1000-LEVEL EVENTS.	10003	10-6
2000-LEVEL EVENTS.	10004	10-14

CHAPTER 10

MOS 0170 INDIVIDUAL EVENTS

10000. PURPOSE. This chapter details the individual events that pertain to the community. 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.

10001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Events in the T&R Manual are depicted with a 12 field alphanumeric system, i.e. 0170-LGAD-1001. This chapter utilizes the following methodology:

a. The first four digits represent the occupational field or military occupational field (e.g., Occupational Field 01 or Personnel Officer MOS 0170). This chapter contains 0170 events.

b. The second four alpha characters represent the functional or duty area (e.g., LGAD – Legal Administration). Functional areas for Personnel Officers are:

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

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

1000 – Core Skills (initial MOS training conducted at formal schools)
2000 – Core Plus Skills (follow-on formal schooling, MOJT or distance learning)

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

10002. INDEX OF INDIVIDUAL EVENTS

1. 1000-LEVEL EVENTS. Personnel Officer individual events.

EVENT	DESCRIPTION	PAGE
	LEGAL ADMINISTRATION	
0170-LGAD-1001	Process appellate leave orders	10-6
0170-LGAD-1002	Review Report of Return of Absentee Wanted by Armed Forces (DD Form 616)	10-7
0170-LGAD-1003	Review Deserter/Absentee Wanted by the Armed Forces (DD Form 553)	10-7
	MANPOWER MANAGEMENT	
0170-MPMN-1004	Manage task assignments	10-8
	PAY AND ALLOWANCES	
0170-PYAL-1006	Supervise pay and allowances	10-9
0170-PYAL-1007	Verify EAS/ECC/AFADBD/PEDB/time lost	10-10
	UNIT DIARY	
0170-UNDR-1008	Supervise Electronic Diary Feedback Report EDFR) process	10-10
0170-UNDR-1009	Supervise the Timeliness Management Report (TMR)	10-11
0170-UNDR-1010	Generate Operational Data Store Enterprise (ODSE) simple lists, rosters, and crosstab reports	10-12
0170-UNDR-1011	Supervise Unit Diary Marine Integrated Personnel Systems (UDMIPS)	10-12

2. 2000-LEVEL EVENTS. Additional Personnel Officer individual events taught at follow-on schools, by MOJT or through Distance Learning.

EVENT	DESCRIPTION	PAGE
	CORRESPONDENCE	
0170-CORP-2001	Manage naval correspondence	10-14
0170-CORP-2002	Develop Personnel Annexes to Operations Plans (OPLAN) and Operational Orders (OPORD)	10-14
0170-CORP-2003	Review Command Special Orders	10-15
	CASUALTY MANAGEMENT	
0170-CTMN-2004	Supervise casualty management	10-16
0170-CTMN-2005	Manage combat replacement program	10-16
	FILES AND DIRECTIVES	
0170-FIDR-2006	Supervise correspondence files	10-17
	GENERAL ADMINISTRATION	
0170-GENA-2007	Supervise Permanent Change of Assignment (PCA)/Permanent Change of Station (PCS) orders	10-18
0170-GENA-2009	Supervise the Career Status Bonus (CSB) Program	10-19
	LEGAL ADMININSTRATION	
0170-LGAD-2010	Process straggler orders	10-19
0170-LGAD-2011	Process Unit Punishment Book (NAVMC 10132)	10-20
0170-LGAD-2013	Prepare characterization of service	10-21
0170-LGAD-2014	Review Record of Conviction by Court-Martial (NAVMC 118(13))	10-22
	MANPOWER MANAGEMENT	
0170-MPMN-2015	Maintain Table of Organization (T/O)	10-22
0170-MPMN-2016	Manage inbound and outbound personnel	10-23
0170-MPMN-2017	Utilize force flow	10-23
	MANPOWER SUPPORT	
0170-MPSP-2018	Process Table of Organization Change Request (TOCR)	10-24
0170-MPSP-2019	Manage operational Joint Reception Centers (JRC)	10-25
0170-MPSP-2020	Participate in Operational Planning Team (OPT)	10-25
0170-MPSP-2021	Manage Individual Augments (IA)	10-26
0170-MPSP-2022	Utilize the manning and staffing process	10-27
0170-MPSP-2023	Identify HQMC organizational functions	10-28
	MANPOWER SYSTEMS	
0170-MPSY-2024	Manage Joint Personnel Status (JPERSTAT) reports	10-28
	OFFICE MANAGEMENT	
0170-OFMN-2026	Manage civilian personnel functions	10-29
0170-OFMN-2027	Supervise travel control procedures	10-30
0170-OFMN-2028	Supervise Defense Travel System (DTS)	10-31
	PAY AND ALLOWANCES	
0170-PYAL-2029	Supervise operational and special duty pay entitlements	10-31
0170-PYAL-2030	Process Meal Cards (DD Form 714)	10-32
0170-PYAL-2031	Supervise Document Tracking Management	10-33

	System (DTMS)	
0170-PYAL-2032	Supervise overseas station allowances	10-34
0170-PYAL-2033	Supervise enlisted promotion process	10-35
	RESERVE ADMINISTRATION	
0170-RESA-2034	Process mobilization/activation of reservist	10-36
0170-RESA-2035	Verify eligibility for Notice of Eligibility (NOE)	10-36
0170-RESA-2036	Supervise mobilization and demobilization of reserve units	10-37
0170-RESA-2037	Manage reserve component types	10-38
0170-RESA-2038	Process Marine Reserve Orders Writing System (MROWS) request	10-39
0170-RESA-2039	Supervise reporting Operational Support Duty (OSD)	10-40
	SECURITY	
0170-SCTY-2040	Safeguard personal information	10-40
	SERVICE RECORDS	
0170-SERR-2041	Supervise service record maintenance	10-41
0170-SERR-2042	Supervise service record book closeout and transfer	10-42
0170-SERR-2043	Supervise the limited duty program	10-42
0170-SERR-2044	Supervise proficiency and conduct marks	10-43
0170-SERR-2045	Supervise audits of service records	10-44
	UNIT DIARY	
0170-UNDR-2046	Supervise reporting of non-punitive reductions	10-45

10003. 1000-LEVEL EVENTS

0170-LGAD-1001: Process appellate leave orders

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

DESCRIPTION: Because of a Court Martial or the Appeal process, a member can be placed on voluntary or involuntary appellate leave pending final review of the Convening Authority's (CA) action.

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request for appellate leave, access to MCTFS, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring there are no typographical or format errors in the service record and appropriate Unit Diary transactions are reported within five working days of the occurrence of the event.

PERFORMANCE STEPS:
1. Receive source documents and process appellate leave orders.
2. Review appellate leave orders for compliance with appropriate references.
3. Ensure appropriate reporting of appellate leave orders via the Unit Diary.
4. Complete review of the member’s service record.
5. Verify proper service record close out.
6. Forward closed out service record to the Navy and Marine Corps Appellate Leave Activity (NAMALA).
6. Ensure source documents and orders are maintained in command’s official correspondence files.

REFERENCES:
1. MCO 1050.16A Appellate Leave Awaiting Punitive Separation
2. MCO 1306.16E Conscientious Objectors
3. MCO 1640.3F Procedures for the Transfer of Marine Corps Prisoners
4. MCO 4630.16C Air Transportation Eligibility
5. MCO 7220.44A Marine Corps Policy for Paying Marines under the Joint Uniform Military Pay System/Manpower Management System (JUMPS/MMS)
6. MCO P1050.3H Regulations for Leave, Liberty and Administrative Absence
7. MCO P1070.12K Individual Records Administration Manual (IRAM)
8. MCO P1400.32D Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (MARCORPROMMAN)
9. MCO P1900.16E Marine Corps Separation and Retirement Manual (MARCORSEPSMAN)
10. MCO P4650.37C Marine Corps Travel Instructions Manual (MCTIM)
11. MCO P5512.11C Identification Cards for Members of the Uniform Services, their Eligible Dependents, and Other Eligible Individuals
12. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

0170-LGAD-1002: Review Report of Return of Absentee Wanted by Armed Forces (DD Form 616)

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

DESCRIPTION: The Report of Return of Absentee Wanted by Armed Forces (DD Form 616) is used to deactivate the issued DD Form 553 upon the return or apprehension of a deserter.

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a member's return from desertion, access to MCTFS, a completed DD Form 616, the service record, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: In performance steps sequence, to ensure a member’s pay and personnel records are properly updated and appropriate Unit Diary transactions are reported within five working days of the return of the absentee/deserter.

PERFORMANCE STEPS:
1. Verify member’s return to military control.
2. Request records upon notification of return to military control.
3. Verify information contained on the DD Form 616.
4. Verify service record entries are completed.
5. Verify Unit Diary actions are completed.
6. Ensure source documents are maintained, as required.

REFERENCES:
1. MCO 1620.3 Marine Corps Absentee and Deserter Apprehension Program
2. MCO P1070.12K Individual Records Administration Manual (IRAM)
3. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)

0170-LGAD-1003: Review Deserter/Absentee Wanted by the Armed Forces (DD Form 553)

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

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

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a completed DD Form 553, access to MCTFS, the service record, supporting documents, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure a member's pay and personnel records are properly updated and appropriate Unit Diary transactions are reported within five working days of the member being declared a deserter.

PERFORMANCE STEPS:
1. Verify report of unauthorized absence over 30 days (24 hours if individual has TS clearance).
2. Verify proper filing of the personnel effects inventory in the member's service record.
3. Verify proper filing of the Primary Next of Kin (PNOK) letter in the member's service record.
4. Verify information contained on the DD Form 553 against source documents.
5. Ensure service record entries are completed.
6. Ensure Unit Diary actions are completed.
7. Ensure recovery of identification cards of the absentee/deserter's dependents, if applicable.
8. Forward records per the MCO P1070.12K.

REFERENCES:
1. MCO 1620.3 Marine Corps Absentee and Deserter Apprehension Program
2. MCO P1070.12K Individual Records Administration Manual (IRAM)
3. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)

0170-MPMN-1004: Manage task assignments

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

DESCRIPTION: During the daily routine you are tasked with numerous projects. These tasks must be prioritized and managed to ensure both task accuracy and completion in a timely manner.

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Give various task assignments, in a field or garrison environment, and with the aid of the reference.

STANDARD: In performance step sequence, so that tasks are completed in the timeframe established by the requester or reference.

PERFORMANCE STEPS:
1. Receive tasking.
2. Determine workload.
3. Determine effort needed for task completion.
4. Prioritize tasks.

5. Establish milestones.
6. Supervise task to completion.

REFERENCE:
1. MCO 5000.14D Marine Corps Administrative Procedures (MCAP)

0170-PYAL-1006: Supervise pay and allowances

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

DESCRIPTION: Pay and allowances vary from station to station, member to member.

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a service record book, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure MCTFS reflects the member's correct pay and allowances, and appropriate Unit Diary transactions are reported within five working days of the occurrence of a reportable event.

PERFORMANCE STEPS:
1. Receive documents requiring review for pay and allowance change.
2. Verify member's eligibility to receive entitlement.
3. Verify accuracy of source documents.
4. Verify pay related document against source documents for completeness.
5. Verify pay related document against source documents for accuracy.
6. Verify pay related document against the references for completeness.
7. Verify pay related document against the references for accuracy.
8. Ensure Unit Diary entries are reported, as required.
9. Periodically review internal control procedures to ensure maximum effectiveness.

REFERENCES:
1. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 DoD Financial Management Regulations (DoDFMR)
3. MCO 10110.47 Basic Allowance for Subsistence (BAS)
4. MCO P1300.8R Marine Corps Personnel Assignment Policy
5. MCO 7220.12 Special Duty Assignment (SDA) Pay Program
6. MCO 7220.21E Advance Pay Incident to Permanent Change of Station (PCS)
7. MCO P1001R.1JJ Marine Corps Reserve Administrative Management Manual (MCRAMM)
8. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
9. MCO P1751.3 Dependency Determination and Basic Allowance for Housing (BAH) Manual
10. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-PYAL-1007: Verify EAS/ECC/AFADBD/PEBD/time lost

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

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

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to web-based or database systems, source documents, the service record, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure dates in MCTFS are 100% accurate and all necessary adjustments have posted without error.

PERFORMANCE STEPS:
1. Receive notification from service member or advisory regarding a required change.
2. Receive extracted information from the service record and MCTFS.
3. Review computations on necessary adjusted dates.
4. Review Unit Diary.
5. Certify Unit Diary.
6. Review Unit Diary feedback reports to verify necessary adjustments properly posted.
7. Periodically review internal control procedures to ensure maximum effectiveness

REFERENCES:
1. DoD 7000.14 DoD Financial Management Regulations (DoDFMR)
2. MCO P1001R.1JJ Marine Corps Reserve Administrative Management Manual (MCRAMM)
3. MCO P1070.12K Individual Records Administration Manual (IRAM)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-UNDR-1008: Supervise Electronic Diary Feedback Report (EDFR) process

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 18 months

DESCRIPTION: The UDMIPS program automatically generates the EDFR. Individual items on the EDFR require research to determine appropriate Unit Diary, service record or pay adjustments.

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to UDMIPS and electronic forms, the service record, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure items received on the EDFR are researched on a daily basis and all appropriate service record and Unit Diary action is taken within the timeframes established by the references.

PERFORMANCE STEPS:
1. Log into UDMIPS.
2. Access EDFR module within UDMIPS.
3. Receive notification of EDFR completion.
4. Review EDFR for administrative correctness and accuracy.
5. Verify appropriate EDFR action.
6. Certify EDFR.
7. Ensure EDFR is maintained, as required.
8. Periodically review internal control procedures to ensure maximum effectiveness

REFERENCES:
1. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 DoD Financial Management Regulations (DoDFMR)
3. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
5. UDS-1080-02 Unit Diary System (UDS) Users Manual

0170-UNDR-1009: Supervise the Timeliness Management Report (TMR)

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

DESCRIPTION: The TMR provides information to assist the commander and PAC Director in the analysis of Unit Diary timeliness and the evaluation of personnel reporting performance.

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a timeliness report, in field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure appropriate Unit Diary transactions are reported within five working days of the occurrence of a reportable event.

PERFORMANCE STEPS:
1. Receive TMR.
2. Review TMR.

3. Take appropriate corrective action.
4. Periodically review internal control procedures to ensure maximum effectiveness

REFERENCES:
1. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
2. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual (MCTFSPRIM)
3. MARADMIN 004-07 Improvement of Military Pay Services

0170-UNDR-1010: Generate Operational Data Store Enterprise (ODSE) simple lists, rosters and crosstab reports

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

DESCRIPTION: From time to time situations require a review of MCTFS data. ODSE is the system used to generate simple lists, rosters and crosstab reports.

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to ODSE, a request for a simple list, roster, ad hoc report or crosstab report, in a field or garrison environment, and with the aid of references.

STANDARD: To provide requested simple list, roster or crosstab reports within the timeframe established by the requester.

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

REFERENCES:
1. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
3. ODSE Users Manual

0170-UNDR-1011: Supervise Unit Diary Marine Integrated Personnel Systems (UDMIPS)

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 18 months

DESCRIPTION: Unit Diary preparation, reporting and certification involve management of source documents, electronic database information, and service records. Knowledge of Electronic Signatures (ELSIGs), tickler files, MIPS, MCTFS, situational reporting, event reporting, filing of EDFR, and Intelligent Forms is required.

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to UDMIPS, in a field or garrison environment, source documents, and with the aid of references.

STANDARD: In performance step sequence, to ensure appropriate pay and personnel events are reported into MCTFS without error and within the timeframes established by the references.

PERFORMANCE STEPS:
1. Compare information contained on Unit Diary with source documents.
2. Ensure corrections are completed prior to certification.
3. Ensure corrective action is taken, as required.
4. Certify Unit Diary.
5. Ensure Unit Diary is maintained, as required.
6. Ensure Unit Diary processes into MCTFS.
7. Verify member’s records are properly updated.
8. Periodically review internal control procedures to ensure maximum effectiveness

REFERENCES:
1. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
3. UDS-1080-02 Unit Diary System (UDS) Users Manual

10004. 2000-LEVEL EVENTS

0170-CORP-2001: Manage naval correspondence

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

DESCRIPTION: Naval letters, messages, endorsements and AA Forms are the most common types of correspondence generated by a unit. Administrative personnel process correspondence from rough draft through finished, signed document.

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given typed correspondence, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure correspondence is prepared without typographical, format or grammatical error prior to submission.

PERFORMANCE STEPS:
1. Receive typed correspondence.
2. Ensure appropriate type of correspondence.
3. Ensure correct SSICs.
4. Verify abbreviations or acronyms.
5. Edit typed correspondence for spelling, grammar and format errors.
6. Submit error free correspondence for signature.
7. Route signed correspondence, as required.
8. Periodically review document flow.

REFERENCES:
1. MCO P1070.12K Individual Records Administration Manual (IRAM)
2. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
3. SECNAVINST M-5210.2 Standard Subject Identification Codes (SSIC) Manual
4. MCO 5210.11E Marine Corps Records Management Program
5. NAVMC DIR 5210.11E Marine Corps Records Management Program
6. SECNAV M-5210.1 DON Records Management Manual

0170-CORP-2002: Develop Personnel Annexes to Operations Plans (OPLAN) and Operational Orders (OPORD)

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

DESCRIPTION: Administrative personnel are required to develop or make necessary input requirements to Annex E to operational plans and orders for the unit’s mission.

BILLETS: G-1 Manpower/Personnel Officer, PAC Director

GRADES: CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an Operations Order or Warning Order, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure Annex E is without format or typographical errors, and is staffed, signed and incorporated into the unit's Operations Order.

PERFORMANCE STEPS:
1. Receive notification to prepare Annex E.
2. Review reference on applicable administrative areas.
3. Request input from designated staff members.
4. Receive input from designated staff members.
5. Coordinate format of reports with appropriate headquarters.
6. Prepare Administrative and Personnel Annex.

REFERENCES:
1. FMFM 3-1 Command and Staff Action
2. SECNAVINST 5216.5D Department of the Navy Correspondence Manual

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0170-CORP-2003: Review command special orders

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

DESCRIPTION: Unit special orders are utilized to reassign members within the local command only.

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a completed Command Special Order, in a field or garrison environment, and with the aid of references.

STANDARD: To authenticate movement directed within the unit’s jurisdiction and the member’s pay and personnel records reflect correct reassignment information.

PERFORMANCE STEPS:
1. Ensure appropriate service record entries are completed.
2. Ensure Unit Diary entries are processed in MCTFS.
3. Ensure proper adjustment of member’s pay and personnel record.

REFERENCES:
1. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
2. MCO P1001R.1JJ Marine Corps Reserve Administrative Management Manual (MCRAMM)
3. MCO P1070.12K Individual Records Administration Manual (IRAM)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-CTMN-2004: Supervise casualty management

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

DESCRIPTION: Administrative personnel will establish a casualty management process that ensures both timely reporting and accurate tracking of casualties. The completion of this task ensures accountability, PCRs and proper pay entitlements are ran in MCTFS.

BILLETS: G-1 Manpower/Personnel Officer, PAC Director, and PAC Deployed Cell/Team

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a casualty situation, access to the Defense Casualty Information Processing System (DCIPS), an Injured/Ill tracker, in a field or garrison environment, and with the aid of the references.

STANDARD: In performance step sequence, to ensure the movement, location and status of casualties are tracked from in-theater to completion of member's treatment in CONUS.

PERFORMANCE STEPS:
1. Receive casualty notification.
2. Ensure submission of casualty information into DCIPS.
3. Ensure information is tracked into DCIPS.
4. Ensure PCR is drafted, reviewed and submitted.
5. Ensure notification of PNOK.
6. Access Injured/Ill tracker to monitor member's movement to completion.
7. Track location and status of member until completion of treatment.
8. Coordinate with Hospital Liaison Staff.
9. Research, certify and track all pay and entitlements.
10. Ensure proper entitlements are adjusted or credited.
11. Ensure proper entries are reflected in MCTFS.
12. Close out records and ensure proper disposition of all records.

REFERENCES:
1. MCO P3040.4E Marine Corps Casualty Procedures Manual (MARCORCASPROCMAN)
2. MCO P1070.12K Marine Corps Individual Records Administration Manual (IRAM)
3. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
4. MCO P1001.1 Marine Corps Reserve Administrative Management Manual (MCRAMM)
5. MCTFSPRIM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
6. MCO 6320.2D Administration and Processing of Hospitalized Marines

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0170-CTMN-2005: Manage combat replacement program

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

DESCRIPTION: Administrative personnel must be able to demonstrate an understanding of the process and manage the conduct of the combat replacement process.

BILLETS: G-1 Manpower/Personnel Officer

GRADES: CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational environment, requirements for combat replacements, an identified source of replacements, access to Joint Personnel Status and Casualty Report (JPERSTAT)/Injured/Ill tracker, and with the aid of references.

STANDARD: In performance step sequence, to ensure unit strength remains at the published levels by grade, skill, and quantity.

PERFORMANCE STEPS:
1. Receive published unit's strength reports.
2. Calculate casualty replacement estimates.
3. Identify need for combat replacements.
4. Request appropriate sourcing.
5. Identify combat replacements.
6. Receive combat replacements.
7. Continue to track unit strengths.

REFERENCES:
1. FMFM 3-1 Command and Staff Action
2. MCO P1300.8R Marine Corps Personnel Assignment Policy
3. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
4. MCO P1001R.1JJ Marine Corps Reserve Administrative Management Manual (MCRAMM)

0170-FIDR-2006: Supervise correspondence files

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

DESCRIPTION: Regulations require units to maintain correspondence files and for time periods depending on the type of correspondence.

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement to maintain correspondence files, files outline, and file folders, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure command correspondence is properly filed and maintained in accordance with the references.

PERFORMANCE STEPS:
1. Establish disposition instructions for correspondence files.
2. Establish open and close dates for correspondence files.
3. Review files outline.
4. Compare established file folders against files outline.
5. Review labels on file folders.
6. Verify filing of correspondence against the files outline.
5. Ensure proper maintenance of correspondence files.
8. Ensure proper disposition of correspondence files.

REFERENCES:
1. MCO 5210.11E Records Management Program for the Marine Corps
2. SECNAVINST M-5210.1 Department of the Navy Records Management Program
3. NAVMC DIR 5210.11E Marine Corps Records Management Program

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0170-GENA-2007: Supervise Permanent Change of Assignment (PCA)/Permanent Change of Station (PCS) orders

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

DESCRIPTION: Members are issued either PCA or PCS orders to facilitate relocation. Upon relocation, members may also be entitled to certain monetary allowances and entitlements.

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a set of orders, access to MCTFS, access to MOL Web Orders, the service record, standard forms, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure orders are properly endorsed, appropriate Unit Diary transactions are reported within five working days of the occurrence of the reassignment/transfer, and orders are issued within the timeframe established by the references.

PERFORMANCE STEPS:
1. Review MOL web orders.
2. Establish procedures to acknowledge receipt of MOL orders.
3. Verify PCS/PCA orders are properly endorsed.
4. Verify appropriate Unit Diary entries are completed.
5. Verify service record entries are completed.
6. Ensure members are briefed on PCS/PCA entitlements.
7. Ensure orders are issued in a timely manner.
8. Establish procedures to maintain copies, as appropriate.
9. Periodically review internal control procedures to ensure maximum effectiveness.

REFERENCES:
1. JFTR NAVSO P-6034 Joint Federal Travel Regulations
2. MCO P1300.8R Marine Corps Personnel Assignment Policy

3. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
4. MCO P1070.12K Individual Records Administration Manual (IRAM)
5. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-GENA-2009: Supervise the Career Status Bonus (CSB) Program

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

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

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to service records, the service member, in a field or garrison environment, and with the aid of the reference.

STANDARD: In performance step sequence, to ensure all eligible members are notified and counseled, all appropriate service record book entries are completed and appropriate Unit Diary transactions are reported within five working days of the occurrence of the CSB counseling event.

PERFORMANCE STEPS:
1. Establish procedures to identify Marines requiring CSB counseling.
2. Determine occasion requiring CSB counseling.
3. Advise personnel on CSB aspects.
4. Provide appropriate informational handouts.
5. Ensure appropriate service record entries are completed.
6. Ensure appropriate Unit Diary entries are completed.
7. Ensure election form is filed, as required.
8. Ensure election form is forwarded to MMSB, as required.

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

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0170-LGAD-2010: Process straggler orders

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

DESCRIPTION: Members that are in an unauthorized absence or deserter status may return to military control in locations other than their permanent duty stations. Straggler orders must be prepared to send them back to their parent command.

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given completed stragglers orders, access to MCTFS, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: In accordance with the references to ensure orders are without format or typographical errors, and the member's pay and personnel records reflect the member's return to military control.

PERFORMANCE STEPS:
1. Receive straggler orders.
2. Review source documents.
3. Review completed set of straggler orders.
4. Issue signed straggler orders to member.
5. Ensure appropriate Unit Diary entries are completed.
6. Ensure appropriate service record book entries are completed.
7. Ensure source documents are maintained, as required.

REFERENCES:
1. MCO 1640.3F Procedures for the Transfer of Marine Corps Prisoners
2. MCO 1640.6 Marine Corps Corrections Program
3. MCO 5800.10B Return of Marine Corps Absentees and Deserters
4. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
5. MCO P4650.37C Marine Corps Travel Instructions Manual (MCTIM)
6. MCO P5800.16A Manual for Legal Administration (LEADMINMAN)
7. MCO P1070.12K Individual Records Administration Manual (IRAM)

0170-LGAD-2011: Process Unit Punishment Book (NAVMC 10132)

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

DESCRIPTION: Commanding Officers may impose punishment under Article 15, UCMJ upon military personnel of their command. The Unit Punishment Book (UPB) form (NAVMC 10132) is prepared for use during the unit commander's nonjudicial (NJP) punishment.
BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a summary of hearing from the NJP, a completed UPB, the service record, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure the UPB is complete and prepared without typographical and format error, accurately reflects the punishment authorized, and appropriate Unit Diary transactions are reported to adjust the member's pay and personal records.

PERFORMANCE STEPS:
1. Receive UPB for administrative processing.
2. Review UPB for correctness and completeness.
3. Compare UPB to the summary of NJP action.
4. Ensure punishment awarded does not exceed maximum allowable.
5. Ensure all source documents are attached.
6. Ensure required Unit Diary entries are reported into MCTFS.
7. Ensure required service record entries are reported.
8. Ensure UPB is maintained, as appropriate.
9. Periodically review internal control procedures to ensure maximum effectiveness.

REFERENCES:
1. MCM Manual for Courts-Martial, 2005 Edition
2. MCO P1070.12K Individual Records Administration Manual (IRAM)
3. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)
4. SECNAVINST 5800.7E Manual of the Judge Advocate General

0170-LGAD-2013: Prepare characterization of service

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

DESCRIPTION: During the completion of a discharge certificate, DD Form 214, the characterization of service must be recorded in a Marine's service records. The characterization of service will be determined in accordance with the Separations and Retirement Manual by the Commanding Officer.

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to MCTFS, the service record, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: In accordance with the references to ensure characterization of service and the member's pay and personnel records are updated in MCTFS.

PERFORMANCE STEPS:
1. Review source documents.
2. Review Separations and Retirement Manual.
3. Ensure appropriate service record entries are completed.
4. Ensure appropriate Unit Diary entries are completed.

REFERENCES:
1. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual (MCTFSPRIUM)
2. MCO P1900.16E Marine Corps Separation and Retirement Manual (MARCORSEPSMAN)
3. MCO P1040.31J Enlisted Retention and Career Retention Manual

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0170-LGAD-2014: Review Record of Conviction by Court-Martial (NAVMC 118(13))

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

DESCRIPTION: When a member is the subject of a Court-Martial and punishment is awarded, a NAVMC 118(13) must be completed to document the results of the trial.

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the Convening Authority's (CA) action, source documents, service record, legal documents pertaining to the case, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure the record of conviction is 100% accurate and complete, service record is updated, and the member’s pay and personnel records are updated in MCTFS.

PERFORMANCE STEPS:
1. Receive NAVMC 118(13), source documents and CA's action.
2. Review NAVMC 118(13) for accuracy and completeness.
3. Review MCTFS to ensure appropriate Unit Diary entries have processed.
4. Ensure proper distribution of the NAVMC 118(13).
5. Maintain source documents, as required.

REFERENCES:
1. MCM Manual for Courts Martial, 2005 Edition
2. MCO P1070.12K Individual Records Administration Manual (IRAM)
3. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)

0170-MPMN-2015: Maintain Table of Organization (T/O)

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

DESCRIPTION: The T/O dictates personnel strengths, occupational specialties and numbers within a given unit or command (MLG, Div, or MEF).

BILLETS: G-1 Manpower/Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a unit T/O, a change to either mission, organization, or functions, access to web-based systems, in a field or garrison environment, and with the aid of the reference.

STANDARD: In performance step sequence and in accordance with the reference, to ensure Billet Identification Codes are 100% accurate when compared with the mission, organization and functions of the unit, T/O changes are tracked

to completion, and all appropriate action is taken for incorrectly assigned personnel.

PERFORMANCE STEPS:
1. Gather or pull source documents.
2. Review references and source documents.
3. Determine any required internal modifications.
4. Submit changes to sourcing documents.
5. Identify incorrectly assigned personnel.
6. Request appropriate action on incorrectly assigned personnel.

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

0170-MPMN-2016: Manage inbound and outbound personnel

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

DESCRIPTION: Tracking inbound and outbound personnel via automated means allows the operating forces to project personnel gains and losses.

BILLETS: G-1 Manpower/Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to MCTFS and web orders, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence and in accordance with the references to ensure the timely transfer and appropriate realignment of personnel.

PERFORMANCE STEPS:
1. Review unit T/O.
2. Review inbound and outbound rosters.
3. Determine unit shortfalls.
4. Assign inbound personnel to fill shortfalls.

REFERENCES:
1. MCO P1300.8R Marine Corps Personnel Assignment Policy
2. MCO 1326.5 Marine Corps Web Orders Systems (WEB ORDERS)

0170-MPMN-2017: Utilize force flow

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

DESCRIPTION: Personnel Administrative Center (PAC) personnel must be able to account for and manage all individuals in and out of the area of operations.

BILLETS: G-1 Manpower/Personnel Officer, PAC Deployed Cell/Team

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a manning document, Unit Line Numbers (ULN), TAD orders, force list, Time Phased Force Deployment Data (TPFDD), a blank manifest, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to produce a manifest of all personnel moving in and out of the area of responsibility.

PERFORMANCE STEPS:
1. Obtain manning document.
2. Obtain TPFDD data with ULN.
3. Match ULN with individuals on the manning document.
4. Build manifest to include individuals' names, the ULN, weight, and blood types.
5. Distribute manifest to PACs and gaining force commanders.
5. Confirm arrival/departure of personnel.
6. Distribute modifications to PACs, Key Volunteer Network (KVN) Coordinators, and gaining force commanders.

REFERENCES:
1. MCO P4050.38C Personal Effects and Baggage Manual
2. MCO P4650.37C Marine Corps Travel Instructions Manual (MCTIM)

0170-MPSP-2018: Process Table of Organization Change Request (TOCR)

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

DESCRIPTION: As the unit's mission or staffing requirements change, a TOCR is prepared and forwarded to higher headquarters.

BILLETS: G-1 Manpower/Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a change to a mission, organization or function, the unit T/O, access to current web-based systems, in a field or garrison environment, and with the aid of the reference.

STANDARD: In performance step sequence and in accordance with the reference, to ensure the T/O accurately reflects current unit manpower requirements.

PERFORMANCE STEPS:
1. Receive request or requirement to change unit's T/O.
2. Obtain current unit T/O.
3. Obtain supporting documentation/justification.
4. Prepare, review, or staff TOCR, as required.
5. Log into current web-based system.
6. Submit TOCR to the Total Force Structure Division per the reference and current policy.
7. Track TOCR approval/disapproval through HQMC.

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

0170-MPSP-2019: Manage operational Joint Reception Centers (JRC)

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

DESCRIPTION: PAC personnel must be able to handle the accounting, reporting and management of individuals arriving and departing the area of responsibility.

BILLETS: G-1 Manpower/Personnel Officer, PAC Deployed Cell/Team

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Deployed Theater Accountability System (DTAS), the AOR, inbound or outbound personnel, in a field or garrison environment, and with the aid of the reference.

STANDARD: In performance step sequence and in accordance with the reference, to ensure accurate and timely accounting, reception, staging and onward movement of personnel in and out of the theatre of operation.

PERFORMANCE STEPS:
1. Determine JRC location(s).
2. Identify staff and equipment.
3. Establish flow of personnel process.
4. Provide briefs, as required.
5. Capture personnel accountability.
6. Coordinate billeting and messing, as required.
7. Coordinate onward movements of personnel.
8. Periodically review internal control procedures to ensure maximum effectiveness.

REFERENCE:
1. JP 1-0 Personnel Support to Joint Operations

0170-MPSP-2020: Participate in Operational Planning Team (OPT)

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

DESCRIPTION: OPTs are used to identify and analyze administrative requirements to support the unit’s mission.

BILLETS: G-1 Manpower/Personnel Officer, PAC Director, PAC Deployed Cell/Team,

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an emerging mission requirement, the constitution of an OPT, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to analyze the personnel and manning requirements and supportability for the emerging unit's missions.

PERFORMANCE STEPS:
1. Receive notification to attend OPT.
2. Develop estimates of supportability, casualty estimation, casualty replacements, Enemy POW (EPW) handling, postal support, mail routing, and graves registration.
3. Conduct intra-staff coordination.
4. Conduct command post site recon.
5. Develop command post layout.
6. Request appropriate action manning requirements.

REFERENCES:
1. CJCSM 3150.13 Joint Reporting Structure - Personnel Manual
2. DoD 4525.8-M DoD Official Mail Manual
3. DoD 7000.14-R DoD Financial Management Regulations (DoDFMR)
4. DoD 4500.54 Official Temporary Duty Travel Abroad
5. FMFM 3-1 Command and Staff Action
6. JAGINST 5800.7D Manual of the Judge Advocate General (JAGMAN)
7. JFTR NAVSO P-6034 Joint Federal Travel Regulations
8. JP 1-0 Joint Doctrine for Personnel Support to Joint Operations
9. MCM Manual for Courts Martial, 2005 Edition
10. MCO P1300.8R Marine Corps Personnel Assignment Policy
11. MCO P5110.4 the Marine Corps Official Mail Program
12. MCO P5110.6B Marine Corps Unit Mailrooms and Mail Distribution Centers Standard Operating Procedures (MARCORUMRSOP)
13. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)
14. US Navy Regulations
15. MCO P3040.4E Marine Corps Casualty Procedures Manual

0170-MPSP-2021: Manage Individual Augments (IA)

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

DESCRIPTION: The G-1 Manpower/Personnel Officer must be able to manage internal and external IA requirements for the command.

BILLETS: G-1 Manpower/Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given personnel shortfall or a task to provide an augmentation, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure all command shortfalls are identified, and augmentees are identified and assigned through appropriate channels.

PERFORMANCE STEPS:
1. Review T/O and on-hand strength reports.
2. Identify shortfalls.
3. Review IA request.
4. Submit IA request to commanding officer for review/signature.
5. Forward IA request through appropriate channels.
6. Track IA request to ensure completion.

REFERENCES:
1. FMFM 3-1 Command and Staff Action
2. SECNAVINST 5216.5D Department of the Navy Correspondence Manual

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0170-MPSP-2022: Utilize the manning and staffing process

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

DESCRIPTION: The G-1 Manpower/Personnel Officer and PAC personnel must be able to demonstrate an understanding of the manpower process and requirements.

BILLETS: G-1 Manpower/Personnel Officer, PAC Director

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a T/O, Staffing Goal/Authorized Strength Report (SG/ASR), Command Staffing Report (CSR), Marine Corps Officer/Enlisted slates, inbound/outbound rosters, enlisted staffing goal model, access to Web orders, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to identify, coordinate and report personnel accounting within a unit.

PERFORMANCE STEPS:
1. Obtain a copy of T/O, SG/ASR, CSR, Marine Corps Officer/Enlisted Slate and inbound/outbound rosters.
2. Identify personnel manning requirements/shortfalls.
3. Assign personnel and produce command officer/enlisted slates.
4. Provide personnel status reports to appropriate agencies/commands.

REFERENCES:
1. MCO P1300.8R Marine Corps Personnel Assignment Policy
2. MCO 5311.1 Total Force Structure Process (TFSP)
3. MCO P1070.12K Individual Records Administration Manual (IRAM)
4. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
5. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual (MCTFSPRIUM)
6. MCO P5000.14D Marine Corps Administrative Procedures (MCAP)

0170-MPSP-2023: Identify HQMC organizational functions

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

DESCRIPTION: PAC personnel must have a general understanding of HQMC departmental missions, functions, organization and interactions as they relate to the manpower process.

BILLETS: G-1 Manpower/Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given conditions requiring understanding of and communication with HQMC departments on manpower issues, in a field or garrison environment, and with the aid of the reference.

STANDARD: So that all office acronyms are deciphered and only one call is required to find the office to resolve problems.

PERFORMANCE STEPS:
1. Identify appropriate HQMC departments' missions and functions.
2. Maintain contact listing of HQMC departments.
3. Contact appropriate department to satisfy situation.

REFERENCE:
1. MCO 5216.9U Headquarters Marine Corps (HQMC) Organization and Organization Codes

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0170-MPSY-2024: Manage Joint Personnel Status (JPERSTAT) reports

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

DESCRIPTION: The JPERSTAT report is required in operational environments to document personnel accountability/strength.

BILLETS: G-1 Manpower/Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the unit JPERSTAT, access to ODSE and DTAS, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure reports submitted to higher headquarters are 100% accurate, and to determine impact of inaccuracies on availability of personnel.

PERFORMANCE STEPS:
1. Receive daily JPERSTAT report for review.
2. Review on board strength.
3. Verify status of personnel.
4. Certify daily JPERSTAT report.
5. Ensure required service record entries are completed.
6. Ensure required Unit Diary actions are taken.
6. Maintain JPERSTAT reports, as required.

REFERENCES:
1. CJCSM 3150.13 Joint Reporting Structure - Personnel Manual
2. JP 1-0 Personnel Support to Joint Operations

0170-OFMN-2026: Manage civilian personnel functions

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

DESCRIPTION: Civilian personnel now fill many formerly military administrative positions within the PACs. As a result, PAC Directors need an understanding of civilian personnel matters.

BILLETS: G-1 Manpower, Director or Assistant PAC Director

GRADES: CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to National Security Personnel System (NSPS), Civilian Hiring and Recruitment Tool (CHART), local HRO automated systems, Standard Labor Data Collection and Distribution Application (SLDCADA), civilian personnel, in a field or garrison environment, and with the aid of references.

STANDARD: In accordance with the references to ensure administrative actions are in 100% compliance with established civilian personnel practices.

PERFORMANCE STEPS:
1. Establish Letter of Allowance (LOA) requirement.
2. Prepare, review, process and maintain position descriptions.
3. Commence solicitation and hiring process.
4. Manage performance evaluations and annual awards.
5. Manage grievances and unions.
6. Manage time cards and leave.
7 Manage benefits.
8. Manage disciplinary actions.

REFERENCES
1. DOD 1400.25 DOD Civilian Personnel Manual (CPM)
2. MCO 12000.10 Employment Protection for Certain Non-Appropriated Fund Instrumentality Employees/Applicants
3. MCO 12335.1 Merit Staffing Program
4. MCO 12410.21 Consolidated Civilian Career Training (CCCT) Program
5. MCO 12410.24 Civilian Leadership Development
6. MCO 12430.2 Performance Management Program
7. MCO 12451.2C Honorary Awards for Civilian Employees
8. MCO 12451.3A Time-Off Incentive Awards
9. MCO 12510.2 Civilian Workforce Management: Managing To Payroll
10. MCO 12620.1 Flextime/Compressed Work Schedule (CWS) Program
11. MCO 12630.1 Voluntary Leave Transfer Program
12. MCO 12630.2 Hours of Duty, Absence, and Leave
13. MCO 12630.3 Family and Medical Leave
14. MCO 12771.2 Grievance Procedure
15. MCO 12790.2 Civilian Non-Appropriated Fund Instrumentality (NAFI)

And Civilian Morale, Welfare Recreation (MWR) Activities
16. MCO 12792.1 Drug-Free Workplace Program (DFWP) for Civilian Employees

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0170-OFMN-2027: Supervise travel control procedures

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

DESCRIPTION: Regulations and local policies dictate procedures for processing operational and personnel tempo events from government funded travel claims (PCS/TAD vouchers). The command is required to report all operational and personnel tempo accurately and in a timely manner.

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to MCTFS, completed government funded travel claims (vouchers), in a field or garrison environment, and with the aid of references.

STANDARD: To ensure travel claims are 100% complete prior to submission for settlement, appropriate Unit Diary transactions are reported within five working days of the receipt of a completed claim, and settled travel claims contain copies of PCS/PCA/TAD/reserve orders and all supporting documents.

PERFORMANCE STEPS:
1. Review travel claims (vouchers) for accuracy.
2. Review travel claims (vouchers) for completeness.
3. Ensure completed travel claim is reported on Unit Diary for operational and personnel tempo.
4. Establish procedures for tracking of claims to completion.
5. Ensure settled travel claims are properly filed after completion.
6. Periodically review internal control procedures to ensure maximum effectiveness.

REFERENCES:
1. JFTR NAVSO P-6034 Joint Federal Travel Regulations
2. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
3. MCO P1001R.1JJ Marine Corps Reserve Administrative Management Manual (MCRAMM)
4. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
5. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
6. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System Manual (MCTF APSM)
7. DoD 7000.14-R Department of Defense Financial Management Regulations, Volume 7a (DoDFMR)

0170-OFMN-2028: Supervise Defense Travel System (DTS)

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

DESCRIPTION: DTS electronically processes TAD orders ensuring all pay and allowances are adjusted accordingly, to include the processing of leave.

BILLETS: G-1 Manpower/Personnel Officer, PAC Director

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: IF assigned as the Unit APC, given a member that requires official government travel, access to service records, a DTS travel report, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure TAD expenses are 100% accurate and travel reports are reviewed on a monthly basis.

PERFORMANCE STEPS:
1. Log into DTS.
2. Review completed authorizations for accuracy and compliance with JFTR.
3. Approve or disapprove authorizations.
4. Review vouchers for accuracy and compliance with JFTR.
5. Approve or disapprove vouchers when necessary.
6. Ensure appropriate Unit Diary action is taken.
7. Retrieve monthly travel reports for Unit Diary reporting.
8. Verify personnel tempo is reported for all completed official government travel.

REFERENCES:
1. JFTR NAVSO P-6034 Joint Federal Travel Regulations
2. MCO 4600.40A Government Travel Charge Card Program (GTCCP)
3. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
4. MCO P4650.37 Marine Corps Travel Instructions Manual (MCTIM)
5. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System Manual (MCTF APSM)
6. DoD 7000.14-R Department of Defense Financial Management Regulations, Volume 7a (DoDFMR)

0170-PYAL-2029: Supervise operational pay entitlements

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

DESCRIPTION: Source documents will prompt the preparation of a Unit Diary containing transactions effecting operational pay for deployed members. Hostile Fire Pay, Deployed Per Diem, Hazardous Duty Pay-Location, Combat Zone Tax Exclusion and Family Separation Allowance-T are examples of operational pay.

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a completed Unit Diary, source documentation to support transactions, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure only eligible members receive deployment associated entitlements, all pay related documentation is 100% complete, and deployed members' pay and allowances are 100% accurate.

PERFORMANCE STEPS:
1. Receive finalized Unit Diary and source documentation.
2. Verify member's eligibility to receive entitlement.
3. Verify accuracy of source documents.
4. Certify Unit Diary as reported.
5. Verify pay related document against references for completeness.
6. Verify pay related document against references for accuracy.
7. Verify pay related document against source documents for completeness.
8. Verify pay related document against source documents for accuracy.
9. Periodically review internal control procedures to ensure maximum effectiveness.

REFERENCES:
1. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 DoD Financial Management Regulations (DoDFMR)
3. JFTR NAVSO P-6034 Joint Federal Travel Regulations
4. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
5. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-PYAL-2030: Process Meal Cards (DD Form 714)

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

DESCRIPTION: Meal cards are controlled items and affect a member's pay. Administrators are required to prepare, issue and account for every meal card within their unit.

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a completed DD Form 714, access to web-based or database systems, a meal card logbook, the service member, service records, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure meal cards are 100% accurate and complete prior to issuance, appropriate Unit Diary transactions are reported upon issuance or

retrieval, and monthly audits/inspections are conducted of blank meal card stocks and the meal card logbook or tracking database.

PERFORMANCE STEPS:
1. Receive completed meal card for review.
2. Verify proper completion of meal card.
3. Verify meal card contains member's signature.
3. Verify proper logged of meal card into the meal card logbook or database.
3. Issue signed meal card to member.
4. Verify retrieval of meal cards from members departing unit.
5. Conduct monthly accountability inspections of meal card stock.

REFERENCES:
1. MCO 10110.47 Basic Allowance for Subsistence (BAS)
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-PYAL-2031: Supervise Document Tracking Management System (DTMS)

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

DESCRIPTION: DTMS is a web-based application that electronically delivers NAVMC 11116s (Miscellaneous Military Pay Order/Special Payment Authorization) and NAVMC 11060s (Separation/Travel Pay Certificate) to the servicing disbursing office.

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access MCTFS and DTMS, a document scanner, in a field or garrison environment, and with the aid of references.

STANDARD: On a daily basis to ensure pay related document are tracked until completion, and pay adjustment reported into MCTFS are 100% accurate and complete.

PERFORMANCE STEPS:
1. Log into DTMS.
2. Approve or disapprove all pay related documents.
3. Monitor all pay related documents submitted to servicing disbursing office via DTMS.
4. Establish procedures to review accuracy of member's record after adjustment.
5. Establish procedures to track all pay related documents submitted to disbursing.

REFERENCES:
1. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 DoD Financial Management Regulations (DoDFMR)

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

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0170-PYAL-2032: Supervise overseas station allowances

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

DESCRIPTION: Pay and allowances vary from station to station, member to member. Upon arrival at an overseas duty station, members may be authorized additional pay entitlements. Administrative personnel must ensure that the member's pay and allowances are current and accurate.

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to MCTFS, electronic forms, the service record, supporting documents, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure eligible members receive all appropriate entitlements.

PERFORMANCE STEPS:
1. Review documents requiring pay and allowance change.
2. Verify member's eligibility to receive entitlement.
3. Verify accuracy of source documents.
4. Verify pay related document against source documents and references for completeness.
5. Verify pay related document against source documents and references for accuracy.
6. Ensure appropriate Unit Diary entries are reported.

REFERENCES:
1. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 DoD Financial Management Regulations (DoDFMR)
3. MCO 10110.47 Basic Allowance for Subsistence (BAS)
4. MCO P1300.8R Marine Corps Personnel Assignment Policy
5. MCO 7220.12 Special Duty Assignment (SDA) Pay Program
6. MCO 7220.21 Advance Pay Incident to Permanent Change of Station (PCS)
7. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
8. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
9. MCO P1751.3F Dependency Determination and Basic Allowance for Housing (BAH)
10. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-PYAL-2033: Supervise enlisted promotions process

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

DESCRIPTION:

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based and database systems, the service record, source documents, completed promotion warrants, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure current training data is resident in MCTFS prior to a promotion period cutoff date, members' pay and personnel records accurately reflect promotion eligibility, and promotion warrants are prepared without typographical or format error.

PERFORMANCE STEPS:
1. Verify identification of members eligible and recommended for promotion.
2. Verify identification of members eligible but not recommended.
3. Verify completion of appropriate service record entries for non-recommended members.
4. Ensure completion of appropriate Unit Diary entries for non-recommended members.
5. Verify current composite score computation training information is resident in MCTFS prior to cutoff dates.
6. Verify current composite score computation training information is reported on the Unit Diary for members eligible for promotion to Cpl and Sgt.
7. Take corrective action for zeroed out composite scores.
8. Monitor Unit Diary feedback report for members selected for promotion.
9. Request remedial promotion for eligible/recommended members for whom no composite score and/or select grade entry was generated.
10. Verify manual computation of composite scores.
11. Submit remedial promotion request via Unit Diary, when required.
12. Monitor Unit Diary feedback report for remedial promotion approval.
13. Verify proper preparation of promotion warrants.
14. Ensure delivery of promotion warrants prior to effective date.
15. Review MCTFS for auto promotion cycle promotion adjustments.
16. Process Staff Noncommissioned Officer promotions, as required.
17. Establish internal control procedures for monitoring promotions process.

REFERENCES:
1. MCO P1070.12K Individual Records Administration Manual (IRAM)
2. MCO P1400.32 Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (MARCORPROMMAN)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
4. MOL User Manual

0170-RESA-2034: Process mobilization/activation of reservist

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

DESCRIPTION: Administrative personnel must understand the process required to mobilize or activate reserve personnel.

BILLETS: G-1 Manpower/Personnel Officer, PAC Director

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a certain mission that requires augmentation by a reservist, access to the Mobilization Requirement Tracking Module (MRTM), shortfalls, and specific reservist skills, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure a request for reserve mobilization is prepared in accordance with the references.

PERFORMANCE STEPS:
1. Identify requirements.
2. Ensure reserve applicability.
3. Submit request via MRTM.
4. Track to completion.

REFERENCES:
1. MCO 1001.45G Augmentation, Retention, and Return of Active Duty of Reserves and Redesignation of Restricted Officers to Unrestricted Status
2. MCO 1001.52H Active Reserve (AR) Support to the Reserve Component (RC)
3. MCO 1001.59 Active Duty for Special Work in Support of the Total Force (ADSW)
4. MCO 1001.61 Policy and Procedures for Sourcing Personnel to Meet Individual Augmentation (IA) Requirements
5. MCO 1001R.54E Marine Corps Reserve Incremental Initial Active Duty for Training (IIADT) Program
6. MCO 1100R.76 Active Reserve (AR) Career Recruiting Program
7. MCO P1001R.1JJ Marine Corps Reserve Administrative Management Manual (MCRAMM)
8. MCO P1040R.35 Marine Corps Reserve Career Planning Guide
9. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
10. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual (MCTFSPRIM)

0170-RESA-2035: Verify eligibility for Notice of Eligibility (NOE)

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

DESCRIPTION: If a Reservist is injured in the line of duty either while on inactive duty or active duty orders, they may apply for medical care and incapacitation pay. Once approved by this Headquarters, they are eligible to receive medical care for that specific injury until they are returned to duty or separated from the service through the Disability Evaluation System (DES).

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to the Marine Corps Medical Entitlements Data System (MCMEDS), supporting documents, in a field or garrison environment, and with the aid of references.

STANDARD: In accordance with the references to ensure eligible reserve personnel receive NOE benefits.

PERFORMANCE STEPS:
1. Verify NOE benefits requirements based upon individual case-by-case basis.
2. Review correspondence for typographical and format errors.
3. Return correspondence for corrections, as necessary.
4. Obtain commanding officer's signature.
5. Forward to appropriate HQMC agency.

REFERENCES:
1. MCO 1770.2 NOE Benefits for Members of the Marine Corps Reserve
2. MCO P1001R.1JJ Marine Corps Reserve Administrative Management Manual (MCRAMM)
3. MCO P1070.12K Individual Records Administration Manual (IRAM)
4. MCO P1900.16E Marine Corps Separation and Retirement Manual (MARCORSEPSMAN)
5. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-RESA-2036: Supervise mobilization and demobilization of reserve units

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

DESCRIPTION: Reserve units may be mobilized when directed by appropriate authority. Upon completion of active duty, the unit will be demobilized. Administrative personnel supervise the administrative processes required to either mobilize or demobilize a reserve unit.

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given mobilization or demobilization orders, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure reservists' pay and personnel records are 100% complete and accurate, and updated in accordance with the references.

PERFORMANCE STEPS:
1. Verify SRB/OQR entry requirements.
2. Ensure required SRB/OQR entries are completed.

3. Ensure required Unit Diary entries are generated.
4. Authenticate service record book entries, as required.
5. Authenticate Unit Diary entries, as required.

REFERENCES:

1. DFAS-KC 7220.31 Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 DoD Financial Management Regulations (DoDFMR)
3. JFTR NAVSO P-6034 Joint Federal Travel Regulations
4. MCO 1001.45G Augmentation, Retention, and Return of Active Duty of Reserves and Redesignation of Restricted Officers to Unrestricted Status
5. MCO 1001.52H Active Reserve (AR) Support to the Reserve Component (RC)
6. MCO 1001.59 Active Duty for special Work in Support of the Total Force (ADSW)
7. MCO 1001.61 Policy and Procedures for Sourcing Personnel to Meet Individual Augmentation (IA) Requirements
8. MCO 1001R.54E Marine Corps Reserve Incremental Initial Active Duty for Training (IIADT) Program
9. MCO 1740.13 Family Care Plans
10. MCO 4600.40A Government Travel Charge Card Program (GTCCP)
11. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
12. MCO P1001R.1JJ Marine Corps Reserve Administrative Management Manual (MCRAMM)
13. MCO P1070.12K Individual Records Administration Manual (IRAM)
14. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
15. MCO P1741.8 Government Life Insurance Manual
16. MCO P1751.3 Basic Allowance for Housing (BAH) Manual
17. MCO P1900.16E Marine Corps Separation and Retirement Manual (MARCORSEPSMAN)
18. MCO P4650.37C Marine Corps Travel Instructions Manual (MCTIM)
19. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-RESA-2037: Manage reserve component types

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

DESCRIPTION: Administrative personnel need to understand the capabilities of each reserve component and their employment.

BILLETS: G-1 Manpower/Personnel Officer

GRADES: CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a reservist, access to MCTFS, the service record, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence and in accordance with the references to track reserve assignments.

PERFORMANCE STEPS:

1. Identify assigned reserve component.
2. Identify capabilities and restrictions of assigned component.
3. Monitor reserve assets.

REFERENCES:
1. MCO 1001.45G Augmentation, Retention, and Return of Active Duty of Reserves and Redesignation of Restricted Officers to Unrestricted Status
2. MCO 1001.52H Active Reserve (AR) Support to the Reserve Component (RC)
3. MCO 1001.59 Active Duty for Special Work in Support of the Total Force (ADSW)
4. MCO 1001R.54E Marine Corps Reserve Incremental Initial Active Duty for Training (IIADT) Program
5. MCO P1001R.1JJ Marine Corps Reserve Administrative Management Manual (MCRAMM)
6. MCO P1040R.35 Marine Corps Reserve Career Planning Guide
7. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
8. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual (MCTFSPRIM)

0170-RESA-2038: Process Marine Reserve Orders Writing System (MROWS) request

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 18 months

DESCRIPTION: MROWS automates the entire Reserve order writing process from the initial request for orders through the final settlement of those orders. MROWS also includes the capability to track orders throughout the process.

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to MROWS, web-based and database systems, appropriate source documents, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure reserve pay and personnel records are 100% complete and accurate, and MROWS requests are monitored from completion to settlement.

PERFORMANCE STEPS:
1. Log onto MROWS.
2. Verify MROWS request.
3. Route MROWS request, as required.
4. Authenticate MROWS request, as required.
5. Ensure appropriate service record entries are completed.
6. Ensure appropriate Unit Diary entries are completed.

REFERENCES:
1. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
2. SECNAVINST 5216.5D Department of the Navy Correspondence Manual

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0170-RESA-2039: Supervise reporting of Operational Support Duty (OSD)

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

DESCRIPTION: OSD is utilized so that reserve personnel can be assigned to periods of extended active duty in order to augment the regular forces.

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to MCTFS, OSD orders, the service record, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure appropriate adjustments are made to the reserve member's pay and personnel records and within timeframes established by the references.

PERFORMANCE STEPS:
1. Receive executed OSD orders and source documents.
2. Review executed OSD orders and source documents.
3. Ensure appropriate service record entries are completed.
4. Ensure appropriate Unit Diary entries are completed.
5. Maintain completed OSD orders, as required.

REFERENCES:
1. DoD 7000.14 DoD Financial Management Regulations (DoDFMR)
2. MCO 1001.59 Active Duty for Special Work in Support of the Total Force (ADSW)
3. MCO P1001R.1JJ Marine Corps Reserve Administrative Management Manual (MCRAMM)
4. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-SCTY-2040: Safeguard personal information

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

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

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a request for information, access to computer records, the service record, OPNAV Form 5211/9 (Disclosure Accounting Form-Record of

Disclosure), in a field or garrison environment, and with the aid of references.

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

PERFORMANCE STEPS:
1. Process a request for disclosure of personal information.
2. Determine if personal information can be released.
3. Obtain member's permission to release information not authorized for release.
4. Extract information from the service record and/or computer record, as required.
5. Effect release of information, if appropriate.
6. Document release of all information on OPNAV Form 5211/9
7. Maintain OPNAV Form 5211/9 in the service record.

REFERENCES:
1. MCO P1070.12K Individual Records Administration Manual (IRAM)
2. MCO P5211.2B the Privacy Act of 1974
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-SERR-2041: Supervise service record maintenance

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

DESCRIPTION: All service record books, both officer and enlisted, are required to be kept current.

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an audit occasion, access to current web-based and database systems and electronic forms, the service record, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure information contained in MCTFS completely mirrors the information contained in the service record.

PERFORMANCE STEPS:
1. Ensure appointment of auditors in writing.
2. Review source documents requesting changes against service record book.
3. Ensure required changes are entered into MCTFS via the Unit Diary.
4. Establish procedures to ensure required service record book entries are made.
5. Establish procedures to ensure proper filing of source documents.
6. Establish procedures to control access to and accountability for service records.

7. Periodically review internal control procedures to ensure maximum effectiveness.

REFERENCES:
1. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
2. MCO P1070.12K Individual Records Administration Manual (IRAM)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-SERR-2042: Supervise service record book closeout and transfer

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

DESCRIPTION: When members are released from active duty, certain actions are taken to finalize the member's service record. Upon closeout, the service record book is mailed to the appropriate national records center for long-term retention.

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a situation that directs a service record book closeout, the service record, supporting documents, in a field or garrison environment, and with the aid of the reference.

STANDARD: In performance step sequence and in accordance with the reference to ensure service record book entries are verified prior to transfer.

PERFORMANCE STEPS:
1. Receive closeout requirement.
2. Receive member's service record.
3. Verify entries are administratively correct and complete.
4. Verify proper transfer of service record book.

REFERENCE:
1. MCO P1070.12K Individual Records Administration Manual (IRAM)

0170-SERR-2043: Supervise the limited duty program

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

DESCRIPTION: When members are medically unqualified to perform their normal duties, they can be assigned limited duty in order to facilitate the healing process.

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an abbreviated limited duty board document, access to MCTFS, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to administratively track limited duty personnel from assignment to and termination from the program.

PERFORMANCE STEPS:
1. Receive source document to assign or remove from limited duty.
2. Verify member's current duty status.
3. Ensure Unit Diary updates limited duty status in MCTFS.
4. Establish procedures to track limited and light duty within MCTFS on a monthly basis.
5. Review limited duty roster.
6. Identify any discrepancies with limited duty members.
7. Coordinate with subordinate units to resolve deficiencies.
8. Ensure corrections are processed into MCTFS.
9. Maintain source documents, as required.

REFERENCES:
1. MCO P1070.12K Individual Records Administration Manual (IRAM)
2. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
3. MCO P1400.31C Marine Corps Promotion Manual, Volume 1, Officer Promotions (MARCORPROMMAN, VOL 1, OFFPROM)
4. MCO P1400.32D Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (MARCORPROMMAN)
5. MCO P6100.12 Marine Corps Physical Fitness Test and Body Composition Program Manual
6. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0170-SERR-2044: Supervise proficiency and conduct marks

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

DESCRIPTION: Proficiency and conduct (pro/con) marks are assigned to Corporals and below on specific occasions. Since the reporting of pro/con marks can still be completed via the Unit Diary system into MCTFS, accurate and timely reporting of pro/con marks is required due to the impact on promotions of qualified individuals.

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to web-based and database systems, MCTFS, UDMIPS, service records, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure members receive appropriate marks on correct occasions, personnel records reflect current

marks, and entries are reported on the Unit Diary within timeframes established by the references.

PERFORMANCE STEPS:
1. Receive commanding officers' pro/con marks rosters or MOL input.
2. Review rosters or MOL data for correct occasions and assigned pro/con marks.
3. Ensure completion of appropriate service record entries.
4. Ensure completion of appropriate Unit Diary entries.
5. Ensure all members receive appropriate marks.
6. Ensure source documents and unit diaries are maintained, as appropriate.

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

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0170-SERR-2045: Supervise audits of service records

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

DESCRIPTION: Audits of service records are conducted on various occasions and at a minimum every three years. Administrative personnel perform these audits and are responsible for conducting them in a timely manner. Audits ensure the member's information in MCTFS is both accurate and complete.

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a completed audit, access to MCTFS, a service record, source documents, personnel rosters, in a field or garrison environment, and with the aid of references.

STANDARD: To verify audits are 100% complete, accomplished within timeframes established by the references, and the member's personnel and pay records are 100% accurate.

PERFORMANCE STEPS:
1. Review appropriate references.
2. Review established internal audit procedures.
3. Verify accomplishment of audits by established timelines.
3. Verify accomplishment of audits per internal control procedures.
4. Verify completeness of audit.
5. Verify corrective action is reported into MCTFS, if required.
6. Establish corrective procedures, if required.
7. Periodically review internal control procedures to ensure maximum effectiveness.

REFERENCES:
1. DoDPM Military Pay and Allowances Entitlement Manual
2. DoD 7000.14 DoD Financial Management Regulation (DoDFMR)

3. JFTR NAVSO P-6034 Joint Federal Travel Regulations
4. MCO 10110.47 Basic Allowance for Subsistence (BAS)
5. MCO P1300.8R Marine Corps Personnel Assigment Policy
7. MCO 1770.2 NOE Benefits for Members of the Marine Corps Reserve
8. MCO 5210.11E Records Management Program for the Marine Corps
9. MCO 5311.1C Total Force Structure Process (TFSP)
10. MCO 7220.24M Selective Reenlistment Bonus (SRB) Program
11. MCO 7220.52E Foreign Language Proficiency Pay (FLPP) Program
12. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
13. MCO P1001R.1JJ Marine Corps Reserve Administrative Management Manual (MCRAMM)
14. MCO P1050.3H Regulations for Leave, Liberty and Administrative Absence
15. MCO P1070.12K Individual Records Administration Manual (IRAM)
16. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
17. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual (MCTFSPRIM)
18. SECNAVINST 5216.5D Department of the Navy Correspondence Manual

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0170-UNDR-2046: Supervise reporting of non-punitive reductions

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

DESCRIPTION: The unit commander may decide, upon recommendation from an appropriate Competency Review Board, to non-punitively reduce an individual. Administrative personnel will supervise the reporting of all non-punitive reductions to ensure proper data is entered into MCTFS.

BILLETS: Personnel Officer

GRADES: WO, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to MCTFS and UDMIPS, web-based or database systems and electronic forms, service records, legal source documents, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure all non-punitive reductions are processed into MCTFS and the member’s pay and personnel records reflect the non-punitive reduction.

PERFORMANCE STEPS:
1. Receive source documents and Unit Diary rough.
2. Ensure completion of required service record book entries.
3. Review Unit Diary for correctness.
4. Ensure processing of Unit Diary into MCTFS.
5. Establish procedures to validate proper adjustment of member’s pay and personnel record.
6. Establish procedures to ensure proper annotation of source documents.
7. File source documents, as required.

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

2. MCO P1400.31C Marine Corps Promotion Manual, Volume 1, Officer Promotions (MARCORPROMMAN, VOL 1, OFFPROM)
3. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)
4. MCO P1400.32D Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (MARCORPROMMAN)

ADMIN T&R MANUAL

CHAPTER 11

MOS 0180 INDIVIDUAL EVENTS

	PARAGRAPH	PAGE
PURPOSE.	11000	11-2
ADMINISTRATIVE NOTES	11001	11-2
INDEX OF INDIVIDUAL EVENTS	11002	11-3
1000-LEVEL EVENTS.	11003	11-6
2000-LEVEL EVENTS.	11004	11-25

CHAPTER 11

MOS 0180 INDIVIDUAL EVENTS

11000. PURPOSE. This chapter details the individual events that pertain to the community. 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.

11001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Events in the T&R manual are depicted with a 12 field alphanumeric system, i.e. 0180-CORP-1001. This chapter utilizes the following methodology:

a. The first four digits represent the occupational field or military occupational field (e.g., Occupational Field 01 or Adjutant MOS 0180). This chapter contains 0180 events.

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

CORP – Correspondence
CTMN – Casualty Management
FIDR – Files and Directives
GENA – General Administration
LGAD – Legal Administration
MPMN – Manpower Management
MPSP – Manpower Support
MPSY – Manpower Systems
OFMN – Office Management
RESA – Reserve Administration
SCTY – Security
SEPS – Separations

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

1000 – Core Skills (initial MOS training conducted at formal schools)
2000 – Core Plus Skills (follow-on formal schooling, MOJT or distance learning)

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

11002. INDEX OF INDIVIDUAL EVENTS

1. 1000-LEVEL EVENTS. Adjutant individual events.

EVENT	DESCRIPTION	PAGE
	CORRESPONDENCE	
0180-CORP-1001	Develop Personnel Annexes to Operations Plans (OPLAN) and Operations Orders (OPORD)	11-7
0180-CORP-1002	Process naval correspondence	11-7
0180-CORP-1003	Process Congressional/Special Interest Inquiries (CONGRINTS)	11-8
0180-CORP-1004	Process command special orders	11-9
	CASUALTY MANAGEMENT	
0180-CTMN-1005	Supervise Personnel Casualty Report (PCR)	11-9
	FILES AND DIRECTIVES	
0180-FIDR-1006	Supervise command issued directives	11-10
0180-FIDR-1007	Supervise Directives Control Point (DCP)	11-10
0180-FIDR-1008	Supervise correspondence files	11-11
	GENERAL ADMINISTRATION	
0180-GENA-1009	Coordinate command protocol requirements	11-12
0180-GENA-1010	Supervise Automated Performance Evaluation System (APES)	11-13
0180-GENA-1011	Supervise awards process via web-based application	11-13
0180-GENA-1012	Manage command review process (fitness report)	11-14
	LEGAL ADMINISTRATION	
0180-LGAD-1013	Coordinate military justice matters	11-15
0180-LGAD-1014	Process Report of Return of Absentee Wanted by Armed Forces (DD Form 616)	11-15
0180-LGAD-1015	Process Absentee Wanted by the Armed Forces (DD Form 553)	11-16
0180-LGAD-1016	Coordinate legal assistance service	11-17
0180-LGAD-1017	Review confinement orders	11-17
0180-LGAD-1018	Manage Unit Punishment Book (NAVMC 10132) process	11-18
0180-LGAD-1019	Support command investigations	11-19
	MANPOWER MANAGEMENT	
0180-MPMN-1020	Maintain Table of Organization (T/O)	11-19
0180-MPMN-1021	Manage internal staffing targets	11-20
0180-MPMN-1022	Supervise Deployment Status Report (DSR)	11-21
	MANPOWER SYSTEMS	
0180-MPSY-1023	Manage permissions for Marine Online (MOL)	11-21
0180-MPSY-1024	Utilize web-based application (MOL)	11-22
0180-MPSY-1025	Manage permissions for Marine Online (MOL)	11-22
	SECURITY	
0180-SCTY-1026	Supervise the Classified Material Control Center (CMCC)	11-23
0180-SCTY-1027	Safeguard personal information	11-24
	UNIT DIARY	
0180-UNDR-1028	Generate Operational Data Store Enterprise (ODSE) simple lists, rosters and crosstab reports	11-24

2. 2000-LEVEL EVENTS. Additional individual Adjutant events taught at follow-on schools, by MOJT or through Distance Learning.

EVENT	DESCRIPTION	PAGE
	CORRESPONDENCE	
0180-CORP-2001	Monitor Fleet Home Town News Release (FHTNR) Program	11-26
0180-CORP-2002	Develop Personnel Annexes to Operations Plans (OPLAN) and Operational Orders (OPORD)	11-26
	CASUALTY MANAGEMENT	
0180-CTMN-2003	Coordinate command casualty program	11-27
0180-CTMN-2004	Manage combat replacement program	11-27
0180-CTMN-2005	Supervise casualty management	11-28
0180-CTMN-2006	Process non-combatant evacuees	11-29
	GENERAL ADMINISTRATION	
0180-GENA-2007	Coordinate warrior transition briefs	11-30
0180-GENA-2008	Supervise mailroom operations	11-31
0180-GENA-2009	Coordinate pre-deployment briefs	11-31
0180-GENA-2010	Prepare command readiness brief	11-31
0180-GENA-2011	Coordinate Marine Corps Community Services (MCCS)	11-32
0180-GENA-2012	Supervise personnel sponsorship program	11-33
0180-GENA-2013	Supervise SNCO promotions withholding packages	11-33
0180-GENA-2014	Supervise Government Travel Charge Card Program (GTCCP)	11-34
0180-GENA-2015	Establish command awards board	11-35
0180-GENA-2016	Process other Service and other atypical personnel award recommendations	11-35
	LEGAL ADMINISTRATION	
0180-LGAD-2017	Review administrative separation packages	11-36
0180-LGAD-2018	Secure legal files	11-37
0180-LGAD-2019	Review punitive and non-punitive letters	11-37
0180-LGAD-2020	Initiate Primary Next of Kin (PNOK) notification when member is UA	11-38
	MANPOWER MANAGEMENT	
0180-MPMN-2021	Work with Personnel Administration Centers (PAC)	11-39
0180-MPMN-2022	Manage position descriptions	11-39
0180-MPMN-2023	Manage morning report	11-40
0180-MPMN-2024	Compile personnel data for SORTS	11-40
0180-MPMN-2025	Manage inbound and outbound personnel	11-41
0180-MPMN-2026	Utilize force flow	11-42
0180-MPMN-2027	Manage Navy personnel staffing slate	11-42
0180-MPMN-2028	Manage Fleet Assistance Program (FAP)	11-43
	MANPOWER SUPPORT	
0180-MPSP-2029	Utilize the manning and staffing process	11-44
0180-MPSP-2030	Manage Individual Augments (IA)	11-44
0180-MPSP-2031	Identify HQMC organizational functions	11-45
0180-MPSP-2032	Manage Individual Augmentation (IA) requirements	11-45
0180-MPSP-2033	Process Table of Organization Change Request (TOCR)	11-46

0180-MPSP-2034	Utilize the J-1 structure and functions	11-46
0180-MPSP-2035	Participate in Operational Planning Team (OPT)	11-47
0180-MPSP-2036	Manage operational Joint Reception Centers (JRC)	11-48
	MANPOWER SYSTEMS	
0180-MPSY-2037	Monitor Joint Personnel Status (JPERSTAT) reports	11-48
0180-MPSY-2038	Utilize manpower systems	11-59
0180-MPSY-2039	Implement Marine Online (MOL) procedures	11-50
	OFFICE MANAGEMENT	
0180-OFMN-2040	Supervise Defense Travel System (DTS)	11-50
0180-OFMN-2041	Manage civilian personnel	11-51
	RESERVE ADMINISTRATION	
0180-RESA-2042	Manage Marine Corps Medical Evaluation Disability System (MCMEDS)	11-52
0180-RESA-2043	Process mobilization/activation of reservist	11-53
0180-RESA-2044	Verify eligibility for Notice of Eligibility (NOE)	11-54
0180-RESA-2045	Process Marine Reserve Orders Writing System (MROWS) request	11-54
0180-RESA-2046	Utilize reserve component types	11-55
	SEPERATIONS	
0180-SEPS-2047	Process early release for education requests	11-55
0180-SEPS-2048	Supervise humanitarian procedures	11-56

11003. 1000-LEVEL EVENTS

0180-CORP-1001: Develop Personnel Annexes to Operations Plans (OPLAN) and Operational Orders (OPORD)

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

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

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an Operations Order or Warning Order, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure Annex E contains no format or typographical errors, and all required input is incorporated into the unit's Operations Order.

PERFORMANCE STEPS:
1. Receive notification to prepare Annex E.
2. Review references on applicable administrative areas.
3. Request input from designated staff members.
4. Coordinate format of reports with appropriate headquarters.
5. Prepare Administrative and Personnel Annex.

REFERENCES:
1. FMFM 3-1 Command and Staff Action
2. SECNAVINST 5216.5D Department of the Navy Correspondence Manual

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0180-CORP-1002: Process naval correspondence

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

DESCRIPTION: Letters, messages, endorsements and AA Forms are the most common types of correspondence generated by a unit. Administrative personnel process correspondence from rough draft through completed document.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given typed correspondence and documents, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure correspondence is free of spelling, format and grammatical errors prior to submission.

PERFORMANCE STEPS:
1. Receive typed correspondence.
2. Ensure appropriate type of correspondence.
3. Ensure correct SSICs.
4. Check abbreviations.
5. Edit typed correspondence for spelling, grammar and format errors.
6. Submit error free correspondence for signature.
7. Route signed correspondence, as required.

REFERENCES:
1. MCO P1070.12K Individual Records Administration Manual (IRAM)
2. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
3. SECNAVINST M-5210.2 Standard Subject Identification Codes (SSIC)

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

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

DESCRIPTION: On occasion service members or family members may contact their elected officials concerning military issues. Those officials require answers on a specific timeline.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a congressional/special interest inquiry and source documents, access to MCTFS, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure the response prepared is without typographical or format errors and is forwarded within the timeframe established by the requester.

PERFORMANCE STEPS:
1. Receive CONGRINT.
2. Brief commander on contents of inquiry.
3. Establish internal deadlines.
4. Prepare proposed response.
5. Forward response for review.
6. Release final response to appropriate officials.

REFERENCES:
1. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
2. SECNAVINST 5730.5G Procedures for the Handling of Naval legislative Affairs and Congressional Relations

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0180-CORP-1004: Supervise command special orders

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

DESCRIPTION: Unit special orders are utilized to reassign members within the local command.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the request and approval for assignment, reassignment or designation, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, ensuring there are no typographical, sequential or format errors prior to distribution.

PERFORMANCE STEPS:
1. Receive draft of command special order.
2. Verify requirement to publish order.
3. Verify command special order format.
4. Sign command special order.
5. Ensure distribution of completed command special order.

REFERENCES:
1. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
2. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
3. SECNAVINST M-5210.2 Standard Subject Identification Codes (SSIC)

0180-CTMN-1005: Supervise Personnel Casualty Report (PCR)

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

DESCRIPTION: The PCR is utilized to document the casualty status of a member or group and is produced when reportable casualties occur.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given information regarding a casualty, the service records, access to MCTFS, current database or software (DCIPS), in a field or garrison environment, and with the aid of the reference.

STANDARD: To ensure there are no formatting or typographical errors, and casualty information is 100% complete and accurate prior to reporting into CDIPS and to higher headquarters.

PERFORMANCE STEPS:
1. Receive casualty notification.
2. Ensure casualty is entered into DCIPS.
3. Review PCR for correctness.
4. Forward PCR for release.
5. Ensure receipt of PCR by appropriate agencies.
6. Forward copy of PCR to SRB Section for appropriate action.
7. Forward copy of PCR to Unit Diary Section for appropriate action.

REFERENCE:
1. MCO P3040.4E Marine Corps Casualty Procedures Manual (MARCORCASPROCMAN)

0180-FIDR-1006: Supervise command issued directives

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

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

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to review a command directive, a draft order, a proposed change, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure directives contain no typographical, format or spelling errors, and only original signed copies are maintained in the command Directives Control Point (DCP).

PERFORMANCE STEPS:
1. Receive draft command directive and source documents.
2. Verify use of proper format.
3. Review for grammar, spelling and sentence structure.
4. Forward for signature.
5. Ensure proper distribution of signed copies, as required.
6. Ensure proper maintenance in the command DCP.

REFERENCES:
1. MCO 5215.1J Marine Corps Directives System
2. SECNAVINST 5215.1D Secretary of the Navy Directives Issuance System
3. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
4. SECNAVINST M-5210.2 Standard Subject Identification Codes (SSIC)

0180-FIDR-1007: Supervise Directives Control Point (DCP)

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

DESCRIPTION: Command issued directives, as well as higher headquarters directives, are filed in the unit DCP as directed by unit mission.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Marine Corps Publications Distribution System (MCPDS), software to create an Internal Distribution List (IDL) or access to the Publications Library Management System (PLMS), directives checklists, directives, changes, the Internet for access to Marine Corps Publications Electronic Listing (MCPEL), in a field or garrison environment, and with the aid of references.

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

PERFORMANCE STEPS:
1. Ensure review of command issued directives.
2. Track proper assignment of consecutive point numbers.
3. Certify annual or periodic review of command issued directives, as required.
4. Ensure publication of command issued directives checklist, as required.
5. Ensure completion of publications listing changes in MCPDS, as required.
6. Review Marine Corps and other higher headquarters directives for required modifications to command issued directives.
7. Review Navy directives for required modifications to command issued directives.
8. Maintain inventories per the references.
8. Ensure changes are entered per the references.
9. Ensure requisition of missing directives.

REFERENCES:
1. MCO 5210.11E Records Management Program for the Marine Corps
2. MCO P5211.2B The Privacy Act of 1974
3. MCO P5215.17 Marine Corps Technical Publications System
4. MCO P5600.31G Marine Corps Publications and Printing Regulations
5. OPNAV 5215.17 Navy Directives Issuance System
6. SECNAVINST 5215.1D Secretary of the Navy Directives Issuance System

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0180-FIDR-1008: Supervise correspondence files

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

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

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given command correspondence, file folders, a files outline, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure command correspondence is correctly filed, and storage containers are properly marked in accordance with the references.

PERFORMANCE STEPS:
1. Review files outline.
2. Compare established file folders against files outline.
3. Review identification labels on file folders.
4. Verify filing of correspondence per the files outline.
5. Ensure placement of the Privacy Act statement on all correspondence storage containers.

REFERENCES:
1. MCO 5210.11E Records Management Program for the Marine Corps
2. MCO P5000.14D Marine Corps Administrative Procedures (MCAP)
3. MCO P5211.2B The Privacy Act of 1974
4. SECNAVINST M-5210.1 Department of the Navy Records Management Program
5. SECNAVINST M-5210.2 Standard Subject Identification Codes (SSIC)

0180-GENA-1009: Coordinate command protocol requirements

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

DESCRIPTION: A unit commander may desire to host social functions or command events such as a Post and Relief, retirement ceremony or change of command. Administrative individuals will coordinate protocol requirements for these events.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement for a ceremony or social event, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure ceremonies or events follow protocol requirements and guidelines in accordance with the commander’s intent.

PERFORMANCE STEPS:
1. Review references for established guidelines.
2. Review commander's personal protocol requirements.
3. Assist implementation of required modification desired by the commander.
4. Make liaison with higher headquarters for protocol requirements and guidelines.
5. Provide direct assistance to the commander, as required.

REFERENCES:
1. NAVMC 2691 Drill and Ceremonies Manual
2. OPNAV 1710.7A Department of the Navy Social Usage and Protocol Handbook

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0180-GENA-1010: Supervise Automated Performance Evaluation System (APES)

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

DESCRIPTION: Fitness reports are written on officers, SNCOs and sergeants. Fitness reports will be completed utilizing the APES that is located within Marine Online (MOL).

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to MOL, current fitness report guidance, Marine Reported On (MRO) worksheet in APES, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure timely completion of fitness reports by reviewing officials and reports are track throughout APES to completion.

PERFORMANCE STEPS:
1. Receive notification for fitness report completion.
2. Log into APES.
3. Ensure accuracy of MRO worksheet.
4. Complete fitness report in APES.
5. Forward fitness report in APES to Reviewing Official.
6. Track fitness report in APES to completion at HQMC.

REFERENCES:
1. MCO P1610.7F Performance Evaluation System (PES)
2. MOL User Manual

0180-GENA-1011: Supervise awards process in web-based application

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

DESCRIPTION: The web-based Awards Processing System (APS) is an electronic tool that allows the originator to create, endorse, forward, and track awards recommendations.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source documents and access to APS, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure the Summary of Action and proposed citation are included, recommendations contain no formatting or typographical errors, awards are submitted in the timeframe established by the references, and the recommendation is tracked until receipt of award.

PERFORMANCE STEPS:
1. Receive notification of newly submitted award.
2. Review recommendation for accuracy and validity.
3. Return recommendation for corrective action, if necessary.
4. Submit recommendations to Awards Board.
5. Submit Board's results to commander for review.
6. Ensure commander completes final action.
7. Track award or decoration to receipt of award.

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

0180-GENA-1012: Manage command review process (fitness report)

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

DESCRIPTION: Most commands require formal review of all fitness reports prior to submission to CMC.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to APES and completed fitness reports, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure fitness reports contain no format or typographical errors prior to submission to CMC, and reports are submitted within 30 days of the due date.

PERFORMANCE STEPS:
1. Log onto MOL.
2. Access APES.
3. Receive fitness reports.
4. Review each fitness report for completeness.
5. Review each fitness report for accuracy.
6. Maintain fitness report control point.
7. Submit fitness reports to higher headquarters.
8. Monitor to ensure timely submission of fitness reports returned from higher headquarters.

REFERENCES:
1. MCO P1610.7F Performance Evaluation System (PES)
2. MOL User Manual

0180-LGAD-1013: Coordinate military justice matters

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 18 months

DESCRIPTION: In order to adjudicate violations of the Uniform Code of Military Justice (UCMJ), coordination must be made with the local legal services center to ensure proper procedures are followed.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a violation of the UCMJ, appropriate commander's intent, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure the applicable section accomplishes all required legal action within the timeframes established by the references, and legal resources are correctly utilized.

PERFORMANCE STEPS:
1. Identify legal issues involved.
2. Research legal issue.
3. Render accurate opinion based upon law and facts.
4. Advise commander.
5. Receive request for legal services.
6. Determine appropriate action.
7. Forward request to applicable section or unit for action.
8. Monitor to ensure action is completed for each request.

REFERENCES:
1. JAGINST 5800.7 Manual of the Judge Advocate General
2. MCM Manual for Courts Martial, 2005 Edition
3. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)

0180-LGAD-1014: Process Report of Return of Absentee Wanted by Armed Forces (DD Form 616)

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

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

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a member’s return to military control, source documents annotating date and time of return, completed DD Form 553, access to MCTFS and the service record, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure the member's pay and personnel records are properly updated, the DD Form 616 is 100% complete and accurate, free of typographical and format errors, and distribution is completed within the timeframes established by the references.

PERFORMANCE STEPS:
1. Receive drafted DD Form 616 and source documents.
2. Review source documents and DD Form 616.
4. Ensure signed DD Form 616 is distributed, as required.
5. Forwarded DD Form 616 to Unit Diary Section for processing into MCTFS.
6. Ensure appropriate service record entries are recorded.
7. Establish procedures to ensure proper maintenance of the DD Form 616 and source documents.

REFERENCES:
1. MCO 5800.10B Return of Marine Corps Absentees and Deserters
2. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)

0180-LGAD-1015: Process Absentee Wanted by the Armed Forces (DD Form 553)

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

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

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a situation where a member has been determined to be in a deserter status, a completed DD Form 553, access to web-based systems, in a field or garrison environment, and with the aid of references.

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

PERFORMANCE STEPS:
1. Distribute prepared DD Form 553 on the 31st day of absence.
3. Submit copy of DD Form 553 to the Unit Diary Section for processing into MCTFS.
4. Ensure appropriate Page 3 entries are entered in the member's service record book.
6. Ensure DD Form 553 is maintained, as appropriate.
7. Ensure service record is forward to the appropriate agency on the 91st day of absence.

REFERENCES:
1. MCO 5800.10B Return of Marine Corps Absentees and Deserters

2. MCO P1070.12K Individual Records Administration Manual (IRAM)
3. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)

0180-LGAD-1016: Coordinate legal assistance service

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 18 months

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

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement for legal services, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to identify command or individual service members' requirements for legal services, education or briefs.

PERFORMANCE STEPS:
1. Identify legal issues involved.
2. Research legal issue.
3. Determine appropriate action.
4. Generate request for legal services.
5. Forward request to applicable section or unit for action.
6. Monitor each request to completion.

REFERENCES:
1. JAGINST 5800.7 Manual of the Judge Advocate General
2. MCM Manual for Courts Martial, 2005 Edition
3. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)

0180-LGAD-1017: Review confinement orders

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

DESCRIPTION: A confinement order is required to confine a service member in the Brig.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the service records, source documents, access to MCTFS, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure the document is prepared without typographical and format errors, is 100% complete and accurate, and the member's pay and personnel records are updated within timeframes established by the references.

PERFORMANCE STEPS:
1. Receive drafted confinement order and source documents.
2. Verify requirement to complete confinement order.
3. Verify accuracy and completeness of confinement order.
4. Provide copy to the Unit Diary Section for appropriate action.
5. Ensure completion of appropriate service record entries.
6. Maintain confinement order and source documents, as required.

REFERENCES:
1. MCO P1070.12K Individual Records Administration Manual (IRAM)
2. MCO P1640.4C Marine Corps Correctional Custody Manual
3. MCO P4050.38C Personal Effects and Baggage Manual
4. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)

0180-LGAD-1018: Manage Unit Punishment Book (NAVMC 10132) process

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

DESCRIPTION: Commanding Officers may impose punishment under Article 15, UCMJ upon military personnel of their command. The Unit Punishment Book (UPB) form (NAVMC 10132) is used during the commander's nonjudicial punishment (NJP).

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a NAVMC 10132, summary of NJP proceedings and appropriate source documents, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure the UPB contains no format or typographical errors, accurately reflect the punishment authorized, is 100% complete and accurate, and appropriate service record entries and Unit Diary transactions are completed within the timeframes established by the references.

PERFORMANCE STEPS:
1. Compare UPB to Summary of NJP proceedings.
2. Review acknowledgement of rights.
3. Ensure punishment awarded is not in excess of maximum authorized.
4. Ensure UPB is complete and related documents are attached.
5. Ensure member was given an opportunity to consult with a lawyer.
6. Coordinate administrative actions with appropriate sections.
7. Ensure filing of completed UPB per applicable references.

REFERENCES:
1. MCM Manual for Courts-Martial, 2005 Edition
2. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)

0180-LGAD-1019: Support command investigations

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

DESCRIPTION: A unit commander may require a command investigation be conducted when an incident occurs that could merit future disciplinary action. The administrative personnel must understand the investigative process in order to provide administrative support for the investigating officer (IO).

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to conduct a command investigation, source documents, in a field or garrison environment, and with the aid of the reference.

STANDARD: To ensure the completed investigation is prepared in the correct format, contains all required documentation, and is completed within the timeframe established by the appointing order.

PERFORMANCE STEPS:
1. Prepare IO appointment letters for unit commander signature.
2. Schedule briefing with IO.
3. Annotate portions of appointing order and JAGINST 5800.7 pertain to the investigation.
4. Brief IO on investigation procedures.
5. Provide IO with examples.
6. Review completed investigation.
7. Prepare forwarding endorsement for commander.

REFERENCE:
1. JAGINST 5800.7 Manual of the Judge Advocate General

0180-MPMN-1020: Maintain Table of Organization (T/O)

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

DESCRIPTION: The T/O dictates personnel strengths, occupational specialties and authorized personnel strength within a given unit.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a change to either mission, organization, or functions, a T/O, access to web-based systems, in a field or garrison environment, and with the aid of the reference.

STANDARD: In performance step sequence, to ensure Billet Identification Codes are accurate when compared with unit mission, organization and functions, and to identify incorrectly assigned personnel.

PERFORMANCE STEPS:
1. Gather or pull source documents.
2. Review references and source documents.
3. Determine if any internal modifications are required.
4. Submit changes to sourcing documents.
5. Identify incorrectly assigned personnel.
6. Request appropriate action on incorrectly assigned personnel.

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

0180-MPMN-1021: Manage internal staffing targets

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

DESCRIPTION: Internal staffing targets assist the unit commander by identifying MOS shortages within a Monitored Command Code (MCC) or Reporting Unit Code (RUC).

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an Authorized Strength Report, Staffing Goal, T/O, the Enlisted Personnel Availability Digest, in a field or garrison environment, and with the aid of the reference.

STANDARD: In performance steps sequence and in accordance with the reference, to ensure even MOS distribution throughout a single MCC or RUC, and to identify, coordinate and report personnel accounting within a unit.

PERFORMANCE STEPS:
1. Review references.
2. Determine internal modifications.
3. Submit changes to sourcing documents.
4. Identify incorrectly assigned personnel.
5. Request appropriate action on incorrectly assigned personnel.

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

0180-MPMN-1022: Supervise Deployment Status Report (DSR)

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

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

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the medical report, legal report, Expiration of Active Service (EAS) cut off, staffing goal, projected inbound and outbound personnel, project mission statement and date, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure the report contains all required information, identifies all personnel deficiencies and non-deployable individuals within the unit, and is submitted to higher headquarters within the timeframe established by the references.

PERFORMANCE STEPS:
1. Receive requirement to generate DSR.
2. Pull roster to identify on hand numbers.
3. Receive medical report, legal report and EAS report.
4. Use source documents to complete the DSR.
5. Submit DSR to commander for review.
6. Submit DSR to higher headquarters, as required.

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

0180-MPSY-1023: Manage permissions for Marine Online (MOL)

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

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

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to MOL, the commander’s intent, in a field or garrison environment, and with the aid of the reference.

STANDARD: In performance step sequence and in accordance with the reference so that only those who the commanding officer has identified have access to MOL modules.

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

REFERENCE:
1. MOL User Manual

0180-MPSY-1024: Utilize web-based application (MOL)

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

DESCRIPTION: MOL is a web-based application that provides multiple administrative tools for commanders and administrative personnel.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to MOL, in a field or garrison environment, and with the aid of the reference.

STANDARD: In performance step sequence and in accordance with the reference to ensure information submitted through MOL is properly processed into MCTFS.

PERFORMANCE STEPS:
1. Log onto MOL.
2. Review MOL User manual.
3. Ensure information reported posts in MOL.
4. Ensure proper reporting of information into MCTFS.

REFERENCE:
1. MOL User Manual

0180-MPSY-1025: Manage permissions for Marine Online (MOL)

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

DESCRIPTION: The unit commanding officer delegates authority for access to MOL modules by use of electronic permissions.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given appropriate permissions from the commanding officer, access to MOL, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, so that only those who the commanding officer has identified have access to MOL modules.

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

REFERENCES:
1. MCO 1326.5 Marine Corps Web Orders Systems (WEB ORDERS)
2. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
3. MOL User Manual

0180-SCTY-1026: Supervise the Classified Material Control Center (CMCC)

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

DESCRIPTION: The CMCC is a unit's library of classified documents and publications.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the appropriate security clearance and classified correspondence, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure correct security measures and procedures are utilized when dealing with the maintenance and destruction of a unit's classified mail/material.

PERFORMANCE STEPS:
1. Establish control and safeguard procedures for classified mail/material.
2. Establish accountability procedures.
3. Conduct periodic inventories of classified material held.
4. Supervise destruction of classified materials.

REFERENCES:
1. MCO 5210.11E Records Management Program for the Marine Corps
2. NTP 4 Naval Telecommunications Procedures
3. SECNAVINST 5216.5D Department of the Navy Correspondence Manual
4. SECNAVINST 5510.30B Dept of Navy Personnel Security Program (PSP) Instruction
5. SECNAVINST 5510.36A Dept of the Navy Information and Personnel Security Program Regulations
6. SECNAVINST M-5210.1 Department of the Navy Records Management Program

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0180-SCTY-1027: Safeguard personal information

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

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

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a service record, access to computer records, a request for information, OPNAV Form 5211/9 (Disclosure Accounting Form-Record of Disclosure), in a field or garrison environment, and with the aid of references.

STANDARD: To ensure only personal information authorized by The Privacy Act of 1974 or by the individual is released, all disclosures are documented, and the OPNAV Form 5211/9 is maintained in the service record.

PERFORMANCE STEPS:
1. Process request for disclosure of personal information.
2. Determine if personal information can be released.
3. Obtain member's permission to release information not authorized for release under The Privacy Act of 1974.
4. Extract information from the service record and/or computer record, as required.
5. Effect release of information, if appropriate.
6. Document release of all information on OPNAV Form 5211/9.
6. Maintain OPNAV Form 5211/9 in the service record, as required.

REFERENCES:
1. MCO P1070.12K Individual Records Administration Manual (IRAM)
2. MCO P5211.2B The Privacy Act of 1974
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0180-UNDR-1028: Generate Operational Data Store Enterprise (ODSE) simple lists, rosters and crosstab reports

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

DESCRIPTION: From time to time situations require a review of MCTFS data. Administrative personnel will access the ODSE and generate a simple list, roster or crosstab report.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to ODSE and a request for a simple roster, ad hoc report or crosstab report, in a field or garrison environment, and with the aid of references.

STANDARD: To provide requested simple lists, rosters or crosstab reports within the timeframe established by the requester.

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

REFERENCES:
1. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
2. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
3. ODSE Users Manual

11004. 2000-LEVEL EVENTS

0180-CORP-2001: Monitor Fleet Home Town News Release (FHTNR) program

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 18 months

DESCRIPTION: FHTNRs document significant events affecting a Marine's career, e.g., promotions, formal school graduations, awards, deployments, and heroic events.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a FHTNR form (NAVSO 5724/1), guidance from the local command public affairs office, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure the FHTNRs are completed without typographical and format errors, and are forwarded to the Fleet Hometown News Center within established timeframes.

PERFORMANCE STEPS:
1. Receive notification of a reportable FHTNR event.
2. Provide assistance for completion of forms.
3. Review forms for completeness.
4. Process forms, as required.
5. Maintain FHTNR logbook.

REFERENCES:
1. SECNAVINST 5720.44B Department of the Navy Public Affairs Policy and Regulations
2. SECNAVINST 5724.3A Instructions and Policy Concerning Fleet Home Town News Program

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0180-CORP-2002: Develop Personnel Annexes to Operations Plans (OPLAN) and Operational Orders (OPORD)

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

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

BILLETS: G-1

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an Operations Order or Warning Order, in a field or garrison environment, and with the aid of references.

STANDARD: Ensuring Annex E contains no format or typographical errors, and all required input has been incorporated into the unit's Operations Order.

PERFORMANCE STEPS:
1. Receive notification to prepare Annex E.
2. Review references on applicable administrative areas.
3. Request input from designated staff members.
4. Coordinate format of reports with appropriate headquarters.
5. Prepare Administrative and Personnel Annex.

REFERENCES:
1. FMFM 3-1 Command and Staff Action
2. SECNAVINST 5216.5D Department of the Navy Correspondence Manual

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0180-CTMN-2003: Coordinate command casualty program

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 18 months

DESCRIPTION: Administrative personnel establish casualty process to ensure timely and accurate reporting and tracking of casualties.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a casualty, access to DCIPS, Injured/Ill tracker, in a field or garrison environment, and with the aid of the reference.

STANDARD: In performance step sequence, to ensure the movement, location and status of casualties are tracked from in theater to completion of member’s treatment in CONUS.

PERFORMANCE STEPS:
1. Receive casualty notification.
2. Ensure submission of casualty information into DCIPs.
2. Track casualty information in DCIPs.
3. Ensure PCR is drafted, reviewed and submitted.
4. Ensure PNOK notification.
5. Access Injured/Ill tracker to monitor member’s movement to completion.
6. Track location and status of member until completion of treatment.
7. Coordinate with Hospital Liaison Staff.

REFERENCE:
1. MCO P3040.4E Marine Corps Casualty Procedures Manual (MARCORCASPROCMAN)

0180-CTMN-2004: Manage combat replacement program

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

DESCRIPTION: Administrative personnel must be able to demonstrate, understand and manage the conduct of the combat replacement process.

BILLETS: G-1

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational environment, requirements for combat replacements, an identified source of replacements, access to the JPERSTAT/Injured/Ill tracker, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence and in accordance with the references, to ensure unit's strength remains at the published levels by grade, skill and quantity.

PERFORMANCE STEPS:
1. Receive published unit's strength reports.
2. Calculate casualty replacement estimates.
3. Identity need for combat replacements.
4. Request appropriate sourcing.
5. Identify combat replacements.
6. Receive combat replacements.
7. Continue to track unit strengths.

REFERENCES:
1. FMFM 3-1 Command and Staff Action
2. MCO P1300.8R Marine Corps Personnel Assignment Policy
3. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
4. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)

0180-CTMN-2005: Supervise casualty management

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

DESCRIPTION: Administrative personnel will establish a casualty management process that ensures timely and accurate reporting and tracking of casualties.

BILLETS: G-1

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a casualty, access to DCIPS, an Injured/Ill tracker, in a field or garrison environment, and with the aid of the reference.

STANDARD: In performance step sequence and in accordance with the reference to ensure the movement, location and status of casualties are tracked from the point of casualty in theater to arrival in CONUS.

PERFORMANCE STEPS:
1. Receive casualty notification.
2. Ensure submission of casualty information into DCIPs.
3. Ensure PCR is drafted, reviewed and submitted.
4. Ensure PNOK notification.
5. Access Injured/Ill tracker to monitor member's movement to completion.
6. Track location and status of member until completion of treatment.
7. Coordinate with Hospital Liaison Staff.

REFERENCE:
1. MCO P3040.4E Marine Corps Casualty Procedures Manual (MARCORCASPROCMAN)

0180-CTMN-2006: Process non-combatant evacuees

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

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

BILLETS: G-1

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an event that requires an evacuation and a requirement to account for non-combatant evacuees, in a field or garrison environment, and with the aid of references.

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

PERFORMANCE STEPS:
1. Participate in the Marine Corps Planning Process.
2. Initiate request for travel restrictions, as required.
3. Request estimate of potential number of evacuees from embassy or other source.
4. Account for processed evacuees.
5. Develop roster of evacuees, as required.
6. Ensure movement of evacuees to pre-determined destination.
7. Provide administrative support, as required.
8. Ensure release of evacuees to appropriate agencies.

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

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0180-GENA-2007: Coordinate warrior transition briefs

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 18 months

DESCRIPTION: Warrior transition briefs are used to assist service members returning from an OCONUS deployment of three or more months.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a unit that will return from a three-month or more deployment, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure the most current transition information is available for deployed service members upon their return from deployment.

PERFORMANCE STEPS:
1. Review references, as required.
2. Coordinate with the appropriate MCCS.
3. Arrange for use of Base Theater for brief.
4. Prepare brief.

REFERENCES:
1. MCO P1700.27A Marine Corps Community Services Policy Manual (MCCS POLICY MANUAL)
2. MCO 1754.6A Marine Corps Family Team Building (MCFTB)

0180-GENA-2008: Supervise mailroom operations

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

DESCRIPTION: Each unit must have a unit mailroom that is functioning in accordance with The Marine Corps Official Mail Program and the local base/station Postal SOP.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an operating mailroom, DD Form 285 (Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly), DD Form 2260 (Unit Mail Clerk/Orderly Designation Log), NAVMC 10487 (Mailroom Inspection Checklist (5112)), in a field or garrison environment, and with the aid of references.

STANDARD: To ensure unannounced inspections are conducted on a weekly basis, required postal forms are on file and current, and mailroom operations are conducted in accordance with the references.

PERFORMANCE STEPS:
1. Train unit mail clerks and orderlies in proper mail handling procedures prior to assignment.
2. Verify proper completion of DD Forms 285 and 2260.
3. Conduct unannounced inspections of unit mailroom at least weekly.
4. Instruct unit mail clerk on correct actions, if required.
5. Answer questions concerning mailroom operations.
6. Brief commanding officer on results of inspection.
7. Maintain NAVMC 10487 on file.

REFERENCES:
1. DoD 4525.8-M Department of Defense Official Mail Manual
2. MCO P5110.4 The Marine Corps Official Mail Program
3. MCO P5110.6B Marine Corps Unit Mailrooms and Mail Distribution Centers Standard Operation Procedures (MARCORUMRSOP)

0180-GENA-2009: Coordinate pre-deployment briefs

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 18 months

DESCRIPTION: Prior to deployments, all units must conduct a pre-deployment brief.

BILLETS: Adjutant, G-1

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a deploying unit schedule, commanding officer's guidance, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure family members of deploying service members receive the most current information prior to the unit’s deployment.

PERFORMANCE STEPS:
1. Review appropriate references.
2. Coordinate with appropriate local family services agencies.
3. Coordinate location for pre-deployment brief.
4. Prepare briefs.

REFERENCES:
1. MCO P1700.27A Marine Corps Community Services Policy Manual (MCCS POLICY MANUAL)
2. MCO 1754.6A Marine Corps Family Team Building (MCFTB)

0180-GENA-2010: Prepare command readiness brief

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

DESCRIPTION: Administrative personnel extract information from database systems and analyze the results to address command readiness issues. The results are then presented to the commander or other personnel, as required.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to MCTFS, web-based or database systems, in a field or garrison environment, and with the aid of the reference.

STANDARD: In performance step sequence and in accordance with the reference to provide the most current manpower data that addresses the issues raised by the requester or agency.

PERFORMANCE STEPS:
1. Receive notification to prepare readiness brief.
2. Log into appropriate system.
3. Pull information needed for specific brief.
4. Compile information focusing on commander's intent.
5. Complete brief.
6. Forward brief to commander for review.

REFERENCE:
1. FMFM 3-1 Command and Staff Action

0180-GENA-2011: Coordinate Marine Corps Community Services (MCCS)

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

DESCRIPTION: Administrative personnel will plan and organize morale, recreation and welfare (MWR) services for a deployed environment.

BILLETS: G-1

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement to provide MWR services, in a field or deployed environment, and with the aid of references.

STANDARD: To ensure appropriate MWR services are established for a unit in a deployed environment.

PERFORMANCE STEPS:
1. Receive notification for MWR services.
2. Request required services from MCCS.
3. Coordinate location, date and time for MWR use.
4. Brief commander on MCCS utilization plan.
5. Execute plan.

REFERENCES:
1. JP 1-0 Joint Doctrine for Personnel Support to Joint Operations
2. MCO 1754.6A Marine Corps Family Team Building (MCFTB)

0180-GENA-2012: Supervise personnel sponsorship program

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

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

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given inbound and outbound rosters, access to web-based and database systems, in a field or garrison environment, and with the aid of references.

STANDARD: In accordance with the references to ensure all inbound personnel are assigned a sponsor prior to their arrival and sponsorship is requested for outbound personnel within 60 days of transfer notification.

PERFORMANCE STEPS:
1. Receive inbound personnel roster.
2. Receive roster of personnel issued orders.
3. Determine required action.
4. Assign sponsors to inbound personnel.
5. Notify inbound personnel of designated sponsor.
6. Issue sponsorship application to personnel under orders.

REFERENCES:
1. MCO P1300.8R Marine Corps Personnel Assignment Policy
2. MCO 1320.11F Personnel Sponsorship Program
3. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)

0180-GENA-2013: Supervise SNCO promotion withholding packages

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

DESCRIPTION: Events may occur after a promotion board’s results are published and before the effective date for a SNCO’s promotion that may necessitate the promotion be withheld. When this occurs, the Adjutant will ensure these packages are prepared properly and forwarded in a timely manner.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to service records, MCTFS and electronic forms, CMC promotion notification, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure packages are processed within the timeframes established by the references and are prepared without typographical and format errors.

PERFORMANCE STEPS:
1. Receive notification for SNCO promotion withholding.
2. Review references and source documents.
3. Prepare SNCO promotion withholding letter.
4. Forward to commander for signature.
5. Forwarded signed letter to CMC for appropriate action.
6. File copies, as appropriate.
7. Track status of package for CMC action.

REFERENCES:
1. MCO P1070.12K Individual Records Administration Manual (IRAM)
2. MCO P1400.32 Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (MARCORPROMMAN)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual
4. SECNAVINST 5216.5D Department of the Navy Correspondence Manual

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0180-GENA-2014: Supervise Government Travel Charge Card Program (GTCCP)

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

DESCRIPTION: The GTCCP is designed to assist members who perform frequent official government travel. This program must be monitored to ensure misuse of government travel charge cards does not occur.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to Electronic Account Government Ledger System (EAGLS), in a field or garrison environment, and with the aid of references.

STANDARD: To ensure cards are either activated or deactivated in accordance with the member’s official travel schedule, GTCCP accounts over 30 days are reported to the supervisor, any identified improper usage is reported to the commanding officer, and appropriate reports are maintained per the references.

PERFORMANCE STEPS:
1. Prepare appointment letter as the GTCCP coordinator.
2. Have appointment letter signed by commanding officer.
3. Log into appropriate web-based system.
4. Process new account requests.
5. Pull required monthly reports.
6. Identify account delinquencies and improper member usage.
7. Counsel members on proper use of government travel charge card.
8. Forward report to commanding officer.

REFERENCES:
1. DON EBUSOPSOFFINST 4650.1A Policies and Procedures for the Administration and Use of the Government Travel Charge Card
2. DoD 7000.14 Department of Defense Financial Management Regulations (DoDFMR)
3. MCO 4600.40A Government Travel Charge Card Program (GTCCP)

0180-GENA-2015: Establish command awards board

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

DESCRIPTION: The command awards board will vote on award recommendations and provide recommendation for approval, disapproval, upgrade, downgrade and no award to the approving/endorsing authority.

BILLETS: Adjutant, G-1

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a completed award recommendation, award board members, access to automated awards processing system, source documents, service records, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure award recommendations are 100% accurate and complete, contain no typographical and format errors, and are processed in accordance with the references.

PERFORMANCE STEPS:
1. Review appropriate references.
2. Publish information about upcoming awards board.
3. Assign members to board.
4. Process appropriate certificates for all awards.
5. Compile recommendations.
6. Present recommendations to commander.
6. Forward for signature from awarding authority.
7. Make appropriate copies of awards.
8. Distribute awards to appropriate commands.

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

0180-GENA-2016: Process other Service and atypical personal award recommendations

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

DESCRIPTION: Certain awards cannot be processed via the Marine Corps web-based awards system.

BILLETS: G-1

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an award recommendation that cannot be processed through the automated awards system, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure the award recommendation is forwarded to the proper awarding authority and tracked until resolution.

PERFORMANCE STEPS:
1. Receive award recommendation.
2. Determine awarding authority.
3. Research award criteria
4. Forward endorsed award, as required.
4. Track award to completion.

REFERENCES:
1. MCO 1650.19J Administrative and Issue Procedures for Decorations, Medals, and Awards
2. SECNAVINST 12451.3 Department of the Navy Incentive Awards Program
3. SECNAVINST 1650.1H Navy Marine Corps Awards Manual

0170-LGAD-2017: Review administrative separation packages

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

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

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a completed administrative separation package, access to MCTFS, the service record, in a field or garrison environment, and with the aid of references.
STANDARD: In performance step sequence, to ensure the package is 100% complete, without typographical and format errors, and prepared in accordance with the references.

PERFORMANCE STEPS:
1. Receive separation package.
2. Verify source documents with references.
3. Review separation package for format, spelling and grammatical errors.

4. Submit completed separation package to commanding officer for signature.
5. Forward signed package to approving official.

REFERENCES:
1. MCO P1070.12K Individual Records Administration Manual (IRAM)
2. MCO P1900.16E Marine Corps Separation and Retirement Manual (MARCORSEPSMAN)
3. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)

0180-LGAD-2018: Secure legal files

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

DESCRIPTION: Legal files contain sensitive information pertaining to pending and completed legal matters within the command. They must be kept secured due to this.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given sensitive legal files and documentation, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure files are kept in a secure location and only personnel authorized by the commander have access.

PERFORMANCE STEPS:
1. Maintain legal case files and pending files in a secure location.
2. Ensure only authorized personnel have access to legal files.

REFERENCES:
1. MCO 5210.11E Records Management Program for the Marine Corps
2. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)
3. SECNAVINST M-5210.1 Department of the Navy Records Management Program
4. SECNAVINST M-5210.2 Standard Subject Identification Codes (SSIC)

0180-LGAD-2019: Review punitive and non-punitive letters

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

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

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the commander's intent and letters to review, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure punitive and non-punitive letters are prepared without typographical or format errors, and are issued in accordance with the commander’s intent and the references.

PERFORMANCE STEPS:
1. Review appropriate regulations for specifications and letter format.
2. Review letters for typographical and format errors.
3. Advise commander of requirements and options.
4. Make distribution, as appropriate.
5. File, as appropriate.

REFERENCES:
1. JAGINST 5800.7 Manual of the Judge Advocate General
2. MCM Manual for Courts Martial, 2005 Edition
3. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)
4. SECNAVINST 5216.5D Department of the Navy Correspondence Manual

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0180-LGAD-2020: Initiate Primary Next of Kin (PNOK) notification when Member is UA

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

DESCRIPTION: Upon determining a member is in an unauthorized absence (UA) status, the PNOK must be notified within 48 hours.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT
CONDITION: Given notification of a member being in a UA status, access to service records, and in a field or garrison environment, and with the aid of the reference.

STANDARD: In accordance with the reference to ensure PNOK notification has been accomplished within 48 hours of verified UA.

PERFORMANCE STEPS:
1. Receive notification of member’s verified UA.
2. Review appropriate directives.
3. Advise commander on requirement for PNOK notification.
4. Make PNOK notification by telephone.
5. Document date and time of PNOK notification.

REFERENCE:
1. MCO P5800.16A Manual for Legal Administration (LEGADMINMAN)

0180-MPMN-2021: Work with Personnel Administration Centers (PAC)

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

DESCRIPTION: Working with the PAC is critical to the success of the administrative unit. Administrators must understand the organization, functionality, and output of a PAC to ensure a streamlined process.

BILLETS: G-1

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a supporting PAC, in a field or garrison environment, and with the aid of the reference.

STANDARD: In accordance with the reference to ensure effective and timely administrative support and services.

PERFORMANCE STEPS:
1. Establish working relationship.
2. Determine mutual required administrative support.
3. Identify PAC capabilities and limitations.
4. Process submitted source documents.

REFERENCE:
1. MCO 5000.14D Marine Corps Administrative Procedures (MCAP)

0180-MPMN-2022: Manage position descriptions

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

DESCRIPTION: Administrative personnel will coordinate with the supporting Human Resources Office (HRO) to develop position descriptions and corresponding Requests for Personnel Action (RPA).

BILLETS: Adjutant, G-1

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement for civilian personnel action concerning position description, job series, classification, and grade level, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure unit administrative actions are in 100% compliance with established civilian personnel practices.

PERFORMANCE STEPS:
1. Determine requirement for civilian personnel.
2. Contact local HRO for hiring procedures.
3. Develop position description for desired position.
4. Submit position description to commanding officer for approval.
5. Submit position description to HRO.

REFERENCES:
1. DOD 1400.25-M Department of Defense Civilian Personnel Manual (CPM)
2. MCO 12430.2 Performance Management Program
3. MCO 12510.2 Civilian Workforce Management: Managing To Payroll

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0180-MPMN-2023: Manage morning report

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

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

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the section accountability reports using a web-based or database management system, in a field or garrison environment, and with the aid of the reference.

STANDARD: In performance step sequence, to ensure the report submitted is 100% complete and accurate, submitted on a daily basis, required service record book entries are completed, and appropriate Unit Diary transactions are reported within five working days of the change in personnel status.

PERFORMANCE STEPS:
1. Receive subordinate unit or section morning reports.
2. Compile data into one report.
3. Review onboard strength.
4. Verify status of personnel.
5. Ensure appropriate service record action is taken.
6. Ensure appropriate Unit Diary action is taken.
7. Forward morning report to certifying official for review.

REFERENCE:
1. MOL User Manual

0180-MPMN-2024: Compile personnel data for SORTS

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

DESCRIPTION: The Status of Resources and Training System (SORTS) is a joint staff requirement. SORTS is the only common Department of Defense reporting system that addresses a unit's current readiness.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a SORTS report, ASR/CSR, Staffing Goal, T/O, in a field or garrison environment, and with the aid of the reference.

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

PERFORMANCE STEPS:
1. Log into appropriate web-base or database system.
2. Pull appropriate rosters to identify on hand strengths by MOS.
3. Compare with legal and medical reports to identify non-deployables.
4. Compare with ASR/CSR and Staffing Goal to identify deficiencies.
5. Compile numbers on report.
6. Submit report to higher headquarters.

REFERENCE:
1. MCO P3000.13 Marine Corps Status of Resources and Training System (SORTS)

0180-MPMN-2025: Manage inbound and outbound personnel

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

DESCRIPTION: Tracking inbound and outbound personnel via automated means allows the operating forces to project inbound and outbound members.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to the T/O, to the Web Orders System, communication with M&RA and MM, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence and in accordance with the references to ensure the timely transfer of personnel and assignment of sponsors for inbound personnel.

PERFORMANCE STEPS:
1. Access web orders system.
2. Determine inbound and outbound personnel.
3. Ensure outbound personnel meet requirements for transfer.
4. Assign sponsor for inbound personnel, if required.
5. Update status on inbound/outbound personnel, as required.

REFERENCES:
1. MCO P300.8R Marine Corps Personnel Assignment Policy
2. MCO 4650.30 Port Call Procedures Applicable to the Movement of Marine Corps-Sponsored Passenger Traffic Between CONUS and Overseas Areas (Including Alaska and Hawaii) and Within and Between Overseas Areas
3. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)

4. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
5. MCO P1080.39B Administrative Instructions for Manpower Management System of Headquarters Marine Corps (AIMMS)
6. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0180-MPMN-2026: Utilize force flow

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

DESCRIPTION: Administrative personnel must be able to manage and account for all individuals in and out of the area of operations.

BILLETS: G-1

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a manning document, ULNs, TAD orders, force list, Time Phased Force Deployment Data (TPFDD), a blank manifest, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to produce a detailed manifest consisting of all personnel moving in and out of the area of responsibility.

PERFORMANCE STEPS:
1. Obtain manning document.
2. Obtain TPFDD data with ULN.
3. Match ULN with individuals on the manning document.
4. Build manifest.
5. Distribute manifest to PACs and gaining force commanders.
6. Confirm arrival/departure of personnel.
7. Distribute modifications/changes to PACs, KVN Coordinators and gaining force commanders.

REFERENCES:
1. MCO P4050.38C Personal Effects and Baggage Manual
2. MCO P4650.37 Marine Corps Travel Instructions Manual (MCTIM)

0180-MPMN-2027: Manage Navy personnel staffing slate

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

DESCRIPTION: Administrators must review, verify and coordinate the Navy personnel staffing slate for a unit’s Navy personnel and augments.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Navy personnel staffing slate, assigned Navy personnel, requirements for Navy personnel augmentation, inbound Navy personnel/augments, in a field or garrison environment, and with the aid of the reference.

STANDARD: To ensure Navy personnel are assigned to billets based upon organizational requirements.

PERFORMANCE STEPS:
1. Contact Navy Personnel Support Detachment (PSD) for Navy staffing intent.
2. Contact higher headquarters S-1/G-1 for Navy staffing intent.
3. Advise commander of staffing slate.
4. Assign Navy personnel.

REFERENCE:
1. Local command SOP and directives

0180-MPMN-2028: Manage Fleet Assistance Program (FAP)

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

DESCRIPTION: Local commands require personnel augmentation on a routine basis to accomplish their mission and FAP provides that augmentation. Prior to assignment nominated personnel must be screened to ensure they qualify for the FAP billet.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT
CONDITION: Given the local FAP agreement, use of database management tools, service records, in a field or garrison environment, and with the aid of references.

STANDARD: To identify the sections best suited to provide support and that only qualified personnel are assigned.

PERFORMANCE STEPS:
1. Obtain local FAP directives.
2. Screen personnel in accordance with local FAP regulations.
3. Track augmentee’s FAP time.
4. Screen personnel to replace a FAP augmentee, as required.

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

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0180-MPSP-2029: Utilize the manning and staffing process

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

DESCRIPTION: Administrative personnel must be able to demonstrate an understanding of the manpower process and requirements.

BILLETS: G-1

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a T/O, SG/ASR, CSR, Marine Corps Officer/Enlisted slates, inbound/outbound rosters, Marine Corps Officer/Enlisted Slate, enlisted staffing goal model, access to Web orders, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to identify, coordinate and report personnel accounting within a unit.

PERFORMANCE STEPS:
1. Obtain copy of T/O, SG/ASR, CSR, Marine Corps Officer/Enlisted Slate and inbound/outbound rosters.
2. Identify personnel manning requirements/shortfalls.
3. Assign personnel and produce command officer/enlisted slates.
4. Provide personnel status reports to appropriate agencies/commands.

REFERENCES:
1. MCO P1300.8R Marine Corps Personnel Assignment Policy
2. MCO 5311.1 Total Force Structure Process (TFSP)
3. MCO P1070.12K Individual Records Administration Manual (IRAM)
4. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
5. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual (MCTFSPRIM)
6. MCO P5000.14D Marine Corps Administrative Procedures (MCAP)

0180-MPSP-2030: Manage Individual Augments (IA)

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

DESCRIPTION: Administrative personnel must be able to manage external and internal command IA requirements.

BILLETS: G-1

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given personnel shortfall or the task to provide an augmentation, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure all command shortfalls are identified, and augmentees are assigned through appropriate channels.

PERFORMANCE STEPS:
1. Review T/O and on hand strength reports.

2. Identify shortfalls.
3. Review IA request.
4. Submit IA request to commanding officer for review/signature.
5. Forward signed IA request through appropriate channels.
6. Track IA request to ensure completion.

REFERENCES:
1. FMFM 3-1 Command and Staff Action
2. SECNAVINST 5216.5D Department of the Navy Correspondence Manual

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0180-MPSP-2031: Identify HQMC organizational functions

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

DESCRIPTION: Administrative personnel must have a general understand of HQMC departmental missions, functions, organization and interaction as they relate to the manpower process.

BILLETS: G-1

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given conditions requiring understanding of and communication with HQMC departments on manpower issues, in a field or garrison environment, and with the aid of the reference.

STANDARD: So that all office acronyms are deciphered and only one call is required to find the office to resolve problems.

PERFORMANCE STEPS:
1. Identify appropriate HQMC departments' missions and functions.
2. Maintain contact listing of HQMC departments.
3. Contact appropriate department to satisfy situation.

REFERENCES:
1. MCO 5216.9U Headquarters, Marine Corps (HQMC) Organization and Organization Codes

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0180-MPSP-2032: Manage Individual Augmentation (IA) requirements

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

DESCRIPTION: Administrative personnel must be able to manage IA requirements for the unit.

BILLETS: Adjutant, G-1

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an identified shortfall of personnel, access to MCTFS, in a field or garrison environment, and with the aid of the reference.

STANDARD: To validate billet requirements as mission essential and determine which subordinate command is best capable to source an individual augment.

PERFORMANCE STEPS:
1. Review appropriate IA orders, directives and agreements.
2. Review appropriate reports to determine shortfalls/staffing goals within units.
3. Prioritize billet requirements at different units.
4. Make recommendations for filling IA billets.

REFERENCE:
1. MCO 5040.6G Marine Corps Inspections

0180-MPSP-2033: Process Table of Organization Change Request (TOCR)

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

DESCRIPTION: A T/O change request is prepared and forwarded as the unit mission or staffing requirements change.

BILLETS: G-1

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the unit T/O and current web-based systems, in a field or garrison environment, and with the aid of the reference.

STANDARD: In performance step sequence and in accordance with the reference to ensure the T/O accurately reflects current unit manpower requirements.

PERFORMANCE STEPS:
1. Receive request or requirement to change unit's T/O.
2. Obtain current unit T/O and supporting documentation/justification.
3. Prepare, review and staff TOCR, as necessary.
4. Log into current web-based system.
5. Submit TOCR to TFSD in accordance with references and current policy.
6. Track TOCR request approval/disapproval through HQMC.

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

0180-MPSP-2034: Utilize the J-1 structure and functions

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

DESCRIPTION: Administrative personnel will be able to demonstrate an understanding of the organization, functionality, and responsibilities of the J-1.

BILLETS: G-1

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given assignment as a senior administrator at a joint command/staff, in a field or garrison environment, and with the aid of references.

STANDARD: To coordinate and anticipate the administrative needs of a joint staff or force.

PERFORMANCE STEPS:
1. Establish a J-1 office, as required.
2. Review directives to determine J-1 shop responsibilities/functions.

REFERENCES:
1. FMFM 3-1 Command and Staff Action
2. JP 1-0 Joint Doctrine for Personnel Support to Joint Operations

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0180-MPSP-2035: Participate in Operational Planning Team (OPT)

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

DESCRIPTION: OPTs are used to identify and analyze administrative requirements to support the unit’s mission.

BILLETS: Adjutant, G-1

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an emerging mission requirement, the constitution of an OPT, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to identify and analyze the personnel and manning requirements and supportability for emerging unit missions.

PERFORMANCE STEPS:
1. Receive notification to attend OPT.
2. Develop estimates of supportability, to include casualty estimation, casualty replacements, EPW handling, postal support, mail routing, and graves registration.
3. Conduct intra-staff section coordination.
4. Conduct command post site recon.
5. Develop command post layout.

REFERENCES:
1. CJCSM 3150.13 Joint Reporting Structure - Personnel Manual
2. DoD 4525.8-M DoD Official Mail Manual
3. DoD 7000.14-R DoD Financial Management Regulations (DoDFMR)

4. DoD 4500.54 Official Temporary Duty Travel Abroad
5. FMFM 3-1 Command and Staff Action
6. JAGINST 5800.7D Manual of the Judge Advocate General (JAGMAN)
7. JFTR NAVSO P-6034 Joint Federal Travel Regulations
8. JP 1-0 Joint Doctrine for Personnel Support to Joint Operations
9. MCM Manual for Courts-Martial, 2005 Edition
10. MCO P1300.8R Marine Corps Personnel Assignment Policy
11. MCO P5110.4 The Marine Corps Official Mail Program
12. MCO P5110.6B Marine Corps Unit Mailrooms and mail Distribution Centers Standard Operating Procedures (MARCORUMRSOP)
13. MCO P5800.16A Manual for Legal Administration (LEGADMIMMAN)
14. U.S. Navy Regulations

0180-MPSP-2036: Manage operational Joint Reception Centers (JRC)

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

DESCRIPTION: Administrative personnel must be able to handle the accounting, reporting, and management of individuals arriving and departing the area of responsibility.

BILLETS: G-1

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to DTAS, the AOR, inbound or outbound personnel, in a field or garrison environment, and with the aid of the reference.

STANDARD: In performance step sequence and in accordance with the reference to ensure accurate and timely accounting, reception, staging and onward movement of personnel in and out of the command.

PERFORMANCE STEPS:
1. Determine JRC location(s).
2. Identify staff and equipment.
3. Establish flow of personnel process (in and out).
4. Provide briefs, as required.
5. Capture personnel accountability.
6. Coordinate billeting and messing, as required.
7. Coordinate onward movements of personnel.

REFERENCE:
1. JP 1-0 Joint Doctrine for Personnel Support to Joint Operations

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0180-MPSY-2037: Monitor Joint Personnel Status (JPERSTAT) reports

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

DESCRIPTION: The JPERSTAT report provides the commander and higher headquarters with an overview of personnel strengths. JPERSTAT reports are reviewed and updated by web-based applications.

BILLETS: Adjutant, G-1

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the unit JPERSTAT report, access to ODSE and DTAS, in a field or garrison environment, and with the aid of the reference.

STANDARD: To ensure reports submitted to higher headquarters as 100% complete and accurate, and any identified inaccuracies that could have an impact on availability of personnel are inputted on a daily basis.

PERFORMANCE STEPS:
1. Review applicable directives.
2. Review appropriate reports and rosters.
3. Log into DTAS.
4. Provide daily input for the JPERSTAT report, as required.
5. Monitor JPERSTAT report daily for changes that affect the unit.

REFERENCE:
1. JP 1-0 Joint Doctrine for Personnel Support to Joint Operations
2. MCO P3000.15B Manpower Unit Deployment Program Standing Operating Procedures (MANPOWER SOP)

0180-MPSY-2038: Utilize manpower systems

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

DESCRIPTION: Administrative support functions require the understanding of current/emerging automated manpower systems required to perform those associated tasks.

BILLETS: G-1

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access and permissions for a manpower system, in a field or garrison environment, and with the aid of references.

STANDARD: In accordance with the references to successfully obtain, manage, produce and review desired data to support the commander or operation.

PERFORMANCE STEPS:
1. Identify appropriate resource for system training and knowledge.
2. Identify appropriate system.
3. Log into appropriate system.
4. Access desired information to support the manpower requirement.

REFERENCES:
1. MCO P1080.33E Manpower Information System Support Office Manual (MISSO Manual)

2. MCO P1080.39B Administrative Instructions for Manpower Management System of Headquarters Marine Corps (AIMMS)
3. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0180-MPSY-2039: Implement Marine Online (MOL) procedures

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

DESCRIPTION: The local command's policy directs permissions for members within the command for the MOL modules.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the commander’s intent and policy letter, access to MOL, in a field or garrison environment, and with the aid of the reference.

STANDARD: In performance step sequence, so that only those who the commanding officer has identified have access to MOL modules.

PERFORMANCE STEPS:
1. Change MOL permissions upon assignment to unit.
2. Review MOL modules and access to those modules.
3. Update access/delete permissions to MOL modules, as needed.

REFERENCE:
1. MOL User Manual

0180-OFMN-2040: Supervise Defense Travel System (DTS)

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

DESCRIPTION: The automated DTS is an all-encompassing temporary additional duty (TAD) orders program that allows for input of individual information, flight requests, production of TAD orders and travel settlements.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a member that requires official government travel, access to DTS, service records, the common access card (CAC), a DTS travel report, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure TAD expenses are 100% accurate, travel reports are reviewed on a monthly basis, and appropriate Unit Diary transactions are reported within established timeframes.

PERFORMANCE STEPS:
1. Log into DTS.
2. Review completed authorizations for accuracy and compliance with JFTR.
3. Approve or disapprove authorizations.
4. Review vouchers for accuracy and compliance with JFTR.
5. Approve or disapprove vouchers.
6. Forward completed travel voucher to Unit Diary Section for reporting, as needed.

REFERENCES:
1. JFTR NAVSO P-6034 Joint Federal Travel Regulations
2. MCO 4600.40A Government Travel Charge Card Program (GTCCP)
3. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
4. MCO P4650.37 Marine Corps Travel Instructions Manual (MCTIM)

SUPPORT REQUIREMENTS:

EQUIPMENT: Access to Automated Data Processing Equipment (Computer), UD/MIPS, Defense Messaging System (DMS), and telecommunication assets (telephone, scanner and facsimile machine).

0180-OFMN-2041: Manage civilian personnel

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

DESCRIPTION: Civilian personnel now fill many formerly military administrative positions. As a result, Administrators need an understanding of civilian personnel matters.

BILLETS: G-1

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to National Security Personnel System (NSPS), Civilian Hiring and Recruitment Tool (CHART), local HRO automated systems, Standard Labor Data Collection and Distribution Application (SLDCADA), civilian personnel, in a field or garrison environment, and with the aid of references.

STANDARD: In accordance with the references to ensure administrative actions are in 100% compliance with established civilian personnel practices.

PERFORMANCE STEPS:
1. Establish requirement of Letter of Allowance (LOA).
2. Prepare, review, process and maintain position descriptions.
3. Classify position descriptions.
4. Commence solicitation and hiring process.
5. Manage performance evaluations and annual awards.
6. Manage grievances.
7. Manage time cards, leave, early retirements, and early outs.
8. Identify work restrictions.

9. Manage benefits.
10. Manage disciplinary actions.

REFERENCES:
1. DOD 1400.25-M Department of Defense Civilian Personnel Manual (CPM)
2. MCO 12000.10 Employment Protection for Certain Non-Appropriated Fund Instrumentality Employees/Applicants
3. MCO 12335.1 Merit Staffing Program
4. MCO 12410.21 Consolidated Civilian Career Training (CCCT) Program
5. MCO 12410.24 Civilian Leadership Development
6. MCO 12430.2 Performance Management Program
7. MCO 12451.2C Honorary Awards for Civilian Employees
8. MCO 12451.3A Time-Off Incentive Awards
9. MCO 12510.2 Civilian Workforce Management: Managing To Payroll
10. MCO 12620.1 Flextime/Compressed Work Schedule (CWS) Program
11. MCO 12630.1 Voluntary Leave Transfer Program
12. MCO 12630.2 Hours of Duty, Absence, and Leave
13. MCO 12630.3 Family and Medical Leave
14. MCO 12771.2 Grievance Procedure
15. MCO 12790.2 Civilian Non-Appropriated Fund Instrumentalities (NAFI) and Civilian Morale, Welfare Recreation (MWR) Activities
16. MCO 12792.1 Drug-Free Workplace Program (DFWP) for Civilian Employees

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0180-RESA-2042: Manage Marine Corps Medical Evaluation Disability System (MCMEDS)

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

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

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to the service record, source documents, the MCMEDS, in a field or garrison environment, and with the aid of the reference.

STANDARD: In performance step sequence and in accordance with the reference to ensure data entered into the system is 100% complete and accurate, and reserve personnel are tracked throughout the disability evaluation process.

PERFORMANCE STEPS:
1. Log into MCMEDS.
2. Verify data entered into MCMEDS.
3. Track personnel within MCMEDS.

REFERENCE:
1. MCO 1770.2 Notice of Eligibility (NOE) Benefits for Members of the Marine Corps Reserve

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0180-RESA-2043: Process mobilization/activation of reservist

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

DESCRIPTION: Administrative personnel must understand the process required to mobilize/activate reserve personnel.

BILLETS: G-1

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a certain mission that requires augmentation by a reservist, access to the Mobilization Requirement Tracking Module (MRTM), shortfalls and specific reservist skills, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure a request for reserve mobilization is prepared in accordance with the references.

PERFORMANCE STEPS:
1. Identify requirements.
2. Ensure reserve applicability.
3. Submit request via MRTM.
4. Track to completion.

REFERENCES:
1. MCO 1001.45G Augmentation, Retention, and Return of Active Duty of Reserves and Redesignation of Restricted Officers to Unrestricted Status
2. MCO 1001.52H Active Reserve (AR) Support to the Reserve Component (RC)
3. MCO 1001.59 Active Duty for Special Work in Support of the Total Force (ADSW)
4. MCO 1001.61 Policy and Procedures for Sourcing Personnel to Meet Individual Augmentation (IA) Requirements
5. MCO 1001R.54E Marine Corps Reserve Incremental Initial Active Duty for Training (IIADT) Program
6. MCO 1100R.76 Active Reserve (AR) Career Recruiting Program
7. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
8. MCO P1040R.35 Marine Corps Reserve Career Planning Guide
9. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
10. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual (MCTFSPRIM)

0180-RESA-2044: Verify eligibility for Notice of Eligibility (NOE)

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

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

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to service records, source documents, the MCMEDS, in a field or garrison environment, and with the aid of the reference.

STANDARD: In accordance with the reference to ensure only eligible reserve personnel receive NOE benefits.

PERFORMANCE STEPS:
1. Verify NOE requirements based upon individual case-by-case basis.
2. Review correspondence for typographical and format errors.
3. Return for corrections, as necessary.
4. Obtain commanding officer's signature.
5. Forward to appropriate HQMC agency.

REFERENCE:
1. MCO 1770.2 Notice of Eligibility (NOE) Benefits for Members of the Marine Corps Reserve

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0180-RESA-2045: Process Marine Reserve Orders Writing System (MROWS) request

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 18 months

DESCRIPTION: MROWS automates the entire Reserve order writing process from the initial request for orders through the final settlement of those orders and includes the capability to track orders throughout the process.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given appropriate source documents, access to MROWS, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence, to ensure reserve pay and personnel records are 100% complete and accurate, and MROWS requests are monitored from completion to settlement.

PERFORMANCE STEPS:
1. Log onto MROWS.
2. Verify MROWS request.

3. Route MROWS request, as necessary.
4. Authenticate MROWS requests, as required.
5. Ensure appropriate service record entries are completed.
6. Ensure appropriate Unit Diary entries are completed.

REFERENCES:
1. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
2. SECNAVINST 5216.5D Department of the Navy Correspondence Manual

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0180-RESA-2046: Utilize reserve component types

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

DESCRIPTION: Administrative personnel must understand the capabilities of each reserve component and their employment.

BILLETS: G-1

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a reservist, access to MCTFS, the service record, in a field or garrison environment, and with the aid of references.

STANDARD: In performance step sequence and in accordance with the references to properly assign and monitor reserve assets.

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

REFERENCES:
1. MCO 1001.45G Augmentation, Retention, and Return of Active Duty of Reserves and Redesignation of Restricted Officers to Unrestricted Status
2. MCO 1001.52H Active Reserve (AR) Support to the Reserve Component (RC)
3. MCO 1001.59 Active Duty for Special Work in Support of the Total Force (ADSW)
4. MCO 1001R.54E Marine Corps Reserve Incremental Initial Active Duty for Training (IIADT) Program
5. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
6. MCO P1040R.35 Marine Corps Reserve Career Planning Guide
7. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
8. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual (MCTFSPRIM)

0180-SEPS-2047: Process early release for education requests

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

DESCRIPTION: The General Court Martial Convening Authority may authorize particularly deserving enlisted members to be released from active duty prior to the expiration of their active service so that they may pursue a college or vocational/technical school education. A request to attend a vocational/technical school must include any state or local police department, fire department, or state, city, or county service agency that would require the member to attend a full-time course of instruction lasting 3 months or more.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a request for early release, the service record, source documents, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure the member meets the criteria established by the references and the request contains all required documentation.

PERFORMANCE STEPS:
1. Review request and source documents.
2. Verify request is within the established parameters.
3. Submit request to commanding officer for signature.
4. Forward signed request to approving official.

REFERENCES:
1. MCO P1300.8R Marine Corps Personnel Assigment Policy
2. MCO P1001R.1J Marine Corps Reserve Administrative Management Manual (MCRAMM)
3. MCO P1050.3H Regulations for Leave, Liberty and Administrative Absence
4. MCO P1400.32 Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (MARCORPROMMAN)
5. MCO P1640.4C Marine Corps Correctional Custody Manual
6. MCO P1900.16E Marine Corps Separation and Retirement Manual (MARCORSEPSMAN)
7. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

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0180-SEPS-2048: Supervise humanitarian procedures

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL**: 18 months

DESCRIPTION: A member may, in the case of severe personal hardship, request a transfer or discharge for humanitarian reasons. Administrative personnel assist the member in compiling the necessary documentation.

BILLETS: Adjutant

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to MCTFS, the service record, HQMC approval message, in a field or garrison environment, and with the aid of references.

STANDARD: To ensure the case file contains all required documentation, and the member's status is monitored until returned to full duty, transfer or separation.

PERFORMANCE STEPS:
1. Review applicable directives.
2. Compile documentation to process request.
3. Review request.
4. Forward request to appropriate HQMC agency.
5. Maintain liaison with both HQMC and requester.
6. Advise appropriate commanders on status of request/individual.

REFERENCES:
1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
2. DoD 7000.14 Department of Defense Financial Management Regulations (DoDFMR)
3. JFTR NAVSO P-6034 Joint Federal Travel Regulations
4. MCO 10110.47 Basic Allowance for Subsistence (BAS)
5. MCO P1000.6G Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
6. MCO P1050.3H Regulations for Leave, Liberty and Administrative Absence
7. MCO P1070.12K Individual Records Administration Manual (IRAM)
8. MCO P1080.20 Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
9. MCTFSPRIUM Marine Corps Total Force System Personnel Reporting Instructions Users Manual

ADMIN T&R MANUAL

CHAPTER 12

MOS 0143 INDIVIDUAL EVENTS

	PARAGRAPH	PAGE
PURPOSE.	12000	12-2
ADMINISTRATIVE NOTES	12001	12-2
INDEX OF INDIVIDUAL EVENTS	12002	12-3
1000-LEVEL EVENTS.	12003	12-7
2000-LEVEL EVENTS.	12004	12-42
2900-LEVEL EVENTS.	12005	12-57

CHAPTER 12

MOS 0143 INDIVIDUAL EVENTS

12000. PURPOSE. This chapter details the individual events that pertain to occupational field 01, Personnel Administration and Retention. 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.

12001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Events in the T&R Manual are depicted with a 12 field alphanumeric system, i.e. 0143-ADMN-1001. This chapter utilizes the following methodology:

a. The first four digits represent the occupational field or military occupational field (e.g., Occupational Field 01 or Career Retention Specialist MOS 0143). This chapter contains 0143 events.

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

ADMN – Administrative
COMM – Interpersonal communications
INTV – Interviewing
RESV – Events relating to the processing of reserve Marines

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

1000 – Core Skills (initial MOS training conducted at formal schools)
2000 – Core Plus Skills (follow-on formal schooling, MOJT or distance learning)
2900 – Core Plus Skills that pertain only to Career Retention Specialists assigned to billets at HQMC

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

12002. INDEX OF INDIVIDUAL EVENTS

1. 1000-LEVEL EVENTS. Career Retention Specialists Individual Events.

EVENT	DESCRIPTION	PAGE
	ADMINISTRATION	
0143-ADMN-1001	Complete a reenlistment contract (DD Form 4)	12-7
0143-ADMN-1002	Complete a special duty assignment screening checklist	12-7
0143-ADMN-1003	Complete a statement of service (SOS)	12-8
0143-ADMN-1004	Complete an extension of enlistment (1133) NAVMC 321a	12-8
0143-ADMN-1005	Complete the career planning contact record	12-9
0143-ADMN-1006	Complete the selective reenlistment bonus program documents	12-9
0143-ADMN-1007	Conduct a reenlistment ceremony	12-10
0143-ADMN-1009	Draft a naval message	12-10
0143-ADMN-1010	Maintain a turnover folder	12-11
0143-ADMN-1011	Navigate the automated career retention system (ACRS)	12-11
0143-ADMN-1012	Prepare basic naval correspondence	12-12
0143-ADMN-1013	Process a Reenlistment Extension Lateral Move Request (RELM)	12-12
0143-ADMN-1014	Process a lump sum leave (LSL) request	12-13
0143-ADMN-1015	Brief DOD homosexual conduct policy to the reenlisting Marine	12-13
0143-ADMN-1016	Explain the components of the service record book (SRB)	12-14
0143-ADMN-1017	Manage career planning information within a data processing application	12-14
	INTERPERSONAL COMMUNICATIONS	
0143-COMM-1031	Apply coaching your commander skills	12-15
0143-COMM-1032	Apply interpersonal management skills (IMS)	12-15
0143-COMM-1033	Apply professional selling skills	12-16
0143-COMM-1034	Conduct area canvassing	12-17
0143-COMM-1035	Conduct a work site visit	12-17
0143-COMM-1036	Deliver an oral presentation	12-18
	INTERVIEWING	
0143-INTV-1051	Conduct a career Marine interview	12-18
0143-INTV-1052	Conduct a first term alignment plan (FTAP) interview	12-19
0143-INTV-1053	Conduct an Initial Interview	12-19
0143-INTV-1054	Conduct an expiration of active service (EAS) interview	12-20
0143-INTV-1055	Conduct performance counseling	12-20
0143-INTV-1056	Define key terms pertaining to career planning	12-21
0143-INTV-1057	Explain Marine Corps benefits	12-22
0143-INTV-1058	Explain Marine Corps enlisted education programs	12-23
0143-INTV-1059	Explain Marine Corps enlisted to officer programs	12-23

0143-INTV-1060	Explain codes that pertain to career planning	12-24
0143-INTV-1061	Explain extensions of enlistment	12-25
0143-INTV-1062	Explain involuntary separations pay eligibility	12-25
0143-INTV-1063	Explain personnel assignments pertaining to career planning	12-26
0143-INTV-1064	Explain special duty assignments	12-26
0143-INTV-1065	Explain the contact to contract process	12-27
0143-INTV-1068	Explain the current retention guidelines	12-27
0143-INTV-1069	Explain the lateral move program	12-28
0143-INTV-1070	Explain the mission of the career planning force	12-28
0143-INTV-1071	Explain the organizational structure of the Marine Corps Reserves	12-29
0143-INTV-1072	Explain the performance evaluation system as it pertains to career planning	12-29
0143-INTV-1073	Determine if a Marine meets reenlistment prerequisites	12-30
0143-INTV-1076	Provide Marine 4 Life information	12-31
0143-INTV-1077	Utilize time management	12-31
0143-INTV-1105	Determine if a Reserve Marine meets reenlistment prerequisites	12-31
	EVENTS RELATING TO THE PROCESSING OF RESERVE MARINES	
0143-RESV-1091	Complete the selected Marine Corps Reserve bonus program documents	12-32
0143-RESV-1092	Conduct a mandatory drill stop date (MDSD) interview	12-33
0143-RESV-1093	Conduct a reserve end of current contract (RECC) interview	12-34
0143-RESV-1094	Conduct a six month interview for a reserve Marine	12-34
0143-RESV-1095	Conduct an active reserve (AR) accession interview	12-35
0143-RESV-1096	Conduct an active reserve (AR) initial interview	12-35
0143-RESV-1097	Conduct an active reserve (AR) reserve expiration of current contract (RECC)/expiration of active service (EAS) interview	12-36
0143-RESV-1098	Conduct an initial interview for a reserve Marine	12-36
0143-RESV-1099	Explain career opportunities for reserve Marines	12-37
0143-RESV-1101	Explain the reserve promotion affiliation program	12-38
0143-RESV-1102	Explain the reserve sponsorship program	12-38
0143-RESV-1103	Define key terms pertaining to reserve career planning	12-39
0143-RESV-1104	Explain the reserve Montgomery GI Bill benefits	12-39

2. 2000-LEVEL EVENTS. Additional Career Retention Specialist Individual Events taught at follow-on schools, by MOJT or through Distance Learning.

EVENT	DESCRIPTION	PAGE
	ADMINISTRATION	
0143-ADMN-2001	Assign scope and permissions within the automated career retention system (ACRS)	12-41
0143-ADMN-2002	Attend annual CRS conference	12-41
0143-ADMN-2003	Attend subject matter expert (SME) conferences	12-41
0143-ADMN-2004	Coordinate the requirements of visiting agencies in support of career planning	12-42
0143-ADMN-2005	Create a retention report	12-42
0143-ADMN-2006	Locate a Marines orders in the current automated system	12-43
0143-ADMN-2007	Manage applicable CRS population	12-43
0143-ADMN-2008	Publish guidance pertaining to retention	12-43
0143-ADMN-2501	Communicate advanced ideas in writing	12-44
0143-ADMN-2502	Conduct a functional area inspection (FAI)	12-44
0143-ADMN-2503	Conduct first year MOS evaluations	12-45
0143-ADMN-2504	Conduct career retention specialist (CRS) training	12-45
0143-ADMN-2505	Conduct interview for CRS lateral move (LATMOV) candidates	12-46
0143-ADMN-2506	Conduct quality control of reenlistment/extension/lateral move (RELM) requests	12-46
0143-ADMN-2507	Create reports in Operational Data Store Enterprise (ODSE)	12-47
0143-ADMN-2508	Develop an annual training plan	12-47
0143-ADMN-2509	Evaluate CRS' time management skills	12-48
0143-ADMN-2510	Evaluate career retention specialist's interview management procedures	12-48
0143-ADMN-2511	Evaluate subordinate CRS' product knowledge	12-49
0143-ADMN-2512	Maintain a budget	12-49
0143-ADMN-2513	Manage the assigned retention mission	12-50
	INTERPERSONAL COMMUNICATIONS	
0143-COMM-2021	Advise commanders on matters pertaining to enlisted retention	12-50
0143-COMM-2521	Apply Professional Selling Skills	12-51
0143-COMM-2522	Apply professional presentations for sales professionals (PPSP)	12-51
0143-COMM-2525	Evaluate career retention specialist's communication skills	12-52
0143-COMM-2527	Apply Tools for Coaching Excellence (TFCE)	12-53
	INTERVIEWING	
0143-INTV-2031	Conduct a retention assist visit (RAV)	12-53
0143-INTV-2032	Explain the career status bonus/REDUX	12-54
0143-INTV-2033	Explain the overseas extension process	12-54

3. 2900-LEVEL EVENTS. Additional Career Retention Specialist Individual Events taught by MOJT for Marines filling CRS billets at HQMC.

EVENT	DESCRIPTION	PAGE
	ADMINISTRATION	
CRSM-ADMN-2901	Authorize a telephonic extension	12-56
CRSM-ADMN-2902	Conduct a staff noncommissioned officer re-accession board	12-56
CRSM-ADMN-2903	Conduct quality control of RELM's	12-57
CRSM-ADMN-2904	Coordinate the annual CRS conference	12-58
CRSM-ADMN-2905	Develop a retention campaign plan	12-58
CRSM-ADMN-2906	Maintain the Automated Inspection Reporting System (AIRS) checklist	12-59
CRSM-ADMN-2907	Maintain the automated career retention system (ACRS)	12-59
CRSM-ADMN-2908	Manage lateral move school seats	12-60
CRSM-ADMN-2909	Manage the CRS population	12-60
CRSM-ADMN-2910	Manage the Incentive School Seat Program	12-61
CRSM-ADMN-2911	Process a Commanding General's endorsement	12-61
CRSM-ADMN-2912	Process a reenlistment extension lateral move request (RELM)	12-62
CRSM-ADMN-2913	Process prior service enlistment program (PSEP) packages	12-62
CRSM-ADMN-2914	Publish guidance pertaining to retention	12-63
CRSM-ADMN-2915	Reclassify Marines with revoked MOS's	12-64
CRSM-ADMN-2916	Respond to Higher Headquarters on Career Planning Inquiries	12-64
CRSM-ADMN-2917	Review proposed retention policies	12-64
	INTERPERSONAL COMMUNICATIONS	
CRSM-COMM-2931	Provide guidance to service level representatives	12-65

12003. 1000-LEVEL EVENTS

0143-ADMN-1001: Complete a reenlistment contract (DD Form 4)

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references, given a Marine with an authority to reenlist.

STANDARD: So that every block is complete and without error.

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

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual
3. MCO P1070.12 Marine Corps Individual Records Administrative Manual (IRAM)

0143-ADMN-1002: Complete a special duty assignment screening checklist

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references, and given a special duty screening checklist and a Marine requesting a special duty assignment.

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

PERFORMANCE STEPS:
1. Review the references.

2. Determine eligibility if the Marine is eligible to request the special duty assignment.
3. Complete the special duty screening checklist.
4. Recertify the special duty assignment checklist if accepted.

REFERENCE:
1. MCO P1326.6 Selecting, Screening and Preparing Enlisted Marines for Special Duty Assignments and Independent Duties

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0143-ADMN-1003: Complete a statement of service (SOS)

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

DESCRIPTION: Complete a statement of service to define total active duty and Marine Corps service.

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Using a Marine’s SRB and a computer with access to 3270, identify the Marine's entire active duty service.

STANDARD: When a SOS is required, the CRS will accurately provide information concerning the Marine's active service.

PERFORMANCE STEPS:
1. Review the references.
2. Gather required documents.
3. Calculate periods of service.
4. Complete the statement of service.

REFERENCES:
1. MCO P1080.35 Personnel Reporting Instructions Manual (PRIM)
2. MCO P1900.16 Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
3. Department of Defense Military Pay and Allowance Entitlements Manual (DODPM)

0143-ADMN-1004: Complete an extension of enlistment (1133) NAVMC 321a

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references, and given a Marine with an authority to extend.

STANDARD: So that every block is complete and without error.

PERFORMANCE STEPS:
1. Review the references.
2. Complete the extension of enlistment.
3. Process the completed extension.
4. Ensure proper distribution of paperwork.

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual

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0143-ADMN-1005: Complete the career planning contact record

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a Marine being interviewed.

STANDARD: So that all relative data is recorded in accordance with the reference.

PERFORMANCE STEPS:
1. Review the references.
2. Complete the personal data information.
3. Record the results of the interview.
4. Have Commanding Officer assign reenlistment code if applicable.
5. Obtain required signatures.

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual

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0143-ADMN-1006: Complete the selective reenlistment bonus program documents

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a Marine eligible to receive a selective reenlistment bonus.

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

PERFORMANCE STEPS:
1. Review the references.
2. Screen the Marine's records for eligibility.
3. Calculate the bonus amount.
4. Process the required documents for payment.
5. File the documents.
6. Verify payment received.

REFERENCES:
1. DOD 7000.14-R Department of Defense Financial Management Regulation (DoD FMR)
2. MCO 7220.24 Selective Reenlistment Bonus Program
3. Current Retention Guidelines
4. Current Selective Reenlistment Bonus Program MARADMIN

0143-ADMN-1007: Conduct a reenlistment ceremony

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references.

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

PERFORMANCE STEPS:
1. Review the references.
2. Prepare required documents.
3. Prepare for ceremony.
4. Conduct the reenlistment ceremony.

REFERENCES:
1. Local SOP Local Standard Operating Procedures
2. MCO P1040.31 Enlisted Retention and Career Development Manual
3. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual

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0143-ADMN-1009: Draft a naval message

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a computer with relative applications.

STANDARD: So that naval message is completed in accordance with the references.

PERFORMANCE STEPS:
1. Review the references.
2. Explain naval message traffic.
3. Draft a naval message.

REFERENCES:
1. Current Standard Operating Procedures (SOP) from Higher Headquarters
2. USMTF Manual

0143-ADMN-1010: Maintain a turnover folder

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references.

STANDARD: That contains CRS techniques, tasks, and procedures.

PERFORMANCE STEPS:
1. Review the reference.
2. Explain the elements of a turnover folder.
3. Create a turnover folder.
4. Maintain a turnover folder.

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual

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0143-ADMN-1011: Navigate the automated career retention system (ACRS)

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

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a computer with relative applications and access to the World Wide Web.

STANDARD: So that the CRS accesses each component.

PERFORMANCE STEPS:
1. Review the references.
2. Explain components of the Automated Career Retention System (ACRS).
3. Input Chain of authority information.
4. Schedule interviews.
5. Complete contact sheets.
6. Manage reports.

REFERENCE:
1. MCO P1040.31 Enlisted Retention and Career Development Manual

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0143-ADMN-1012: Prepare basic naval correspondence

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a computer with relative applications.

STANDARD: So that the correspondence is completed in accordance with the references.

PERFORMANCE STEPS:
1. Review the references.
2. State standard considerations of naval correspondence.
3. Prepare basic naval correspondence.

REFERENCES:
1. SECNAV M-5210.2 Standard Subject Identification Code (SSIC) Manual
2. SECNAVINST 5216.5 Naval Correspondence Manual

0143-ADMN-1013: Process a Reenlistment Extension Lateral Move Request (RELM)

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references, given a Marine with a request requiring submission to Headquarters Marine Corps.

STANDARD: So that every block is complete and without error.

PERFORMANCE STEPS:
1. Review the references.
2. Determine the type of request.
3. Complete the routing process.
4. Process the RELM.

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual

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0143-ADMN-1014: Process a lump sum leave (LSL) request

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references, a computer with relative applications, and given a Marine who is eligible to sell back leave.

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

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

REFERENCES:
1. DOD Financial Management Regulation 7000.14 DoD FMR
2. MCO P1040.31 Enlisted Retention and Career Development Manual
3. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual

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0143-ADMN-1015: Brief DOD homosexual conduct policy to the reenlisting Marine

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a reenlisting Marine.

STANDARD: In accordance with the references.

PERFORMANCE STEPS:
1. Review the references.
2. Provide a copy of the current Homosexual Conduct policy to the Marine.
3. Ensure the Marine is briefed on the current policy.

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual
3. Current Homosexual Conduct Policy MarAdmin

0143-ADMN-1016: Explain the components of the service record book (SRB)

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references, and given a service record book.

STANDARD: So that every relevant component is screened and eligibility is determined.

PERFORMANCE STEPS:
1. Review the references.
2. Identify the components of the service record book.

REFERENCE:
1. MCO P1070.12 Marine Corps Individual Records Administrative Manual (IRAM)

0143-ADMN-1017: Manage career planning information within a data processing application

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a computer with relative applications.

STANDARD: So that information is organized in a professional format suitable for presentation to the Commander.

PERFORMANCE STEPS:
1. Review the references.
2. Create tables.
3. Create charts.
4. Manipulate data.

REFERENCE:
1. MARINENET https://www.marinenet.usmc.mil/portal/guides.asp

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0143-COMM-1031: Apply coaching your commander skills

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a target audience.

STANDARD: So that all applicable components are applied in accordance with the reference.

PERFORMANCE STEPS:
1. Review the references.
2. Create awareness with the Commander.
3. Plan your strategy.
4. Follow up.

REFERENCE:
1. ACHIEVE GLOBAL PRODUCTS

0143-COMM-1032: Apply interpersonal management skills (IMS)

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

DESCRIPTION: During an interview or discussion the skills required will vary. The CRS should utilize those skills that apply to the discussion/interview taking place.

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a target audience.

STANDARD: So that all required components are applied in performance step order.

PERFORMANCE STEPS:
1. Review the references.
2. Utilize clarifying and confirming skills.
3. Utilize balanced feedback.
4. Utilize discussion skills.
5. Manage differences.
6. Utilize crediting skills.

REFERENCE:
1. ACHIEVE GLOBAL PRODUCTS

0143-COMM-1033: Apply professional selling skills

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

DESCRIPTION: During an interview concerns expressed by Marines will differ in each interview. The professional selling skills techniques used to address each Marines concerns will vary. The CRS should apply those skills that will address the concerns of the Marine being interviewed. Not every skill will be used in every interview.

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a target audience.

STANDARD: So that all applicable components are applied in performance step sequence and all the Marine's concerns are addressed.

PERFORMANCE STEPS:
1. Review the references.
2. Open an interview.
3. Identify needs utilizing probing techniques.
4. Support the needs.
5. Address Marine's concerns.
6. Close the interview.

REFERENCE:
1. Professional Selling Skills from Achieve Global

0143-COMM-1034: Conduct area canvassing

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment.

STANDARD: So that all Marines in the command can identify the Career Retention Specialist.

PERFORMANCE STEPS:
1. Review the references.
2. Explain area canvassing.
3. Prepare for area canvassing.
4. Perform area canvassing.
5. Record results of area canvassing.

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1040R.35_ Marine Corps Reserve Career Planning and Retention Manual

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0143-COMM-1035: Conduct a work site visit

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references.

STANDARD: So that the interview is completed.

PERFORMANCE STEPS:
1. Review the references.
2. Explain work site visits.
3. Prepare for work site visit.
4. Perform work site visit.
5. Record results of work site visit.

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1040R.35_ Marine Corps Reserve Career Planning and Retention Manual
3. ACHIEVE GLOBA PRODUCTS
4. Communications Skills Workshop

0143-COMM-1036: Deliver an oral presentation

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a topic, a briefing area and a target audience.

STANDARD: So that the presentation is delivered in the time allotted with proper use of communication skills.

PERFORMANCE STEPS:
1. Research the topic.
2. Prepare presentation.
3. Deliver an oral presentation.

REFERENCE:
1. SAT MANUAL Systems Approach to Training Manual

0143-INTV-1051: Conduct a career Marine interview

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references, given a computer with relative applications and access to the World Wide Web, and given a career Marine.

STANDARD: Within the time frame outlined in MCO P1040.31_.

PERFORMANCE STEPS:
1. Review the references.
2. Identify Marines requiring career interviews.
3. Prepare for interviews.
4. Conduct careerist interviews.
5. Utilize Achieve Global skills.
6. Document the interview.

REFERENCE:
1. MCO P1040.31 Enlisted Retention and Career Development Manual

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0143-INTV-1052: Conduct a first term alignment plan (FTAP) interview

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references, given a computer with relative applications and access to the World Wide Web, and given a first term Marine.

STANDARD: Within the time frame outlined in MCO P1040.31_.

PERFORMANCE STEPS:
1. Review the references.
2. Identify Marines requiring first term alignment plan (FTAP) interviews.
3. Prepare for FTAP interviews.
4. Conduct FTAP interviews.
5. Utilize Achieve Global skills.
6. Document the FTAP interview.
7. Schedule Marine for CO's FTAP interview.

REFERENCES:
1. MCO P1040.31_ Enlisted Retention and Career Development Manual
2. ACHIEVE GLOBAL PRODUCTS

0143-INTV-1053: Conduct an Initial Interview

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references, given a computer with relative applications and access to the World Wide Web, and given a first term Marine.

STANDARD: Within 6 months of the Marine checking into the unit.

PERFORMANCE STEPS:
1. Review the references.
2. Identify Marines requiring initial interviews.
3. Prepare for initial interviews.
4. Conduct initial interviews.
5. Utilize Achieve Global skills.
6. Document the interview.

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. ACHIEVE GLOBAL PRODUCTS

0143-INTV-1054: Conduct an expiration of active service (EAS) interview

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references, given a computer with relative applications and access to the World Wide Web, and given a first term or career Marine.

STANDARD: Within 6-9 months of the Marine's expiration of active service (EAS).

PERFORMANCE STEPS:
1. Review the references.
2. Identify Marines requiring expiration of active service (EAS) interviews.
3. Prepare for EAS interviews.
4. Conduct EAS interviews.

5. Utilize Achieve Global skills.
6. Document the interview.

REFERENCES:
1. MCO P1040.31_ Enlisted Retention and Career Development Manual
2. MCO P1900.16 Marine Corps Separation and Retirement Manual (MARCORSEPMAN)

0143-INTV-1055: Conduct performance counseling

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

DESCRIPTION: The type of performance counseling conducted will be dependent on the rank and the individual Marine being counseled. During an interview, the CRS will determine what type of performance counseling is required and only those performance areas that pertain to the individual Marine being interviewed should be explained.

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a Marine requiring performance guidance.

STANDARD: So that all pertinent aspects are explained in accordance with the references.

PERFORMANCE STEPS:
1. Review the references.
2. Assess the Marines performance needs.
3. Explain the Marine Corps promotion policies.
4. Explain required Professional Military Education (PME).
5. Explain composite scores.
6. Explain promotion zones.
7. Explain remedial promotions.
8. Explain MOS road maps.
9. Advise Marines improving competitiveness for promotion.
10. Counsel Marines on corrective action as needed.

REFERENCES:
1. MCO 5420.16_ Enlisted Remedial Promotion Board
2. MCO P1040.31_ Enlisted Retention and Career Development Manual
3. MCO P1040R.35_ Marine Corps Reserve Career Planning and Retention Manual
4. MCO P1400.32D Marine Corps Promotion Manual Volume 2, Enlisted Promotions
5. MCO P1610.7F Performance Evaluation System (PES)

0143-INTV-1056: Define key terms pertaining to career planning

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references.

STANDARD: So that all key career planning terms are defined in accordance with the references.

PERFORMANCE STEPS:
1. Refer to the references.
2. Define terminology used in career planning.

REFERENCES:
1. MCO P1040.31_ Enlisted Retention and Career Development Manual
2. MCO P1040R.35_ Marine Corps Reserve Career Planning and Retention Manual
3. ACHIEVE GLOBAL PRODUCTS

0143-INTV-1057: Explain Marine Corps benefits

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

DESCRIPTION: During an interview, the CRS will determine what Marine Corps benefits will meet the individual Marine's needs and desires. Only those benefits that pertain to the individual Marine being interviewed should be explained.

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references, during an interview and utilizing the techniques of Professional Selling Skills (PSS).

STANDARD: So that all applicable Marine Corps benefits are explained in accordance with the references.

PERFORMANCE STEPS:
1. Review the references.
2. Explain two categories of benefits.
3. Identify the Marine's needs.
4. Determine benefits that apply.
5. Explain benefits that pertain to the Marine.

REFERENCES:
1. MCO 1040.42 Marine Corps Limited Duty Officer/Warrant Officer (LDO/WO) Program
2. MCO 1040.43 Enlisted-to-Officer Commissioning Program
3. MCO 1220.5 Enlisted Lateral Movement
4. MCO 1530.11 Application for Nomination to the U.S. Naval Academy and Naval Academy Preparatory School
5. MCO 1550.22 Marine Corps Apprenticeship Program
6. MCO 1550.23 Military Academic Skills Program (MASP)
7. MCO 1560.15 Marine Corps Enlisted Commissioning Education Program (MECEP)
8. MCO 1560.21 Staff Noncommissioned Officer Degree Completion Program
9. MCO 1560.24 Broadened Opportunity for Officer Selection and Training (BOOST) Program
10. MCO 1560.28 Veteran's Educational Assistance Benefits
11. MCO 1560.33 Marine Corps Tuition Assistance Program
12. MCO 1560.R.30 Selected Reserve Montgomery GI Bill (MGIB-R)
13. MCO 7220.12 SDA Pay
14. MCO 7220.24 Selective Reenlistment Bonus Program
15. MCO 7220R.38 Selected Reserve Incentive Program (SRIP)
16. MCO P1040.31 Enlisted Retention and Career Development Manual
17. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual
18. MCO P1326.6 Selecting, Screening and Preparing Enlisted Marines for Special Duty Assignments and Independent Duties
19. MCO P1400.32D Marine Corps Promotion Manual, Volume 2, Enlisted Promotions
20. OPNAVINST 1780.2 Montgomery GI Bill (NOTAL)
21. ACHIEVE GLOBAL PRODUCTS
22. Current Retention Guidelines

0143-INTV-1058: Explain Marine Corps enlisted education programs

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references.

STANDARD: So that all applicable programs are explained in accordance with the references.

PERFORMANCE STEPS:
1. Review the references.
2. Explain the Marine Corps Apprenticeship Program.
3. Explain the Staff Noncommissioned Officer Degree Completion Program.
4. Explain the Sailor/Marine Ace Registry Transcript (SMART) Program.
5. Explain the Marine Corps Tuition Assistance Program.
6. Explain the Veterans Educational Assistance Program (VEAP).
7. Explain the Montgomery GI bill.
8. Explain the Military Academic Skills Program (MASP).

9. Explained the Broadened Opportunity for Officer Selection and Training Program (BOOST).

REFERENCES:
1. MCO 1550.22 Marine Corps Apprenticeship Program
2. MCO 1550.23 Military Academic Skills Program (MASP)
3. MCO 1560.21 Staff Noncommissioned Officer Degree Completion Program
4. MCO 1560.28 Veteran's Educational Assistance Benefits
5. MCO 1560.33 Marine Corps Tuition Assistance Program
6. MCO 1560.R.30 Selected Reserve Montgomery GI Bill (MGIB-R)
7. OPNAVINST 1780.2 Montgomery GI Bill (NOTAL)

0143-INTV-1059: Explain Marine Corps enlisted to officer programs

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references.

STANDARD: So that all applicable programs are explained in accordance with the references.

PERFORMANCE STEPS:
1. Review the references.
2. Explain the Marine Corps Enlisted Commissioning Education Program (MECEP).
3. Explain the U.S. Naval Academy Program.
4. Explain the Meritorious Commissioning Program (MCP).
5. Explain the Enlisted Commissioning Program (ECP).
6. Explain the Warrant Officer Program.
7. Explain the Enlisted to Warrant Officer (Gunner) Program.
8. Explain the Reserve Enlisted Commissioning Program (RECP).
9. Explain the Meritorious Commissioning Program-R (MCP-R).

REFERENCES:
1. MCO 1040.40 Reserve Enlisted Commissioning Program (RECP)
2. MCO 1040.42 Marine Corps Limited Duty Officer/Warrant Officer (LDO/WO) Program
3. MCO 1040.43 Enlisted-to-Officer Commissioning Program
4. MCO 1306.17 Administration of Marines Appointed Midshipmen or Cadets in Federal Service Academies or Naval Reserve Officer Training Corps (NROTC) Units
5. MCO 1530.11 Application for Nomination to the U.S. Naval Academy and Naval Academy Preparatory School
6. MCO 1560.15 Marine Corps Enlisted Commissioning Education Program (MECEP)

0143-INTV-1060: Explain codes that pertain to career planning

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references.

STANDARD: So that applicable codes are explained in accordance with the references.

PERFORMANCE STEPS:
1. Review the references.
2. Locate applicable codes.
3. Explain draw case codes.
4. Explain codes for waivers of enlistment.
5. Explain source of entry codes.
6. Explain weight control codes.
7. Explain limited/no duty codes.

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1040R.35_ Marine Corps Reserve Career Planning and Retention Manual
3. System-based online Marine Corps Manpower Codes Manual

0143-INTV-1061: Explain extensions of enlistment

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a target audience.

STANDARD: So that all aspects are articulated.

PERFORMANCE STEPS:
1. Review the references.
2. Explain the purpose for an extension.
3. Explain the two categories of extensions.
4. Explain the types of approval authority.
5. Explain process for canceling an extension.

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1040R.35_ Marine Corps Reserve Career Planning and Retention Manual

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0143-INTV-1062: Explain involuntary separations pay eligibility

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a target audience.

STANDARD: So that all aspects are articulated in accordance with the references.

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

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual
3. MCO P1900.16 Marine Corps Separation and Retirement Manual (MARCORSEPMAN)

0143-INTV-1063: Explain personnel assignments pertaining to career planning

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

DESCRIPTION: The Marine Corps assignment policy effects reenlistments and extensions because of the obligated service requirement needed to execute orders. Marines are also required to have minimum time on station prior to being eligible to transfer.

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a target audience

STANDARD: So that all aspects of obligated service, tour lengths, and time on station are explained.

PERFORMANCE STEPS:
1. Review the references.
2. Identify Population.
3. Determine type of assignment.
4. Explain personnel assignments.

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1300.8 Marine Corps Personnel Assignment Policy
3. MCO P1326.6 Selecting, Screening and Preparing Enlisted Marines for Special Duty Assignments and Independent Duties
4. MCO P1754.4 Exceptional Family Member Program (EFMP SOP)
5. Current Retention Guidelines

0143-INTV-1064: Explain special duty assignments

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

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING:

CONDITION: In a field or garrison environment, with the aid of references, and given a target audience.

STANDARD: So that all aspects are articulated.

PERFORMANCE STEPS:
1. Review the references.
2. Identify available special duty assignments.
3. Explain the benefits of special duty assignments.
4. Explain the features of the special duty assignments.

REFERENCES:
1. MCO P1326.6 Selecting, Screening and Preparing Enlisted Marines for Special Duty Assignments and Independent Duties

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0143-INTV-1065: Explain the contact to contract process

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a target audience.

STANDARD: So that all components are explained in accordance with the references.

PERFORMANCE STEPS:
1. Review the references.
2. Explain Systematic Career Planning.
3. Explain the elements of the contact to contract process.
4. Maintain command chronology statistics.

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual

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0143-INTV-1068: Explain the current retention guidelines

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references

STANDARD: So that all aspects are articulated.

PERFORMANCE STEPS:
1. Review the references.
2. Explain the boat space report.
3. Explain the First Term Alignment Plan (FTAP).
4. Explain the Subsequent Term Alignment Plan (STAP).
5. Explain fast filling MOS'.
6. Explain the Quality Reenlistment Program.
7. Explain critical MOS'.
8. Explain reenlistment incentives.
9. Explain National Call to Service.
10. Explain submission timelines.

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual
3. Current Retention Guidelines

0143-INTV-1069: Explain the lateral move program

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a target audience.

STANDARD: So that all aspects are articulated.

PERFORMANCE STEPS:
1. Review the references.
2. Explain lateral move policies.
3. Explain how to determine eligibility for a lateral move MOS.

REFERENCES:
1. MCO 1220.5 Enlisted Lateral Movement
2. MCO P1200.16 Military Occupational Specialties Manual
3. Current Retention Guidelines

0143-INTV-1070: Explain the mission of the career planning force

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references.

STANDARD: So that all aspects of the mission are stated.

PERFORMANCE STEPS:
1. Review the references.
2. Explain the Marine Corps two primary enlisted career force objectives.
3. Explain the mission of the career planning force.
4. Explain enlisted career force controls.
5. Explain the organizational structure of the career planning force.
6. Explain the responsibilities within the career planning structure.
7. Explain the selection process of a Career Retention Specialist.
8. Explain the key components of a successful career planning program.

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual

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0143-INTV-1071: Explain the organizational structure of the Marine Corps Reserves

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a target audience.

STANDARD: So that all aspects are articulated.

PERFORMANCE STEPS:
1. Review the references.
2. Explain the mission of the Marine Corps Reserve.
3. Explain the different components of the Marine Corps Reserves.
4. Explain the Marine Corps Reserve assignment policy.

REFERENCES:
1. MCO 1001.39 Pre-Separation Counseling Concerning Marine Corps Reserve (MCR) Participation
2. MCO P1040.31_ Enlisted Retention and Career Development Manual
3. MCO P1040R.35_ Marine Corps Reserve Career Planning and Retention Manual
4. Reserve Guidebook

0143-INTV-1072: Explain the performance evaluation system as it pertains to career planning

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a Marine requiring guidance.

STANDARD: So that all pertinent aspects are explained in accordance with the references.

PERFORMANCE STEPS:
1. Review the references.
2. Explain related terminology.
3. Explain fitness report occasions.
4. Explain requirements for submission.
5. Explain the process to fix fitness report gaps.
6. Explain HQMC responsibilities.
7. Explain the performance evaluation appeals process.
8. Explain the Official Military Personnel Files (OMPF).
9. Explain master brief sheets (MBS).
10. Explain the promotion board process.

REFERENCES:
1. MCO 1610.11 Performance Evaluation Appeals
2. MCO P1040.31 Enlisted Retention and Career Development Manual
3. MCO P1040R.35_ Marine Corps Reserve Career Planning and Retention Manual
4. MCO P1400.32DMarine Corps Promotion Manual Volume 2, Enlisted Promotions
5. MCO P1610.7F Performance Evaluation System (PES)

0143-INTV-1073: Determine if a Marine meets reenlistment prerequisites

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

DESCRIPTION: Not all reenlistment prerequisites apply to every Marine. During the interview, the CRS will determine if the Marine is a first term or career Marine and explain only those prerequisites that apply to that Marine.

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references, and given a Marine who plans to submit for reenlistment.

STANDARD: So that each qualification for reenlistment is met.

PERFORMANCE STEPS:
1. Review the references.
2. Determine the Marine's career status.
3. Screen the Marine's record.
4. Explain the reenlistment prerequisites that apply.
5. Explain disqualifying criteria that apply.
6. Explain the waivers of reenlistment prerequisites.

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual

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0143-INTV-1076: Provide Marine 4 Life information

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references, given a transitioning Marine and a computer with relative applications and access to the World Wide Web.

STANDARD: So that the EAS interview is completed in accordance with the references.

PERFORMANCE STEPS:
1. Review the references.
2. Provide Marine 4 Life Program information.
3. Provide Marine opportunity to sign up for the program.
4. Document counseling during EAS interview.

REFERENCES:
1. Current Standard Operating Procedures (SOP) from Higher Headquarters
2. Current Marine 4 Life Program MARADMIN
3. Marine 4 Life Program website

0143-INTV-1077: Utilize time management

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, given a list of tasks and an appropriate scheduling system.

STANDARD: So that all tasks are prioritized in a day/week/month in sight format and unproductive tasks are minimized.

PERFORMANCE STEPS:
1. Explain the principles of time management.
2. Establish priorities.
3. Create a schedule.
4. Analyze your time.

REFERENCES:
1. Local SOP Local Standard Operating Procedures
2. Franklin Covey Time Management Program

0143-INTV-1105: Determine if a Reserve Marine meets reenlistment prerequisites

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references, and given a Marine who plans to submit for reenlistment.

STANDARD: so that each qualification for reenlistment is met.

PERFORMANCE STEPS:
1. Review the references.
2. Determine the Marine's career status.
3. Screen the Marine's record.
4. Explain the reenlistment prerequisites that apply.
5. Explain the disqualifying factors that apply.
6. Explain waivers of reenlistment prerequisites.

REFERENCE:
1. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual

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0143-RESV-1091: Complete the selected Marine Corps Reserve bonus program documents

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a computer with relative applications and access to the world wide web and given a Marine eligible to receive a selected reserve incentive.

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

PERFORMANCE STEPS:
1. Review the references.
2. Explain the scope of the Reserve Bonus Program.
3. Screen the Marines record for eligibility.
4. Explain the bonus that is applicable to the Marine.
5. Process documents for payment.
6. Verify payment is completed.
7. Ensure proper distribution of paperwork.
8. Explain recoupment of payments.

REFERENCES:
1. DOD Financial Management Regulation 7000.14 DoD FMR
2. MCO 7220R.38 Selected Reserve Incentive Program (SRIP)
3. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual
4. Current Selective Reserve Incentive Program MARADMIN

0143-RESV-1092: Conduct a mandatory drill stop date (MDSD) interview

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references, and given a computer with relative applications and access to the World Wide Web and given a reserve Marine.

STANDARD: So that the interview is completed in accordance with MCO P1040R.35_.

PERFORMANCE STEPS:
1. Review the references.
2. Identify reserve Marines requiring the mandatory drill stop date interview.
3. Schedule the interview.
4. Conduct the interview.
5. Utilize the Achieve Global products.
6. Schedule Marine for CO's interview.
7. Document the interview.

REFERENCE:
1. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual

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0143-RESV-1093: Conduct a reserve end of current contract (RECC) interview

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references, and given a computer with relative applications and access to the World Wide Web and given a reserve Marine.

STANDARD: So that the interview is conducted in accordance with MCO P1040R.35_.

PERFORMANCE STEPS:
1. Review the references.
2. Identify Reserve Marines requiring interviews.
3. Prepare for the Interviews.
4. Conduct the Interview.
5. Utilize Achieve Global products.
6. Schedule Marine for CO's RECC interview.
7. Document the Interview.

REFERENCES:
1. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual
2. Professional Selling Skills from Achieve Global

0143-RESV-1094: Conduct a six month interview for a reserve Marine

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references, and given a computer with relative applications and access to the World Wide Web and given a reserve Marine.

STANDARD: So that the interview is completed in accordance with MCO P1040R.35_.

PERFORMANCE STEPS:
1. Review the references.
2. Identify reserve Marines requiring the six month interview.
3. Schedule the interview.
4. Conduct the interview.
5. Utilize the Achieve Global products.
6. Document the interview.

REFERENCE:
1. MCO P1040R.35_ Marine Corps Reserve Career Planning and Retention Manual

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0143-RESV-1095: Conduct an active reserve (AR) accession interview

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references, and given a computer with relative applications and access to the World Wide Web and given a reserve Marine.

STANDARD: So that the interview is completed within six month of entering the active reserve program and in accordance with MCO P1040R.35_.

PERFORMANCE STEPS:
1. Review the references.
2. Identify reserve Marines requiring the active reserve accession interview.
3. Schedule the interview.
4. Conduct the interview.
5. Utilize the Achieve Global products.
6. Document the interview.

REFERENCE:
1. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual

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0143-RESV-1096: Conduct an active reserve (AR) initial interview

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references, and given a computer with relative applications and access to the World Wide Web and given a reserve Marine.

STANDARD: So that the interview is completed in accordance with MCO P1040R.35_.

PERFORMANCE STEPS:
1. Review the references.
2. Identify reserve Marines requiring the active reserve initial interview.
3. Prepare for the interview.
4. Conduct the interview.
5. Utilize the Achieve Global products.
6. Schedule Marine for CO's initial interview.
7. Document the interview.

REFERENCE:
1. MCO P1040R.35_ Marine Corps Reserve Career Planning and Retention Manual

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0143-RESV-1097: Conduct an active reserve (AR) reserve expiration of current contract (RECC)/expiration of active service (EAS) interview

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references, and given a computer with relative applications and access to the World Wide Web and given a reserve Marine.

STANDARD: So that the interview is completed in accordance with MCO P1040R.35_.

PERFORMANCE STEPS:
1. Review the references.
2. Identify reserve Marines requiring the active reserve expiration of active service/reserve expiration of current contract interview.
3. Prepare for the interview.
4. Conduct the interview.
5. Utilize the Achieve Global products.
6. Document the interview.
7. Schedule Marine for CO's interview.

REFERENCE:
1. MCO P1040R.35_ Marine Corps Reserve Career Planning and Retention Manual

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0143-RESV-1098: Conduct an initial interview for a reserve Marine

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references, and given a computer with relative applications and access to the World Wide Web and given a reserve Marine.

STANDARD: So that the interview is completed in accordance with MCO P1040R.35_.

PERFORMANCE STEPS:
1. Review the references.
2. Identify reserve Marines requiring the initial interview.
3. Schedule the interview.
4. Conduct the interview.
5. Utilize the Achieve Global products.
6. Document the interview.

REFERENCE:
1. MCO P1040R.35_ Marine Corps Reserve Career Planning and Retention Manual

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0143-RESV-1099: Explain career opportunities for reserve Marines

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

DESCRIPTION: Marines who decide to EAS may remain affiliated with the Marines Corps by enlisting in the Marine Corps Reserve. Not all options apply to every Marine. During the interview the CRS will explain all career opportunities that apply to the Marine(s) being addressed.

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a target audience.

STANDARD: So that all applicable options are articulated.

PERFORMANCE STEPS:
1. Review the references.
2. Identify the reserve component.
3. Identify the Marine's needs.
4. Explain career options.

REFERENCES:
1. MCO 1001.39 Pre-Separation Counseling Concerning Marine Corps Reserve (MCR) Participation
2. MCO 1001.52 Active Reserve (AR) Support to the Reserve Component (RC)
3. MCO 1040R.10 Selected Marine Corps Reserve Direct Commissioning (SMCRDC) Program

4. MCO 1130.80 Prior Service and Reserve Augmentation Enlistments into the Regular Marine Corps
5. MCO 1560.R.30 Selected Reserve Montgomery GI Bill (MGIB-R)
6. MCO 7220R.38 Selected Reserve Incentive Program (SRIP)
7. MCO P1040.31 Enlisted Retention and Career Development Manual
8. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual
9. ACHIEVE GLOBAL PRODUCTS
10. Current Selective Reserve Incentive Program MARADMIN

0143-RESV-1101: Explain the reserve promotion affiliation program

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a reserve Marine.

STANDARD: So that all aspects are articulated.

PERFORMANCE STEPS:
1. Review the references.
2. Explain eligibility requirements for the reserve promotion affiliation program (RPAP).
3. Explain consequences of failing to fulfill RPAP requirements.
4. Explain the process for requesting RPAP.

REFERENCE:
1. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual

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0143-RESV-1102: Explain the reserve sponsorship program

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a reserve Marine.

STANDARD: So that all aspects are articulated.

PERFORMANCE STEPS:
1. Review the references.
2. Explain command responsibility.
3. Explain the initial orientation interview requirements.
4. Explain non prior service accession initial interview process.
5. Explain the category P program.
6. Explain incremental initial active duty for training.
7. Explain prior service accession initial interview process.
8. Explain the orientation process.
9. Explain the sponsorship letter.

REFERENCE:
1. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual

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0143-RESV-1103: Define key terms pertaining to reserve career planning

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references.

STANDARD: So that all key reserve career planning terms are defined in accordance with the references.

PERFORMANCE STEPS:
1. Review the references.
2. Define terminology used in reserve career planning.

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual
3. ACHIEVE GLOBAL PRODUCTS

0143-RESV-1104: Explain the reserve Montgomery GI Bill benefits

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

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a target audience.

STANDARD: In accordance with the references.

PERFORMANCE STEPS:
1. Review the references.
2. Explain provisions of the Reserve Montgomery GI Bill (MGIB).
3. Explain the provisions of the Reserve Montgomery GI Bill kicker.

REFERENCES:
1. MCO 1040R.10 Selected Marine Corps Reserve Direct Commissioning (SMCRDC) Program
2. MCO 1560.R.30 Selected Reserve Montgomery GI Bill (MGIB-R)
3. MCO P1080R.38_ Reserve Personnel Reporting Instructions Manual

12004. 2000-LEVEL EVENTS

0143-ADMN-2001: Assign scope and permissions within the automated career retention system (ACRS)

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

BILLETS: CRS HQMC, CRS SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a field or garrison environment, with the aid of references and given a computer with relative applications and access to the World Wide Web.

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

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual

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0143-ADMN-2002: Attend annual CRS conference

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

BILLETS: CRS HQMC, CRS SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a garrison environment, and given a date, time and location.

STANDARD: In order to receive information and training to pass on to subordinate CRS's.

REFERENCE:
1. Current MARADMIN

0143-ADMN-2003: Attend subject matter expert (SME) conferences

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

BILLETS: CRS HQMC, CRS SNCOIC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a garrison environment and given a date, time and location and an invitation to attend.

STANDARD: In order to provide personal knowledge and experience to contribute to the conference.

REFERENCE:
1. Current MARADMIN

0143-ADMN-2004: Coordinate the requirements of visiting agencies in support of career planning

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

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

MOS PERFORMING: 0143

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a field or garrison environment, with the aid of references and given a time and date.

STANDARD: So that all requirements are met.

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

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: Logistic and COMM Support

0143-ADMN-2005: Create a retention report

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a field or garrison environment, with the aid of references and given a computer with relative applications and a request from the Commander or higher headquarters.

STANDARD: So that all requested information is captured.

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual

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0143-ADMN-2006: Locate a Marines orders in the current automated system

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a field or garrison environment, with the aid of references and given a computer with relative applications.

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

REFERENCE:
1. MCO P1300.8 Marine Corps Personnel Assignment Policy

0143-ADMN-2007: Manage applicable CRS population

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

DESCRIPTION: Major subordinate commands and Major subordinate elements are responsible for managing placement of CRS' within their respective monitored command codes (MCCs).

BILLETS: CRS HQMC, CRS SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a garrison environment and given a group of subordinate CRS' within your area of responsibility.

STANDARD: So that CRS' are properly placed according to table of organization requirements, rank and unit size.

REFERENCE:
1. Current Table of Organization

0143-ADMN-2008: Publish guidance pertaining to retention

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

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a field or garrison environment, with the aid of references and given information received from higher headquarters.

STANDARD: So that all Marines in the unit are informed.

REFERENCES:
1. Local SOP Local Standard Operating Procedures
2. MCO P1040.31 Enlisted Retention and Career Development Manual

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0143-ADMN-2501: Communicate advanced ideas in writing

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

MOS PERFORMING: 0143

BILLETS: CRS HQMC, CRS SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a computer with relative applications and access to the World Wide Web.

STANDARD: Without format, grammar, or spelling errors.

PERFORMANCE STEPS:
1. Review the references.
2. Write a point paper.
3. Write a letter of instruction (LOI).
4. Write an after action report.
5. Write a Campaign Plan.

REFERENCE:
1. SECNAVINST 5216.5 w/Ch 1-2 Department of the Navy (DON) Correspondence Manual

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0143-ADMN-2502: Conduct a functional area inspection (FAI)

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

MOS PERFORMING: 0143

BILLETS: CRS HQMC, CRS SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a career retention program requiring inspection.

STANDARD: So that each item of the checklist is evaluated.

PERFORMANCE STEPS:
1. Review the references.
2. Explain procedures for conducting an inspection.
3. Pull rosters for unit to be inspected.
4. Determine the percentage of records to be inspected.
5. Complete checklist.
6. Identify discrepancies.
7. Provide balanced feedback.
8. Provide remedial training as required.

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual
3. Current AIRS checklist

0143-ADMN-2503: Conduct first year MOS evaluations

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

MOS PERFORMING: 0143

BILLETS: CRS SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a subordinate CRS requiring evaluation.

STANDARD: In order to determine if the subordinate CRS is performing all aspects of their job according to standard.

PERFORMANCE STEPS:
1. Review the references.
2. Conduct initial evaluation.
3. Conduct intermediate evaluation.
4. Conduct final evaluation.

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual

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0143-ADMN-2504: Conduct career retention specialist (CRS) training

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

BILLETS: CRS HQMC, CRS SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references, and given an annual training plan.

STANDARD: So that each event in the training plan is scheduled and taught.

PERFORMANCE STEPS:
1. Review the references.
2. Prepare for training.
3. Conduct training.
4. Document training.

REFERENCE:
1. 0143 Training and Readiness Manual

0143-ADMN-2505: Conduct interview for CRS lateral move (LATMOV) candidates

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

BILLETS: CRS HQMC, CRS SNCOIC

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a Marine requesting to lateral move into the 0143 MOS.

STANDARD: So that a favorable or unfavorable recommendation is provided in writing.

PERFORMANCE STEPS:
1. Review the references.
2. Screen Marine for suitability.
3. Type recommendation letter.

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual

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0143-ADMN-2506: Conduct quality control of reenlistment/extension/lateral move (RELM) requests

EVALUATION-CODED: YES **SUSTAINMENT INTERVAL**: 12 months

DESCRIPTION: All RELMS must be designated to the SNCOIC for quality control prior to being submitted to higher headquarters.

MOS PERFORMING: 0143

BILLETS: CRS HQMC, CRS SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a computer with relative applications and access to the world wide web.

STANDARD: So that the RELM is completed without error.

PERFORMANCE STEPS:
1. Review the references.
2. Audit the reenlistment/extension/lateral move request (RELM).
3. Monitor submitted RELM

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual
3. Current Retention Guidelines

0143-ADMN-2507: Create reports in Operational Data Store Enterprise (ODSE)

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

MOS PERFORMING: 0143

BILLETS: CRS HQMC, CRS SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a computer with relative applications.

STANDARD: So that all required information is captured.

PERFORMANCE STEPS:
1. Review the references.
2. Define key terms.
3. Utilize expressions.
4. Utilize filters.
5. Create reports.

REFERENCE:
1. Operational Data Store Enterprise (ODSE) and Impromptu Users Guide

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0143-ADMN-2508: Develop an annual training plan

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

BILLETS: CRS SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment and with the aid of references.

STANDARD: So that required sustainment training is performed in accordance with the Training and Readiness Manual.

PERFORMANCE STEPS:
1. Review the references.
2. Determine training requirements.
3. Review training exercise evaluation plan (TEEP).
4. Schedule training.

REFERENCES:
1. Local SOP Local Standard Operating Procedures
2. 0143 Training and Readiness Manual

0143-ADMN-2509: Evaluate CRS' time management skills

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

MOS PERFORMING: 0143

BILLETS: CRS SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a CRS.

STANDARD: To ensure the CRS is maximizing productive time.

PERFORMANCE STEPS:
1. Review the references.
2. Review the references.
3. Ensure the CRS has an effective time management program.
4. Ensure the CRS has an effective time management program.

REFERENCE:
1. Franklin Covey Time Management Program

0143-ADMN-2510: Evaluate career retention specialist's interview management procedures

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

MOS PERFORMING: 0143

BILLETS: CRS HQMC, CRS SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a computer with relative applications and access to the World Wide Web.

STANDARD: To ensure the CRS is conducting interviews in accordance to the reference.

PERFORMANCE STEPS:
1. Review the references.
2. Analyze interview history
3. Record results in training jacket.

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual

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0143-ADMN-2511: Evaluate subordinate CRS' product knowledge

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

MOS PERFORMING: 0143

BILLETS: CRS HQMC, CRS SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a subordinate CRS.

STANDARD: In order to determine if knowledge level is sufficient for rank and time on the job.

PERFORMANCE STEPS:
1. Conduct role play with subordinate CRS.
2. Evaluate product knowledge.
3. Provide balance feedback.
4. Provide training if needed.

REFERENCES:
1. Current Standard Operating Procedures (SOP) from Higher Headquarters
2. MCO P1040.31 Enlisted Retention and Career Development Manual
3. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual

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0143-ADMN-2512: Maintain a budget

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

BILLETS: CRS HQMC, CRS SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references, and given an approved budget allotment.

STANDARD: In order to manage the career planning program with in the allotted funding amount and without unfunded expenditure or surplus.

PERFORMANCE STEPS:
1. Review the references.
2. Prioritize commitments.
3. Create a budget.
4. Reconcile the budget.

REFERENCES:
1. DoD 7000.14-R Department of Defense Financial Management Regulation (DoD FMR)
2. Local SOP Local Standard Operating Procedures

0143-ADMN-2513: Manage the assigned retention mission

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

BILLETS: CRS HQMC, CRS SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references, and given a mission assigned by higher headquarters.

STANDARD: So that HQMC retention goals are achieved.

PERFORMANCE STEPS:
1. Review the mission from higher headquarters.
2. Assign retention goals to subordinate units.
3. Monitor retention status.
4. Brief Commander on retention status.

REFERENCES:
1. Local SOP Local Standard Operating Procedures
2. Current MARADMIN

0143-COMM-2021: Advise commanders on matters pertaining to enlisted retention

EVALUATION-CODED: YES **SUSTAINMENT INTERVAL:** 12 months

DESCRIPTION: As a special staff officer the CRS must remain current on all enlisted retention issues and be prepared to advise the CO at any time.

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a Garrison or field environment, with the aid of references.

STANDARD: The CRS will provide information to the commander regarding retention matters.

PERFORMANCE STEPS:
1. Review references
2. Arrange meeting with commander.
3. Deliver information.

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual
3. ACHIEVE GLOBAL PRODUCTS

0143-COMM-2521: Apply Professional Selling Skills

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

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references and given a target audience.

STANDARD: So that all applicable components are applied and all the Marine's concerns are addressed.

PERFORMANCE STEPS:
1. Review the references.
2. Open an interview.
3. Identify needs utilizing probing techniques.
4. Support the needs.
5. Address Marine's indifference as needed.
6. Address Marine's Skepticism as needed.
7. Address Marine's Misunderstandings as needed.
8. Address drawbacks as needed.
9. Close an interview.

REFERENCE:
1. ACHIEVE GLOBAL PRODUCTS

0143-COMM-2522: Apply professional presentations for sales professionals (PPSP)

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

BILLETS: CRS HQMC, CRS SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references.

STANDARD: So that all components are utilized.

PERFORMANCE STEPS:
1. Review the references.
2. Create the presentation.
3. Proof the presentation.
4. Rehearse the presentation.
5. Deliver the presentation.

REFERENCE:
1. ACHIEVE GLOBAL PRODUCTS

0143-COMM-2525: Evaluate career retention specialist's communication skills

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

MOS PERFORMING: 0143

BILLETS: CRS SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references, and given a career retention specialist (CRS) conducting a brief/presentation.

STANDARD: So that all elements of communications skills are properly employed.

PERFORMANCE STEPS:
1. Review the references.
2. Observe an oral presentation.
3. Complete evaluation checklist.
4. Provide balanced feedback.

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. ACHIEVE GLOBAL PRODUCTS
3. Communications Skills Workshop

SUPPORT REQUIREMENTS:

EQUIPMENT: Tools for Coaching Excellence Tactical Notebook

0143-COMM-2527: Apply Tools for Coaching Excellence (TFCE)

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

BILLETS: CRS HQMC, CRS SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field or garrison environment, with the aid of references.

STANDARD: So that all components are utilized.

PERFORMANCE STEPS:
1. Review the references.
2. Observe the CRS' usage of professional selling skills.
3. Provide feedback.
4. Coach the CRS as needed.

REFERENCE:
1. ACHIEVE GLOBAL PRODUCTS

0143-INTV-2031: 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.

BILLETS: CRS HQMC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a garrison or field environment, with the aid of references and given a computer with relative applications and a request from a subordinate command.

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 letter of instruction (LOI)
6. Execute the visit.

REFERENCE:
1. Local SOP Local Standard Operating Procedures

0143-INTV-2032: Explain the career status bonus/REDUX

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

DESCRIPTION: The career REDUX is a required counseling at the 15 year mark. The CRS must be familiar with the pros and cons of the program in order to properly advise the Marine of the risks and benefits of the opting for the program.

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a field or garrison environment with the aid of references.

STANDARD: So the Marine is able to make an informed decision.

REFERENCES:
1. MCO P1900.16 Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
2. Current MARADMIN

0143-INTV-2033: Explain the overseas extension process

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

DESCRIPTION: This event is MOJT only for those Career Retention Specialists stationed outside the continental United States.

MOS PERFORMING: 0143

BILLETS: CRS, CRS HQMC, CRS SNCOIC

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a field or garrison environment, with the aid of references and given a target audience.

STANDARD: So that all incentives are fully explained.

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

REFERENCES:
1. MCO P1040.31_ Enlisted Retention and Career Development Manual
2. MCO P1300.8 Marine Corps Personnel Assignment Policy
3. Current Overseas Extension MARADMIN

12005. 2900-LEVEL EVENTS

CRSM-ADMN-2901: Authorize a telephonic extension

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

MOS PERFORMING: 0143

BILLETS: CRS HQMC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a field or garrison environment, with the aid of references and given a computer with relative applications and a Marine whose expiration of active service/reserve expiration of current contract is within 10 days and has a reenlistment/extension/lateral move request authority pending at HQMC.

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

PERFORMANCE STEPS:
1. Review the references.
2. Ensure the Marine is within 10 days of expiration of active service/reserve expiration of current contract.
3. Authorize the extension.
4. Annotate extension authority on reenlistment/extension/lateral move request.

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual

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CRSM-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 on a monthly basis to recommend former and reserve staff noncommissioned officers and officers requesting reversion to an enlisted grade for augmentation to active duty in the enlisted Marine Corps.

BILLETS: CRS HQMC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a garrison environment, with the aid of references and given a computer with relative applications.

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

PERFORMANCE STEPS:
1. Review the references.
2. Receive packages from Marine Corps Recruiting Command.
3. Schedule the board.
4. Review packages to ensure completeness.
5. Send all packages for Marines on reserve contracts to Reserve Affairs.
6. Reserve Affairs must determine if Marines on reserve contracts will be released from the reserve component.
7. Send all packages to the Career Counselors for full evaluation.
8. Contact members of the board.
9. Ensure all packages are loaded into the SNCO board database.
10. Distribute packages to the board members.
11. Prepare the board report.
12. Prepare the board room.
13. Conduct the board.
14. Administer the oath.
15. Brief the packages.
16. Vote (majority rule)
17. Sign the report.
18. Distribute authorities back to the Marine Corps Recruiting 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 P1040.31 Enlisted Retention and Career Development Manual
4. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual

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CRSM-ADMN-2903: Conduct quality control of RELM's

EVALUATION-CODED: YES **SUSTAINMENT INTERVAL**: 12 months

DESCRIPTION: Monitor the submission of RELMS and conduct liaisons with subordinate CRS's to minimize administrative oversights on the RELMS.

MOS PERFORMING: 0143

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: The CRS NCOIC will be designated on every RELM that is submitted by a subordinate level CRS.

STANDARD: The CRS NCOIC will correct any administrative defects. This will ensure that what the Marine is requesting is accurately expressed before the RELM gets submitted to HQMC.

REFERENCES:
1. MCO 1220.5 Enlisted Lateral Movement

2. MCO P1040.31 Enlisted Retention and Career Development Manual
3. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual

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CRSM-ADMN-2904: Coordinate the annual CRS conference

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

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

BILLETS: CRS HQMC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a garrison or field environment, with the aid of references and 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. Review the references.
2. Coordinate with commands.
3. Coordinate logistical support.
4. Ensure funding is available.
5. Prepare message to commands.
6. Conduct conference.

REFERENCES:
1. Local SOP Local Standard Operating Procedures
2. MCO P1040.31 Enlisted Retention and Career Development Manual
3. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual

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CRSM-ADMN-2905: Develop a retention campaign plan

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

BILLETS: CRS HQMC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references.

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

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual

2. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual
3. Current Retention Guidelines

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

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

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

MOS PERFORMING: 0143

BILLETS: CRS HQMC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a garrison or field environment, with the aid of references and given a computer with relative applications.

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

PERFORMANCE STEPS:
1. Review the references.
2. Maintain the checklist.

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual

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CRSM-ADMN-2907: Maintain the automated career retention system (ACRS)

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

BILLETS: CRS HQMC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a garrison or field environment, with the aid of references and given a computer with relative applications.

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

PERFORMANCE STEPS:
1. Review the references.
2. Ensure updates/changes to policy and directives are posted using content management.

3. Provide enhancements for implementations.
4. Track changes to the system.
5. Test the system to ensure enhancements were implemented correctly.
6. Train users.
7. Field trouble calls accordingly.
8. Attend functional review conferences as needed.
9. Maintain liaison with program manager on Marine Corps policies affecting application.

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual

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CRSM-ADMN-2908: Manage lateral move school seats

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

MOS PERFORMING: 0143

BILLETS: CRS HQMC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a garrison or field environment, with the aid of references and given a computer with relative applications.

STANDARD: So that all Marines approved for lateral moves into MOS's requiring formal school training are assigned a school seat.

PERFORMANCE STEPS:
1. Review the references.
2. Attend annual training input planning (TIP) conference.
3. Request allocations for MOS's based in needs of the Marine Corps.
4. Make liaison with TECOM to verify the allocations approved are input in the Marine Corps Training Information Management System (MCTIMS).
5. Assign the Marine to a school seat.
6. Receive appropriation data funding from TECOM.
7. Provide appropriation data to TECOM if a Marine fails to attend school.
8. Go back to step 5 if Marine fails to attend the school provided.

REFERENCES:
1. Local SOP Local Standard Operating Procedures
2. MCO 1210.9 Supplementary MOS (SMOS) Program and Voluntary Lateral Move Program for Marine Officers
3. MCO 1220.5 Enlisted Lateral Movement
4. MCO 1300.31 Enlisted Classification and Assignment Documents
5. MCO P1040.31_ Enlisted Retention and Career Development Manual
6. Training Input Planning Book

CRSM-ADMN-2909: Manage the CRS 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.

BILLETS: CRS HQMC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references and given the current staffing goal and table of organization.

STANDARD: So that CRS' are properly placed according to table of organization requirements, rank and unit size.

PERFORMANCE STEPS:
1. Review the references.
2. Review personnel database.
3. Ensure Marines are placed in grade appropriate billets.
4. Use Interpersonal Management Skills (IMS) to speak to Marines.
5. Issue orders.

REFERENCES:
1. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTSMAN)
2. MCO P1040.31 Enlisted Retention and Career Development Manual
3. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual
4. MCO P1300.8 Marine Corps Personnel Assignment Policy
5. MCO P1754.4 Exceptional Family Member Program (EFMP SOP)
6. MCO P1900.16 Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
7. Current Table of Organization

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

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

MOS PERFORMING: 0143

BILLETS: CRS HQMC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a field or garrison environment, with the aid of references.

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

REFERENCES:
1. Current Standard Operating Procedures (SOP) from Higher Headquarters
2. Current MARADMIN

CRSM-ADMN-2911: Process a Commanding General's endorsement

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

BILLETS: CRS HQMC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references and given a Commanding General's waiver package.

STANDARD: Without error.

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual

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CRSM-ADMN-2912: Process a reenlistment extension lateral move request (RELM)

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

MOS PERFORMING: 0143

BILLETS: CRS HQMC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a garrison or field environment, with the aid of references and given a computer with relative applications.

STANDARD: So that an approval or disapproval is returned to the requestee.

PERFORMANCE STEPS:
1. Review the references.
2. Screen the Marine's record.
3. Screen the request.
4. Process the request.
5. Approve or disapprove the request.
6. Return the request to the requestee.

REFERENCES:
1. MCO 1220.5 Enlisted Lateral Movement
2. MCO P1040.31 Enlisted Retention and Career Development Manual
3. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual
4. MCO P1300.8 Marine Corps Personnel Assignment Policy

5. MCO P1326.6 Selecting, Screening and Preparing Enlisted Marines for Special Duty Assignments and Independent Duties
6. MCO P1900.16 Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
7. System-based online Marine Corps Manpower Codes Manual

CRSM-ADMN-2913: Process prior service enlistment program (PSEP) packages

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

MOS PERFORMING: 0143

BILLETS: CRS HQMC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a garrison or field environment, with the aid of references and given a computer with relative applications and given a request from someone with prior service.

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

PERFORMANCE STEPS:
1. Review the references.
2. Screen the Marine's record.
3. Screen the Reenlistment/extension/lateral move request.
4. Verify whether or not the Marine is on a reserve contract.
5. For reserve Marines, ensure a properly completed DD368 is provided.
6. Process the request.
7. Approve or disapprove the request.

REFERENCES:
1. MCO 1130.80 Prior Service and Reserve Augmentation Enlistments into the Regular Marine Corps
2. MCO P1040.31 Enlisted Retention and Career Development Manual
3. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual

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CRSM-ADMN-2914: Publish guidance pertaining to retention

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

DESCRIPTION: Guidance for retention matters is published to keep the Marine Corps informed of respective plans and policies.

BILLETS: CRS HQMC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a garrison or field environment, with the aid of references and given a computer with relative applications.

STANDARD: In order to keep the Marine Corps informed on rapidly changing retention issues.

PERFORMANCE STEPS:
1. Review the references.
2. Prepare guidance.
3. Staff the draft as needed through HQMC agencies.
4. Publish guidance

REFERENCES:
1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual
3. MCO P5000.14 Marine Corps Administrative Procedures (MCAP)
4. SECNAVINST 5216.5 w/Ch 1-2 Department of the Navy (DON) Correspondence Manual
5. USMTF Manual

CRSM-ADMN-2915: Reclassify Marines with revoked MOS's

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

DESCRIPTION: The reclassification process is designed for Marines who are no longer qualified in their PMOS.

MOS PERFORMING: 0143

BILLETS: CRS HQMC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Marine whose primary MOS has been revoked or the Marine is no longer able to fulfill the requirements for his/her PMOS.

STANDARD: So that the Marine is able to continue active service within an MOS that he/she is fully qualified for.

REFERENCES:
1. MCO 1220.5 Enlisted Lateral Movement
2. MCO 1300.31 Enlisted Classification and Assignment Documents
3. MCO P1040.31 Enlisted Retention and Career Development Manual
4. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual

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CRSM-ADMN-2916: Respond to Higher Headquarters on Career Planning Inquiries

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

BILLETS: CRS HQMC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references and given a request for information from higher headquarters.

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

REFERENCE:
1. MCO P1040.31 Enlisted Retention and Career Development Manual

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CRSM-ADMN-2917: Review proposed retention policies

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

BILLETS: CRS HQMC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references and given a retention policy proposal.

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

REFERENCE:
1. MCO P1040.31 Enlisted Retention and Career Development Manual

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CRSM-COMM-2931: Provide guidance to service level representatives

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

MOS PERFORMING: 0143

BILLETS: CRS HQMC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a garrison or field environment, with the aid of references and given a computer with relative applications and given a required manpower retention query.

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

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

REFERENCES:

1. MCO P1040.31 Enlisted Retention and Career Development Manual
2. MCO P1040R.35 Marine Corps Reserve Career Planning and Retention Manual

ADMIN T&R MANUAL

APPENDIX A

ACRONYMS AND ABBREVIATIONS

AA . . . . . .administrative action
ACC . . . . . administrative clerk course
ACRS . . . . . Automated Career Retention System
ADC . . . . . .area distribution center
ADCON . . . . . .administrative control
ADJ . . . . . adjutant
ADP . . . . . automatic data processing
ADSW . . . . . active duty special work
ADT . . . . . active duty training
AFADBD . . . . . armed forces active duty base date
AIC . . . . . .accounting identification code
AO . . . . . area of operations
AOR . . . . . area of responsibility
APAC . . . . . advance personnel administrative chief course
APC . . . . . .Agency Program Coordinator
APDS . . . . . .all purpose date stamp
APES . . . . . Automated Performance Evaluation System
APO . . . . . .Army Post Office
APS . . . . . Awards Processing System
AR . . . . . Active Reserve
ARCR . . . . . .Annual Retirement Credit Report
ASR . . . . . Authorized Strength Report
BAS . . . . . .basic allowance for subsistence
BAH . . . . . basic allowance for housing
BIR . . . . . basic individual record
BTR . . . . . basic training record
BMOS . . . . . billet military occupational specialty
BCNR . . . . . Bureau of Corrections for Naval Records
CA . . . . . .Convening Authority
CACO . . . . . Casualty Assistance Call Officer
CAC . . . . . common access card
CDPA . . . . . Central Design and Programming Activity
CertCom . . . . . certificate of commendation
CHART . . . . . Civilian Hiring and Recruitment Tool
CJCS . . . . . Chairman of the Joint Chiefs of Staff
CJCSI . . . . . Chairman of the Joint Chiefs of Staff instruction
CJCSM . . . . . Chairman of the Joint Chiefs of Staff manual
CMC . . . . . .Commandant of the Marine Corps
CMCC . . . . . Classified Material Control Center
CMF . . . . . central master file
CMR . . . . . consolidated memorandum receipt
CMS . . . . . COMSEC materials system
CO . . . . . commanding officer
COD . . . . . collect on delivery
COLA . . . . . cost of living allowance
COMMARFOR . . . . . Commander, Marine Corps Forces
COMMARFORLANT . . . . . Commander, Marine Corps Forces, Atlantic

COMMARFORPAC . . . . . Commander, Marine Corps Forces, Pacific
COMSEC . . . . . communications security
CON . . . . . conduct
CONGINT . . . . . .Congressional/Special Interest
CONUS . . . . . Continental United States
COPE . . . . . .Custodian of Postal Effects
CRB . . . . . Competency Review Board
CRCR . . . . . .Career Retirement Credit Report
CSR . . . . . Consolidated Strength Report
DISA . . . . . Defense Information Systems Agency
DCIPS. . . . . Defense Civilian Intelligence Personnel System
DCP . . . . . .Directives Control Point
DCTB . . . . . date current tour began
DEERS . . . . . Defense Enrollment Eligibility Reporting System
DES . . . . . Disability Evaluation System
DIMHRS . . . . . Defense Integrated Manpower Human Resource System
DISTLEARN . . . . . distance learning
DFAS . . . . . Defense Finance Accounting Service
DFR . . . . . diary feedback report
DLA . . . . . dislocation allowance
DMM . . . . . .Domestic Mail Manual
DMS . . . . . Defense Message System
DoD . . . . . Department of Defense
DoDD . . . . . Department of Defense directive
DoDI . . . . . Department of Defense instruction
DoDFMR . . . . . Department of Defense financial management regulations
DON . . . . . Department of the Navy
DONCAF . . . . . Department of the Navy Central Adjudication Facility
DOR . . . . . date of rank
DR . . . . . dental record
DTAS . . . . . deployed theatre accountability system
DTMS. . . . . Document Tracking Management System
DTS . . . . . Defense Travel System
EAS . . . . . end of active service
ECC . . . . . end of current contract
EAD . . . . . extended active duty
EDA . . . . . estimated date of arrival
EDD . . . . . estimated date of departure
EDFR . . . . . electronic diary feedback report
ELSIG . . . . . electronic signature
EPW . . . . . Enemy Prisoner of War
ETD . . . . . .estimated time of delivery
FAI . . . . . .Functional Area Inspection
FAP . . . . . Fleet Assistance Program
FMC . . . . . Fleet Mail Center
FMF . . . . . Fleet Marine Force
FMFM . . . . . Fleet Marine Force manual
FHTNR . . . . . Fleet Home Town News Release
FMCC . . . . . future monitor command code
FMR . . . . . .financial management regulations
FPO . . . . . Fleet Post Office
FSA . . . . . family separation allowance
FSGLI . . . . . .Family Service Member’s Group Life Insurance
FTAP . . . . . First Term Alignment Plan
FY . . . . . .fiscal year

G-1 . . . . . manpower or personnel staff officer
G-2 . . . . . intelligence staff officer
G-3 . . . . . operations staff officer
G-4 . . . . . logistics staff officer
G-6 . . . . . communications and information systems officer
GCM . . . . . Good Conduct Medal
GPO . . . . . .Government Printing Office
GSA . . . . . General Services Administration
GTCCP . . . . . Government Travel Charge Card Program
HQMC . . . . . Headquarters, Marine Corps
HFP . . . . . hostile fire pay
HR . . . . . health record
HRO . . . . . Human Resources Office
IA . . . . . individual augment
IADT . . . . . incremental active duty training
IDT . . . . . inactive duty training
IHCA . . . . . in hands of civilian authorities
IHFA . . . . . in hands of foreign authorities
ID . . . . . identification
IDL . . . . . .internal distribution list
IIADT . . . . . incremental initial active duty
IMM . . . . . International Mail Manual
IMS . . . . . .Interpersonal Management Skills
IPAC . . . . . intermediate personnel administrative chief course
IPP . . . . . .irregular parcels and pieces
IO . . . . . .investigating officer
IRR . . . . . Individual Ready Reserve
IRT . . . . . .Integrated Retail Terminal
JCS . . . . . Joint Chiefs of Staff
JFTR . . . . . Joint Federal Travel regulations
JMPA . . . . . Joint Military Postal Activity (Atlantic or Pacific)
JP . . . . . joint publication
JPERSTAT . . . . . joint personnel status
JRC . . . . . Joint Reception Center
JTF . . . . . joint task force
KVN . . . . . Key Volunteer Network
LATMOV . . . . . .lateral move
LCM . . . . . leave and earnings statement
LES . . . . . letter class mail
LOA . . . . . letter of appreciation
LSL . . . . . .lump sum leave
MACOM . . . . . major command
MAGTF . . . . . Marine Air-Ground Task Force
MAMAS . . . . . Military Automated Mail Accounting System
MAO . . . . . mail address only
MARDIV . . . . . Marine Division
MARFOR . . . . . Marine Corps Forces
MCB . . . . . Marine Corps Base
MCC . . . . . monitor command code
MCCS . . . . . .Marine Corps Community Services
MCCSSS . . . . . Marine Corps Combat Service Support Schools
MCM . . . . . Manual for Courts-Martial
MCO . . . . . Marine Corps Order
MCMEDS . . . . . Marine Corps Medical Evaluation Disability System
MCPP . . . . . Marine Corps Planning Process

MCPDS . . . . . Marine Corps Publication Distribution System
MCPEL . . . . . Marine Corps Publications Electronic Listing
MCWP . . . . . .Marine Corps Warfighting publication
MCTFS . . . . . Marine Corps Total Force System
MDSD . . . . . Mandatory Drill Stop Date
MEF . . . . . Marine Expeditionary Force
MEU . . . . . Marine Expeditionary Unit
MEU(SOC) . . . . . Marine Expeditionary Unit (special operations capable)
MIDAS . . . . . Military and International Dispatch and Accountability System
MILSTAMP . . . . . .military standard transportation and movement procedure
MIS . . . . . Manpower Information Systems
MISSA . . . . . Manpower Information System Support Agency
MISSO . . . . . Manpower Information System Support Office
MO . . . . . .money order
MOB . . . . . .money order business
MOC . . . . . manpower officer course
MODIS . . . . . .Military Origin Destination Information System
MOID . . . . . .money order identification number
MOJT . . . . . managed on the job training
MOL . . . . . Marine Online
MOM . . . . . .military ordinary mail
MOS . . . . . military occupational specialty
MPC . . . . . military postal clerk
MPO . . . . . .military post office
MPS . . . . . Military Postal System
MPSA . . . . . Military Postal Service Agency
MRI . . . . . .mail routing instruction
MRO . . . . . Marine Reported On
MROWS . . . . . Marine Reserve Order Writing System
MRTM . . . . . manpower requirements tracking module
MSC . . . . . major subordinate command
MSE . . . . . major subordinate element
MSPF . . . . . maritime special purpose force
MWR . . . . . morale, welfare and recreation
NAMALA . . . . . Navy and Marine Corps Appellate Leave Activity
NATO . . . . . North Atlantic Treaty Organization
NAVMC . . . . . Navy and Marine Corps
NCIS . . . . . Naval Criminal Investigative Service
NIPRNET . . . . . nonsecure internet protocol router network
NJP . . . . . nonjudicial punishment
NSPS . . . . . National Security Personnel System
NOE . . . . . Notice of Eligibility
NOK . . . . . next of kin
OccFld . . . . . occupational field
OCONUS . . . . . outside the Continental United States
ODSE . . . . . .Operational Data Storage Enterprise
OHA . . . . . overseas housing allowance
OMM . . . . . Official Mail Manager
OMPF . . . . . official military personnel file
OPCON . . . . . operational control
OPLAN . . . . . operations plan
OPNAV . . . . . Office of the Chief of Naval Operations
OPORD . . . . . operations order
OPT . . . . . Operational Planning Team
OSP . . . . . outside piece

OPSEC . . . . . operations security
OQR . . . . . officer qualification record
PAC . . . . . .Personnel Administration Center
PAR . . . . . personnel action request
PAS . . . . . Personnel Administration School
PB . . . . . USPS Postal bulletin
PC . . . . . postal clerk
PCA . . . . . permanent change of assignment
PCC . . . . . personnel clerk course
PCSO . . . . . permanent change of station orders
PCR. . . . . .Personnel Casualty Report
PCS . . . . . .permanent change of station
PDRL . . . . . permanent disability retired list
PDS . . . . . permanent duty station
PEBD . . . . . pay entry base date
PERSTEMPO . . . . . personnel tempo
PFO . . . . . .Postal Finance Officer
PIR . . . . . Problem Incident Report
PLMS . . . . . Publications Library Management System
POC . . . . . personnel officer course
POM . . . . . .Postal Operations Manual
POP . . . . . .Postal Operations Plan
PNA . . . . . .postal net alert
PNOK . . . . . .primary next of kin
PPSP . . . . . Professional Presentations for Sales Professionals
PRO . . . . . proficiency
PS . . . . . Postal Service
PSC . . . . . Postal Service Center
PSD . . . . . .Personnel Support Detachment
PSP . . . . . Personnel Security Program
PTAD . . . . . permissive temporary additional duty
PVI . . . . . .postage validation imprinter
RAV . . . . . recruiting assist visit
RC . . . . . .Reserve Component
RECC . . . . . .reserve end of current contract
RED . . . . . record of emergency data
RELM . . . . . .reserve extension lateral move request
RPA . . . . . request for personnel action
RUC . . . . . reporting unit code
RU . . . . . reporting unit
S-1 . . . . . manpower or personnel staff officer
S-2 . . . . . intelligence staff officer
S-3 . . . . . operations staff officer
S-4 . . . . . logistics staff officer
S-6 . . . . . communications and information systems staff officer
SDA . . . . . special duty assignment
SECNAVINST . . . . . .Secretary of the Navy instruction
SIPRNET . . . . . secret internet protocol router network
SGLI . . . . . .Service Member’s Group Life Insurance
SLDCADA . . . . . standard labor data collection and distribution application
SMCR . . . . . Select Marine Corps Reserve
SNM . . . . . Subject Named Marine
SOP . . . . . standing operating procedure
SORTS . . . . . Status of Resources and Training System
SOS . . . . . .statement of service

SPMAGTF . . . . . Special-Purpose Marine Air-Ground Task Force
SRB . . . . . service record book
SR . . . . . service record
SSBI . . . . . single-scope background investigation
SSIC . . . . . standard subject identification code
SSM . . . . . .Single Service Manager
TAD . . . . . temporary additional duty
TCE . . . . . Tools for Coaching Excellence
TDRL . . . . . temporary disability retired list
TFSMS . . . . . Total Force Structured Management System
TLA . . . . . temporary lodging allowance
T/E . . . . . table of equipment
T/O . . . . . table of organization
TMR . . . . . timeliness management report
TOCR . . . . . T/O change request
TPFDD . . . . . Time Phased Force Deployment Data
TTC . . . . . .type of transaction code
TTISMM . . . . . .Transit Time Information System Military Mail
UA . . . . . unauthorized absence
UCMJ . . . . . Uniform Code of Military Justice
UDMIPS . . . . . Unit Diary Manpower Integrated Personnel System
UIC . . . . . .unit identification code
ULN . . . . . .unit line number
UMC . . . . . unit mail clerk
UMR . . . . . .unit mail room
UPB . . . . . unit punishment book
USMCR . . . . . United States Marine Corps Reserve
USPS . . . . . .US Postal Service
ZIP . . . . . Zone Improvement Code

APPENDIX B

TERMS AND DEFINITIONS

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

A

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

C

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

D

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

E

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

I

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

M

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

O

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

P

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

R

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

S

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

T

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

U

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

W

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

ADMIN T&R MANUAL

APPENDIX C

REFERENCES

PUBLICATION ID	TITLE
A	
MCO P7301.104	Accounting Under the Appropriations "Military Personnel, Marine Corps" and "Reserve Personnel, Marine Corps"
	ACHIEVE GLOBAL PRODUCTS
MCO 1001.59	Active Duty for Special Work in Support of the Total Force (ADSW)
MCO 1100R.76	Active Reserve (AR) Career Recruiting Program
MCO 1001.52	Active Reserve (AR) Support to the Reserve Component (RC)
MCO 6320.2D	Administration and Processing of Hospitalized Marines
MCO 5216.19	Administrative Action (AA) Form
MCO 1650.19J	Administrative and Issue Procedures for Decorations, Medals, and Awards
MCO P1080.39B	Administrative Instructions for Manpower Management System of Headquarters Marine Corps (AIMMS)
SECNAVINST 1920.6C	Administrative Separation of Officers
NAVMC 3500.3	Admin Training and Readiness Manual
MCO 7220.21E	Advance Pay Incident To Permanent Change of Station (PCS)
MCO 4630.16C	Air Transportation Eligibility
MCO 1700.22	Alcohol Beverage Control in the Marine Corps
MCO 1050.16A	Appellate Leave Awaiting Punitive Separation
MCO 1530.11	Application for Nomination to the U.S. Naval Academy and Naval Academy Preparatory School
MCO P1000.6G	Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
MCO 1001.45	Augmentation, Retention, and Return of Active Duty of Reserve Officers and Redesignation of Restricted Officers to Unrestricted Status
MCO 12301.1B	Authority to Approve Extensions to The DoD 5-Year Overseas Employment Limitation and Movements Between Overseas Areas for Civilian Employees
B	
MCO 10110.47	Basic Allowance for Subsistence (BAS)
DFAS-KC 7220.45-R	Bonds and Allotment Manual (B&A MANUAL)
MCO 1560.24	Broadened Opportunity for Officer Selection and Training (BOOST) Program

C	
NAVPERS 15607	Casualty Assistance Calls Officer Handbook
NAVMC 2761	Catalog of Publications
MCO 12410.24	Civilian Leadership Development
MCO 12790.2	Civilian Non-Appropriated Fund Instrumentality (NAFI) and Civilian Morale, Welfare Recreation (MWR) Activities
MCO 12510.2	Civilian Workforce Management: Managing to Payroll
FMFM 3-1	Command and Staff Action
MCO 1306.16E	Conscientious Objectors
MCO 12410.21	Consolidated Civilian Career Training (CCCT) Program
MCO P12304.1	Contractor Engineering and Technical Services Personnel Manual
	Communications Skills Workshop
	Current AIRS checklist
	Current Homosexual Conduct Policy MARADMIN
	Current Marine 4 Life Program MARADMIN
	Current Retention Guidelines
	Current Selective Reenlistment Bonus Program MARADMIN
	Current Table of Organization
D	
SECNAVINST 1640.9C	Department of the Navy Corrections Manual
SECNAVINST 5216.5D	Department of the Navy Correspondence Manual
SECNAVINST 5215.1D	Department of the Navy Directives Issuance System
MCO 12792.2	Department of The Navy Drug-Free Workplace Program (DFWP)
SECNAVINST 12451.3	Department of the Navy Incentive Awards Program
SECNAVINST 5510.36A	Department of the Navy Information and Personnel Security Program Regulations
SECNAVINST 12430.4	Department of the Navy Performance Management Programs
SECNAVINST 5510.30B	Department of the Navy Personnel Security Program (PSP)
OPNAVINST 5112.6	Department of the Navy Postal Instructions
SECNAVINST 5720.44B	Department of the Navy Public Affairs Policy and Regulations
SECNAVINST M-5210.1	Department of the Navy Records Management Program
OPNAVINST 1710.7A	Department of the Navy Social Usage and Protocol Handbook
MCO 4420.4H	Department of Defense Activity Address Directory (DODAAD)
DoD 1400.25-M	Department of Defense Civilian Personnel Manual (CPM)
DoD 7000.14	Department of Defense Financial Management Regulations (DoDFMR)
DoD 4525.8-M	Department of Defense Official Mail Manual

DoD 4525.6-M	Department of Defense Postal Manual
DoD 4525.6C	Department of Defense Postal Supply Catalog
DoD 4525.6H	Department of Defense Mail Distribution Instructions and Labeling Handbook
	Department of Defense Military Pay and Allowance Entitlements Manual (DODPM)
SECNAVINST 5216.5 W/CH 1-2	Department of the Navy (DON) Correspondence Manual
SECNAVINST M-5210.1	Department of the Navy Records Management Manual
MCO P1751.3	Dependency Determination and Basic Allowance for Housing (BAH)
	DMS System Administration Manual
DMM	Domestic Mail Manual
NAVMC 2691	Drill and Ceremonies Manual
MCO 12792.1	Drug-Free Workplace Program (DFWP) for Civilian Employees
E	
MCO 12000.10	Employment Protection for Certain Non-Appropriated Fund Instrumentality Employees/Applicants
MCO 1300.31	Enlisted Classification and Assignment Documents
MCO 1220.5J	Enlisted Lateral Movement
MCO 1040.43A	Enlisted-to-Officer Commissioning Program
MCO 1130.53P	Enlistment Incentive Programs
MCO P1040.31J	Enlisted Retention and Career Development Guide
MCO 5420.16_	Enlisted Remedial Promotion Board
MCO 3574.2J	Entry Level and Sustainment Level Marksmanship Training with M16A2 Service Rifle and M9 Service Pistol
MCO 12713.6A	Equal Employment Opportunity Program
MCO P1754.4A	Exceptional Family Member Program (EFMP SOP)
F	
MCO 12630.3	Family and Medical Leave
MCO 1740.13A	Family Care Plans
DOD FMR 7400.14	Financial Management Regulation
MCO 1000.9	Fleet Assistance Program (FAP)
MCO 12620.1	Flexitime/Compressed Work Schedule (CWS) Program
MCO 7220.52E	Foreign Language Proficiency Pay (FLPP) Program
	Franklin Covey Time Management Program
G	
MCO P1741.8D	Government Life Insurance Manual
MCO 4600.40A	Government Travel Charge Card Program (GTCCP)
GPO Style Manual	Government Printing Office Style Manual, 2000 Edition
MCO 12771.2	Grievance Procedure
H	
MCO 12713.8	Handicapped Individuals Program (HIP)

MCO 12610.1	Hazardous Weather Dismissal Policy
MCO P5000.21A	Headquarters, Marine Corps Administrative Manual
MCO 12451.2C	Honorary Awards For Civilian Employees
MCO 12720.3	Honorary Recognition For Achievement In Equal Employment Opportunity (EEO)
MCO 12630.2	Hours of Duty, Absence, and Leave
MCO 5216.9U	HQMC Organization and Organization Codes
I	
MCO 5512.11D	Identification Cards for Members of the Uniform Services, Their Eligible Family Members, and Other Eligible Individuals
MARADMIN 004-07	Improvement of Military Pay Services
MCO P10120.28G	Individual Clothing Regulations (ICR)
MCO P1070.12K	Individual Records Administration Manual (IRAM)
SECNAVINST 5724.3A	Instructions and Policy Concerning Fleet Home Town News Program
MCO 1580.7D	Inter-service Training
MCO 7130.1J	Issuance/Modification of Permanent Change of Station (PCS) Travel Orders by Field Commands
IMM	International Mail Manual
J	
JP 1-0	Joint Doctrine for Personnel Support to Joint Operations
JFTR NAVSO P-6034	Joint Federal Travel Regulations
CJCSM 3150.13	Joint Reporting Structure - Personnel Manual
JP 3-07.5	Joint Tactics, Techniques, and Procedures for Noncombatant Evacuation
L	
USPS Postal Bulletin 22023	List of Lost or Stolen Money Orders Forms
	Local SOP
M	
MCO 12920.1B	Management of Senior Executive Service (SES) And Other Senior Executive Positions In The Marine Corps
MCO 12515.1	Managing to Payroll
MCO P1080.33E	Manpower Information System Support Office Manual (MISSO Manual)
MCO P3000.15B	Manpower Unit Deployment Program Standing Operating Procedures (MANPOWER UDP SOP)
MCM 2005	Manual for Courts-Martial, 2005 Edition
MCO P5750.1G	Manual for the Marine Corps Historical Program
JAGINST 5800.7	Manual of the Judge Advocate General
	Marine 4 Life Program website
MCO 1620.3	Marine Corps Absentee and Deserter Apprehension Program
MCO 5000.14D	Marine Corps Administrative Procedures (MCAP)
MCO 3302.1	Marine Corps Antiterrorism Program

MCO 1550.22	Marine Corps Apprenticeship Program
MCBUL 1200	Marine Corps Bulletins 1200 Series
MCO P3040.4E	Marine Corps Casualty Procedures Manual
MCO P1700.27A	Marine Corps Community Services Policy Manual (MCCS POLICY MANUAL)
MCO P1640.4C	Marine Corps Correctional Custody Manual (CCM)
MCO 1640.6	Marine Corps Corrections Program
MCO 5215.1J	Marine Corps Directives System
MCO 1560.15	Marine Corps Enlisted Commissioning Education Program
MCO 1754.6A	Marine Corps Family Team Building
MCO 1550.4D	Marine Corps Foreign Language Program
MCO 5213.7C	Marine Corps Forms Management Program
MCO 5214.2E	Marine Corps Information Requirements (Reports) Management Program.
MCO 5040.6H	Marine Corps Inspections
MCO 1040.42	Marine Corps Limited Duty Officer/Warrant Officer (LDO/WO) Program
MCO P5800.16A	Marine Corps Manual for Legal Administration (LEGADMINMAN)
MCO P12000.11	Marine Corps Nonappropriated Fund Personnel Policy Manual (Marine Corps NAF Personnel Policy Manual)
MCO P1300.8R	Marine Corps Personnel Assignment Policy
MCO P6100.12	Marine Corps Physical Fitness Test and Body Composition Program Manual
MCO 7220.44A	Marine Corps Policy For Paying Marines Under The Joint Uniform Military Pay System/Manpower Management System (JUMPS/MMS)
MCO P1400.32	Marine Corps Promotion Manual, Volume 2, Enlisted Promotions
MCO P1400.31	Marine Corps Promotion Manual, Volume 1, Officer Promotions
MCO P5600.31G	Marine Corps Publications and Printing Regulations
MCPDS UM	Marine Corps Publications Distribution System Users Manual
NAVMC DIR 5040.6H	Marine Corps Readiness Assessments and Inspections
MCO P1001R.1J	Marine Corps Reserve Administrative Management Manual (MCRAMM)
MCO P1040R.35	Marine Corps Reserve Career Planning Guide
MCO 1001R.54	Marine Corps Reserve Incremental Initial Active Duty for Training (IIADT) Program
NAVMC DIR 5210.11E	Marine Corps Records Management Program
MCO P1900.16E	Marine Corps Separation and Retirement Manual (MARCORSEPSMAN)
MCO P3000.13	Marine Corps Status of Resources and Training System (SORTS)
DFAS-KC 7220.31-R	Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM)
MCO P1080.40	Marine Corps Total Force System Personnel Reporting Instruction Manual (MCTFSPRIM)

MCTFSPRIUM	Marine Corps Total Force System Personnel Reporting Instructions Users Manual
MCO P1080.20	Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN)
MCO P4650.37	Marine Corps Travel Instructions Manual (MCTIM)
MCO P1020.34G	Marine Corps Uniform Regulations
MCO 1560.33	Marine Corps Tuition Assistance Program
MCO P5510.6B	Marine Corps Unit Mailrooms and Mail Distribution Centers Standard Operating Procedures (MARCORUMRSOP)
MCO 5600.20P	Marine Corps Warfighting Publications System
MCO 1326.5	Marine Corps Web Orders Systems (WEB ORDERS)
MCO 1754.8A	Marine For Life (M4L) Program
MARINENET	https://www.marinenet.usmc.mil/portal/guides.asp
MCO 12335.1	Merit Staffing Program
MCO 1550.23	Military Academic Skills Program (MASP)
MCO P1200.7	Military Occupational Specialties Manual
DoD 4525.32-R	Military Standard Transportation and Movement Procedures
	MOL User Manual
N	
SECNAVINST 5216.5	Naval Correspondence Manual
MCO 1040.22	Naval Flight Officer (NFO) Program
NTP 4	Naval Telecommunications Procedures
SECNAVINST 1650.1H	Navy and Marine Corps Awards Manual
SECNAVINST 5212.5	Navy and Marine Corps Records Disposition Manual
OPNAV 5215.17	Navy Directives Issuance System
MCO 1770.2	Notice of Eligibility (NOE) Benefits for Members of the Marine Corps Reserve
MCO 5512.4N	No-Fee Passports
O	
ODSE Users Manual	Operational Data Storage Enterprise Users Manual
DoD 4500.54-G	Official Temporary Duty Travel Abroad
	Operational Data Store Enterprise (ODSE) and Impromptu Users Guide
MCO 1630.3D	Operation and Administration of Holding Cells and Detention Space
MCO 5740.2F	OPREP-3SIR: Serious Incident Reports
P	
MCO 1610.11C	Performance Evaluation Appeals
MCO P1610.7F	Performance Evaluation System (PES)
MCO 12430.2	Performance Management Program
MCO P4050.38C	Personal Effects and Baggage Manual
MCO P1080.35	Personnel Reporting Instructions Manual (PRIM)
MCO 1320.11F	Personnel Sponsorship Program

DON EBUSOPSOFFINST 4650.1A	Policies And Procedures for the Administration And Use of the Government Travel Charge Card
MCO 1550.26	Policies and Procedures Governing Marine Corps Institute (MCI) Training and Education Product Development
MCO 1001.61	Policy and Procedures for Sourcing Personnel to Meet Individual Augmentation (IA) Requirements
MCO 5510.17	Policy for Handling and Safeguarding North Atlantic Treaty Organization (NATO) Material
MCO 4650.30	Port Call Procedures Applicable to the Movement of Marine Corps - Sponsored Passenger Traffic Between CONUS and Overseas Areas (Including Alaska and Hawaii) and Within and Between Overseas Areas
MCO 1001.39	Pre-Separation Counseling Concerning Marine Corps Reserve (MCR) Participation
MCO 1130.80A	Prior Service and Reserve Augmentation Enlistments into the Regular Marine Corps
SECNAVINST 5730.5G	Procedures for the Handling of Naval Legislative Affairs and Congressional Relations
MCO 1640.3F	Procedures for the Transfer of Marine Corps Prisoners
MCO 5216.16B	Proper Use of the Terms Reference and Enclosure
POM	Postal Operations Manual
	Professional Selling Skills from Achieve Global
R	
MCO 5210.11E	Records Management Program for the Marine Corps
MCO P1050.3H	Regulations for Leave, Liberty and Administrative Absence
MCO 1700.23F	Request Mast
MCO 1510.39A	Reserve Counterpart Training (RCT) Program
MCO 12711.1	Responsibility and Procedures for Handling Labor-Management Relations Matters in the Marine Corps
MCO 5800.10B	Return of Marine Corps Absentees and Deserters
S	
MCO P7300.20	SABRS Financial Procedures
MCO 5510.9	Security of Information for Public Release
MCO P1326.6D	Selecting, Screening and Preparing enlisted Marines for Special Duty Assignments and Independent Duties (SDAMAN)
MCO 7220.24M	Selective Reenlistment Bonus (SRB) Program
MCO 7220R.38	Selected Reserve Incentive Program (SRIP)
MCO 1560.R.30	Selected Reserve Montgomery GI Bill (MGIB-R)
MCO 7220.12N	Special Duty Assignment (SDA) Pay Program
MCO 1560.21	Staff Noncommissioned Officer Degree Completion Program
MCO P5110.6	Standard Operating Procedures for Marine Corps Unit Mailrooms
SECNAVINST 5210.2	Standard Subject Identification Codes
MCO 1210.9	Supplementary MOS (SMOS) Program and Voluntary Lateral Move Program for Marine Officers

MCO P1741.11	Survivor Benefit Plan (SBP)
SAT Manual	System Approach to Training Manual
	System-based online Marine Corps Manpower Codes Manual
T	
MCO P5110.4	The Marine Corps Official Mail Program
MCO P5215.17C	The Marine Corps Technical Publications System
MCO P5211.2B	The Privacy Act of 1974
MCO 12451.3	Time-Off Incentive Awards
MCO 5311.1C	Total Force Structure Process (TFSP)
MCO 6000.1	Tricare Dental
	Training Input Planning Book
U	
UDS-1080-02	Unit Diary System (UDS) Users Manual
MCO P5510.18A	United States Marine Corps Information and Personnel Security Program Manual
NAVMC 2922	United States Marine Corps Unit Awards Manual
	United States Navy Regulations
UM-OLDS	Users Manual for the On-line Directory System
USPS Postal Publication 223	United States Postal Service Directives and Forms Catalog
	United States Postal Service Integrated Retail Terminal (IRT) Instructional Manual
USPS Poster 51	United States Postal Service International Postal Rates and Fees
USPS Publication 247	United States Postal Service Material Management Equipment and Supply Catalog
USPS F-1 Handbook	United States Postal Service Post Office Accounting Procedures
USPS Notice 123	United States Postal Service Ratefold (Postage Rates)
	USN PLAD 1 Message Address Directory
	USMTF Manual
V	
MCO 1560.28B	Veteran's Educational Assistance Benefits
MCO 12630.1	Voluntary Leave Transfer Program