



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

MCO 1200.18
C 466
8 Dec 14

MARINE CORPS ORDER 1200.18

From: Commandant of the Marine Corps
To: Distribution List

Subj: MILITARY OCCUPATIONAL SPECIALTIES (MOS) PROGRAM ORDER (SHORT TITLE:
MOS MANUAL ORDER)

Ref: (a) MCO 1200.15C
(b) MCO P1000.6G
(c) MCO 1200.13G
(d) MCO P1300.8R W/CH 1-8
(e) SECNAVINST 5210.1
(f) MCO 5311.1D
(g) MCO 1001R.1K
(h) NAVMC 1200.1
(i) MCO 5215.1K
(j) 5 U.S.C. 552a
(k) SECNAVINST 5211.5E

1. Situation. This is a new Order that, in conjunction with other Marine Corps Orders, synchronizes the Marine Corps Human Resources Development Process (HRDP). References (a) through (k) authorize and guide this Order and sanction the policies outlined herein.

2. Cancellation. MCO 1200.17E.

3. Mission. Reference (h), a new annual NAVMC 1200.1, will be published in lieu of revising the annual Marine Corps Order to define individual skill and training requirements to support building and managing an inventory of Marines prepared for assignment to conduct unit missions.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The MOS Manual will update the Total Force Structure Management System (TFSMS), Marine Corps Training Information Management System (MCTIMS), and the Marine Corps Total Force System (MCTFS). Commanding Officers of schools and all personnel associated with the Occupational System and the HRDP shall familiarize themselves with and make all MOS changes as summarized in Chapters 2 and 4, Officer/Enlisted Conversion Guidance; and as further guided by reference (a), MOS System Modification Process; by direction from the Deputy Commandant of the Marine Corps, Manpower and Reserve Affairs (M&RA); and by separate implementing instructions.

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(2) Concept of Operations. This Order provides policy to define and organize MOSs used to identify billet requirements on tables of organization in TFSMS, to identify skills qualification of individual Marines in MCTFS, and to identify required training necessary MOS skills qualifications. MOSs identify billet requirements leading to a matching inventory of Marines enabling the Marine Corps to man the force and carry out assigned missions. The HRDP is designed around MOSs to organize recruit, classify, train, assign, and manage the force that meets mission based manpower requirements. Reference (c), the Marine Corps Front-End Analysis Program, governs the gathering of data and analysis used to define job task requirements, organize MOS structure, and guide development of training standards and prioritized formal school instruction based upon valid Marine Corps needs. This Order establishes the organization of the occupational system in reference (h) by identifying number, grouped by occupational field, and it describes MOSs by name, type, category, grade, narrative, prerequisites, required training, duties, and related and associated MOSs.

(3) Summary of Revision. This is a new Order that shifts annual publication of the current format for MCO 1200.17E, MOS Manual, to provide annual update to the Occupational System.

b. Subordinate Element Mission

(1) Deputy Commandants, Commanding Officers of schools, and all personnel associated with the Marine Corps Occupational System shall ensure adherence to the policies in this Order and the annually updated requirements and prerequisites in reference (h).

(2) Commanding General, Training and Education Command, shall publish an annual MOS Manual.

c. Coordinating Instructions. Submit recommended changes of any particular MOS or occupational field, or to policy set forth under authority of this Order, to CG, Training and Education Command (C 466), 1019 Elliot Road, Quantico, VA 22134-5001, via the appropriate chain of command and the Headquarters Marine Corps occupational field advocate and in accordance with reference (d).

5. Administration and Logistics

a. This Order is published electronically and can be accessed online via the Marine Corps homepage at <http://www.marines.mil/news/publications/electroniclibrary.aspx>.

b. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (e) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

c. The generation, collection, or distribution of personally identifiable information (PII) and management of privacy sensitive information shall be in accordance with the Privacy Act of 1974, as amended, per references (j) and (k). Any unauthorized review, use, disclosure, or distribution is prohibited.

6. Command and Signal

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

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



K. J. GLUECK, JR.

Deputy Commandant for
Combat Development and Integration

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