



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

MCO 1130.56E  
MCRC (G3)  
13 May 2025

MARINE CORPS ORDER 1130.56E

From: Commandant of the Marine Corps  
To: Distribution List

Subj: TOTAL FORCE RECRUITING

Ref: (a) MCRCO 1100.76B  
(b) MCO 1000.6  
(c) MCO 1001R.1L w/CH-1  
(d) MCO 1130.76D  
(e) MCO 1326.6 w/CH-1  
(f) MCO 1130.62C  
(g) MCO 5040.6J  
(h) DoDI 4000.19  
(i) SECNAV M-5210.1  
(j) MCO 5210.11F  
(k) 5 U.S.C. § 552a  
(l) SECNAVINST 5211.5F  
(m) DoDM 1145.02 w/ CH-1, "Military Entrance Processing Station (MEPS)", May 7, 2025

1. Situation. The purpose of this Order is to provide up to date and relevant information, guidance, and direction on total force recruiting, per references (a) through (m). This Order is in accordance with references (a) through (m).

2. Cancellation. MCO 1130.56D.

3. Mission. The Commandant of the Marine Corps (CMC) exercises control of the Marine Corps recruiting program through the Deputy Commandant for Manpower and Reserve Affairs (DC M&RA) and the Commanding General of Marine Corps Recruiting Command (CG MCRC). CG MCRC conducts all United States Marine Corps (USMC) Reserve recruiting in coordination with the Commander, Marine Forces Reserve (COMMARFORRES) and the Director, Reserve Affairs (RA). Figure (1) shows the MCRC structure and command relationships.

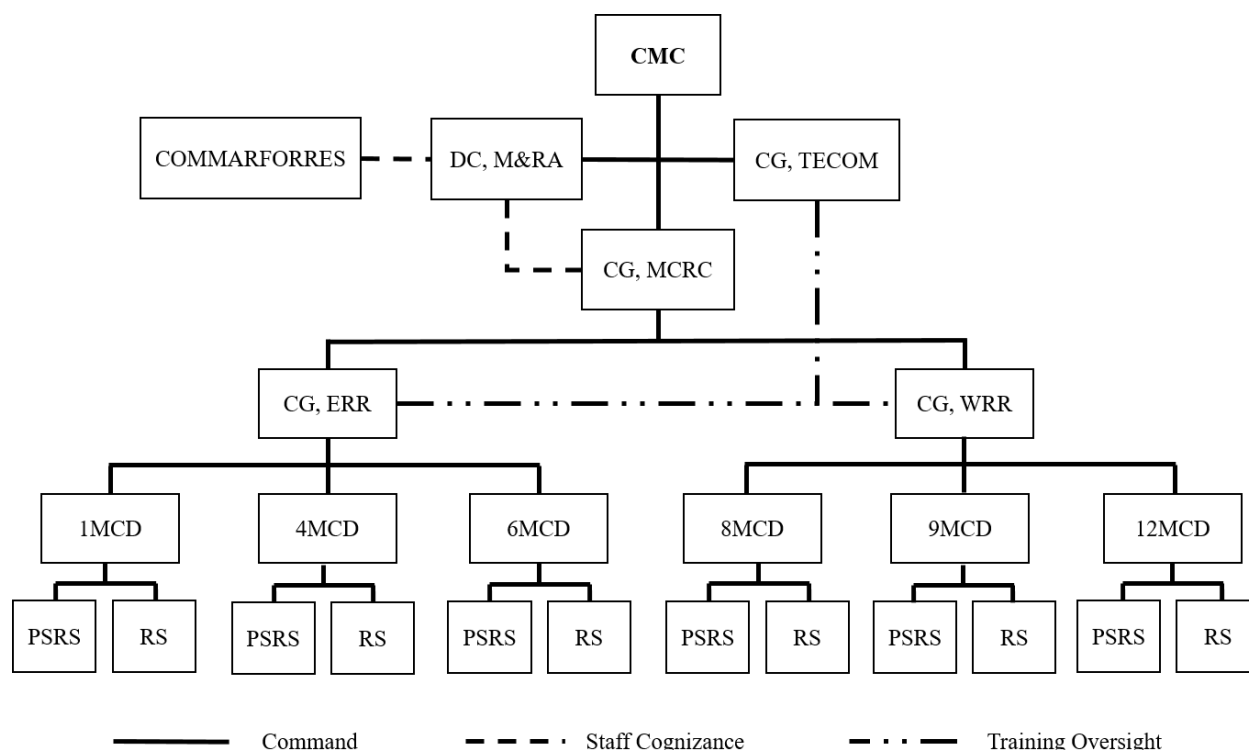


Figure 1-1.--Marine Corps Force Integration

#### 4. Execution

##### a. Commander's Intent and Concept of Operations

(1) Commander's Intent. In meeting its total force military manpower needs, the Marine Corps uses a total force concept. The unified, integrated, cooperative team approach satisfies total force manpower requirements, whether Regular or Reserve, Officer or Enlisted. This total force manpower approach avoids duplication of effort and helps realize economies and efficiencies. Additionally, it combines responsibilities for recruiting and recruit training at the region/depot level.

##### (2) Concept of Operations

###### (a) Determination of Military Personnel Requirements

1. The DC M&RA projects and sets the total force military recruiting requirements far enough in advance to facilitate planning, programming, and budgeting.

2. Annually, the CG MCRC determines mission shares, and publishes planning guidance, quality standards, and quotas for the procurement of qualified individuals to meet the established personnel strength levels, Officer and Enlisted, of the Total Force Marine Corps.

3. The COMMARFORRES influences annual Reserve accession requirements in coordination with the Director, RA in accordance with established planning process timelines.

(b) Recruiting / Recruit Training Commanders. The Commanding Generals (CGs) of Eastern Recruiting Region (ERR) and Western Recruiting Region (WRR) are well positioned to manage the often conflicting needs of meeting quantity requirements and quality standards. As recipients of new recruits, regional CGs carry out a vigorous quality control program.

(c) Personnel

1. DC M&RA provides sufficient personnel to MCRC in support of its total force recruiting mission. MCRC's recruiting force is composed of Marines from both the Active and Reserve Components. The manpower derived from the recruiting support programs described in paragraph 4.a.(2)(c)2. of this Order represent an integral part of the recruiting force and is vital to mission accomplishment. CG MCRC has cognizance over the Career Recruiter Program (Military Occupation Specialty (MOS) 8412) per reference (a) and coordinates with the Director, RA on appointment and assignment of Active Reserve Career Recruiters (MOS 8422).

a. The regional CGs each have Assistant Chief of Staff for Recruiting and other staff personnel to assist in carrying out their recruiting responsibilities.

b. In line with references (a) and (g), and the fiscal year intra-District and Extended Active Duty (EAD) program permanent change of station requirements memorandum published by M&RA Manpower Management Integrations Branch, Fiscal and Entitlements Management Section (MMIB-3), Commanding Officers (COs) of Marine Corps Districts (MCDs) organize and assign recruiting personnel to accomplish their mission.

(1) Reassignments are made in accordance with references (b), (d), and (g).

(2) Submit requests for table of organization changes to the CG MCRC.

2. CG MCRC maintains recruiting support programs detailed in reference (f) to include the Recruiter Aide Program, the EAD Recruiter Program, Permissive Temporary Active Duty (PTAD), the Permissive Recruiter Assistant Program (PRASP), the Command Recruiting Program, the Individual Mobilization Augmentee (IMA) Program, and Referral incentives. To accomplish the total force recruiting mission, each of the support programs must yield their expected share of accessions proportional to the level of resources invested in those programs. This team approach provides the Marine Corps with economies and efficiencies.

a. CG MCRC educates and informs Marine Reservists regarding the following Active Duty assignments and Marine Reservists are encouraged to apply.

(1) Reserve Recruiter Aides. Members of the Selected Marine Corps Reserve (SMCR) apply for temporary Active Duty at a recruiting station (RS) in the vicinity of their home. They provide a valuable cadre of "home grown" recruiters in support of the total force recruiting effort. Tour lengths of 139 days may be extended up through 179 days in a fiscal year. These limitations help prevent the accounting of these Marines against Active Duty end-strength. References (b), (c), and (d) provide detailed

information and instructions regarding employment of Reserve Recruiter Aides. Further details are covered in reference (d), and paragraph 4.b.(5)(e) of this Order.

(2) Extended Active Duty (EAD) Recruiters. Reserve Non-Commissioned Officers (NCOs) and Staff Non-Commissioned Officers (SNCOs) may apply for initial 2-year tours. Reference (e) provides detailed information and instructions regarding employment of EAD recruiters. Further details are covered in references (b), (e), (f), and paragraph 4.b.(5)(e) of this Order. This program is not a career program.

(3) Individual Mobilization Augmentee (IMA) Program. The mission of the IMA Program is to augment and reinforce Active Component (AC) staffs of the Marine Corps having IMA structure on their tables of organization (T/O) with pre-trained and qualified members of the Ready Reserve. IMAs provide the command with expeditiously accessible additional manpower under crisis or wartime conditions. MCRC IMA Marines support AC recruiters as force multipliers in the local community and they are prepared to fulfill key leadership billets at MCD and RS as required during wartime contingencies.

b. Permissive Recruiter Assistants. Reference (g) provides information on this highly effective program. Recent graduates from recruit training, Marine Combat Training, or an MOS-producing school should be encouraged to return to their hometown in support of local recruiting efforts. Assignments are generally no longer than two weeks. PTAD recruiter assistant assignments may also be in conjunction with annual leave.

c. Command Recruiting Program. As detailed in reference (f), all Marine Corps commanders shall assist the recruiting program to the fullest extent possible. The MCRC Program:

(1) Consists of the direct actions taken by commanders to assist the recruiting effort. Commanders are encouraged to exercise their initiative.

(2) Specifically calls upon commanders to:

(a) Make Marines available for up to 30 days of PTAD in support of recruiting.

(b) Encourage Marines to assist the recruiting effort while on leave or liberty.

(c) Inform Marines of the incentives available for assistance rendered and formally recognizes them as appropriate.

(d) Encourage Marines to seek Reserve opportunities at the conclusion of their contract.

(3) Sets forth procedures to report the degree of participation by major commands and their measure of success.

d. Referral Incentives. Relationships built between the local RSs, the Active force, and SMCR units will result in a positive flow of referrals, which could contribute to the quality of accessions into the Active force and into the SMCR unit itself. One measurable result of this

unit-to-unit interaction is the referral of Prior Service Marines interested in joining a Reserve unit and the referral of Non-Prior Service individuals who are interested in learning more about becoming a Marine. In accordance with reference (f), there are incentives for all Marines, both Active and Reserve, to refer quality individuals to the recruiting force. Refer to reference (f) for examples of referrals.

(1) Meritorious Promotion. Any Private (Pvt) who refers an applicant that subsequently enlists or reenlists will subsequently be meritoriously promoted to Private First Class (PFC), if otherwise qualified and recommended. Any PFC who refers two individuals who subsequently enlist or reenlist will be meritoriously promoted to Lance Corporal (LCpl), if otherwise qualified and recommended.

(2) Bonus Points for Composite Scores. LCpls and Corporals (Cpls) will receive 20 points per applicant referred, who subsequently enlists or reenlists. Bonus points are computed in composite scores may not exceed 100 points or be carried forward to the next higher grade.

(3) Fitness Report Comments. For Sergeants and above, appropriate comments are recommended for fitness reports.

(4) Reserve Retirement Points. Per reference (c) and (f), Reserve Marines eligible to receive inactive duty training points are eligible to receive ten reserve retirement points for any referral resulting in the recruitment of an Enlisted marine or newly accessed Officer in either the AC or Selected Reserve (SelRes). The maximum number of points earned in this manner is 40 reserve retirement points per anniversary year.

(a) In accordance with reference (f), the RS CO will send a Marine Corps Recruiting Information Support System (MCRISS) generated referral credit letter to the parent Reserve unit, which can be used as a source document for meritorious promotions, composites score adjustments, and retirement points.

(b) Community outreach or community engagement events may result in co-sponsored activities between the SMCR unit and the RS elements. These events are encouraged. It is reasonable that the RS COs assign credit to the SMCR unit and their Marines for referrals that contract because of these co-sponsored events, specifically when the RS requests the support.

(c) Problems and differences between RSs, Prior Service Recruiting Stations (PSRSs), and SMCR units relating to recruiting support are normally resolved by the cognizant MCD CO, the senior SMCR unit CO, and Inspector and Instructor (I-I). The MCD CO, the senior CO, and I-I will detail in writing and forward those problems, which have no reasonable resolution at their levels, up their respective chains of command.

b. Subordinate Element Missions

(1) Deputy Commandant for Manpower and Reserve Affairs (DC M&RA). As part of overall manpower responsibilities, the DC M&RA has staff cognizance over military recruitment and retention, both Regular and Reserves, publishes the multi-year accession and retention strategy, and fiscal year accession

and retention requirements in the Manpower Accession and Retention Plan, MEMO-01.

(2) Commanding General of Marine Corps Recruiting Command (CG MCRC). The CG MCRC is responsible to the CMC to find, attract, and recruit qualified individuals for the Active and Reserve Components, both Officer and Enlisted to achieve Total Force accession requirements. In controlling and coordinating Officer and Enlisted Regular Marine Corps and Prior Service and Non-Prior Service Reserve recruitment, CG MCRC assigns qualitative and quantitative enlistment shipping quotas and pool strength requirements to the regional CGs. Contracting goals are subject to the approval of CG MCRC. CG MCRC assigns Officer procurement requirements directly to the region CGs. CG MCRC sets forth policies and procedures for conduct of recruiting by means of directives and volumes of recruiting doctrine, collectively regarded as the basis for systematic recruiting as outlined in reference (d). To help accomplish the recruiting mission the CG MCRC provides personnel, logistics, protection, fiscal, and advertising support directly to the regions. CG MCRC further sustains the effort through market analysis, strategic planning, training oversight, and programming and budgeting processes. CG MCRC is also the Marine Corps member to designated Department of Defense (DoD) or joint recruitment committees or groups. Responsibilities of Marine recruiting commanders are fundamentally the same as those of any commander accomplishing the mission and looking out for the welfare of their people. Some of the special responsibilities of recruiting commanders follow:

(a) Operations. The conduct of recruiting operations is guided by the annual recruiting operations order and reference (g).

(b) Training

1. The CG MCRC develops, coordinates, provides for, and oversees training for total force recruiting personnel, including initial and follow-on training programs. Marine Corps recruiter and recruiting management training places emphasis on professional communication, consulting, coaching, and counseling skills as well as the time-tested set of procedures known as systematic recruiting. The purpose of the follow-on training is to sustain and improve the proficiency of the recruiting force.

2. The Recruiters School, located at Marine Corps Recruit Depot (MCRD), San Diego, functions under the direct control of the CG MCRC. Career Recruiter assignments to staff the Recruiters School are controlled by MCRC. Assignments to fill student requirements are controlled by HQMC in close coordination with MCRC.

3. For base-related matters, the CO, Recruiters School answers to the CG WRR and relies on the support of that chain of command. In operational and training matters however, the CG MCRC directs the activities of the school to include modifications to the program of instruction.

4. MCRC conducts the Recruiting Management Course and controls assignment to it.

5. CG MCRC, in conjunction with the regional CGs, arranges for and conducts the training of the MCD command groups.

6. Subordinate recruiting commanders carry out the training specified by the CG MCRC.

(c) Advertising

1. Advertising develops and influences public awareness about all aspects of the Marine Corps (Enlisted, Officer, Regular and Reserve). To do this, a message that stimulates the target's interest and remains true to the Corps is provided. Advertising must highlight the Marine Corps' position as "smart, tough, elite warriors" and leverage this image relative to the enlistment consideration cycle of our prospects.

2. Advertising efforts help to connect the Marine Corps to the American society and make the public aware of the unique benefits of becoming a Marine. While not everyone can be a Marine, everyone should understand what it means to become one and should feel a sense of pride when an associate chooses to serve their country as a United States Marine. Advertising must be engaging.

3. As the target audience changes, advertising must keep pace, accommodating additional informational needs and changing media consumption behaviors. In the current, cluttered spectrum of media, Marine Corps advertising must be relevant and unique. It must stand out from the barrage of messages aimed at the target prospect and inspire the uninformed to consider the Marine Corps.

4. Recruiting advertising has five objectives:

a. Leverage the Marine Corps advertising program as an effective tool to enhance the Marine Corps image, promote public awareness, and support the recruiter.

b. Develop targeted lead generation products to drive an increasing number of qualified leads to recruiters as measured through delivery and conversion rates.

c. Provide compelling and effective recruiter support materials that assist recruiters in the sales process.

d. Exploit emerging technologies and new advertising opportunities to remain at the forefront of all recruit advertising.

e. Generate unique and relevant advertising that provides a solid foundation for the movement of a prospect from awareness of the Marine Corps to joining our ranks.

(d) External Agencies. Coordinating with the Accession Policy Directorate (Office of the Under Secretary for Personnel and Readiness, Military Personnel Policy), United States Military Entrance Processing Command (USMEPCOM) headquarters and other commands as needed.

(3) Commanding General of Eastern Recruiting Region (CG ERR) and Commanding General of Western Recruiting Region (CG WRR). The regional CGs are responsible for:

(a) Planning, organizing, conducting, and administering Officer and Enlisted Regular Marine Corps and Prior Service and Non-Prior Service Reserve recruitment.

(b) Assigning contracting goals and shipping requirements to MCDs to meet annual accession requirements. Specifically, the region CGs manage contracting enough qualified applicants to attain assigned monthly and annual shipping requirements while maintaining pool strengths at or above the minimum level established by the CG MCRC.

(c) Exercising waiver authority as provided for in the MCRC Enlistment Processing Manual and Officer Commissioning Manual.

(d) Maintaining liaison with the COMMARFORRES on Reserve referrals and incentives.

(e) Adjudicating recommendations for recruiter reliefs.

(f) Coordinating with USMEPCOM sectors and other commands as needed.

(g) Handling non-routine special and congressional interest inquiries.

(h) Managing the qualitative and quantitative performance of subordinate recruiting commands.

(i) Identifying training deficiencies and supporting the training effort.

(j) Developing and maintaining comprehensive quality control procedures.

(k) Serving as General Court Martial Convening Authority.

(l) Improving the overall wellness and quality of life of command members and their families.

(4) Commanding Officers (COs) of Marine Corps Districts (MCDs). COs of MCDs are responsible for:

(a) Meeting the qualitative and quantitative contracting goals and shipping requirements for Officer and Enlisted Regular Marine Corps and Prior Service and Non-Prior Service Reserve recruitment as directed by the regional CG.

(b) Sustaining pool strength and effecting pool distribution per guidance from the regional CG.

(c) Conducting an aggressive quality control program.

(d) Identifying training deficiencies and conducting the required training.

(e) Improving the overall wellness and quality of life of command members and their families.

(f) Coordinating local advertising and public affairs and community relations activities.



1. Support COMMARFORRES requests for assistance with public affairs and community relations activities.

2. Request assistance via the chain of command when MCD capabilities could be exceeded.

(g) Ensuring that RS COs and Prior Service Recruiting Station Officers in Charge (OICs) coordinate with COMMARFORRES counterparts including:

1. Hosting periodic Reserve recruiting coordination conferences.

2. Providing units with shipping dates and other information available from MCRISS.

3. Initiating engagement with local I-I staffs on recruiting, processing concerns, and identifying requesting recruiting support (static displays, canvassing events, demonstrations, etc.) at least 30 days in advance.

(h) Complying with casualty procedures as required.

(i) Maintaining liaison with Marine Corps Coordinating Councils, Marine Corps affiliated organizations, and other potentially supportive groups through Reserve Special Staff Officers and COs, Marine Corps RSs to increase support for the recruiting effort.

(j) Coordinating laterally with other military commands as necessary, including other military service recruiting commands.

(k) Participating in the USMEPCOM Recruiting Commanders Committees in accordance with reference (m) as appropriate:

1. Monitor the processing and other services provided by Military Entrance Processing Stations (MEPS).

2. Ensure the COs, Marine Corps RSs comply with the MEPS-related responsibilities, including participating in Interservice Recruitment Committees and support for the Student Armed Services Vocational Aptitude Battery (ASVAB) Program.

(5) Commander, Marine Forces Reserve (COMMARFORRES). The COMMARFORRES responsibilities include:

(a) Influence annual Reserve accession requirements in coordination with Director, RA in accordance with established process timelines.

(b) Notify CG MCRC on contemplated SMCR unit relocations, activations, or deactivations.

(c) Coordinate with the CG MCRC and subordinate units on recruiting-related training matters including orientation training for newly assigned unit commanders and I-I.

(d) Ensure that SMCR units hold the orientation brief within 30 days of joining new Marines. The orientation brief is neither an interview nor a screening process to determine suitability for service in the Marine Corps Reserve. It should welcome and help the Marine become acquainted with the command after unit acceptance and join. The brief should convey a sense of comradery and familiarize the new member with the unit or detachment as well as duties and training highlights. At a minimum, the briefing should:

1. Identify and resolve any geographic, occupational, or other circumstances that might interfere with inactive duty training attendance or scheduled Active Duty dates.

2. Discuss duties, training highlights, and the drill schedule.

3. Answer any questions the joining Marine might have.

(e) Ensure I-Is cooperate with geographically collocated MCD COs, RS COs, and PSRS OICs and Prior Service Recruiting Sub-Station (PSRSS) SNCOICs to support MCRC requests to the extent practical. Examples of support may include:

1. Opportunities for recruiters to engage with SMCR Marines during family days, drill periods, etc. in order to provide overview briefs, which will include Reserve Referral incentives.

2. Opportunities for poolees to engage with the SMCR units, as schedule allows. This includes inviting:

a. Recruiting Sub-Station (RSS) to hold pool functions at the training center.

b. Poolees to observe drill periods.

c. Poolees to participate in training events, where approved by both SMCR unit leadership and the RS CO.

3. Providing static display support to recruiting events (holiday festivals, local events, etc.), as unit training schedule allows.

4. Encouraging, identifying, and nominating EAD recruiters and Reserve Recruiter Aides.

(f) Ensure units and detachments report the join via unit diary within five working days of the original receipt of MCRC Prior Service Recruiter (PSR) documents. PSRs will present the unit or detachment with all requirements as established by RA.

(6) All Commanders

(a) Actively assist the Marine Corps recruiting effort through command initiatives and the Command Recruiting Program explained in reference (f). Measures of success in this effort result in meritorious promotions received from providing referrals while Marines are on Annual Leave and PTAD.

(b) Support MCRC by encouraging qualified Marines to volunteer to participate in Recruiting Duty special duty assignments and conduct initial screenings in accordance with reference (e).

(c) Assist the recruiting effort by meeting the annual retention mission in order to ensure in-year losses do not exceed planned losses, which have a direct impact on in-year changes to the accession mission to meet overall end strength for the Marine Corps. Manpower Management Enlisted Assignments, Enlisted Retention Branch (MMEA-1) produces the Commander's Retention Toolkit each Fiscal Year to provide a useful document for planning unit retention campaigns.

(d) Track and manage losses to identify trends or concerns within the command in order to reduce unnecessary losses caused by internal factors.

(7) All Marines. In reference to CMC White Letter 3-18 *Sustaining the Corps*, every Marine is a recruiter. Personal stories and examples are often the most compelling means of connecting with the young men and women the Marine Corps seeks. As Marines travel across the country, it is important to seek out opportunities to support the local recruiting effort by telling the Marine Corps story to those not familiar with who Marines are and what Marines do. All Marines are encouraged to support the recruiting effort wherever they go.

## 5. Coordinating Instructions

a. To accomplish the aims of total force recruiting effectively, direct liaison is authorized at all command and staff levels within the Marine Corps.

b. Every level of command in both MARFORRES and MCRC will strive to improve coordination and communication with a desired end-state of a mutually supporting, symbiotic relationship that serves to tell the Marine Corps story and support collective responsibilities. Open lines of communication will strengthen the abilities of both MARFORRES and MCRC and will help to diminish some of the obstacles encountered in respective operational spectrums.

(1) MCRC will support the manpower needs of MARFORRES units through timely recruitment of Non-Prior Service and Prior Service Marines necessary to maintain the personnel readiness of SMCR units and the cultivation of relationships with MARFORRES counterparts.

(2) MARFORRES will support MCRC by sourcing Reserve manpower to support the recruiting efforts and by providing opportunities to showcase local operational units and Marines as proof sources to Prior Service prospects, poolees, prospective poolees, and their key influencers.

(3) COMMARFORRES and CG MCRC will hold subordinate units accountable for maintaining healthy relationships between the SMCR unit leadership, RS COs, PSRS OICs, RSS SNCOICs, and PSRSSs. A team approach achieves economies and efficiencies. MARFORRES will track attritions and losses down to the unit level to identify potentially problematic situations at individual commands.

(4) Not less than quarterly, MARFORRES and MCRC Headquarters will convene a meeting at the action officer level (O-5) in order to address

concerns regarding the relationship between the two agencies and opportunities for growth.

c. MEPS are designated as the primary site for accomplishing mental and physical examinations and other Non-Prior Service enlistment processing. The MEPS serve as the primary shipping point for Regular (Non-Prior Service) and Reserve (Non-Prior Service) applicants. Prior-service applicants (Marines or other services) that have met their military obligated service and wish to affiliate with the AC or Reserve Components can use MEPS for accomplishing mental and physical examinations as required.

## 6. Administration and Logistics

a. Administration. CG MCRC provides annual funding allocations for recruiting and advertising under Operational and Maintenance, Marine Corps appropriations.

(1) CG MCRC budgets annually for recruitment advertising expenditures in support of total force recruiting.

(a) CG MCRC allocates a portion of advertising dollars to MCDs to provide the capability for conducting a local advertising program designed to augment and complement the national advertising program. Those allocations are based on share of total force quota and obligated only for advertising in support of regular recruiting.

(b) CG MCRC serves as the over-all executor of the advertising funds and coordinator for all plans for those funds.

### b. Logistics

(1) CG MCRC provides COs of MCDs with the means to support their recruiting effort logistically including support for transportation, vehicles, communications, facilities, and other contractual needs.

### (2) Information Technology

(a) MARFORRES hosts the preponderance (approximately 85%) of PSR personnel in MARFORRES facilities and provides many of the traditional elements of support. MCRC will provide the end user devices (e.g., Laptops) used by PSR. MARFORRES will apply Security Technical Implementation Guide (STIG) compliant, appropriate computer software image, and configure end user devices to support the PSR mission and associated core information systems and services (e.g., MCEN Circuits, Office Productivity, SharePoint, Collaboration, Internet Access, Service Desk, Touch Labor Support, etc.). Any specialty software, such as Adobe Pro, that is not part of the basic image will be planned for and funded by MCRC. MARFORRES will still be responsible to add and administer software for PSR.

(b) Given the colocation of PSR personnel in MARFORRES facilities, where and when PSR personnel are commonly located in reasonable proximity to shared printing resources, PSR personnel end user devices will be configured to print to shared network copy, scan, and print resources. Where PSR personnel are wholly isolated and use of commonly shared copy, scan, print, resources are unavailable, MCRC will provide adequate copy, scan, and print resources for PSR use. In such an instance where MCRC must provide such copy, scan, and print resources, MARFORRES will configure,

connect, and support the device to ensure intended functionality. Using appropriate procurement mechanisms, PSR personnel will procure consumable items (e.g., mice, keyboards, monitors, etc.). Where and when appropriate, MARFORRES will assist with ServMart (or equivalent) accessibility and processing.

(c) MCRC will contract and provide mobile phones, and mobile phone services for PSR use, and MARFORRES will support the configuration, maintenance, and integration of Mobile Device Management including office productivity, identity management, and will work with MCRC and Marine Corps Cyber Operations Group (MCCOG) to enable PSR access to the Marine Corps Recruiting Information Support System (MCRISS) mobile application on government furnished phones.

(d) Landline phones and circuits used by PSR in MARFORRES facilities will be provided by MARFORRES with the expectation of one phone and one landline per PSR personnel. Phones and their functionality will be on par with the features and capabilities provided to other MARFORRES personnel.

### (3) Facilities

(a) MCRC occupies spaces within most of the MARFORRES sites across the country and requires support from MARFORRES. In some instances, MARFORRES is a tenant of other services, and will have no control over approving authority.

(b) MARFORRES will provide common levels of support to MCRC where applicable. If support is required above this level, MCRC shall put in a work order request through the host if a MARFORRES tenant site or the Facilities Chief at a MARFORRES owned site. This request will be reviewed and considered by MARFORRES Facilities to verify the requirements, and decided by MARFORRES or host on a case-by-case basis and may be reimbursable.

(c) MARFORRES will provide access to facilities during normal office hours.

(d) MARFORRES will provide MCRC with between 100-150 square feet of office space per person, at each site as outlined in appendix 1 of reference (h), dependent on approval from MARFORRES Facilities through Real Property and Plans, Programming, and Assessment branches. MCRC shall provide Basic Facilities Requirements (BFR) for any new spaces exceeding 150 square feet. All sites currently exceeding 150 square feet will stay in these spaces without providing a BFR as outlined in appendix 1 of reference (h). MARFORRES and MCRC will provide 180-day notification, if MARFORRES requires MCRC to vacate a space or if MCRC requires a new space.

(e) MCRC will notify MARFORRES of any additional services not provided by MARFORRES (e.g., audio / visual support to install a television). MCRC shall send a request to MARFORRES for consideration on a case-by-case basis.

(f) MCRC will notify MARFORRES of any after-hours access requirement.

(g) MCRC is authorized to have office spaces branded in accordance with the MCRC branding guidelines when on a MARFORRES owned site.

MCRC will send the branding requirements to MARFORRES Facilities for execution in accordance with the facilities maintenance and sustainment process. MCRC will fund the required branding and upkeep of the branding as required at MARFORRES owned sites. MCRC will notify MARFORRES Facilities to ensure compliance with all Inter-Service Support Agreements before proceeding with direct communication and contact with host or other appropriate channels. When MCRC vacates a branded space, MCRC must return the space to its prior state.

(h) Both MCRC and MARFORRES will work with the host if at a MARFORRES tenant site on MCRC requirements.

(i) MARFORRES shall provide the same level of support as to their own units at a MARFORRES owned site unless otherwise noted. If at a host site, the same level of support as provided to MARFORRES will be provided to MCRC for custodial, utilities, refuse and disposal, fire protection, communication, and force protection at no cost to MCRC.

(j) Real property consisting of office space, supporting utilities and access rights will be assigned by MARFORRES for use by MCRC. MCRC development plans and projects for facilities shall be coordinated with and approved by MARFORRES. MCRC will forward project plans to MARFORRES for conformance with facilities planning requirements.

(k) If anything above and beyond cyclical maintenance, minor alterations or repairs need to be made, MCRC shall notify MARFORRES or host, if applicable, to obtain approval and will be dealt with on a case by case basis. If applicable, MCRC shall reimburse as needed.

(l) If postal service is applicable and cost per site exceeds \$2,000 or more, MCRC shall reimburse as needed.

c. Inspection Program. The CG MCRC will execute an Independent Command Inspection (ICI) program in accordance with reference (g) that serves as an oversight tool to assess mission performance and standards compliance.

d. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration (NARA)-approved dispositions in reference (i), SECNAV M-5210.1, to ensure proper maintenance, use, accessibility, and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to reference (j), MCO 5210.11F, for Marine Corps records management policy and procedures.

e. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with reference (k), the Privacy

Act of 1974 (5 U.S.C. § 552a), as amended, and implemented in reference (1), SECNAVINST 5211.5F.

f. Forms. There are no forms used in this Order.

g. Updates. Updates made to this Order shall be done in accordance with the current iteration of MCO 5215.1, Marine Corps Directives Management Program.

h. Recommendations. Recommendations concerning the contents of this Order are welcomed and may be forwarded to MCRC (Attn: G3) via the appropriate chain of command.

7. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.

A handwritten signature in black ink, appearing to read "W. J. Bowers", is written above the printed name.

W. J. BOWERS  
By direction

DISTRIBUTION: PCN 10255315300

## APPENDIX A

### Glossary of Acronyms and Abbreviations

AC	Active Component
ASVAB	Armed Services Vocational Aptitude Battery
BFR	Basic Facilities Requirement
CG	Commanding General
CG ERR	Commanding General of Eastern Recruiting Region
CG MCRC	Commanding General of Marine Corps Recruiting Command
CG WRR	Commanding General of Western Recruiting Region
CMC	Commandant of the Marine Corps
CO	Commanding Officer
COMMARFORRES	Commander, Marine Forces Reserve
Cpl	Corporal
DC M&RA	Deputy Commandant for Manpower and Reserve Affairs
DoD	Department of Defense
DON	The Department of the Navy
DON/AA	Department of the Navy/Assistant for Administration
DRMD	Directives and Records Management Division
EAD	Extended Active Duty
ERR	Eastern Recruiting Region
ICI	Independent Command Inspection
I-I	Inspector and Instructor
IMA	Individual Mobilization Augmentee
LCpl	Lance Corporal
MCD	Marine Corps District
MCRD	Marine Corps Recruit Depot
MCRISS	Marine Corps Recruiting Information Support System
MEPS	Military Entrance Processing Station
MMEA-1	Manpower Management Enlisted Assignments, Enlisted Retention Branch
MMIB-3	Manpower Management Integrations Branch, Fiscal and Entitlements Management Section
MOS	Military Occupation Specialty
NARA	National Archives and Records Administration
NCO	Non-Commissioned Officer
OIC	Officer in Charge
PFC	Private First Class
PII	Personally Identifiable Information
PRASP	Permissive Recruiter Assistant Program
PTAD	Permissive Temporary Active Duty
Pvt	Private
RA	Reserve Affairs
RS	Recruiting Station
SelRes	Selected Reserve
SMCR	Selected Marine Corps Reserve
SNCO	Staff Non-Commissioned Officer
STIG	Security Technical Implementation Guide
T/O	Tables of Organization
USMEPCOM	United States Military Entrance Processing Command
WRR	Western Recruiting Region