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(e) MCO 1553.2C

Encl: (1) MCCS T&R Manual

1. Purpose. Per reference (a), this training and readiness (T&R) manual, contained in enclosure (1), establishes training standards, regulations, and policies regarding the training of Marines in the Marine Corps community services occupational field.

2. Cancellation. NAVMC 3500.13C.

3. Scope


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

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

4. Information. Commanding General (CG), Training and Education Command (TECOM) will update this T&R manual as necessary to provide current and relevant training standards to commanders. All questions pertaining to the Marine Corps Ground T&R Program and Unit Training Management should be directed to: CG, TECOM, Marine Air-Ground Task Force Training and Education Standards Division (C 466), 1019 Elliot Road, Quantico, Virginia 22134.

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

5. Command. This manual is applicable to the Marine Corps Total Force.
6. Certification. Reviewed and approved this date.


K. M. IIAMS
By direction

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CHAPTER 1

OVERVIEW

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MCCS T&R MANUAL

CHAPTER 1

OVERVIEW

1000. INTRODUCTION

1. The training and readiness (T&R) program is the Corps' primary tool for planning, conducting and evaluating training, and assessing training readiness. Subject matter expert(s) (SME) from the operating force(s) (OPFOR) developed core capability mission essential task list(s) (METL) for ground communities derived from the Marine Corps task list. This T&R Manual is built around these METLs and other related Marine Corps task(s) (MCT). All events contained in this Manual relate directly to these METLs and MCTs. This comprehensive T&R program will help to ensure the Marine Corps continues to improve its combat readiness by training more efficiently and effectively. Ultimately, this will enhance the Marine Corps' ability to accomplish real-world missions.

2. This T&R Manual contains the collective and individual training requirements to prepare units to accomplish their combat mission. This 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. This T&R Manual is a fundamental tool for commanders to build and maintain unit combat readiness. Using this tool, leaders can construct and execute an effective training plan that supports the unit's METL. More detailed information on the Marine Corps ground T&R program is found in reference (a).

3. This T&R Manual is designed for use by unit commanders to determine pre-deployment training requirements in preparation for training and for formal schools and training detachments to create programs of instruction. This manual focuses on individual and collective tasks performed by OPFOR units and supervised by personnel in the performance of unit mission essential task(s) (MET).

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.

2. Commanders will ensure that all training is focused on their combat mission. Unit training should focus on achieving proficiency in the unit METL. This T&R Manual is a tool to help develop the unit's training plan based on the unit METL, as approved by their higher commander and reported in the Defense Readiness Reporting System (DRRS). Training will support the unit METL and be designed to meet T&R standards. Commanders at all levels are responsible for effective combat training. The conduct of standards based training consistent with Marine Corps T&R standards cannot be over emphasized.

1002. UNIT TRAINING MANAGEMENT

1. Effective unit training management (UTM) focuses the overall organization on development of training plans based on the unit METL and standards-based community T&R events. This is accomplished in a manner that maximizes training results and focuses the training priorities of the unit in preparation for the conduct of its mission.

2. Unit training management techniques, described in reference (b), (c), and (d) provide commanders with the requisite tools and techniques to analyze, design, develop, implement, and evaluate the training of their unit. To maintain an efficient and effective training program, leaders at every level must understand and implement UTM.

1003. SUSTAINMENT AND EVALUATION OF TRAINING

1. Marines are expected to maintain proficiency in the training events for their military occupational specialty (MOS) at the appropriate grade or billet to which assigned. Leaders are responsible for recording the training achievements of their Marines. For collective or individual training events not executed and evaluated as part of the daily routine, leaders must ensure proficiency is sustained by requiring retraining of each event at or before expiration of the designated sustainment interval.

2. The evaluation of training is necessary to properly prepare Marines for combat. Evaluations are either formal or informal, and performed by members of the unit (internal evaluation) or from an external command (external evaluation). The purpose of formal and informal evaluation is to provide commanders with a process to determine a unit's/Marine's proficiency in the tasks that must be performed in combat. Informal evaluations are conducted during every training evolution. Formal evaluations are often scenario-based, focused on the unit's METs, based on collective training standards, and usually conducted during higher-level collective events.

3. Evaluation is a continuous process that is integral to training management and is conducted by leaders at every level and during all phases of planning and the conduct of training. To ensure training is efficient and effective, evaluation is an integral part of the training plan. Ultimately, leaders remain responsible for determining if the training was effective.

1004. ORGANIZATION

This Marine Corps Community Services T&R Manual is comprised of 5 chapters and 4 appendices. Chapter 1 is an overview of the ground T&R program. Chapter 2 lists the core METs/MCTs supported by the Community, which are used as part of DRRS. Chapter 3 contains collective events. Chapters 4 through 5 contain individual events specific to a particular MOS and/or billet, as noted. Appendix A contains acronyms; Appendix B contains terms and definitions; Appendix C contains references and Appendix D contains training courses.

1005. T&R EVENT CODING

1. Event Code. The event code is an up to 4-4-4 alphanumeric character set:

a. First up to 4 characters indicate MOS or community (e.g., 0321, 1812 or INTL)

b. Second up to 4 characters indicate functional or duty area (e.g. DEF, FSPT, MVMT, etc.)

c. Third 4 characters indicate the unit size and supported unit, if applicable (1000 through 9000), and sequence. Figure 1-1 shows the relationship of unit size to event code. NOTE: The titles for the various echelons are for example only, and are not exclusive. For example: 4000-level events are appropriate for section-level events as noted, but also for squad-level events.

Collective Training Command Element	Collective Training Regiment/Group	Collective Training Battalion/Squadron
9000-level	8000-level	7000-level
Collective Training Company	Collective Training Platoon	Collective Training Squad
6000-level	5000-level	4000-level
Collective Training Team/Section/Crew	Individual Training Skills Progression MOJT, Advanced Level Schools (Core Plus Skills)	Individual Training Entry-Level Formal School Training (Core Skills)
3000-level	2000-level	1000-level

Figure. 1-1 T&R Event Levels

2. Grouping. Categorizing events with the use of a recognizable code makes the type of skill or capability being referenced fairly obvious. Examples include: PAT for patrolling events, DEF for events in the defense, FSPT for events related to fire support, etc. There is no special significance to the functional areas, but they should be intuitive to make it as easy as possible for the T&R user to find events. When organizing this T&R Manual, functional areas are alphabetized then the associated events are numbered. The events will be numbered based upon the introduction of each new functional area, allowing up to "999" events. For example: if there are seven administrative events 4431 occupational field (OccFld), then the events should start 4431-ADMN-1001 and run through 1007. Next, the bulk fuel events, BUFL should start at 4431-BUFL-1001.

3. Sequencing. A numerical code is assigned to each collective (3000-9000 level) or individual (1000-2000 level) training event. The first number identifies the size of the unit performing the event, as depicted in figure 1-1. Exception: Events that relate to staff planning, to conduct of a command operations center, or to staff level decision making processes will be numbered according to the level of the unit to which the staff belongs. For example: an infantry battalion staff conducting planning for an offensive attack would be labeled as INF-PLAN-7001 even though the entire battalion is not actively involved in the planning of the operation. T&R

event sequence numbers that begin with "9" are reserved for Marine air-ground task force (MAGTF) command element events. An example of event coding is displayed in figure 1-2.

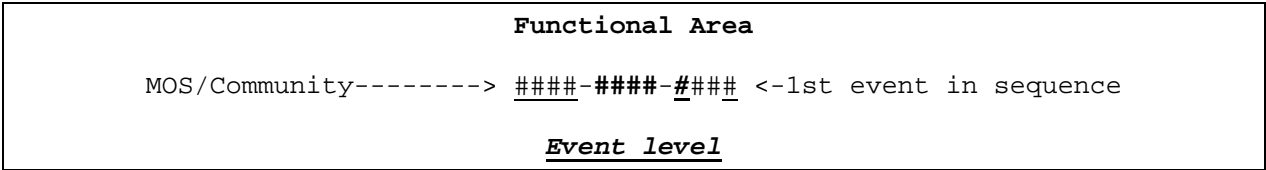


Figure 1-2. T&R Event Coding

1006. T&R EVENT COMPOSITION

1. An event contained within a T&R manual is a collective or individual training standard. This section explains each of the components that make up the T&R event. These items will be included in all of the events in each T&R manual. Community-based T&R manuals may have several additional components not found in unit-based T&R manuals. The event condition, event title (behavior) and event standard should be read together as a grammatical sentence.
2. An example of a collective T&R event is provided in figure 1-3 and an example of an individual T&R event is provided in figure 1-4. Events shown in figures are for illustrative purposes only and are not actual T&R events.

<u>XXXX-XXXX-####</u> : Provide interior guard	
<u>SUPPORTED MET(S)</u> : MCT #.#.#	
<u>EVALUATION CODED</u> : YES/NO	<u>SUSTAINMENT INTERVAL</u> : 12 months
<u>DESCRIPTION</u> : Text	
<u>CONDITION</u> : Text	
<u>STANDARD</u> : Text	
<u>EVENT COMPONENTS</u> :	
1. Event component.	
2. Event component.	
3. Event component.	
<u>REFERENCES</u> :	
1. Reference	
2. Reference	
3. Reference	
<u>PREREQUISITE EVENTS</u> :	
<u>XXXX-XXXX-####</u>	<u>XXXX-XXXX-####</u>
<u>INTERNAL SUPPORTED</u> :	
<u>XXXX-XXXX-####</u>	<u>XXXX-XXXX-####</u>
<u>INTERNAL SUPPORTING</u> :	
<u>XXXX-XXXX-####</u>	<u>XXXX-XXXX-####</u>

SUPPORT REQUIREMENTS:

EQUIPMENT: XXX

MISCELLANEOUS: XXX

ADMINISTRATIVE INSTRUCTIONS: XXX

Figure 1-3. Example of a Collective T&R Event

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

EVALUATION CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Text

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

INITIAL TRAINING SETTING: XXX

CONDITION: Text

STANDARD: Text

PERFORMANCE STEPS:

1. Event component.
2. Event component.
3. Event component.

REFERENCES:

1. Reference
2. Reference
3. Reference

PREREQUISITE EVENTS:

XXXX-XXXX-#### XXXX-XXXX-####

INTERNAL SUPPORTED:

XXXX-XXXX-#### XXXX-XXXX-####

INTERNAL SUPPORTING:

XXXX-XXXX-#### XXXX-XXXX-####

SUPPORT REQUIREMENTS:

EQUIPMENT: XXX

MISCELLANEOUS: XXX

ADMINISTRATIVE INSTRUCTIONS: XXX

Figure 1-4. Example of an Individual Event

1. Event Code. The event code is explained in paragraph 1005.
2. Title. The name of the event. The event title contains one action verb

and one object.

3. Evaluation-Coded (E-Coded). Collective events categorize the capabilities that a given unit may be expected to perform. There are some collective events that the Marine Corps has determined that a unit MUST be able to perform, if that unit is to be considered fully ready for operations. These E-Coded events represent the irreducible minimum or the floor of readiness for a unit. These E-Coded events are derived from the training measures of effectiveness (MOE) for the METs for units that must report readiness in DRRS. It would seem intuitive that most E-Coded events would be for battalion sized units and higher since those are the units that report in DRRS. However, if the Marine Corps has determined that the readiness of a subordinate, supporting unit to accomplish a particular collective event is vital to the accomplishment of the supported unit's MET, then that lower echelon collective event is E-Coded.
4. Supported MET(s). List all METs that are supported by the training event in the judgment of the OccFld drafting the T&R manual, even if those events are not listed as MOE in a MET.
5. Sustainment Interval. It is critical to understand the intent of the sustainment interval so training time is not wasted with duplicated training. Sustainment interval is expressed in number of months. Most individual T&R events and many lower level collective events are never out of sustainment because they are either part of a Marine's daily routine, or are frequently executed within the sustainment interval. Sustainment interval is relevant when an individual or collective event is not observed and evaluated within the sustainment period, has atrophied, and therefore retraining and evaluation is required.
6. Billet/MOS. Each individual training event will contain a billet code and/or MOS that designates who is responsible for performing that event and any corresponding formal course required for that billet. Each commander has the flexibility to shift responsibilities based on the organization of his command. These codes are based on recommendations from the collective subject matter expertise that developed this manual and are listed for each event.
7. Grade. The grade field indicates the rank at which Marines are required to complete the event.
8. Description. This field allows T&R developers to include an explanation of event purpose, objectives, goals, and requirements. It is a general description of an action requiring learned skills and knowledge, i.e., engage fixed target with crew-served weapons. This is an optional field for individual events but is required for collective events. This field can be of great value guiding a formal school or OPFOR unit trying to discern the intent behind an event that might not be readily apparent.
9. Condition. Condition refers to the constraints that may affect event performance in a real-world environment. It indicates what is provided (equipment, tools, materials, manuals, aids, etc.), environmental constraints or conditions under which the task is to be performed, and any specific cues or indicators to which the performer must respond. Commanders can modify the conditions of the event to best prepare their Marines to accomplish the assigned mission (e.g. in a desert environment; in a mountain environment; etc.). When resources or safety requirements limit the conditions, this

should be stated. The content of the condition should be included in the event on a "by exception" basis. If there exists an assumption regarding the conditions under which all or most of the events in the manual will be performed, then only those additional or exceptional items required should be listed in the condition. The common conditions under which all the events in a chapter will be executed will be listed as a separate paragraph at the beginning of the chapter.

10. Standard. The performance standard indicates the basis for judging the 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 must be strictly adhered to. The standard for collective events will likely be general, describing the desired end-state or purpose of the event. The standard for individual events will be objective, quantifiable, and readily observable. Standards will more specifically describe to what proficiency level, specified in terms of accuracy, completeness, time required, and sequencing the event is to be accomplished. These guidelines can be summarized in the acronym "ACTS" (Accuracy Completeness Time Sequence). In no cases will "per the reference" or "per/in accordance with commander's intent" be used as a stand-alone standard.

11. Event Components/Performance Steps. Description of the actions that the event is composed of, or a list of subordinate, included T&R event and event descriptions. The event components help the user determine what must be accomplished and the proper sequence of execution of subordinate events. Event components are used for collective events; performance steps are used for individual events.

a. The event components and performance steps will be consciously written so that they may be employed as performance evaluation check lists by the OPFORs. They must be sequenced to demonstrate the building block approach to training.

b. Event components may be events one individual in the unit performs, events that small groups in the unit perform, or events involving the entire unit.

12. Chained Events. Enables unit leaders to effectively identify prerequisite, supporting, and supported events that ultimately support MCTs/METs. Supported events are chained to supporting events to enable the accomplishment of the supported event to standard and therefore are considered "chained". The completion of identified supported events can be utilized to update sustainment interval credit for supporting events, based on the assessment of the commander.

13. 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.

14. Supported Event. An event whose performance is inherently supported by the performance of one or more supporting events. A supported event will be classified as internal supported if it has been developed specifically for the community. A supported event that has been chained to an event from an

external community T&R will be classified as external supported.

15. Supporting Event. An event whose performance inherently supports the performance of a supported event. A supporting event will be classified as internal supporting if it has been developed specifically for the community. A supporting event that has been chained to a community event from an external community T&R will be classified as external supporting.

16. Initial Training Setting. All individual events will designate the setting at which the skill is first taught, either formally, Marine on the Job Training (MOJT) within the OPFOR, or via a distance learning product (DL).

17. References. The training references shall be utilized to determine task performance steps. They assist the trainee in satisfying the performance standards, or the trainer in evaluating the effectiveness of task completion. T&R manuals are designed to be a training outline, not to replicate or replace doctrinal publications, reference publications or technical manuals. References are key to developing detailed lesson plans, determining grading criteria, and ensuring standardization of training. For individual events only one authoritative reference is required.

18. Distance Learning Products. Distance learning products include: Individual multimedia instruction, computer-based training, MarineNet, etc. This notation is included when, in the opinion of the T&R manual group charter in consultation with the Marine Air-Ground Task Force T&R Standards Division representative, the event can be taught via one of these media vice attending a formal course of instruction or receiving MOJT.

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

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

The ordnance requirements for one year of training for the events in the T&R will be aggregated into a table contained in an appendix to the T&R. The task analyst and the OccFld representatives will be careful not to "double count" ammunition that might be employed in the performance of collective and individual events that are chained.

20. Suitability of Simulation/Simulators/DL products. The following "Suitability and Sequence" codes listed in figure 1-5 have been developed to communicate characteristics for employing simulations during training. Units of measure have been assigned based on the amount of time it takes a Marine or unit to train to task utilizing a particular simulator. Suitability and sequence codes are captured in the event title in a parenthetical remark, as well as within the simulation field of the T&R event. The simulation field also identifies the type of simulation, units of measure, and any other

pertinent information.

Code	Requirement
L	The event can only be trained to standard in a Live environment. Any event assessed as "NO" for Simulatable was coded "L."
P	The event must be performed to standard in simulator as a PREREQUISITE to live fire qualification as per current doctrine, policy, or T&R manual.
S/L	Event must be trained to standard in simulation then live unless simulation capacity is not available, then live only training is appropriate.
L/S	Event must be trained to standard in a live environment then simulation unless simulation capacity is not available, then live only training is appropriate.
S	Event can ONLY be conducted to standard and qualification in simulator.

Figure 1-5. Suitability and sequence codes

a. Training simulation capabilities offer an opportunity to build and sustain proficiency while achieving and/or maintaining certain economies. Commanders should take into consideration simulation tools as a matter of course when designing training.

b. Simulation Terms:

(1) Simulation: A model of a system animated discretely or continuously over a period of time. A simulation may be closed-loop (i.e., it executes based in initial inputs without human intervention), or it may be open-loop (i.e., human input to alter the variables in the system during execution is allowed). A simulation is an approximation of how the modeled system will behave over time. Simulations are constructed based on verified and validated mathematical models of actual systems. Simulations can be very simple or complex depending on the degree of fidelity and resolution needed to understand the behavior of a system.

(2) Simulator: A simulator is the physical apparatus employed as the interface for humans to interact with a model or observe its output. A simulator has input controls and outputs in the form of human sensory stimuli (visual, auditory, olfactory, tactile/haptic, and taste). For instance, some of the features of the vehicle cab (the seat, steering wheel, turn signals, accelerator pedal, brakes, and windshield) and projection screen. Both the vehicle cab and projection screen are the interface by which a human being interacts with the simulated environment of a driving a vehicle and observe the outputs of the mathematical models of vehicle dynamics.

(3) Model: A mathematical representation of the behavior (i.e., shows the behavior of projectiles, combat simulations, etc.) of a system at a distinct point in time.

(4) Live: Real people operates real systems to include both live people operating real platforms or systems on a training range and battle staffs from joint, component or service tactical headquarters using real world command and control systems.

(5) Virtual: Real people operating simulated systems. Virtual simulations inject humans-in-the-loop in a central role by exercising motor

control skills (e.g., flying an air platform simulator, engaging targets in indoor simulated marksmanship trainer), decision skills, and/or communication skills.

(6) Constructive: Models and simulations that involve simulated people operating simulated systems (i.e., MAGTF Tactical Warfare Simulation). Real people make inputs to such simulations, but are not involved in determining the outcomes.

(7) Live, Virtual and Constructive (LVC) Training Environment: Defined by combining any of the three training domains LVC to create a common operational environment, by which units can interact across LVC domains as though they are physically located in the same operational environment.

(8) Distance Learning: Any instruction and evaluation provided through a variety of DL delivery systems (i.e., MarineNet) where the students and instructors are separated by time and/or location.

c. Figure 1-6 depicts an event title with simulation code and simulation and/or simulators that can be used, as displayed within a T&R event.

<u>XXXX-XXX-XXXX</u> : Call for indirect fire using the grid method (L/S)					
<u>SUPPORT REQUIREMENTS</u> :					
<u>SIMULATION EVALUATION</u> :					
<u>SIMULATED</u>	<u>SUITABILITY</u>	<u>SIMULATOR</u>	<u>UNIT OF MEASURE</u>	<u>HOURS</u>	<u>PM</u>
Yes	L/S	ODS	Marine Hours	12	Y

Figure 1-6. Example of simulation/simulators displayed within a T&R event

21. Miscellaneous

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

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

1007. COMBAT READINESS PERCENTAGE (CRP)

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 is the percentage of required training events that a unit or Marine accomplishes within specified sustainment intervals.

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

1008. CRP CALCULATION

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

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

For Example:

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

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

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

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

3. Combat readiness percentage is a valuable tool to assist commanders in readiness reporting by providing objective data to support and inform their subjective assessment.

1009. CHEMICAL BIOLOGICAL RADIOLOGICAL NUCLEAR TRAINING

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

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

1010. NIGHT TRAINING

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

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

1011. RISK MANAGEMENT (RM)

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

2. All leaders and Marines will integrate RM in the planning process and implement hazard controls to reduce risk to acceptable levels. Applying the RM process will reduce mishaps, injuries, and damage they cause, thereby increasing both individual performance and unit readiness. Risk management assists the commander in avoiding unnecessary risk, determining the balance between training realism and unnecessary risks in training, making an informed decision to implement a course of action, identifying feasible and effective control measures, adjusting training plans to fit the level of proficiency and experience of Marines/Sailors, and providing reasonable alternatives for mission accomplishment.

3. Specifically, commanders are required to implement and document deliberate RM in the planning and execution of all training evolutions and activities. Furthermore, the authority to approve or accept risk assessment

code (RAC) 1 or 2 hazards will not be delegated below lieutenant colonel (O5). Further guidance for RM is found in Marine Corps Order 3500.27_.

1012. IMPROVISED EXPLOSIVE TRAINING

1. Improvised explosive device (IED) threat impacts all elements of the MAGTF and all Marines regardless of MOS, location, or operational environment. The ability to effectively operate and survive in environments with an IED threat is critical to force protection, maintaining combat effectiveness, and mission accomplishment.

2. Per Marine Corps policy on organizing, training, and equipping for operations in an IED environment (MCO 3502.9), Marines must be capable of not only accomplishing their assigned mission, but also accomplishing their mission in environments with an IED threat. Counter-improvised explosive device (C-IED) training must be integrated into the unit training plan in-order-to ensure personnel assigned to the OPFOR train and maintain proficiency in C-IED tactics, techniques, and procedures.

1013. MOS-SPECIFIC PHYSICAL STANDARDS (MSPS)

1. This T&R Manual contains MSPS, which must be demonstrated, in order to achieve MOS qualification. These MSPS have been identified throughout this T&R Manual within the administrative instructions to the event.

2. Assessments for MSPS have been developed and are contained within Appendix E. These assessments provide commanders reasonable assurance that a Marine has the physical capacity to perform the regularly assigned and recurrent duties of the MOS.

3. These MSPS are not the sole requirement for MOS qualification.

MCCS T&R MANUAL

CHAPTER 2

MARINE CORPS TASKS

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MCCS T&R MANUAL

CHAPTER 2

MARINE CORPS TASKS

2000. MARINE CORPS TASKS. MARINE CORPS TASKS (MCT). The Marine Corps Community Service (MCCS) manual does not contain Defense Readiness Reporting System (DRRS) reportable METs. The MCT table lists the MCTL tasks supported by the MCCS community.

2001. MARINE CORPS COMMUNITY SERVICES MCTS

MCT 4.6.2.13	Provide Deployment Support Recreational Equipment
MCT 4.6.2.7	Provide Marine Corps Community Services (MCCS) and Morale, Welfare and Recreation (MWR) Services
MCT 4.6.2.7.1	Provide Marine Corps Community Services (MCCS) and Morale, Welfare and Recreation (MWR) Services Facilities
MCT 4.6.6	Provide Community Services
MCT 4.7.1.4	Conduct Family Readiness Training

2002. E-CODED EVENTS. There are no e-coded events reported to the Defense Readiness Reporting System (DRRS) by the Marine Corps Community Services Occupational Field to assess their ability to successfully complete key training.

MCCS T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

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MCCS T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

3000. PURPOSE. Chapter 3 contains the collective training events for Marine Corps Community Services.

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

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

<u>Code</u>	<u>Description</u>
MCCS	Marine Corps Community Services

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

<u>Code</u>	<u>Description</u>
EXPD	Expeditionary

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

<u>Code</u>	<u>Description</u>
3000	Crew/Section Level

3002. INDEX OF COLLECTIVE EVENTS

Event Code	E-Coded	Event
MCCS-EXPD-3001	NO	Establish MCCS field facilities
MCCS-EXPD-3002	NO	Conduct MCCS operations

3003. 3000 LEVEL EVENTS

MCCS-EXPD-3001: Establish MCCS field facilities

SUPPORTED MET(S): MCT 4.6.2.7.1

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

DESCRIPTION: This task consists of creating an exchange, additional resources and/or facilities will be based upon.

CONDITION: Given an official request and Table of Organization (T/O).

STANDARD: Ensuring that space, equipment and personnel requirements are adequate to meet the mission.

EVENT COMPONENTS:

1. Validate number of personnel to be supported.
2. Verify duration of operation.
3. Request appropriate structures.
4. Identify number of personnel for staffing.
5. Validate the manning document.
6. Establish assortment.
7. Determine source of supply.
8. Determine logistical support requirements.
9. Coordinate non-organic support requirements, if applicable.
10. Obtain internal operational supplies/equipment.
11. Train personnel as required.
12. Conduct inventory.
13. Evaluate operation for effectiveness and possible improvements.

REFERENCES:

1. DODI 1015.10 Programs for Military Morale, Welfare, and Recreation (MWR)
2. JP 1-0_ Doctrine for Personnel Support to Joint Operations
3. MCO 1700.30 Marine Corps Community Services Business Operations Manual
4. MCO P1700.27_ Marine Corps Community Services Policy Manual
5. MCO P1700.29 SEMPER FIT PROGRAM MANUAL

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS:

1. MOA between HQMC MR and AAFES defines the partnership for exchange services in a deployed environment.
2. Staffing requirements are based on one (1) officer or staff noncommissioned officer and three enlisted personnel to serve 1000 customers. Two enlisted personnel are added per each additional 1,000 customers or portion thereof. This manning is based on operating a tactical field exchange for nine (9) hours a day plus an additional three (3) hours a day for restocking and administrative requirements.

MCCS-EXPD-3002: Conduct MCCS operations

SUPPORTED MET(S): MCT 4.6.2.7

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** -2147483648 month

DESCRIPTION: The task consists of operating an exchange, additional resources and/or facilities will be based upon.

CONDITION: Given a Table of Organization (TO), directives, personnel, administrative equipment and references.

STANDARD: Ensuring administration, and accounting procedures are performed daily IAW MCO P1700.27_.

EVENT COMPONENTS:

1. Order merchandise.
2. Receive merchandise.
3. Stock merchandise.
4. Perform open and close procedures.
5. Sell merchandise.
6. Perform asset protections/loss prevention procedures.
7. Maintain records as required.
8. Maintain accountability of assets.

REFERENCES:

1. MCO 1700.30 Marine Corps Community Services Business Operations Manual
2. MCO P1700.27_ Marine Corps Community Services Policy Manual
3. MCWP 4-1 Logistics Operations
4. MCWP 4-11 Tactical-Level Logistics
5. MCWP 4-11.8 Services in an Expeditionary Environment
6. MCWP 4-12 Operational-Level Logistics

MCCS T&R MANUAL

CHAPTER 4

4130 INDIVIDUAL EVENTS

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MCCS T&R MANUAL

CHAPTER 4

4130 INDIVIDUAL EVENTS

4000. PURPOSE. This chapter details the individual events that pertain to Chemical, Biological, Radiological, and Nuclear (CBRN) Officer. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

4001. EVENT CODING

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

a. Field one. Each event starts with 4130, indicating that the event is for MOS 4130, Marine Corps Community Services Officer.

b. Field two. This field is alpha characters indicating a functional area. In this chapter, the functional areas are as follows:

<u>Code</u>	<u>Description</u>
CONT	Contracting/Contracting Services
EXPD	Expeditionary Operations
FMGT	Financial Management
MGMT	Basic Management
OPS	Business Operations

c. Field three. All individual events within T&R Manuals are either 1000-level for events taught at MOS-producing formal schools or 2000-level for events taught at advanced-level schools or MOJT. This chapter contains only 2000-level events.

4002. INDEX OF INDIVIDUAL EVENTS

Event Code	Event
2000 Level Events	
4130-CONT-2101	Write a Statement of Work
4130-CONT-2102	Submit a request for proposals
4130-CONT-2103	Award Contracts
4130-CONT-2104	Monitor Western Union Operations
4130-EXPD-2201	Plan expeditionary operations
4130-EXPD-2202	Develop MCCS Appendix to Operation Order
4130-EXPD-2203	Develop Standard Operating Procedures (SOP) for MCCS field activities
4130-EXPD-2204	Direct establishment of MCCS field facilities
4130-EXPD-2205	Develop retrograde procedures for MCCS field facility
4130-EXPD-2206	Develop expansion/renovation program
4130-EXPD-2207	Direct patron surveys

4130-EXPD-2208	Develop a marketing action plan
4130-EXPD-2209	Prepare merchandise plan
4130-EXPD-2210	Monitor Semper Fit Programs
4130-EXPD-2211	Direct Warfighter Express Service (WES) Teams
4130-EXPD-2212	Monitor Morale Portable Satellite Communications System/Suite Program
4130-FMGT-2301	Establish cash custody procedure
4130-FMGT-2302	Analyze performance of business operations
4130-FMGT-2303	Request Appropriated Fund (APF) support
4130-MGMT-2401	Monitor MCCA Hazardous Materials (HAZMAT) Merchandise
4130-MGMT-2402	Evaluate a merchandise presentation
4130-MGMT-2403	Manage workforce
4130-OPS-2501	Review customer satisfaction programs
4130-OPS-2502	Monitor special events
4130-OPS-2503	Evaluate a marketing action plan
4130-OPS-2504	Analyze asset protection program
4130-OPS-2505	Monitor inventories
4130-OPS-2506	Review MCCA Safety/Health/Environmental Program
4130-OPS-2507	Monitor food and beverage operations
4130-OPS-2508	Monitor warehouse operations

4003. 2000-LEVEL EVENTS

4130-CONT-2101: Write a Statement of Work

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

BILLETS: MCCA Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given the needs for equipment, supplies, services, concessionaires or entertainment.

STANDARD: Ensuring MCCA goods and services are procured.

PERFORMANCE STEPS:

1. Conduct business analysis.
2. Conduct market research.
3. Specify contract deliverables.
4. Write single or sole source justification memorandum if required.

REFERENCES:

1. DoD 5500.7_ Joint Ethics Regulation (JER)
2. DODI 1015.10 Programs for Military Morale, Welfare, and Recreation (MWR)
3. DODI 4105.71 Non Appropriated Fund (NAF) Procurement
4. MCO 7010.20 Marine Corps Community Services Non Appropriated Fund Procurement Policy

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: The basic NAF contracting course is required. The NAF acquisition management course is preferred.

4130-CONT-2102: Submit a request for proposals

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

BILLETS: MCCS Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given the need for equipment, supplies, services, concessionaires or entertainment.

STANDARD: To obtain competition for MCCS goods and services.

PERFORMANCE STEPS:

1. Receive procurement request.
2. Select appropriate contract vehicle for procurement action.
3. Create a source list including any mandatory sources.
4. Prepare request for quotes or request for proposals.
5. Conduct pre-proposal or pre-award meetings as necessary.

REFERENCES:

1. DoD 5500.7_ Joint Ethics Regulation (JER)
2. DODI 1015.10 Programs for Military Morale, Welfare, and Recreation (MWR)
3. DODI 4105.71 Nonappropriated Fund (NAF) Procurement
4. MCO 7010.20 Marine Corps Community Services Nonappropriated Fund Procurement Policy

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: The basic NAF contracting course is required. The NAF acquisition management course is preferred.

4130-CONT-2103: Award Contracts

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

DESCRIPTION: Given the need.

BILLETS: MCCS Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Ensuring MCCA contracts are granted in compliance with MCO 7010.20.

STANDARD: To ensure MCCA receives products and services at the best value.

PERFORMANCE STEPS:

1. Evaluate proposals.
2. Conduct negotiations.
3. Determine contractor responsibility.
4. Use purchase card when appropriate.
5. Notify interested parties of award determination.
6. Appoint Contracting Officer's Representative when appropriate.
7. Conduct post-award meetings.

REFERENCES:

1. DoD 5500.7_ Joint Ethics Regulation (JER)
2. DODI 1015.10 Programs for Military Morale, Welfare, and Recreation (MWR)
3. DODI 4105.71 Nonappropriated Fund (NAF) Procurement
4. MCO 7010.20 Marine Corps Community Services Nonappropriated Fund Procurement Policy

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: The NAF acquisition management is required. Only warranted NAF contracting officials may award contracts.

4130-CONT-2104: Monitor Western Union Operations

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

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given a requirement.

STANDARD: Ensuring customer transactions of funds are in compliance with the Anti-Money Laundering (AML) Compliance Program for Western Union Money Transfer Transactions.

PERFORMANCE STEPS:

1. Ensure all personnel are trained using the Western Union Learning Leadership Management System (LMS).
2. Review transactions for compliance.
3. Ensure Suspicious Activity Report (SARS) are filed if applicable.
4. Verify Independent Review Checklist has been completed.
5. Verify Independent Review Checklist has been submitted.

REFERENCES:

1. AML C Anti-Money Laundering (AML) Compliance
2. BSA Bank Secrecy Act
3. DFA Dodd-Frank Act
4. MCO 1700.30 Marine Corps Community Services Business Operations Manual
5. SBA Southwest Border Agreement

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Personnel within the Southwest Border Region must complete the Southwest Border Agreement Training.

4130-EXPD-2201: Plan expeditionary operations

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

GRADES: GYSGT, MSGT, MGYSGT, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a projected mission.

STANDARD: Ensuring MCCS support is available to accommodate all personnel.

PERFORMANCE STEPS:

1. Validate number of personnel to be supported.
2. Determine duration of operation.
3. Identify number of personnel for staffing.
4. Determine assortment/equipment.
5. Determine source of supply.
6. Determine external support requirements.
7. Identify appropriate structures.

REFERENCES:

1. CGDS MCCS Commander's Guidebook to Deployment Support
 2. MCO 1700.30 Marine Corps Community Services Business Operations Manual
 3. MCO P1700.27_ Marine Corps Community Services Policy Manual
 4. MCWP 4-11.8 Services in an Expeditionary Environment
-

4130-EXPD-2202: Develop MCCS Appendix to Operation Order

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

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given commander's intent.

STANDARD: Ensuring all requirements are identified to support the situation, mission, execution, administration and logistics, and command and control of the op order.

PERFORMANCE STEPS:

1. Verify the mission to include the commander's intent.
2. Verify the overall concept of operation.
3. Determine supportability.

4. Analyze the situation, mission, execution, administration and logistics, and command and control.
5. Develop a draft.

REFERENCES:

1. MCO P1700.27_ Marine Corps Community Services Policy Manual
 2. MCWP 4-11.8 Services in an Expeditionary Environment
-

4130-EXPD-2203: Develop Standard Operating Procedures (SOP) for MCCS field activities

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

BILLETS: MCCS Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Table of Organization (T/O), directives, personnel, and administrative equipment.

STANDARD: Identifying administration, accounting, and logistics functions as required.

PERFORMANCE STEPS:

1. Identify the activity.
2. Define operating procedures.
3. Review for compliance with orders and regulations.
4. Establish desktop procedures.

REFERENCES:

1. JP 3-68 Noncombatant Evacuation Operations
 2. MCO P1700.27_ Marine Corps Community Services Policy Manual
 3. MCTP 3-40B Tactical-Level Logistics
 4. MCTP 3-40G Services in an Expeditionary Environment
 5. MCWP 3-40 Logistics Operations
 6. MCWP P1700.30 Marine Corps Community Services Business Operations Manual
-

4130-EXPD-2204: Direct establishment of MCCS field facilities

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

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Ensuring that space, assets and personnel requirements are adequate to meet the mission.

PERFORMANCE STEPS:

1. Validate number of personnel to be supported.
2. Determine duration of operation.
3. Identify number of personnel for staffing.
4. Request appropriate structures.
5. Oversee assortment/equipment.

REFERENCES:

1. CGDS MCCA Commander's Guidebook to Deployment Support
 2. DoDD 1015.2 Military Morale, Welfare and Recreation
 3. DODI 1015.10 Programs for Military Morale, Welfare, and Recreation (MWR)
 4. JP 1-0 Doctrine for Personnel Support to Joint Operations
 5. MCO 1700.30 Marine Corps Community Services Business Operations Manual
 6. MCO P1700.27 Marine Corps Community Services Policy Manual
 7. MCO P1700.29 SEMPER FIT PROGRAM MANUAL
 8. MCWP 4-11.8 Services in an Expeditionary Environment
-

4130-EXPD-2205: Develop retrograde procedures for MCCA field facility

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

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: When activities are no longer required.

STANDARD: Ensuring all assets are accounted for.

PERFORMANCE STEPS:

1. Direct inventory of all assets.
2. Ensure negotiable instruments are secured.
3. Obtain a list of all assets.
4. Arrange logistical support for embarkation.

REFERENCES:

1. DoDD 1015.2 Military Morale, Welfare and Recreation
 2. DODI 1015.10 Programs for Military Morale, Welfare, and Recreation (MWR)
 3. JP 1-0 Joint Personnel Support
 4. MCO 1700.29 Semper Fit Fitness and Health Promotion Policy
 5. MCO P1700.27 Marine Corps Community Services Policy Manual
 6. MCWP 4-1 Logistics Operations
 7. MCWP 4-11 Tactical-Level Logistics
-

4130-EXPD-2206: Develop expansion/renovation program

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

DESCRIPTION: Given the need to change or upgrade existing facilities.

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Ensuring that requirements are funded and equipped to meet determined needs.

STANDARD: Ensuring that requirements for propriety, essentiality, design, and site suitability are funded and equipped to meet determined needs.

PERFORMANCE STEPS:

1. Determine appropriate scope of project.
2. Provide usage data and/or letter of justification.
3. Determine funding method and availability.

REFERENCES:

1. CGDS MCCS Commander's Guidebook to Deployment Support
2. DoDD 1015.2 Military Morale, Welfare and Recreation
3. DODI 1015.10 Programs for Military Morale, Welfare, and Recreation (MWR)
4. DODI 1015.14 Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources
5. JP 1-0 Joint Personnel Support
6. MCO 1700.29 Semper Fit Fitness and Health Promotion Policy
7. MCO 1700.30 Marine Corps Community Services Business Operations Manual
8. MCO P1700.27_ Marine Corps Community Services Policy Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Performance step 2. Provide usage data and/or letter of justification is used to determine proper time frame of renovation or expansion.

4130-EXPD-2207: Direct patron surveys

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: MCCS Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given MCCS operations and customer base.

STANDARD: Identifying all deficiencies and make operational changes.

PERFORMANCE STEPS:

1. Prepare or contract survey
2. Analyze survey
3. Order operational changes.

REFERENCES:

1. DoDD 1015.2 Military Morale, Welfare and Recreation
 2. DoDD 4105.67 Nonappropriated Fund (NAF) Procurement Policy
 3. DODI 1015.10 Programs for Military Morale, Welfare, and Recreation (MWR)
 4. DODI 1015.14 Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources
 5. DODI 4105.71 Nonappropriated Fund (NAF) Procurement
 6. JP 1-0 Joint Personnel Support
 7. MCO 1700.29 Semper Fit Fitness and Health Promotion Policy
 8. MCO 1700.30 Marine Corps Community Services Business Operations Manual
 9. MCO 7010.20 Marine Corps Community Services Nonappropriated Fund Procurement Policy
 10. MCO P1700.27_ Marine Corps Community Services Policy Manual
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4130-EXPD-2208: Develop a marketing action plan

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

BILLETS: MCCS Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the need, existing troop strength, and growth potential.

STANDARD: Increasing patronage and awareness of MCCS goods and services.

PERFORMANCE STEPS:

1. Solicit suggestions.
2. Identify events.
3. Establish advertising procedures.
4. Direct plan.

REFERENCES:

1. MCO 1700.30 Marine Corps Community Services Business Operations Manual
 2. MCO P1700.27_ Marine Corps Community Services Policy Manual
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4130-EXPD-2209: Prepare merchandise plan

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

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: In a deployed environment given historical data and forecasted troop strength.

STANDARD: Ensuring merchandise meets customer demand.

PERFORMANCE STEPS:

1. Analyze previous sales data/history.
2. Determine funding available.
3. Project future sales.
4. Determine profitability of departments.

REFERENCES:

1. MCO 10123.8 Commercially Procured Marine Corps Uniforms and Accessories Sold Through Marine Corps Exchanges
2. MCO 1700.30 Marine Corps Community Services Business Operations Manual
3. MCO P1700.27_ Marine Corps Community Services Policy Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Open to buy a fixed amount in the budget.

4130-EXPD-2210: Monitor Semper Fit Programs

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The primary duties are to monitor the overall operations, maintenance, and control of the fitness center and High Intensity Tactical Training (HITT) Centers to include: property and equipment layout, daily inspections of sanitation: cleanliness and safety of all areas, monitoring programs, issuing gear, and developing long range plans.

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: To enhance operational fitness levels to optimize combat readiness and resiliency.

PERFORMANCE STEPS:

1. Validate certified personnel for staffing.
2. Determine duration of operation.
3. Request appropriate structures and equipment.
4. Make necessary changes as required.

REFERENCES:

1. CGDS MCCS Commander's Guidebook to Deployment Support
 2. DoDD 1015.2 Military Morale, Welfare and Recreation
 3. DODI 1015.10 Programs for Military Morale, Welfare, and Recreation (MWR)
 4. MARADMIN 601/12 Announcement of High Intensity Tactical Training (HITT)
 5. MCO 1700.29 Semper Fit Fitness and Health Promotion Policy
 6. MCO P1700.27_ Marine Corps Community Services Policy Manual
 7. MCWP 4-11.8 Services in an Expeditionary Environment
-

4130-EXPD-2211: Direct Warfighter Express Service (WES) Teams

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 1 month

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Giving the requirement.

STANDARD: Enhancing the quality of life in a expeditionary environment.

PERFORMANCE STEPS:

1. Ensure request captures all requirements.
2. Ensure outgoing/incoming checklists (includes maintenance) have been completed.
3. Verify internal controls and assets.
4. Verify retrograde has been done.

REFERENCES:

1. CGDS MCCS Commander's Guidebook to Deployment Support
 2. MCO 1700.30 Marine Corps Community Services Business Operations Manual
 3. MCO P1700.27_ Marine Corps Community Services Policy Manual
 4. MCTP 3-40B Tactical-Level Logistics
 5. MCTP 3-40G Services in an Expeditionary Environment
-

4130-EXPD-2212: Monitor Morale Portable Satellite Communications System/Suite Program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Ensuring the systems are operational and equitably distributed.

PERFORMANCE STEPS:

1. Ensure all training is complete.
2. Ensure accountability of all equipment.
3. Ensure all maintenance is up to date.
4. Ensure required funding is approved.
5. Analyze reports.
6. Submit monthly usage report.

REFERENCES:

1. CGDS MCCS Commander's Guidebook to Deployment Support
 2. MCO 4066.18 Marine Corps Community Services Asset Protection Order
 3. MCO P1700.29 SEMPER FIT PROGRAM MANUAL
 4. MPSCS TM Morale Portable Satellite Communications System/Suite Training Manual
-

4130-FMGT-2301: Establish cash custody procedure

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: MCCS Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the need for an operational change fund and the references.

STANDARD: To ensure accountability and proper safeguard of funds.

PERFORMANCE STEPS:

1. Obtain funds.
2. Provide guidance to individuals on proper cash handling procedures.
3. Issue funds and have custody receipts signed or updated.
4. Ensure deposits are submitted timely and accurately.
5. Ensure handling of Negotiable Instruments.
6. Conduct random safe and register counts/audits.

REFERENCES:

1. DOD FMR 7000.14-R Volume 7A. DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
 2. MCO P1700.27_ Marine Corps Community Services Policy Manual
 3. MCO P4066.17 Marine Corps Exchange Security and Loss Prevention Manual (May 82)
 4. MCTP 3-40G Services in an Expeditionary Environment
-

4130-FMGT-2302: Analyze performance of business operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This task requires you to compute Gross Margin Return on Investment (GMROI), Gross Margin Return on Labor (GMROL), and Gross Margin Return on Square Footage (GMROF).

BILLETS: MCCS Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given historical financial data.

STANDARD: Ensuring calculated Gross Margin Return on Investment, Labor & Square Footage meet criteria in MCO 1700.30.

PERFORMANCE STEPS:

1. Determine matrix.
2. Input data into appropriate matrix.
3. Analyze data.
4. Determine if established MCCS standards are met.

5. Make changes in operation, as required.

REFERENCES:

1. DOD FMR 7000.14-R Volume 7A. DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
 2. MCO 1700.30 Marine Corps Community Services Business Operations Manual
 3. MCO P1700.27_ Marine Corps Community Services Policy Manual
 4. MCTP 3-40G Services in an Expeditionary Environment
-

4130-FMGT-2303: Request Appropriated Fund (APF) support

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

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement.

STANDARD: Ensuring MCCS facilities are reimbursed.

PERFORMANCE STEPS:

1. Identify the requirement.
2. Review contractual agreement.
3. Gather financial data.
4. Submit the appropriate documentation/request for reimbursement.

REFERENCES:

1. DOD FMR 7000.14-R Volume 7A. DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. MCO 1700.30 Marine Corps Community Services Business Operations Manual
3. MCO P1700.27_ Marine Corps Community Services Policy Manual
4. MCO P4066.17 Marine Corps Exchange Security and Loss Prevention Manual (May 82)
5. MCTP 3-40G Services in an Expeditionary Environment

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Appropriated Funds should be used as the primary source for supplies and equipment.

4130-MGMT-2401: Monitor MCCS Hazardous Materials (HAZMAT) Merchandise

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

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Ensuring that all is stored, displayed, sold, and disposed of safely IAW 29 CFR 1910.120.

PERFORMANCE STEPS:

1. Ensure segregation of MCCA Hazardous products.
2. Review Safety Data Sheets.
3. Direct corrective actions.

REFERENCES:

1. 29 CFR 1910.120 Occupational Safety and Health Standards - Hazardous waste operations and emergency response
 2. NAVMED P5010 Navy Sanitation
-

4130-MGMT-2402: Evaluate a merchandise presentation

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

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the standards.

STANDARD: Ensuring maximum merchandise flow and correct adjacencies are completed IAW MCX Brand Standards Policy Manual.

PERFORMANCE STEPS:

1. Inspect the facility.
2. Analyze merchandise layout.
3. Direct corrective actions as needed.

REFERENCES:

1. MCO 1700.30 Marine Corps Community Services Business Operations Manual
 2. MCO P1700.27_ Marine Corps Community Services Policy Manual
 3. MCX Brand Standards Policy Manual
-

4130-MGMT-2403: Manage workforce

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

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Provided active duty and civilian employees.

STANDARD: To ensure the well-being, training, and performance of employees while maximizing staffing goals IAW MCO P12000.11A.

PERFORMANCE STEPS:

1. Conduct personnel actions (administrative, performance and disciplinary).
2. Ensure required training is completed.
3. Enforce HR policies.
4. Monitor ServSafe Compliance.
5. Adhere to Master Labor Agreement.

REFERENCES:

1. DOD 5500.07-R Joint Ethics Regulation
 2. MCO 1700.30 Marine Corps Community Services Business Operations Manual
 3. MCO P12000.11_ Marine Corps Non-Appropriated Fund Personnel Policy Manual
-

4130-OPS-2501: Review customer satisfaction programs

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

GRADES: WO-1, CWO-2, CWO-3, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given reports.

STANDARD: Ensuring MCCS compliance with standards of excellence.

PERFORMANCE STEPS:

1. Track all correspondence.
2. Review results.
3. Ensure corrective action is taken.
4. Recognize superior performance.

REFERENCES: MCO 1700.30 Marine Corps Community Services Business Operations Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS:

The primary means of evaluating customer feedback are Associate Satisfaction Index/Customer Satisfaction Index ASI/CSI and Interactive Customer Evaluation (ICE) forms. These tools are used to highlight best business practices or determine training opportunities.

Ensure customer satisfaction training has been completed.

4130-OPS-2502: Monitor special events

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

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Ensuring the event meets the goals and objectives.

PERFORMANCE STEPS:

1. Determine type of special event.
2. Develop plan of action and milestones.
3. Identify support and marketing requirements.
4. Obtain contracts as required.
5. Conduct after action report.

REFERENCES:

1. DoDD 1015.2 Military Morale, Welfare and Recreation
 2. DODI 1015.10 Programs for Military Morale, Welfare, and Recreation (MWR)
 3. MCO P1700.29 Marine Corps Semper Fit Program Manual
 4. MCO 1700.30 Marine Corps Community Services Business Operations Manual
 5. MCO P1700.27_ Marine Corps Community Services Policy Manual
 6. MCTP 3-40G Services in an Expeditionary Environment
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4130-OPS-2503: Evaluate a marketing action plan

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

BILLETS: MCCA Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Ensuring the plan promotes MCCA products, programs, and services.

PERFORMANCE STEPS:

1. Review the plan.
2. Monitor the performance.
3. Provide feedback.

REFERENCES:

1. MCO 1700.30 Marine Corps Community Services Business Operations Manual
2. MCO P1700.27_ Marine Corps Community Services Policy Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Feedback includes merchandise availability and sell through.

4130-OPS-2504: Analyze asset protection program

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

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Ensuring the safeguard of all assets and data integrity IAW MCO 4066.18.

PERFORMANCE STEPS:

1. Review safety and security procedures.
2. Assess internal control procedures.
3. Determine corrective action.

REFERENCES:

1. MCO 1700.30 Marine Corps Community Services Business Operations Manual
2. MCO 5100.8_ Marine Corps Occupational Safety and Health (OSH) Policy Order
3. MCO P1700.27_ Marine Corps Community Services Policy Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Required to attend Bi-annual MCCA Asset Protection Symposium.

4130-OPS-2505: Monitor inventories

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

BILLETS: MCCA Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement.

STANDARD: Ensuring 100% accountability.

PERFORMANCE STEPS:

1. Identify type of inventory.
2. Review the referenced publications.
3. Verify accuracy.
4. Review adjustments.
5. Report findings.

REFERENCES:

1. MCO 1700.30 Marine Corps Community Services Business Operations Manual
 2. MCO P1700.27_ Marine Corps Community Services Policy Manual
-

4130-OPS-2506: Review MCCS Safety/Health/Environmental Program

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

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: Ensuring facilities and staff are operating IAW MCO 5100.8.

PERFORMANCE STEPS:

1. Inspect areas.
2. Review checklist.
3. Ensure safety representatives are assigned.
4. Ensure correction of deficiencies.

REFERENCES:

1. MCO 1700.30 Marine Corps Community Services Business Operations Manual
 2. MCO 5100.29_ Marine Corps Safety Program
 3. MCO 5100.8_ Marine Corps Occupational Safety and Health (OSH) Policy Order
 4. MCO P1700.27_ Marine Corps Community Services Policy Manual
 5. NAVMED P5010 Navy Sanitation
-

4130-OPS-2507: Monitor food and beverage operations

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

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a facility.

STANDARD: Ensuring the financial goals and objectives are attained IAW MCO 1700.30.

PERFORMANCE STEPS:

1. Review procedures of operation.
2. Analyze financial statement.
3. Review menus.
4. Audit sale price based on cost of goods.
5. Verify monthly inventory.
6. Ensure implementation of Controlling Alcohol Responsibility & Effectively (C.A.R.E.) program.
7. Ensure proper food and beverage certifications are current

REFERENCES:

1. MCO 1700.22 Alcohol Beverage Control in the Marine Corps
2. MCO 1700.30 Marine Corps Community Services Business Operations Manual
3. MCO 4066.18 Marine Corps Community Services Asset Protection Order
4. MCO 7010.20 Marine Corps Community Services Nonappropriated Fund Procurement Policy

5. MCO P1700.27_ Marine Corps Community Services Policy Manual
 6. NAVMED P-5010-1 Tri-Service Food Code
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4130-OPS-2508: Monitor warehouse operations

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

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given merchandise, equipment and personnel.

STANDARD: To ensure receiving, return to vendor (RTV), storing and redistributing merchandise is conducted without loss or damage.

PERFORMANCE STEPS:

1. Verify accurate receipt of all equipment, merchandise and product.
2. Ensure "first in, first out" (FIFO) is utilized.
3. Verify security is maintained to prevent pilferage and damage.
4. Monitor issuing and transfer of goods.

REFERENCES:

1. MCO 1700.30 Marine Corps Community Services Business Operations Manual
2. MCO 4066.18 Marine Corps Community Services Asset Protection Order
3. NAVMED P-5010 Navy Sanitation

MCCS T&R MANUAL

CHAPTER 5

4133 INDIVIDUAL EVENTS

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MCCS T&R MANUAL

CHAPTER 5

4133 INDIVIDUAL EVENTS

5000. PURPOSE. This chapter contains individual training events for the Marine Corps Community Services Marine.

5001. EVENT CODING. Events in the T&R Manual are depicted with an up to 12 field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. Each event starts with 4133, indicating that the event is for MOS 4133, Marine Corps Community Services Marine.

b. Field two. This field is alpha characters indicating a functional area. In this chapter, the functional areas are as follows:

<u>Code</u>	<u>Description</u>
CONT	Contracting/Contracting Services
EXPD	Expeditionary Operations
FMGT	Financial Management
MGMT	Basic Management
OPS	Business Operations

c. Field three. All individual events within T&R Manuals are either 1000-level for events taught at MOS-producing formal schools or 2000-level for events taught at advanced-level schools or MOJT. This chapter contains 2000-level events only.

5002. INITIAL TRAINING SETTING. The tasks marked "Formal School" in this manual refer to Civilian establishments. The Marine Corps Community Services MOS does not currently have military training schools. Officer and Enlisted personnel must attend civilian establishments to attain the qualifications and certifications they require to perform certain duties. A list of required and recommended training is provided in Appendix A.

5003. INDEX OF INDIVIDUAL EVENTS

Event Code	Event
2000 Level Events	
4133-CONT-2101	Monitor performance of MCCS contracts
4133-CONT-2102	Manage concessionaire program
4133-CONT-2103	Request contracting/procurement
4133-CONT-2104	Perform Western Union Operations
4133-EXPD-2201	Embark MCCS assets
4133-EXPD-2202	Establish MCCS field facilities
4133-EXPD-2203	Operate MCCS field facilities
4133-EXPD-2204	Coordinate recreational activities
4133-EXPD-2205	Execute a preventative maintenance plan

4133-EXPD-2206	Conduct War-Fighter Express Service (WES) Team
4133-EXPD-2207	Conduct patron survey
4133-EXPD-2208	Retrograde MCCA Field Facilities
4133-EXPD-2209	Conduct Semper Fit Programs
4133-EXPD-2210	Operate Mobile Tactical Field Exchange (MTFE)
4133-EXPD-2211	Provide Morale Portable Satellite Communications System/Suite
4133-FMGT-2301	Analyze financial statements
4133-FMGT-2302	Prepare a budget
4133-FMGT-2303	Approve payroll
4133-FMGT-2304	Maintain change fund accountability
4133-FMGT-2305	Maintain petty cash accountability
4133-FMGT-2306	Complete daily activity reports
4133-FMGT-2307	Maintain official records
4133-FMGT-2308	Request Appropriated Fund (APF) support
4133-FMGT-2309	Approve Government Commercial Purchase Card Transactions
4133-MGMT-2401	Conduct inspection of MCCA activities
4133-MGMT-2402	Manage MCCA Hazardous Materials Merchandise
4133-MGMT-2403	Manage MCCA Asset Protection Program
4133-MGMT-2404	Manage visual merchandise presentations
4133-MGMT-2405	Prepare inventory adjustment form
4133-MGMT-2406	Conduct disposition of damaged/expired goods
4133-MGMT-2407	Manage Workforce
4133-OPS-2501	Execute visual merchandising plan
4133-OPS-2502	Supervise receiving procedures
4133-OPS-2503	Conduct transfer of goods
4133-OPS-2504	Manage warehouse operations
4133-OPS-2505	Manage customer satisfaction programs
4133-OPS-2506	Conduct MCCA asset inventory
4133-OPS-2507	Prepare for retail inventory
4133-OPS-2508	Conduct retail inventory
4133-OPS-2509	Supervise sales procedures
4133-OPS-2510	Manage Food and Beverage operations
4133-OPS-2511	Provide support for entertainment
4133-OPS-2512	Operate firearms cost center
4133-OPS-2513	Conduct Special Events
4133-OPS-2514	Monitor gaming devices
4133-OPS-2515	Establish a marketing action plan

5004. 2000-LEVEL EVENTS

4133-CONT-2101: Monitor performance of MCCA contracts

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

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the contract requirements and references.

STANDARD: Ensuring all contractual obligations and regulations are IAW MCO 7010.20.

PERFORMANCE STEPS:

1. Review contract.
2. Conduct monthly, quarterly, and random inspections.
3. Report non-compliance to the Contracting Officer Representative.

REFERENCES:

1. DoD 5500.7_ Joint Ethics Regulation (JER)
2. DoDD 1015.2 Military Morale, Welfare and Recreation
3. DoDD 4105.67 Nonappropriated Fund (NAF) Procurement Policy
4. DODI 1015.10 Programs for Military Morale, Welfare, and Recreation (MWR)
5. DODI 4105.71 Nonappropriated Fund (NAF) Procurement
6. JP 1-0 Joint Personnel Support
7. MCO 1700.29 Semper Fit Fitness and Health Promotion Policy
8. MCO 1700.30 Marine Corps Community Services Business Operations Manual
9. MCO P1700.27_ Marine Corps Community Services Policy Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS:

1. SGT and SSGT at the following commands may be required to monitor concessionaires: Garden City, NY, Bridgeport, CA, Barstow, CA, and Bangor, WA.
 2. Verify payment is accurate and on time.
 3. May be assigned as the COR and must complete required training.
-

4133-CONT-2102: Manage concessionaire program

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

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a contract, adequate space, and references.

STANDARD: Ensuring patrons' needs are met and operation are conducted IAW MCO 1700.30.

PERFORMANCE STEPS:

1. Determine concession needs based on patron desires.
2. Execute control measures to ensure only wholesome items are sold.
3. Execute proper compliance of existing contract.
4. Prepare necessary, timely audits, and control sheets.
5. Survey patrons' assessment of needs or desires.

REFERENCES:

1. DoDD 1015.2 Military Morale, Welfare and Recreation
2. DoDD 4105.67 Nonappropriated Fund (NAF) Procurement Policy
3. DODI 1015.10 Programs for Military Morale, Welfare, and Recreation (MWR)
4. DODI 4105.71 Nonappropriated Fund (NAF) Procurement
5. JP 1-0 Joint Personnel Support

6. MCO 1700.29 Semper Fit Fitness and Health Promotion Policy
7. MCO 7010.20 Marine Corps Community Services Nonappropriated Fund Procurement Policy
8. MCO P1700.27_ Marine Corps Community Services Policy Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: SGT and SSGT at the following commands may be required to monitor concessionaires: Garden City, NY, Bridgeport, CA, Barstow, CA, and Bangor, WA.

4133-CONT-2103: Request contracting/procurement

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

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Ensuring goods and services are purchased IAW MCO 7010.20.

PERFORMANCE STEPS:

1. Determine purchasing requirements.
2. Ensure proper funding.
3. Submit purchase request for goods and services.
4. Ensure contract compliance.

REFERENCES:

1. DoDD 1015.2 Military Morale, Welfare and Recreation
 2. DoDD 4105.67 Nonappropriated Fund (NAF) Procurement Policy
 3. DODI 1015.10 Programs for Military Morale, Welfare, and Recreation (MWR)
 4. DODI 4105.71 Nonappropriated Fund (NAF) Procurement
 5. JP 1-0 Joint Personnel Support
 6. MCO 1700.29 Semper Fit Fitness and Health Promotion Policy
 7. MCO 1700.30 Marine Corps Community Services Business Operations Manual
 8. MCO 7010.20 Marine Corps Community Services Nonappropriated Fund Procurement Policy
 9. MCO P1700.27_ Marine Corps Community Services Policy Manual
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4133-CONT-2104: Perform Western Union Operations

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

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Giving the requirement.

STANDARD: Conducting customer transactions in compliance with the Anti-Money Laundering (AML) Compliance Program.

PERFORMANCE STEPS:

1. Complete all required Western Union training.
2. Conduct transactions.
3. Audit daily transactions.
4. Report any suspicious activity.
5. Complete Independent Review Checklist.

REFERENCES:

1. AML C Anti-Money Laundering (AML) Compliance
2. BSA Bank Secrecy Act
3. DFA Dodd-Frank Act
4. MCO 1700.30 Marine Corps Community Services Business Operations Manual
5. SBA Southwest Border Agreement

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Personnel within the Southwest Border Region must complete the Southwest Border Agreement Training.

4133-EXPD-2201: Embark MCCS assets

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

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Ensuring merchandise and equipment are properly packed and secured for transport.

PERFORMANCE STEPS:

1. Review referenced publications.
2. Identify hazardous materials.
3. Ensure required documentation is completed.
4. Coordinate internal and/or external support.
5. Inventory assets.
6. Supervise loading.
7. Track assets.

REFERENCES:

1. 29 CFR 1910.120 Occupational Safety and Health Standards - Hazardous waste operations and emergency response
2. MCO 1700.30 Marine Corps Community Services Business Operations Manual
3. MCO P1700.27_ Marine Corps Community Services Policy Manual
4. MCTP 3-40B Tactical-Level Logistics
5. MCWP 3-40 Logistics Operations

SUPPORT REQUIREMENTS:

EQUIPMENT: Coordinate heavy equipment support and transportation support.

4133-EXPD-2202: Establish MCCS field facilities

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: An MCCS field facility may include retail, food and beverage, communications, and Semper Fit recreation centers.

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement and Table of Organization (T/O).

STANDARD: Ensuring that space, equipment, and personnel requirements are adequate to meet the mission.

PERFORMANCE STEPS:

1. Identify number of personnel for staffing.
2. Manage assortment/equipment.
3. Determine source of supply.
4. Determine logistical support requirements.
5. Coordinate internal and/or external support.
6. Obtain internal operational supplies/equipment.
7. Train personnel as required.
8. Request appropriate structures.
9. Conduct inventory.
10. Evaluate operation for effectiveness and possible improvements.
11. Establish SOP/desktop procedures.

REFERENCES:

1. DoDD 1015.2 Military Morale, Welfare and Recreation
2. DODI 1015.10 Programs for Military Morale, Welfare, and Recreation (MWR)
3. JP 1-0 Joint Personnel Support
4. MCO 1700.29 Semper Fit Fitness and Health Promotion Policy
5. MCO 1700.30 Marine Corps Community Services Business Operations Manual
6. MCO P1700.27_ Marine Corps Community Services Policy Manual
7. MCTP 3-40G Services in an Expeditionary Environment

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Determine space requirements prior to implementation of facility. Acquire necessary space for required recreation needs.

EQUIPMENT: Needed equipment will be determined during the needs assessment.

UNITS/PERSONNEL: The following personnel are required to assist the MCCS Marine in transporting, the start-up and tear-down of the Tactical Field Exchange. This list of personnel includes but is not limited to the following: Electrician (MOS 1141), Electrical Repair Specialist (MOS 1171), Engineer Equipment Operator (MOS 1145), and Motor Vehicle Operator (MOS 3531).

4133-EXPD-2203: Operate MCCS field facilities

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

BILLETS: MCCS Marine

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Table of Organization and Equipment (TO/E), directives, personnel, administrative equipment and references.

STANDARD: Ensuring operation, administration, and accounting procedures are performed daily IAW MCO P1700.27.

PERFORMANCE STEPS:

1. Assign personnel to perform task identified.
2. Order merchandise.
3. Receive merchandise.
4. Stock merchandise.
5. Perform open and close procedures.
6. Sell merchandise.
7. Perform asset protections/loss prevention procedures.
8. Maintain records as required.
9. Maintain accountability of assets.

REFERENCES:

1. MCO 1700.30 Marine Corps Community Services Business Operations Manual
2. MCTP 3-40B Tactical-Level Logistics
3. MCTP 3-40G Services in an Expeditionary Environment
4. MCWP 3-40 Logistics Operations
5. MCWP 4-12 Operational-Level Logistics

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: When dealing with contracted labor, ensure compliance of applicable position descriptions per the contract.

4133-EXPD-2204: Coordinate recreational activities

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

BILLETS: MCCA Marine

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSST

INITIAL TRAINING SETTING: MOJT

CONDITION: Given regulations and a requirement.

STANDARD: Providing an opportunity for patrons to participate in quality of life programs.

PERFORMANCE STEPS:

1. Determine customer's interests.
2. Identify financial requirements.
3. Plan recurring and non-recurring activities based on facility hours, Command mission, and population.
4. Identify resources.
5. Evaluate activities.
6. Develop after action report.

REFERENCES:

1. DODI 1015.10 Programs for Military Morale, Welfare, and Recreation (MWR)
2. JP 1-0 Joint Personnel Support
3. MCO 1700.29 Semper Fit Fitness and Health Promotion Policy
4. MCO 1700.30 Marine Corps Community Services Business Operations Manual
5. MCO P1700.27_ Marine Corps Community Services Policy Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Recreation events must be coordinated with local Commands to ensure policies and regulations are followed.

4133-EXPD-2205: Execute a preventative maintenance plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: MCCA Marine

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given MCCA equipment, regulations, references, and a requirement.

STANDARD: Maximizing equipment lifecycle.

PERFORMANCE STEPS:

1. Identify maintenance requirements.
2. Develop an inspection schedule.
3. Identify broken and/or unserviceable equipment.
4. Repair/replace equipment as required.

REFERENCES:

1. MCO 1700.29 Semper Fit Fitness and Health Promotion Policy

2. MCO P1700.27_ Marine Corps Community Services Policy Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: MCCS equipment includes but is not limited to: registers, computers, laptops, fitness equipment and MTFE, Morale Portable Satellite Communications System (MoraleSat).

4133-EXPD-2206: Conduct War-Fighter Express Service (WES) Team

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

BILLETS: MCCS Marine

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement.

STANDARD: Enhancing the quality of life of forward deployed personnel.

PERFORMANCE STEPS:

1. Coordinate internal and/or external support.
2. Identify personnel.
3. Prepare internal assets.

REFERENCES:

1. MCO 1700.30 Marine Corps Community Services Business Operations Manual
2. MCO 4066.18 Marine Corps Community Services Asset Protection Order
3. MCO P1700.27_ Marine Corps Community Services Policy Manual
4. MCTP 3-40G Services in an Expeditionary Environment

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: The following personnel are required to assist the MCCS Marine in the execution of a WES Team. This list of personnel includes but is not limited to the following: Finance Technician (MOS 3432), Postal Clerk (MOS 0161), and a Motor Vehicle Operator (MOS 3531).

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: WES Team will consist of air and/or ground missions as requested.

4133-EXPD-2207: Conduct patron survey

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

BILLETS: MCCS Officer

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given MCCS operations and customer base.

STANDARD: Identifying deficiencies and make operational changes.

PERFORMANCE STEPS:

1. Administer survey.
2. Submit survey results.
3. Make operational changes.

REFERENCES:

1. DoDD 1015.2 Military Morale, Welfare and Recreation
 2. DoDD 4105.67 Nonappropriated Fund (NAF) Procurement Policy
 3. DODI 1015.10 Programs for Military Morale, Welfare, and Recreation (MWR)
 4. DODI 1015.14 Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources
 5. DODI 4105.71 Nonappropriated Fund (NAF) Procurement
 6. JP 1-0 Joint Personnel Support
 7. MCO 1700.29 Semper Fit Fitness and Health Promotion Policy
 8. MCO 1700.30 Marine Corps Community Services Business Operations Manual
 9. MCO 7010.20 Marine Corps Community Services Nonappropriated Fund Procurement Policy
 10. MCO P1700.27_ Marine Corps Community Services Policy Manual
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4133-EXPD-2208: Retrograde MCCS Field Facilities

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: MCCS Marine

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: Ensuring all assets are accounted for.

PERFORMANCE STEPS:

1. Conduct inventory.
2. Safeguard assets.
3. Secure all negotiable instruments.
4. Package merchandise, supplies, and equipment.
5. Arrange logistical support for embarkation.
6. Seal containers.
7. Track containers.
8. Complete after action reports.

REFERENCES:

1. DoDD 1015.2 Military Morale, Welfare and Recreation
2. DODI 1015.10 Programs for Military Morale, Welfare, and Recreation (MWR)

3. JP 1-0 Joint Personnel Support
4. MCO 1700.29 Semper Fit Fitness and Health Promotion Policy
5. MCO 1700.30 Marine Corps Community Services Business Operations Manual
6. MCO 4066.18 Marine Corps Community Services Asset Protection Order
7. MCO P1700.27_ Marine Corps Community Services Policy Manual
8. MCTP 3-40B Tactical-Level Logistics
9. MCWP 3-40 Logistics Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL:

SUPPORT REQUIREMENTS:

The following personnel are required to assist the MCCS Marines in transporting, the start-up, and tear-down of the Tactical Field Exchange. This list of personnel includes, but is not limited to the following: Electrician (MOS 1141), Electrical Repair Specialist (MOS 1171), Engineer Equipment Operator (MOS 1145), and Motor Vehicle Operator (MOS 3531).

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS:

4133-EXPD-2209: Conduct Semper Fit Programs

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The primary duties are to conduct the overall operations, maintenance, and control of the fitness center, and High Intensity Tactical Training (HITT) Centers to include: property and equipment layout, daily inspections of sanitation and safety of all areas, monitoring programs, issuing gear, and developing long range plans.

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: To enhance operational fitness levels, optimize combat readiness, and resiliency.

PERFORMANCE STEPS:

1. Obtain certifications.
2. Identify duration of operation.
3. Setup appropriate structures and equipment.
4. Make necessary changes as required.
5. Conduct training.

REFERENCES:

1. DoDD 1015.2 Military Morale, Welfare and Recreation
2. DODI 1015.10 Programs for Military Morale, Welfare, and Recreation (MWR)
3. MARADMIN 601/12 Announcement of High Intensity Tactical Training (HITT)
4. MCO 1700.29 Semper Fit Fitness and Health Promotion Policy
5. MCO P1700.27_ Marine Corps Community Services Policy Manual
6. MCWP 4-11.8 Services in an Expeditionary Environment

7. SF HITT Semper Fit High Intensity Tactical Training (HITT) Manual

4133-EXPD-2210: Operate Mobile Tactical Field Exchange (MTFE)

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

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: Enhancing the quality of life for authorized patrons.

PERFORMANCE STEPS:

1. Review all requirements.
2. Conduct outgoing/incoming checklists.
3. Provide exchange services.
4. Enforce internal controls and protect assets.
5. Complete retro grade.
6. Complete after action report after each mission.

REFERENCES:

1. CGDS MCCS Commander's Guidebook to Deployment Support
2. MARADMIN 091/13 Marine Corps Exchange Mobile Tactical Field Exchange (MTFE) Trailer Support
3. MCO 1700.29 Semper Fit Fitness and Health Promotion Policy
4. MCO 1700.30 Marine Corps Community Services Business Operations Manual
5. MCO 4066.18 Marine Corps Community Services Asset Protection Order
6. MCO P1700.27_ Marine Corps Community Services Policy Manual
7. MTFE SOP Mobile Tactical Field Exchange (MTFE) Operations Standard Operating Procedures (SOP).

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: All references for the MTFE are located in the trailer.

4133-EXPD-2211: Provide Morale Portable Satellite Communications System/Suite

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

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement.

STANDARD: Ensuring the systems are operational and equitably distributed.

PERFORMANCE STEPS:

1. Conduct inventory of all components.
2. Ensure system is operational.
3. Perform required maintenance.
4. Track daily usage reports.
5. Submit monthly usage report.

REFERENCES:

1. MCO 4066.18 Marine Corps Community Services Asset Protection Order
2. MCO P1700.27_ Marine Corps Community Services Policy Manual
3. MCO P1700.29 SEMPER FIT PROGRAM MANUAL
4. MPSCS TM Morale Portable Satellite Communications System/Suite Training Manual

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Marine must be trained and certified by AT&T.

4133-FMGT-2301: Analyze financial statements

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

DESCRIPTION: Overall business operations.

GRADES: SGT, SSGT, GYSGT, MGYSGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given profit and loss statements, budget and variance reports.

STANDARD: Measuring profitability and performance IAW MCO 1700.30.

PERFORMANCE STEPS:

1. Review monthly performance reports.
2. Determine if goals are met.
3. Recommend corrective actions.

REFERENCES:

1. DoDD 1015.2 Military Morale, Welfare and Recreation
 2. DODI 1015.10 Programs for Military Morale, Welfare, and Recreation (MWR)
 3. DODI 1015.14 Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources
 4. MCO 1700.30 Marine Corps Community Services Business Operations Manual
 5. MCO P1700.27_ Marine Corps Community Services Policy Manual
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4133-FMGT-2302: Prepare a budget

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

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given historical information, trend analysis, and operational tempo.

STANDARD: Defining the financial goals and objectives.

PERFORMANCE STEPS:

1. Review prior performance.
2. Calculate specific budget requirement.
3. Forecast sales.
4. Forecast fixed and variable expenses.
5. Submit recommendations for approval.

REFERENCES:

1. DoDD 1015.2 Military Morale, Welfare and Recreation
 2. DODI 1015.10 Programs for Military Morale, Welfare, and Recreation (MWR)
 3. DODI 1015.14 Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources
 4. MCO 1700.30 Marine Corps Community Services Business Operations Manual
 5. MCO P1700.27_ Marine Corps Community Services Policy Manual
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4133-FMGT-2303: Approve payroll

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

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given assigned schedules, hours worked and payroll management system.

STANDARD: Ensuring the accuracy of employee hours worked is validated.

PERFORMANCE STEPS:

1. Follow time-keeping procedures.
2. Verify payroll reporting.

REFERENCES:

1. MCO P12000.11_ Marine Corps Non-Appropriated Fund Personnel Policy Manual
 2. MCO P1700.27_ Marine Corps Community Services Policy Manual
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4133-FMGT-2304: Maintain change fund accountability

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

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Ensuring all cash custody procedures are followed.

PERFORMANCE STEPS:

1. Sign for funds.
2. Issue funds.
3. Submit deposits in accordance with policy.
4. Conduct random safe and register counts/audits.

REFERENCES:

1. DOD FMR 7000.14-R Volume 7A. DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. MCO 1700.30 Marine Corps Community Services Business Operations Manual
3. MCO 4066.18 Marine Corps Community Services Asset Protection Order
4. MCO P1700.27_ Marine Corps Community Services Policy Manual
5. MCTP 3-40G Services in an Expeditionary Environment

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: A letter of authorization (SF 700) from the MCCS Director or designated Chief Financial Officer (CFO) must be inside the safe.

4133-FMGT-2305: Maintain petty cash accountability

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

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Ensuring all cash custody procedures are followed.

PERFORMANCE STEPS:

1. Sign for funds.
2. Issue funds.
3. Conduct random safe and register counts/audits.
4. Manage purchases.
5. Replenish funds.

REFERENCES:

1. DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A: "Military Pay Policy - Active Duty and Reserve Pay"

2. DOD FMR 7000.14-R Volume 7A. DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
3. MCO 7010.19 Marine Corps Community Services Financial Management Procedures
4. MCO P1700.27_ Marine Corps Community Services Policy Manual
5. MCWP 4-11.8 Services in an Expeditionary Environment

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: A letter of authorization (SF 700) from the MCCS Director or designated Chief Financial Officer (CFO) must be inside the safe.

4133-FMGT-2306: Complete daily activity reports

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

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Ensuring reports are reconciled for each day IAW MCO 7010.19.

PERFORMANCE STEPS:

1. Compile all paper work for the business day.
2. Reconcile all reports.
3. Validate each report.
4. Submit each report to MCCS accounting.

REFERENCES:

1. DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A: "Military Pay Policy - Active Duty and Reserve Pay"
 2. MCO 1700.30 Marine Corps Community Services Business Operations Manual
 3. MCO 4066.18 Marine Corps Community Services Asset Protection Order
 4. MCO 5210.11E Marine Corps Records Management Program (Apr 06)
 5. MCO 7010.19 Marine Corps Community Services Financial Management Procedures
 6. MCO P1700.27_ Marine Corps Community Services Policy Manual
 7. SECNAV M 5210.1 Department of the Navy Records Management Manual
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4133-FMGT-2307: Maintain official records

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

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given the requirement.

STANDARD: Ensuring all required data is retained as directed.

PERFORMANCE STEPS:

1. Receive files from various sources.
2. Sort files.
3. File according to different categories.
4. Secure records in accordance with procedures.

REFERENCES:

1. MCO 1700.30 Marine Corps Community Services Business Operations Manual
 2. MCO 5210.11_ Marine Corps Records Management Program
 3. MCO 7010.19 Marine Corps Community Services Financial Management Procedures
 4. MCO P12000.11_ Marine Corps Non-Appropriated Fund Personnel Policy Manual
 5. MCO P1700.27_ Marine Corps Community Services Policy Manual
 6. SECNAV M-5210.1_ Department of the Navy Records Management Manual
 7. SECNAV M-5210.2_ Department of the Navy Standard Subject Identification Code (SSIC) Manual
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4133-FMGT-2308: Request Appropriated Fund (APF) support

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: MCCS Marine

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a authorized MCCS Facilities.

STANDARD: To ensure MCCS programs are appropriately reimbursed.

PERFORMANCE STEPS:

1. Review the APF support matrix.
2. Gather financial data.
3. Gather historical data.
4. Submit the appropriate documentation/request.

REFERENCES:

1. DOD FMR 7000.14-R Volume 7A. DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
 2. DODI 1015.15 Authorized Appropriated Fund (APF) Support
 3. MCO 7010.19 Marine Corps Community Services Financial Management Procedures
 4. MCO P1700.27_ Marine Corps Community Services Policy Manual
 5. MCO P4066.17 Marine Corps Exchange Security and Loss Prevention Manual (May 82)
 6. MCTP 3-40G Services in an Expeditionary Environment
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4133-FMGT-2309: Approve Government Commercial Purchase Card Transactions

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The AO is responsible for ensuring the documentation is complete and accurate, and adequate documentation is available for individual transactions.

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given official acquisitions.

STANDARD: To ensure the individual cardholder meets the legal requirements for authorized purchases.

PERFORMANCE STEPS:

1. Review the transaction.
2. Approve or disapprove online transactions.
3. Reconcile monthly statements.
4. Forward to the Agency Program Coordinator (APC).

REFERENCES: MCO 7010.20 Marine Corps Community Services Nonappropriated Fund Procurement Policy

4133-MGMT-2401: Conduct inspection of MCCA activities

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given publications, an evaluation checklist, and references.

STANDARD: Ensuring facilities are clean, safe, and operational.

PERFORMANCE STEPS:

1. Identify type of inspection.
2. Utilize checklist.
3. Identify discrepancies.
4. Direct corrective actions.

REFERENCES:

1. MCO 1700.30 Marine Corps Community Services Business Operations Manual
 2. MCO 4066.18 Marine Corps Community Services Asset Protection Order
 3. MCO P10110.31_ Veterinary/ Medical Food Safety, Quality Assurance, and Laboratory Service
 4. MCO P1700.27_ Marine Corps Community Services Policy Manual
 5. NAVMED P5010 Navy Sanitation
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4133-MGMT-2402: Manage MCCS Hazardous Materials Merchandise

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

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Ensuring all HAZMAT is stored, displayed, sold, and disposed of safely IAW 29 CFR 1910.120.

PERFORMANCE STEPS:

1. Implement Planogram.
2. Maintain Material Data Sheets.
3. Ensure segregation of MCCS Hazardous products from consumables.

REFERENCES:

1. 29 CFR 1910.120 Occupational Safety and Health Standards - Hazardous waste operations and emergency response
 2. MCO 4066.18 Marine Corps Community Services Asset Protection Order
 3. MCO P4790.2_ MIMMS Field Procedures Manual
 4. MCX Brand Standards Policy Manual
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4133-MGMT-2403: Manage MCCS Asset Protection Program

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

BILLETS: MCCS Marine

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Mitigating loss and damages to MCCS assets IAW MCO 4066.18.

PERFORMANCE STEPS:

1. Monitor internal control procedures.
2. Assign personnel responsible for safety and security.
3. Ensure the security program involves coordination with the Provost Marshal Office and other law enforcement agencies.
4. Ensure correction of deficiencies.
5. Complete daily safety and security checklist.
6. Validate key logs daily.
7. Ensure safe combinations and exterior door locks are changed as required.
8. Monitor exception reporting and track variance reports.

REFERENCES:

1. MCO 4066.18 Marine Corps Community Services Asset Protection Order
2. MCO 5100.8_ Marine Corps Occupational Safety and Health (OSH) Policy Order
3. MCO P1700.27_ Marine Corps Community Services Policy Manual

4133-MGMT-2404: Manage visual merchandise presentations

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

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given retail selling space, merchandise, display equipment, visual props, and Planogram.

STANDARD: Ensuring displays meet MCX brand standards.

PERFORMANCE STEPS:

1. Utilize Planograms/MCX brand standards.
2. Ensure appropriate displays are created.

REFERENCES:

1. MCO 1700.30 Marine Corps Community Services Business Operations Manual
 2. MCO P1700.27_ Marine Corps Community Services Policy Manual
 3. MCX Brand Standards Policy Manual
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4133-MGMT-2405: Prepare inventory adjustment form

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

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Ensuring 100% accountability and accuracy.

PERFORMANCE STEPS:

1. Conduct research on how items were received.
2. Gather all inventory data.
3. Review inventory movement on items in question.
4. Identify discrepancies.
5. Verify correct on-hand quantities.
6. Forward changes to appropriate MCCS representative for input.

REFERENCES:

1. MCO 4066.18 Marine Corps Community Services Asset Protection Order
 2. MCO P1700.27_ Marine Corps Community Services Policy Manual
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4133-MGMT-2406: Conduct disposition of damaged/expired goods

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Ensuring 100% accountability.

PERFORMANCE STEPS:

1. Segregate damaged/dated goods.
2. Complete inventory adjustment form.
3. Coordinate asset protection when available.
4. Destroy merchandise.
5. Forward documentation.

REFERENCES:

1. MCO 1700.30 Marine Corps Community Services Business Operations Manual
2. MCO 4066.18 Marine Corps Community Services Asset Protection Order
3. MCO P1700.27_ Marine Corps Community Services Policy Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Apply Return Authorization/Return to Vendor when applicable.

4133-MGMT-2407: Manage Workforce

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Enlisted Marines manage a smaller scale of employees than Marine Officers.

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Provided active duty and civilians employees.

STANDARD: To ensure the well-being, training, and performance of employees while maximizing staffing goals IAW MCO P12000.11A.

PERFORMANCE STEPS:

1. Conduct personnel administrative, performance, and disciplinary actions.
2. Ensure required training is completed.
3. Enforce HR policies.
4. Adhere to Master Labor Agreement.

REFERENCES:

1. DOD 5500.07-R Joint Ethics Regulation

2. MCO 1700.30 Marine Corps Community Services Business Operations Manual
3. MCO P12000.11_ Marine Corps Non-Appropriated Fund Personnel Policy Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS:

1. Managing a workforce includes but not limited to recruitment, hiring, termination, promotions, coaching/counseling, performance evaluations, identifying union agreements, EEO/Ethics training, and workers compensation.
 2. Adhere to host nation's labor force policies
-

4133-OPS-2501: Execute visual merchandising plan

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

BILLETS: MCCA Marine

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given merchandise, store layout, display equipment, visual props, staff, and references.

STANDARD: To ensure visual merchandising reflects the character of the store, sets the mood, highlights new items, and encourages the purchase of the items displayed.

PERFORMANCE STEPS:

1. Ensure all visual merchandise staff coordinates with the management staff.
2. Ensure proper displays are created.

REFERENCES:

1. MCO 1700.30 Marine Corps Community Services Business Operations Manual
 2. MCO P1700.27_ Marine Corps Community Services Policy Manual
 3. MCX Brand Standards Policy Manual
 4. MSG MCX Merchandising Standards Guide
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4133-OPS-2502: Supervise receiving procedures

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

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a shipment of merchandise and an inventory management system.

STANDARD: Ensuring 100% accuracy to include timeliness of door to floor delivery.

PERFORMANCE STEPS:

1. Verify all merchandise is accounted for and matches the invoice.
2. Inspect goods for damaged or concealed shortages.
3. Verify all goods are properly ticketed when required.
4. Verify all overage/shortage.
5. Process Frustrated Freight as required.

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Conduct 10% audit on all Regional Distribution Center deliveries.

4133-OPS-2503: Conduct transfer of goods

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

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement.

STANDARD: Ensuring 100% accountability of merchandise.

PERFORMANCE STEPS:

1. Identify merchandise.
2. Determine appropriate site to receive goods.
3. Determine type of transfer.
4. Obtain receipt of goods.

REFERENCES:

1. MCO 1700.30 Marine Corps Community Services Business Operations Manual
 2. MCO P1700.27_ Marine Corps Community Services Policy Manual
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4133-OPS-2504: Manage warehouse operations

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

BILLETS: MCCS Marine

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given merchandise, equipment, and personnel.

STANDARD: To ensure receiving, return to vendor (RTV), storing, and redistributing merchandise is conducted without loss or damage.

PERFORMANCE STEPS:

1. Verify accurate receipt of all equipment, merchandise and product.
2. Ensure "first in, first out" (FIFO) and "last in, first out" (LIFO) is utilized.
3. Verify security is maintained to prevent pilferage and damage.
4. Monitor issuing and transfer of goods.
5. Track shipments.

REFERENCES:

1. MCO 1700.30 Marine Corps Community Services Business Operations Manual
 2. MCO P1700.27_ Marine Corps Community Services Policy Manual
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4133-OPS-2505: Manage customer satisfaction programs

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

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: To ensure MCCA compliance with standards of excellence IAW MCO 1700.30.

PERFORMANCE STEPS:

1. Solicit internal/external customer comments.
2. Review results.
3. Take corrective action.
4. Reward excellence.
5. Publish periodic patron surveys.

REFERENCES: MCO 1700.30 Marine Corps Community Services Business Operations Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: The primary means of evaluating customer feedback are Associate Satisfaction Index/Customer Satisfaction Index (ASI/CSI) and Interactive Customer Evaluation (ICE) forms. These tools can be used to highlight best business practices or determine training opportunities.

4133-OPS-2506: Conduct MCCA asset inventory

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

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Consolidated Memorandum Receipt (CMR) and additional equipment.

STANDARD: Ensuring 100% accountability of property.

PERFORMANCE STEPS:

1. Verify NSN, property number, and nomenclature.
2. Review and analyze results for accuracy.
3. Report discrepancies to applicable authorities.
4. Reconcile transfer of property.
5. Maintain records
6. Submit CMR to appropriate agency.

REFERENCES:

1. MCO P11000.5_ Real Property Facilities Manual, Volume IV, Facilities Projects Manual
 2. MCO P1700.27_ Marine Corps Community Services Policy Manual
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4133-OPS-2507: Prepare for retail inventory

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: MCCA Marine

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given floor plans, area tickets, inventory sheets, stock to be inventoried, and the references.

STANDARD: To ensure that all merchandise is accounted for.

PERFORMANCE STEPS:

1. Review the referenced publications and contracts.
2. Place fixture numbers on each fixture.
3. Reconcile inventory variance reports
4. Audit a minimum of 30 percent of total fixtures.
5. Reconcile inventory variance reports.
6. Evaluate procedures annually.

REFERENCES:

1. MCO 1700.30 Marine Corps Community Services Business Operations Manual
2. MCO P1700.27_ Marine Corps Community Services Policy Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: If no contracted inventory service, conduct 100% inventory and audit 30% of fixtures.

4133-OPS-2508: Conduct retail inventory

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

BILLETS: MCCS Marine

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a MCX facility.

STANDARD: Ensuring that all lines of merchandise are ready for audit.

PERFORMANCE STEPS:

1. Review the referenced publications and contract.
2. Audit a minimum of 30 percent of total fixtures.
3. Reconcile inventory variance reports.
4. Evaluate procedures annually.

REFERENCES:

1. MCO 1700.30 Marine Corps Community Services Business Operations Manual
2. MCO P1700.27_ Marine Corps Community Services Policy Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: If no contracted inventory service, conduct 100% inventory and audit 30% of fixtures.

4133-OPS-2509: Supervise sales procedures

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

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSST

INITIAL TRAINING SETTING: MOJT

CONDITION: In a MCCS activity, given cash registers, employees, inventory management system, merchandise, and the references.

STANDARD: To ensure sales are properly captured in EPOS system.

PERFORMANCE STEPS:

1. Verify all items are scanned and sold by Universal Product Code.
2. Ensure cashiers are trained in the proper operation of all cash registers.
3. Verify appropriate personnel perform cash register readings/voids.
4. Ensure each cashier is provided separate change funds.
5. Account for credit card slips.
6. Enforce a tolerance of cash overage/shortage to sales total per cashier.
7. Identify end of shift overage/shortage per cashier and take appropriate action.

8. Review sales transactions to ensure there is no fraudulent activity.
9. Ensure refund procedures are followed.

REFERENCES:

1. MCO 4066.18 Marine Corps Community Services Asset Protection Order
 2. MCO P1700.27_ Marine Corps Community Services Policy Manual
-

4133-OPS-2510: Manage Food and Beverage operations

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

BILLETS: MCCS Marine

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a facility.

STANDARD: Ensuring the operation meets the standard cost of goods and labor with the goal of profitability IAW MCO 1700.30.

PERFORMANCE STEPS:

1. Determine menu items
2. Build cost cards.
3. Conduct monthly inventories.
4. Determine sale price based on cost of goods.
5. Establish minimum inventory levels stocks.
6. Procure menu inventory.
7. Purchase equipment as required.
8. Train work force.
9. Establish procedures of operation and cost controls.
10. Establish health, safety, environmental and sanitation procedures.
11. Ensure implementation of Controlling Alcohol Responsibility & Effectively (C.A.R.E.) program.
12. Execute catering contracts as required.

REFERENCES:

1. MCO 1700.22 Alcohol Beverage Control in the Marine Corps
 2. MCO 1700.30 Marine Corps Community Services Business Operations Manual
 3. MCO 7010.20 Marine Corps Community Services Nonappropriated Fund Procurement Policy
 4. MCO P10110.31_ Veterinary/ Medical Food Safety, Quality Assurance, and Laboratory Service
 5. MCO P1700.27_ Marine Corps Community Services Policy Manual
 6. NAVMED P5010 Navy Sanitation
-

4133-OPS-2511: Provide support for entertainment

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

DESCRIPTION: These entertainment venues are facilitated through Armed Forces Entertainment.

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a location and a requirement.

STANDARD: Ensuring the needs of the entertainer are met and the event starts as scheduled.

PERFORMANCE STEPS:

1. Obtain contracts if needed.
2. Identify entertainer needs.
3. Coordinate external support requirements.
4. Provide travel and life support.
5. Complete after action report.

REFERENCES:

1. MCO 1700.30 Marine Corps Community Services Business Operations Manual
2. MCO 4066.18 Marine Corps Community Services Asset Protection Order
3. MCO 7010.20 Marine Corps Community Services Nonappropriated Fund Procurement Policy
4. MCO P1700.27_ Marine Corps Community Services Policy Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Review and maintain historical data.

4133-OPS-2512: Operate firearms cost center

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

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a MCX facility and references.

STANDARD: Maintaining the requirement for licensing and handling IAW Bureau of Alcohol, Tobacco, Firearms and Explosives (BATFE) regulations.

PERFORMANCE STEPS:

1. Ensure administrative and training requirements are met.
2. Conduct receiving procedures.
3. Conduct transfers.
4. Enforce proper storage.
5. Enforce display controls.
6. Process sales using required handling procedures.
7. Conduct inventory.

REFERENCES:

1. ATF Pub 5300.4 Federal Firearms Regulation Reference

2. MCO 1700.30 Marine Corps Community Services Business Operations Manual
3. MCO 4066.18 Marine Corps Community Services Asset Protection Order
4. MCO 5530.14_ Marine Corps Physical Security Program Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS:

1. State regulations must also be followed.
 2. Storage, timeliness and accuracy of bound book, and safekeeping of records are key components for audits and gun traces.
-

4133-OPS-2513: Conduct Special Events

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

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a plan.

STANDARD: Ensuring the event meets the goals and objectives.

PERFORMANCE STEPS:

1. Review the plan.
2. Review contracts.
3. Supervise or follow-up as required.
4. Complete after action report.

REFERENCES:

1. MCO 1700.30 Marine Corps Community Services Business Operations Manual
 2. MCO 4066.18 Marine Corps Community Services Asset Protection Order
 3. MCO P1700.27_ Marine Corps Community Services Policy Manual
-

4133-OPS-2514: Monitor gaming devices

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

DESCRIPTION: Gaming devices are only authorized in overseas commands.

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an area designated for gaming operations and the references.

STANDARD: Ensuring the machines operate IAW MCO 1700.30, Chapter 11.

PERFORMANCE STEPS:

1. Maintain change fund.

2. Ensure machines are repaired in a timely manner.
3. Ensure only authorized persons play machines.
4. Inspect facilities regularly for asset protection.

REFERENCES:

1. MCO 1700.30 Marine Corps Community Services Business Operations Manual
 2. MCO 4066.18 Marine Corps Community Services Asset Protection Order
 3. MCO P1700.27_ Marine Corps Community Services Policy Manual
-

4133-OPS-2515: Establish a marketing action plan

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

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: To promote MCCS products, programs, and services.

PERFORMANCE STEPS:

1. Develop the plan.
2. Coordinate with appropriate divisions.
3. Monitor performance.
4. Analyze results.

REFERENCES:

1. MCO 1700.30 Marine Corps Community Services Business Operations Manual
2. MCO P1700.27_ Marine Corps Community Services Policy Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Review and maintain historical data.

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APPENDIX A

ACRONYMS

AAadministrative action
ACCadministrative clerk course
ADCarea distribution center
ADCONadministrative control
ADJAdjutant
ADPautomatic data processing
ADOSActive Duty Operational Support
ADSWactive duty special work
ADTactive duty training
AFADBDarmed forces active duty base date
AICaccounting identification code
AISautomated information systems
AMCITSAmerican Citizens
AOarea of operations
AOApproving Official
AORarea of responsibility
APACadvance personnel administrative chief course
APACSAircraft and Personnel Area Clearance System
APDSall purpose date stamp
APESAutomated Performance Evaluation System
APOArmy Post Office
APSAwards Processing System
ARActive Reserve
ARCRAnnual Retirement Credit Report
ASRAuthorized Strength Report
ATAnnual Training
BASBasic Allowance for Subsistence
BAHBasic Allowance for Housing
BICBillet Information Code
BIRbasic individual record
BTRbasic training record
BMOSBillet Military Occupational Specialty
BCNRBureau of Corrections for Naval Records
CAConvening Authority
CACOCasualty Assistance Call Officer
CACcommon access card
CDPACentral Design and Programming Activity
CertComCertificate of Commendation
CHARTCivilian Hiring and Recruitment Tool
CJCSChairman of the Joint Chiefs of Staff
CJCSIChairman of the Joint Chiefs of Staff instruction
CJCSMChairman of the Joint Chiefs of Staff manual
CMCCommandant of the Marine Corps
CMCCClassified Material Control Center
CMFcentral master file
CMRConsolidated Memorandum Receipt
CMRRBCivilian Resource Management Review Board
CMSCOMSEC materials system
COcommanding officer
COCOMCombatant Commander

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

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

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

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

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

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

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APPENDIX B

TERMS AND DEFINITIONS

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

A

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

Assessment. An informal judgment of the unit's proficiency and resources made by a commander or trainer to gain insight into the unit's overall condition. It serves as the basis for the midrange plan. Commanders make frequent use of these determinations during the course of the combat readiness cycle in order to adjust, prioritize or modify training events and plans.

C

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

Collective Event. A clearly defined, discrete, and measurable activity, action, or event (i.e., task) that requires organized team or unit performance and leads to accomplishment of a mission or function. A collective task is derived from unit missions or higher-level collective tasks. Task accomplishment requires performance of procedures composed of supporting collective or individual tasks. A collective task describes the exact performance a group must perform in the field under actual operational conditions. The term "collective" does not necessarily infer that a unit accomplishes the event. A unit, such as a squad or platoon conducting an attack; may accomplish a collective event or, it may be accomplished by an individual to accomplish a unit mission, such as a battalion supply officer completing a reconciliation of the battalion's CMR. Thus, many collective events will have titles that are the same as individual events; however, the standard and condition will be different because the scope of the collective event is broader.

Collective Training Standards (CTS). Criteria that specify mission and functional area unit proficiency standards for combat, combat support, and combat service support units. They include tasks, conditions, standards, evaluator instruction, and key indicators. CTS are found within collective training events in T&R Manuals.

Combat Readiness Cycle. The combat readiness cycle depicts the relationships within the building block approach to training. The combat readiness cycle progresses from T&R Manual individual core skills training, to the accomplishment of collective training events, and finally, to a unit's participation in a contingency or actual combat. The combat readiness cycle demonstrates the relationship of core capabilities to unit combat readiness.

Individual core skills training and the training of collective events lead to unit proficiency and the ability to accomplish the unit's stated mission.

Combat Readiness Percentage (CRP). The CRP is a quantitative numerical value used in calculating collective training readiness based on the E-Coded events that support the unit METL. CRP is a concise measure of unit training accomplishments. This numerical value is only a snapshot of training readiness at a specific time. As training is conducted, unit CRP will continuously change.

Condition. The condition describes the training situation or environment under which the training event or task will take place. Expands on the information in the title by identifying when, where and why the event or task will occur and what materials, personnel, equipment, environmental provisions, and safety constraints must be present to perform the event or task in a real-world environment. Commanders can modify the conditions of the event to best prepare their Marines to accomplish the assigned mission (e.g. in a desert environment; in a mountain environment; etc.).

Core Competency. Core competency is the comprehensive measure of a unit's ability to accomplish its assigned MET. It serves as the foundation of the T&R Program. Core competencies are those unit core capabilities and individual core skills that support the commander's METL and T/O mission statement. Individual competency is exhibited through demonstration of proficiency in specified core tasks and core plus tasks. Unit proficiency is measured through collective tasks.

Core Capabilities. Core capabilities are the essential functions a unit must be capable of performing during extended contingency/combat operations. Core unit capabilities are based upon mission essential tasks derived from operational plans; doctrine and established tactics; techniques and procedures.

Core Plus Capabilities. Core plus capabilities are advanced capabilities that are environment, mission, or theater specific. Core plus capabilities may entail high-risk, high-cost training for missions that are less likely to be assigned in combat.

Core Plus Skills. Core plus skills are those advanced skills that are environment, mission, rank, or billet specific. 2000-Level training is designed to make Marines proficient in core skills in a specific billet or at a specified rank at the Combat Ready level. 3000-8000-Level training produces combat leaders and fully qualified section members at the Combat Qualified level. Marines trained at the Combat Qualified level are those the commanding officer feels are capable of accomplishing unit-level missions and

of directing the actions of subordinates. Many core plus tasks are learned via MOJT, while others form the base for curriculum in career level MOS courses taught by the formal school.

D

Defense Readiness Reporting System (DRRS). A comprehensive readiness reporting system that evaluates readiness on the basis of the actual missions and capabilities assigned to the forces. It is a capabilities-based, adaptive, near real-time reporting system for the entire Department of Defense.

Deferred Event. A T&R event that a commanding officer may postpone when in his or her judgment, a lack of logistic support, ammo, ranges, or other training assets requires a temporary exemption. CRP cannot be accrued for deferred "E-Coded" events.

Delinquent Event. An event becomes delinquent when a unit exceeds the sustainment interval for that particular event. The individual or unit must update the delinquent event by first performing all prerequisite events. When the unit commander deems that performing all prerequisite is unattainable, then the delinquent event will be re-demonstrated under the supervision of the appropriate evaluation authority.

E

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

Evaluation. Evaluation is a continuous process that occurs at all echelons, during every phase of training and can be both formal and informal.

Evaluations ensure that Marines and units are capable of conducting their combat mission. Evaluation results are used to reallocate resources, reprioritize the training plan, and plan for future training.

Event (Training). 1) An event is a significant training occurrence that is identified, expanded and used as a building block and potential milestone for a unit's training. An event may include formal evaluations. 2) An event within the T&R Program can be an individual training evolution, a collective training evolution or both. Through T&R events, the unit commander ensures that individual Marines and the unit progress from a combat capable status to a Fully Combat Qualified (FCQ) status.

Event Component. The major procedures (i.e., actions) that must occur to perform a Collective Event to standard.

Exercise Commander (EC). The Commanding General, Marine Expeditionary Force or his appointee will fill this role, unless authority is delegated to the respective commander of the Division, Wing, or FSSG. Responsibilities and functions of the EC include: 1) designate unit(s) to be evaluated, 2) may designate an exercise director, 3) prescribe exercise objectives and T&R events to be evaluated, 4) coordinate with commands or agencies external to the Marine Corps and adjacent Marine Corps commands, when required.

Exercise Director (ED). Designated by the EC to prepare, conduct, and report all evaluation results. Responsibilities and functions of the ED include:

1) Publish a letter of instruction (LOI) that: delineates the T&R events to be evaluated, establishes timeframe of the exercise, lists responsibilities of various elements participating in the exercise, establishes safety requirements/guidelines, and lists coordinating instructions. 2) Designate the TEC and TECG to operate as the central control agency for the exercise.

3) Assign evaluators, to include the senior evaluator, and ensure that those evaluators are properly trained. 4) Develop the general exercise scenario taking into account any objectives/events prescribed by the EC. 5) Arrange for all resources to include: training areas, airspace, aggressor forces, and other required support.

M

Marine Corps Ground Training and Readiness (T&R) Program. The T&R Program is the Marine Corps' primary tool for planning and conducting training, for planning and conducting training evaluation, and for assessing training readiness. The program will provide the commander with standardized programs of instruction for units within the ground combat, combat support, and combat service support communities. It consolidates the ITS, CTS, METL and other individual and unit training management tools. T&R is a program of standards that systematizes commonly accepted skills, is open to innovative change, and above all, tailors the training effort to the unit's mission. Further, T&R serves as a training guide and provides commanders an immediate assessment of unit combat readiness by assigning a CRP to key training events. In short, the T&R Program is a building block approach to training that maximizes flexibility and produces the best-trained Marines possible.

Mission Essential Task(s) MET(s). A MET is a collective task in which an organization must be proficient in order to accomplish an appropriate portion of its wartime mission(s). MET listings are the foundation for the T&R Manual; all events in the T&R Manual support a MET.

Mission Essential Task List (METL). Descriptive training document that provides units a clear, war fighting focused description of collective actions necessary to achieve wartime mission proficiency. The service-level METL, that which is used as the foundation of the T&R Manual, is developed using Marine Corps doctrine, operational plans, T/Os, UJTL, UNTL, and MCTL. For community based T&R Manuals, an occupational field METL is developed to focus the community's collective training standards. Commanders develop their unit METL from the service-level METL, operational plans, contingency plans, and SOPs.

O

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

P

Prerequisite Event. Prerequisites are the academic training and/or T&R events that must be completed prior to attempting the event.

R

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

S

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

Simulation Training. Simulators provide the additional capability to develop and hone core and core plus skills. Accordingly, the development of simulator training events for appropriate T&R syllabi can help maintain valuable combat resources while reducing training time and cost. Therefore, in cases where simulator fidelity and capabilities are such that simulator training closely matches that of actual training events, T&R Manual developers may include the option of using simulators to accomplish the training. CRP credit will be earned for E-Coded simulator events based on assessment of relative training event performance.

Standard. A standard is a statement that establishes criteria for how well a task or learning objective must be performed. The standard specifies how well, completely, or accurately a process must be performed or product produced. For higher-level collective events, it describes why the event is being done and the desired end-state of the event. Standards become more specific for lower-level events and outline the accuracy, time limits, sequencing, quality, product, process, restrictions, etc., that indicate the minimum acceptable level of performance required of the event. At a minimum, both collective and individual training standards consist of a task, the condition under which the task is to be performed, and the evaluation criteria that will be used to verify that the task has been performed to a satisfactory level.

Sustainment Training. Periodic retraining or demonstration of an event required maintaining the minimum acceptable level of proficiency or capability required to accomplish a training objective. Sustainment training goes beyond the entry-level and is designed to maintain or further develop proficiency in a given set of skills.

Systems Approach to Training (SAT). An orderly process for analyzing, designing, developing, implementing, and evaluating a unit's training program to ensure the unit, and the Marines of that unit acquire the knowledge and skills essential for the successful conduct of the unit's wartime missions.

T

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

Technical Exercise Controller (TEC). The TEC is appointed by the ED, and usually comes from his staff or a subordinate command. The TEC is the senior evaluator within the TEGC and should be of equal or higher grade than the commander(s) of the unit(s) being evaluated. The TEC is responsible for ensuring that the evaluation is conducted following the instructions contained in this order and MCO 1553.3A. Specific T&R Manuals are used as the source for evaluation criteria.

Tactical Exercise Control Group (TECG). A TECG is formed to provide subject matter experts in the functional areas being evaluated. The benefit of establishing a permanent TECG is to have resident, dedicated evaluation authority experience, and knowledgeable in evaluation technique. The responsibilities and functions of the TECG include: 1) developing a detailed exercise scenario to include the objectives and events prescribed by the EC/ED in the exercise LOI; 2) conducting detailed evaluator training prior to the exercise; 3) coordinating and controlling role players and aggressors; 4) compiling the evaluation data submitted by the evaluators and submitting required results to the ED; 5) preparing and conducting a detailed exercise debrief for the evaluated unit(s).

Training Plan. Training document that outlines the general plan for the conduct of individual and collective training in an organization for specified periods of time.

U

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

Unit Evaluation. All units in the Marine Corps must be evaluated, either formally or informally, to ensure they are capable of conducting their combat mission. Informal evaluations should take place during all training events.

The timing of formal evaluations is critical and should, when appropriate, be directly related to the units' operational deployment cycle. Formal evaluations should take place after the unit has been staffed with the majority of its personnel, has had sufficient time to train to individual and collective standards, and early enough in the training cycle so there is sufficient time to correctly identified weaknesses prior to deployment. All combat units and units' task organized for combat require formal evaluations prior to operational deployments.

Unit Training Management (UTM). Unit training management is the use of the SAT and Marine Corps training principles in a manner that maximizes training results and focuses the training priorities of the unit on its wartime mission. UTM governs the major peacetime training activity of the Marine Corps and applies to all echelons of the Total Force.

W

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

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APPENDIX C

REFERENCES

29 CFR 1910.120 Occupational Safety and Health Standards ; Hazardous Waste
Operations and Emergency Response

DOD 5500.7R Joint Ethics Regulation (JER)

DODD 1015.2 Military Morale, Welfare and Recreation

DODD 1330.9 Armed Services Exchange Regulations

DODD 4105.67 Non-appropriated Fun (NAF) Procurement Policy

DODD 7000.14 DOD Financial Management Policy and Procedure

DODI 1015.10 Programs for Military Morale, Welfare, and Recreation (MWR)

DODI 1015.14 Establishment, Management, and Control of Non-appropriated
Fund Instrumentalities and Financial Management of
Supporting Resources

DODI 4105.71 Non-appropriated Fun (NAF) Procurement

JP 1-0 Joint Doctrine for Personnel Support to Joint Operations

JP 3-07.5 Joint Tactics, Techniques, and Procedures for Noncombatant
Evacuation

MCO 10120.28 Individual Clothing Regulations

MCO 10123.8 Commercially Procured Marine Corps Uniforms and Accessories
Sold Through Marine Corps Exchanges

MCO 1700.22 Alcohol Beverage Control in the Marine Corps

MCO 5100.8 Marine Corps Occupational Safety and Health (OSH) Policy
Order

MCO P12000.11 Marine Corps Non-appropriated Fund Personnel Policy Manual

MCO P1700.27_ Marine Corps Community Services Policy Manual

MCO P1700.29 Marine Corps Semper Fit Program Manual

MCO P1700.30 Marine Corps Community Services Business Operations Manual

MCO P4066.17 Marine Corps Exchange Security and Loss Prevention Manual

MCO P4200.15 Marine Corps Purchasing Procedures Manual

MCO P4790.2 MIMMS Field Procedures Manual

MCO P5300.9 Marine Corps Non-appropriated Funds Instrumentalities
Personnel Manual

MCO P7010.20 Marine Corps Community Services Non-appropriated Fund
Procurement Policy

MCWP 4-1 Logistics Operations

MCWP 4-11 Tactical Level Logistics

MCWP 4-11.8 Services in an Expeditionary Environment

MCWO 4-12 Operations Level Logistics

NAVMC 2712 Marine Corps Club System Operations Manual

NAVMED P5010 Navy Sanitation

OPNAV 4000.84 Interservice and Intragovernmental Support Program

NAVINST P5212.5 Disposal Navy/Marine Corps Records

SL 3-011362B Tent GP Old Type SL-3

TM 10-8340-240-12 Tent GP Modular New Type TM

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APPENDIX D

MCCS COURSES - TRAINING

MARINE CORPS COMMUNITY SERVICES COURSES/TRAINING

The following courses are a combination of training and professional development courses which are designed to provide developmental opportunities that will either certify Marines to execute their duties, or broaden their general knowledge. More information about the courses is available through the MCCS Training Catalog, Headquarters, United States Marine Corps, Personal & Family Readiness Division, 3044 Catlin Avenue, Quantico, VA 22134.

4100/SERGEANT

- 7 HABITS OF HIGHLY EFFECTIVE PEOPLE
- WORLD CLASS CUSTOMER SERVICE
- COMMUNICATION STRATEGIES THAT GET RESULTS
- RETAIL MATH 1 & (NOTE: ON-LINE COURSE)
- CREATIVE TRAINING TECHNIQUES 1
- FORKLIFT CLASSES
- SERVSAFE (F&H) (NOTE: ON-LINE COURSE)
- TFE TRAINING
- PREVENTION OF SEXUAL HARASSMENT (POSH)
- ETHICS
- CONSTITUTION TRAINING
- HIGH INTENSITY TACTICAL TRAINING (HITT) LEVEL 1/2/3
- PERFORMANCE COACHING
- CHANGE ELEMENT
- CATERING PRODUCTIVITY CERTIFICATION DEVELOPMENT(NOTE: ON-LINE COURSE)
- LAWROOM (NOTE: ON-LINE COURSE)
 - CONTRACTING 101
 - ARE YOU LISTENING?
 - EXTENDED DISC WORKSHOP
 - BASICS OF LEADERSHIP 1-6
 - COMPUTRON TRAINING
 - HIRING 1-IDENTIFYING CANDIDATES
 - NAF WORKERS COMPENSATION SUPERVISOR/MANAGER TRAINING
 - EMPLOYMENT LAW
 - ACCOUNTING FORMS AND PROCEDURES
 - CASH HANDLING
 - COGNOS
 - RETAIL EXCELLENCE 1-3
 - ETHOS LMS TRAINING FOR MANAGERS
 - CONTRACTING OFFICER REPRESENTATIVE COURSE

STAFF SERGEANT/GUNNERY SERGEANT

- LEADERSHIP SKILLS FOR MANAGERS

- APPLIED FINANCIAL PLANNING
- CREATIVE TRAINING TECHNIQUES II
- MCCS MANAGERS COURSE
- SOFTLINES MATERIALS
- HARDLINES/CONSUMABLES MATERIALS
- FOOD AND BEVERAGE MANAGEMENT (F&H) (NOTE: ON-LINE COURSE)
- HIGH INTENSITY TACTICAL TRAINING (HITT) LEVEL 1/2/3
- PERFORMANCE COACHING
- CHANGE ELEMENT
- CATERING PRODUCTIVITY CERTIFICATION DEVELOPMENT
(NOTE: ON-LINE COURSE)
- CATERING SALES PRODUCTIVITY TRAINING
- LAWROOM (NOTE: ON-LINE COURSE)
- MILITARY BRIEFING: POWERPOINT MADE EASY
- HIRING II-INTERVIEWING AND SELECTING
- MANAGEMENT 101 1-4
- MOTIVATING YOUR WORKFORCE
- FOUR LENSES
- APPRAISING PERFORMANCE
- PERFORMANCE MANAGEMENT 1-4
- THE CHANGE ELEMENT
- THE CHANGE PROCESS
- MENTORING THAT MATTERS
- FIVE CHOICES TO EXTREME PRODUCTIVITY

MASTER SERGEANT/MASTER GUNNERY SERGEANT

- MAKING MEETINGS WORK
- CONTRACTING COURSE BASIC (NOTE: ON-LINE COURSE)
- NAF ACQUISITION MANAGEMENT COURSE
- BUSINESS OPERATIONS TACTICAL LEADERSHIP COURSE - UNC CHAPEL HILL
- HIGH INTENSITY TACTICAL TRAINING (HITT) LEVEL 1/2/3
- LAWROOM (NOTE: ON-LINE COURSE)
- PROJECT MANAGEMENT
- LEAN SIX SIGMA
- BUSINESS PLAN DEVELOPMENT
- MULTIGENERATION MANAGEMENT 1-5
- SPEED OF TRUST
- FUNDAMENTALS OF BUSINESS CRISIS MANAGEMENT
- BUSINESS EXECUTION 1-3
- ADVANCE MANAGEMENT SKILLS
- EFFECTIVE DELEGATION

WARRANT OFFICER/CHIEF WARRANT OFFICER

- COMPLETE COURSES SGT THRU MGYSGT