



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

1200
PSD
31 May 23

NAVMC 3500.132

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS MILITARY OCCUPATIONAL SPECIALTIES MANUAL PROGRAM
GUIDANCE

Ref: (a) MCO 1200.18_ MILITARY OCCUPATIONAL SPECIALTIES PROGRAM ORDER
(b) MCO 5311.1E TOTAL FORCE STRUCTURE PROCESS
(c) MCO 1000.6 ASSIGNMENT, CLASSIFICATION, AND TRAVEL SYSTEM MANUAL

1. Purpose. To promulgate the requirements and establish procedures to implement reference (a) and to support reference (b). Reference (a) is the authoritative policy used in the development of this Navy / Marine Corps departmental publication (NAVMC) and, as such, sanctions the procedures outlined herein.

2. Cancellation. None.

3. Background. Military occupational specialties (MOSs) are created for use in the Human Resource Development Process to represent organizational skill requirements identified on Tables of Organization (T/O) in the Total Force Management System, and to define the individual skill qualifications required for personnel assigned to billets in Marine Corps Task Force System as outlined in reference (c) and by the provisions of this manual.

4. Scope. The guidance herein describes the Marine Corps Occupational System. The Commanding General, Training and Education Command (CG, TECOM) acts in concert with the Deputy Commandant (DC), Manpower and Reserve Affairs (M&RA) and the DC, Combat Development and Integration to support the Commandant of the Marine Corps (CMC) in his responsibilities to staff the billets found in the T/O and to train those filling the billets. CG, TECOM acts as the principal adviser to the CMC for all training and education matters, reporting directly to CMC as a supporting activity commander within the Supporting Establishment. Organizational requirements are set forth in the T/O and are tabulated with number codes derived from the Marine Corps Occupational System described in this Manual. The codes define the different individual skills required by Marine Corps organizations. The same codes are used by the DC, M&RA to develop and maintain a personnel inventory of skilled Marines for assignment to meet the manning requirements for the organizations. The occupational system by necessity must be somewhat rigid in its process and categorization to maintain accuracy of the meaning of the number codes. To maintain flexibility, the Military Occupational Specialties (short title: MOS manual) will be reviewed and revised on a routine basis annually, or more frequently in extraordinary circumstances, using the procedures outlined in this document. Organization of the MOS Manual and determination of the MOS codes to be assigned rest with the CG, TECOM.

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a. Highlights of MOS Manual update considerations included in this program guidance are as follows:

(1) Specific guidance in the form of checklists for submitting changes to existing MOSs or for creating new MOSs.

(2) Procedures for adjudicating disputes that arise among stakeholders (the occupational field, TECOM, M&RA, Marine Corps Recruiting Command, Training Command and Total Force Structure Division) when there is not consensus on proposed changes to the MOS Manual.

(3) The division of responsibilities among stakeholders for review and concurrence for submitted changes to the MOS Manual.

5. Information. CG, TECOM will update this directive as necessary to provide current and relevant procedures to ensure best practices are available for use by the Marine Corps Total Force.

a. Modified processes and procedures outlined throughout this directive will result in necessary modifications to Marine Corps Training Information Management System MOS Manual Module.

b. All questions pertaining to this directive should be referred to: CG, TECOM, Policy and Standards Division, 2007 Elliot Road, Quantico, Virginia 22134.

6. Command. This NAVMC is applicable to the Marine Corps Total Force.

7. Certification. Reviewed and approved this date.



K. M. IIAMS
Commanding General
Training and Education Command
By direction

Distribution: 10048001900

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CHAPTER 1

MAINTENANCE OF THE MOS MANUAL

1. The Marine Corps Occupational System was established and is maintained by the Commanding General, Training and Education Command (CG, TECOM). All recommended changes and modifications to any particular MOS or occupational field, or to policy set forth in this manual, must be submitted to CG, TECOM (C 466), 2007 Elliot Road, Quantico, VA 22134-5001 via the procedures outlined herein.

2. Recommendations to change the MOS Manual must contain sufficient detail to enable complete staffing to cognizant headquarters staff agencies. Changes to tables of organization, and grade structure, and mergers of MOSs require changes to the manual. CG, TECOM is the single point of contact for staffing and coordination of all MOS change issues with the exception of the actual staffing of Table of Organization and Equipment Change Requests (TOECR) necessitated by the creation, deletion, or editing of MOS Manual entries. MOS Manual related TOECRs will be processed by TFSD under the direction of DC, CD&I once MOS Manual changes have been accepted by TECOM.

3. All changes will be subject to review by a Personnel, Organization, and Training (POT) Working Group, based on the wider doctrine, organization, training and education, materiel, leadership and communication synch, personnel, facilities, and cost (DOTMLPF/C) working groups managed by DC, CD&I. DC, CD&I (TFSD) creates and maintains the authoritative list of occupational field managers and MOS specialists.

a. No change to the MOS Manual will be accepted by CG, TECOM unless it originates from the identified occupational field manager or MOS specialist or a POT MOS Manual WG stakeholder. Anyone else interested in submitting an MOS Manual change should consult the authoritative list of occupation field managers and MOS specialists and coordinate with those individuals for submission of proposed changes. Should an occupational field dissent from an MOS manual submission submitted by another member of the POT WG, the occupational field should recommend formally via attachment to the MOS Manual change that CG, TECOM non-concur.

b. The appropriate forum for review of the interconnected processes affected by MOS Manual changes is a fragmentary version of DOTMLPF/C working group. Since not all the pillars of DOTMLPF/C working group are germane to MOS Manual changes, the fragmentary part of DOTMLPF/C working group will focus on personnel, organization and training and will be referred to in some instances as the POT MOS Manual Change WG, or the POT WG, details of which process are outlined in chapter 3. Prior to submission of MOS Manual changes, those submitting proposed modifications to the MOS Manual must review those changes against authorized strength levels, related T/O changes, overall structure requirements, manpower plans and policies, and training requirements and capacity. For MOS changes not affecting the T/O or which do not restrict the population available for an MOS, this review may be conducted informally in collaboration between the POT WG Chair and the occupational field. For all other changes, a finding of supportable by the appropriate pillars of the DOTMLPF/C WG or POT WG should be included in the submission.

4. Dynamic document. The Marine Corps Occupational System is dynamic in response to constant changes resulting from the adoption of new equipment,

weapons, organizations, and tactics, techniques , and procedures (TTPs). It identifies and codifies the personnel skill requirements derived through the Expeditionary Force Development System (EFDS) and develops individual training events (ITEs) as found in training and readiness (T&R) manuals. Modification to the occupational system affects programs and policies throughout the training and education continuum.

5. General guidance. Those participating in the MOS system modification process must have a clear understanding of the process to produce timely and coordinated staff actions, which in turn prevent erroneous classifications and assignment of personnel, and unsynchronized modifications to T/Os, including manpower and training plans. It is important to note that requests to change the MOS Manual are separate from TOECRs. CG, TECOM is the single point of contact for submitting all requests for MOS system changes. However, MOS Manual changes that also require a change to the T/O must include a T/O implementation spreadsheet. The implementation spreadsheet will be utilized by the POT WG for evaluation of the proposed MOS changes and will serve as the initial basis for a future TOECR. Once the POT has endorsed the proposed MOS change and all required initiative staffing has been completed, DC, CD&I (TFSD) will input the required T/O changes into the Total Force Structure Management System (TFSMS).

a. Annual revision of the MOS Manual will reflect coordinated changes to TFSMS from which the Authorized Strength Report (ASR) is generated. MOS Manual changes will normally be approved into the February publication of the ASR and become effective on approved T/Os no earlier than the next Fiscal Year. The ASR permits accurate manpower and training planning and management to occur. The complexity of related processes requires changes be initiated three years from the current fiscal year rather than the current year. Complex changes affecting T/Os, manpower and formal school training planning generally require 12-24 months to fully implement once approved. As stated in reference (a), TOECRs that change grade and MOS are normally made using future T/Os (three years out) to allow adjustment to manpower plans.

b. The totality of this document depicts the sequence of the MOS system modification process and staff action required to implement MOS system modifications. Later chapters will amplify the division of responsibilities for various organizations involved in the MOS Manual change process and illustrate the complexity, coordination, and detailed planning needed to successfully complete MOS system modifications. Discipline of the sequence must be maintained to obtain the desired result. Because of the significant time required to coordinate MOS Manual changes, all requests from occupational field (Occfld) managers and POT WG stakeholders, including supporting documentation, must be submitted annually in final and fully developed form by approximately the 4th quarter of the fiscal year. The exact date will be announced separately.

c. Proposed new primary MOSs must identify compensatory adjustments in structure and personnel requirements by grade in the form of an implementation plan as part of the MOS Manual change submission. Fleet Marine Forces (FMF), supporting establishment, and the Headquarters Marine Corps (HQMC) occupational field sponsors must have an opportunity to comment on proposed changes during this process. These comments will be considered by the POT WG and fully adjudicated prior to implementation of the initiative.

6. MOS MANUAL CHANGE SUBMISSION WORKFLOW

a. Occupational fields that envision an MOS Manual change that will affect authorized strength levels, related T/O changes, overall structure requirements, manpower plans and policies, and training requirements and capacity, should be submitted first to the POT MOS Manual Change Working Group chaired by CG, TECOM with adequate time for a comprehensive finding before MOS Manual change season opens which is approximately 1 September each year.

(1) MOS Manual change criteria that would trigger POT WG:

(a) New MOS of any type.

(b) PMOS rank changes.

(c) Prerequisite changes that reduce the eligible population for the MOS (e.g., higher test scores, heightened security requirement, increased physical fitness threshold)

(d) Change to the training track awarding the MOS.

(e) Other changes to prerequisites or requirements that would obligate resources, regardless of who is responsible for resourcing.

(2) Changes submitted by occupational field managers that relax prerequisites or requirements do not require positive findings by the POT WG because those types of changes are considered to presumptively increase the population of Marines with the MOS, without diminishing the combat effectiveness of units.

b. The POT WG is convened by CG, TECOM coincidental with the opening of the MOS Manual change season announced via tasker. TECOM PSD Student Registrar Branch (SRB) Head or a designated representative, will chair the POT WG and will serve as the "gate-keeper" to determine which changes will be immediately accepted, and which changes will require more staffing. The composition of the WG depends on the issue being addressed. Charter and implementing directive are contained in Chapter 3.

c. Occupational field managers and/or MOS specialists will submit changes to the MOS Manual via the TECOM SRB SharePoint Portal using the process communicated in the annual MOS Manual change season announcement message. The MOS Manual Change Submission SharePoint portal is the single-entry point for all MOS Manual changes for the following reasons:

(1) Complete transparency. All interested individuals and staffing destinations can see all submitted changes and TECOM's adjudication comments in real time.

(2) Complete accountability. Any change submitted and accepted will appear in draft changes to the MOS Manual on the timeline submitted. The SharePoint portal allows interested individuals to compare the draft manuals to the accepted changes to ensure accountability.

(3) Allows the occupational field to control the language of the entry.

d. CG, TECOM will staff proposed changes internally and to MARFORS and DCs and HQMC agencies including DC, CD&I (TFSD) and DC, M&RA, formally via the current tasking tracker tool, to determine supportability of personnel and training requirements generated by the proposed modifications. The agencies will also evaluate personnel management changes projected to occur when the proposed modifications are implemented. The year of implementation will be determined during this time. Changes to the manual will reflect only next fiscal year (FY) requirements.

e. The implementation spreadsheet of the TOECRs submitted to DC, CD&I (TFSD) to support the creation, deletion, or editing of the elements of the T/O that include an MOS, must be submitted to TECOM. The TOECR implementation spreadsheet attached to an MOS Manual change confirms that a TOECR has been submitted to DC CDI, with TOECR approval contingent on completion of the MOS Manual change process steps discussed in paragraph 5 above. No MOS Manual change request will be processed without a necessary TOECR spreadsheet / implementation plan. DC, CD&I (TFSD) will not execute a TOECR directly from a requester until CG, TECOM (PSD SRB) either routes the MOS Manual change request to them subsequent to the process outlined in paragraph 5 above, or until TECOM concurs that no MOS Manual change is necessary. Any TOECR submitted to DC, CD&I (TFSD) should also include the MOS Manual submission. This procedure is critical to ensure that the MOS Manual will agree completely with billet coding contained in TFSMS.

f. The findings of the POT WG, if appropriate, will be included with the MOS Manual change. If an occupational field persists with an MOS Manual change despite a negative finding, the occupational field must also include a decision paper for CG, TECOM requesting approval of the change despite the negative finding, per the workflow captured in Chapter 3.

g. When significant or non-concurring responses are generated, CG, TECOM will forward or return staffing comments to the appropriate agencies for additional comments. When agencies identified as offices of primary responsibility (OPR), or offices of coordinating responsibility (OCR) disagree on a proposed modification, if necessary, CG, TECOM (PSD SRB) will chair a meeting of concerned parties to resolve differences. If differences cannot be resolved, CG, TECOM will make a final decision. The minority position on a proposed change will prepare a decision paper for CG, TECOM's review and decision according to the workflow captured in Chapter 3.

7. MOS RESTRICTIONS

a. Restricted Officers (warrant officers, limited duty officers) cannot hold non-primary MOSs and will be limited to primary MOS or basic MOS matches in the T/O.

b. Colonels, with the exception of lawyers and MOSs 8059/61 Acquisition Management Professionals, will only hold MOSs 8040 Colonel, Logistician; 8041 Colonel, Ground; or 8042 Colonel, Naval Aviator / Naval Flight Officer / Unmanned Aircraft Systems Operator as PMOS. Non-PMOSs will not be associated with general officers and colonels with the exception of MOSs 822X/824X Foreign Area Officers and Regional Affairs Officers.

c. MOSs must be required in sufficient numbers as a billet MOS in TFSMS to be justified. MOSs with no T/O requirement, or no inventory, are subject to deletion/disapproval.

d. MOSs must serve an HRDP purpose (e.g., establish a skill requirement, manpower planning, manage the force, manage training, identify special pay billets). MOSs not meeting this criterion will be deemed as nonperforming MOSs and subject to deletion/disapproval.

e. Billet requirements identified by a MOS must include a training concept when established that builds an inventory of Marines prepared for assignment to the billet MOS. A proposed requirement that will award an MOS to a Marine after successfully serving an entire tour in a billet is not valid.

f. Because MOSs must also occur in the T/O of the Marine Corps, the creation or use of MOSs not required by the HRDP will be rejected.

8. THE DEPARTMENT OF DEFENSE (DOD) REQUIRED REPORT

a. The DoD requires that a report of the following information be submitted at such times as modifications to the occupational system are affected:

(1) Copy of new or revised MOS description.

(2) Recommended DoD code for each MOS.

b. CG, TECOM will submit a report of changes to the MOS Manual to the Defense Manpower Data Center, 1600 Wilson Blvd., Suite 400, Arlington, VA 22209-2593.

c. Report Control Symbol DD-1200-02 (EXTERNAL RCS DD-P&R(AR) 959) has been assigned to this report.

9. MOS GOALS

a. MOS goal is developed by the OccFld Sponsor via the OccFld Manager and MOS Specialist in support of the Occupational System to determine the skills and competencies associated with an individual MOS. At the broadest level, MOS goals are defined as the manifestation of competencies and qualities required of Marines assigned to a specific MOS in order to meet the challenges of present and future operating environments.

b. The MOS goal is a narrative describing an "eminently qualified Marine" of a particular MOS on the comparative assessment of the fitness report. MOS goals are developed to determine individual T&E readiness requirements and provide the foundation for the progression of the skills and competencies associated with an individual Marine. Goals are what individual Marines should be striving to achieve through self-development, individual and collective training, and professional military education.

c. The MOS goals will be codified within each MOS section in the appropriate Occfld and will be reviewed annually during the MOS manual change season (April - December) or during T&R working groups as appropriate.

CHAPTER 2

THE PURPOSE AND USES OF THE MILITARY OCCUPATIONAL SYSTEM

1. OVERVIEW. The MOS System aligns Marines with specific innate characteristics and skills to billets that a unit requires for mission accomplishment.

2. CONSIDERATIONS

a. The Marine Corps Occupational System uses a four-digit number code constructed on the concept that occupations with similar skill, knowledge, or functional application requirements are grouped into functional areas, known as occupational fields (OccFlds), and skill-knowledge sets, known as Military Occupational Specialties (MOSs). This provides for management of efficient and effective classification, assignment, and utilization of Marine Corps personnel. The occupational system identifies Marine Corps personnel, duties, skill-knowledge attributes, and requirements within the specific functional areas.

(1) Occupational fields have latitude to pick their own codes within the limitations described below.

(2) Obsolete 4-digit codes will not be resurrected and re-purposed. The limitation of legacy HRDP systems is such that obsolete MOS titles will be overwritten by newly issued titles, which could deleteriously affect the service records of separated Marines.

(3) Officers and enlisted Marines may share the same 4-digit code, but must have separate titles, descriptions, and requirements. Occupational fields that insist on identical titles, descriptions, and requirements for officers and enlisted Marines must explain why officers are necessary in that occupation if enlisted Marines are adequate to the mission or must explain the necessity for officers and enlisted to have the same qualifications.

b. OccFlds are identified by the first two digits of the four-digit code and a descriptive title. The OccFld is a grouping of related MOSs. Criteria to be considered in establishment of an OccFld include the total number of Marines in the OccFld, the number of MOSs (diversity), unity of functional management, and training requirements.

c. The MOS is a four-digit code consisting of the OccFld code completed by two additional digits. It describes a set of related duties and tasks that extend over one or more grades required by units of the Fleet Marine Forces and Supporting Establishment.

d. MOSs will not be created without corresponding requirements in tables of organization. Requests for MOSs to keep track of skills without valid T/O requirements are referred to other manpower and personnel inventory management systems. MOSs will not be maintained in the manual when the manpower inventory levels indicate they are no longer in use or needed to manage the force.

e. DC, M&RA will review each Primary MOS by rank to ensure sufficient and optimization of service level personnel without rigid adherence to grade shape.

3. USES OF MILITARY OCCUPATIONAL SPECIALTIES

a. The MOS is used to identify skill-knowledge requirements of billets in T/Os, to assign Marines with capabilities appropriate to required billets, and to manage the force.

b. Criteria to be considered in establishment and type of an MOS include the number of Marines required in the specialty, deployment rotation base, training requirements, specialty requirements/prerequisites, career potential, and ability and need for manpower management.

4. CERTIFICATION

a. MOSs are awarded when performance-based criteria have been met as set forth in the applicable training and readiness (T&R) manuals. The formal school environment and the actual work environment on the job are both suitable for entry-level certification under controlled evaluations by a competent authority. This entry level formal school training should only be composed of content that the entry level Marine is likely to encounter during the first year after graduation from the applicable learning center.

b. Unless prescribed in the specific MOS entry in this manual, certification to award an MOS shall be authorized when any of the following conditions are met:

(1) Marine graduates from formal school using CG, TECOM/Training Command/Marine Air Ground Task Force Training Center (MAGTF-TC) approved program of instruction (POI) or a CG, TECOM/Training Command/MAGTF-TC approved course descriptive data (CDD) in conjunction with an other-service POI equivalent that designates the MOS to be awarded. The entry-level school provides core skill training as set forth in the applicable 1000 level of the 3500 series, T&R Manual.

(2) Nearly all PMOSs are awarded by attending the appropriate formal school. Unless specifically prohibited elsewhere in this program guidance or by the requirements paragraph of the MOS itself, in those cases where formal school is either not available or the Marine is unable to attend, in the interest of readiness and force utilization an Additional MOS (AMOS) can be awarded by the commanding officer when:

(a) The criteria for awarding the MOS is specifically described in the MOS Manual under "Requirements" for the MOS.

(b) The Marine meets other necessary prerequisites (e.g., citizenship, age, physical, moral, and security).

(c) The unit commander determines the Marine is qualified for the MOS of the billet assigned.

c. All Marines in recruit training are "classified;" in other words, receive an intended MOS, which identifies the initial training course in the training track of courses that upon completion, awards the MOS. Should a school seat for a required course not be available for 6 months or more,

every MOS will include a de facto additional requirement of on-the-job training to provide Training Command and occupational fields an alternative method to prepare Marines partially or comprehensively for the billets assigned.

Chapter 3

PERSONNEL, ORGANIZATION, TRAINING/EDUCATION (POT) PROCESS

1. GENERAL

a. PROCESS. The POT WG process, depicted in Figure 1, is a systematic approach to analyze the feasibility of MOS Manual changes across the entire USMC enterprise. Changes to the MOS Manual must be closely scrutinized to ensure those changes meet Marine Corps goals in accordance with CG, TECOM Managers Internal Controls.

b. PURPOSE. The purpose for conducting a POT WG analysis is to carefully scrutinize changes to the MOS Manual to ensure all stakeholder equities are considered, so that all changes are in the best interest of the Marine Corps, and to assess and ensure the supportability of any change. A POT WG analysis is necessary to identify and address interconnected force structure issues early in the approval process. The POT WG will review all changes to the MOS Manual submitted by occupational field managers and MOS specialists to ensure those changes comport with this guidance and are in the best interests of the Marine Corps prior to final decision by CG, TECOM. Failure to address any one issue across the pillars typically leads to significant problems in implementing an MOS Manual change. All MOS Manual changes that have the potential to impact force structure and personnel shall be analyzed using the POT WG process.

c. ENDSTATE. Updated MOS Manual entries that support manpower planning, occupational field training, and FMF and SE missions.

2. METHODOLOGY

a. TECOM PSD POT WG Chair. TECOM PSD SRB Head or his designated representative chairs the POT WG on behalf of CG, TECOM. The chair is responsible for the conduct of the POT WG, the completion of all POT WG initiative assessments, and as required, the forwarding of POT WG assessment results to the Assessment Working Group (AWG) for decision. The AWG will serve as an O-6/GS-15 level appeals board to which occupational field managers and MOS specialists may appeal following negative findings by the POT Working Group or when those individuals object to MOS Manual changes submitted by other POT WG members. The chair will assess all proposed MOS Manual changes to determine the level of staff action appropriate and lead a hybrid virtual / in-person effort.

(1) For the POT WG, participants include TECOM SRB; DC, M&RA; DC, CD&I (TFSD); TECOM G-3; TECOM G-8 Formal School Training Support; and Training Command.

(2) Depending on the topic being addressed by the POT WG, other offices with particular expertise and equities will participate as identified in succeeding paragraphs.

(3) OTHER RESPONSIBILITIES

(a) Coordinate with major subordinate commands to identify attendees. Identify who will participate virtually and who will participate in-person.

(b) Designated as the single-entry portal and point of contact for staffing and coordination of all MOS change issues.

(c) Solicit and receive annual changes to the MOS Manual.

(d) Staff proposed MOS modifications to M&RA (MP, MM, MI, RA), DC, CD&I (TFSD), and internal TECOM entities as appropriate for comment. Staffing concerns include assessing impacts to skill and service school requirements, grade shaping, updates to Marine Corps Training Information System (MCTIMS), updates to the Recruit Distribution Model (RDM), and ensuring adherence to HRDP business rules. Further, MCTFS and TFSMS preparation must be in accordance with Marine Corps policies and requirements, and that training and education pipelines and overhead costs are maintained at the most efficient level. Actions taken by the POT WG may, in some cases, eliminate the need to staff changes further.

(e) Be prepared to staff decision paper appeals of negative findings of the POT MOS Manual WG to CG, TECOM for final decision.

(f) After staffing is complete, post draft manual on the TECOM website.

(g) Coordinate and monitor all actions related to MOS Manual modification, to ensure that all procedures are initiated and completed by the responsible agencies in a timely manner to keep the MOS Manual on its revision schedule.

(h) Provide MOS conversion tables/edit guidance to M&RA (MI/MM/MP) for updates to MCTFS, Tables 01 and 04 and all manpower planning and staffing models.

(i) Submit a report, as required by DoD Policy, of MOS changes at such times as modification to the occupational system are affected. The report will be sent to: Defense Manpower Data Center, 1600 Wilson Blvd, Suite 400, Arlington VA 22209-2593.

(j) Ensure all staff agencies in the MOS modification process adhere to these policies, and the annually updated requirements and prerequisites.

b. PILLAR REPRESENTATIVES. Pillar representatives for the personnel, organization, and training pillars, as defined below, are responsible for conducting a supportability analysis for their respective pillars and for identifying any implementation impacts. Additionally, pillar representatives must coordinate and monitor all actions required to implement approved changes. A primary WG member with authority to speak for the organization/command regarding all matters pertaining to the pillar, shall be identified to carefully scrutinize changes to the MOS Manual that effect their particular areas of responsibilities and contribute toward findings of the WG for each change presented. The POT WG Pillar Reps are:

(1) PERSONNEL. Deputy Commandant Manpower & Reserve Affairs.

(a) Provide a representative from Manpower Studies and Analysis Branch (MPA), Manpower Plans and Policy (MPP)-20, MPP-25, MPP-30, and Manpower Management Information Branch (MMIB) depending on the office with

interest in a particular issue and who is empowered to determine whether a submitted MOS Manual change should be accepted for inclusion in the MOS Manual. Participate in the MOS Manual development and review process conducted by CG, TECOM as part of the TFSP and HRDP to validate MOS structure and modifications.

(b) Manpower Management (MM) & Manpower Plans and Policy (MPP) - During staffing of proposed MOS modifications, provide comments to include information about the impact of proposed modifications on personnel assignments, indications of ability to build sufficient inventory of qualified personnel to assign new MOSs based on established requirements, compliance with grade shaping standards, and significance of proposed compensatory reductions of personnel billets from other MOSs.

(c) Manpower Information Systems (MI) - Recommend modifications to systems of records as necessitated by approved MOS system modifications. During staffing analyze proposed MOS modifications, identify pay related effects of proposed changes, and prepare for appropriate administrative actions to implement MOS Manual changes then update the Marine Corps Total Force System (MCTFS) with approved changes.

(d) Ensure all personnel adhere to the policies and the annually updated requirements and prerequisites in the updated MOS Manual. The Marine Manpower Board may be an appropriate venue for review of personnel related actions related to this guidance.

(2) ORGANIZATION. DC, CD&I (TFSD) (supported) and Deputy Commandants (supporting).

(a) Provide a representative who can review and make findings related to T/O implications to MOS Manual changes and who is empowered to determine whether a submitted MOS Manual change should be accepted for inclusion in the MOS Manual.

(c) Receive and further develop TOECRs in support of approved MOS Manual changes forwarded by the POT WG with favorable endorsement.

(d) Make final determination on the realignment of structure requirements and reallocation of structure savings, if applicable.

(e) Direct all sponsors interested in submitting MOS Manual related TOECRs to TECOM for initial review.

(f) Modify TFSMS prior to the February ASR to reflect MOS conversions.

(g) Ensure all personnel adhere to the policies and the annually updated requirements and prerequisites.

(h) Should a T/O structure change that does not require a change to the MOS System and/or the MOS Manual be submitted directly to DC, CD&I (TFSD), during the revision cycle, DC, CD&I (TFSD) will assure the POT WG Chair that no action is necessary from the WG.

(3) TRAINING & EDUCATION. CG, TECOM G-3

(a) TECOM G-3 Provide a representative to address TECOM equities in the purview of the G3 in proposed MOS Manual changes and to review changes to required courses, billet-required courses and / or recommended courses to ensure adequate capacity for the envisioned throughput. This representative will provide strict scrutiny regarding the resources required for additional training, the man-years of additional T2P2 that will accrue from the proposal, and any other resource or personnel consideration pertinent to the submitted change.

(b) TECOM G-8. Provide a representative to review updated required courses, billet required courses and/or recommended courses to ensure that those courses fit into established priorities for travel funding.

(c) TECOM PSD Human Performance Branch (HPB). Consider proposed changes to, or new, physical fitness prerequisites.

(4) OCCFLD MANAGERS

(a) Submit formal requests to change the Marine Corps Occupational System properly endorsed at the three-star general officer level to CG, TECOM including TOECR implementation spreadsheets 1 September annually. Exact date will be annually announced via separate correspondence.

(b) Prepare and present briefing to POT MOS Manual Working Group addressing all pillars of POT related to the proposed MOS Manual change.

(c) Monitor approved MOS modifications after they are implemented to ensure they accomplish stated objectives.

(d) Coordinate with all involved in approved MOS modifications to ensure accurate and timely dissemination of information.

(e) In the event of a negative finding by the POT WG, prepare an appeal to CG, TECOM in the form of a decision paper.

c. OTHER STAKEHOLDERS. Stakeholders, for the below listed commands which are not listed above as pillar reps, shall also provide a primary WG member with authority to speak for the command regarding all matters pertaining matters under the organizations' purview. The POT WG principal advisors and stakeholders are:

(1) DC Aviation.

(2) DC Plans, Policies, and Operations.

(3) DC Information.

(4) Staff Judge Advocate to the Commandant of the Marine Corps.

(5) CG Marine Corps Installation Command.

(6) DC Installation and Logistics.

(7) Commander Marine Forces Command / Fleet Marine Forces Atlantic.

(8) Commander Marine Forces Pacific / Fleet Marine Forces Pacific.

(9) Commander Marine Forces Reserve.

(10) Commander Marine Corps Information Command.

(11) Commander Marine Forces Special Operation Command.

(12) CG Marine Corps System Command (MARCORSYSCOM). Review and provide concur / non-concur recommendations on proposed changes to MOS related height requirements when presented.

(13) MCRC

(a) Review proposed changes to MOS related height requirements when presented.

(b) Consider proposed changes to ASVAB and related tests, when presented.

(14) Security Manager of the Marine Corps. Consider proposed changes to security prerequisites.

(15) Medical Officer of the Marine Corps. Consider proposed changes to medical prerequisites.

3. CONDUCT OF THE WG

a. GENERAL. POT WG will meet every Wednesday and Thursday in September or as necessary to consider MOS Manual changes requiring adjudication. Agendas will include the presentation of new initiatives for POT WG assessment, the review and adjudication of assessments from previously submitted initiatives, and related issues as determined by the POT WG Chair.

b. TYPES OF MEETINGS

(1) TECOM PSD TEAMS Meeting. The TEAMS meeting facilitates coordination and implementation of force structure initiatives and maintains top-down situational awareness and status of each change. The TEAMS meeting is a venue for the occupational field managers to interface with stakeholders to reach resolution.

(2) Independent document review. Pillar representatives may review MOS Manual changes submissions and supporting documentation independently and provide their recommendations to the Chair as to whether the MOS Manual change should be accepted.

(3) The MOS Manual Conversion Table Meeting is briefed to the core members periodically to provide a common operational picture of changes to the MOS Manual. It contains the graphic depictions of the statuses of all proposed changes before the board. The Conversion Table Brief identifies issues to completion, delinquent products, pending milestones, and/or information required for changes to the manual.

c. CHANGE SUBMISSIONS. Occupational field sponsors are encouraged to contact the POT WG Chair at any time for general questions regarding process

and policy. The following information provides guidance pertaining to scheduling a fully analyzed, well-coordinated initiative for presentation to the POT WG. Each POT WG pillar must be thoroughly analyzed by the sponsor and the respective pillar AOs, prior to presentation to the WG for review and assessment. Should each pillar sponsor independently find, upon review of the analytical considerations, that the MOS Manual change should be accepted by CG, TECOM for inclusion in the MOS Manual, this would abrogate the need for a formal, in person POT WG. Submission requirements are as follows:

(1) All changes requiring updates to the T/O presented to the WG for assessment require compensation. No initiatives containing uncompensated structure will be accepted unless explicitly authorized by DC, CD&I (TFSD).

(2) Sponsors should contact the POT WG Chair via email for schedule availability. Include with the request:

(a) Short description of the proposed change.

(b) Initial draft brief and / or decision memorandum answering all analysis consideration below with the POC who provided the data.

(c) Requested brief date and length of time required.

(d) Any deadlines which may impact scheduling priority.

(3) Once the draft brief has been reviewed by CG, TECOM (PSD), recommended changes incorporated, and a date has been tentatively scheduled, agenda confirmation requires:

(a) Endorsement by a general officer of the change (e.g., standard Naval letter format signed by the general officer, any other communication noting general officer concurrence).

(b) Final draft brief and /or decision paper to include supporting documentation such as draft proposed T/O&E changes, mission statements, etc. as needed.

(c) The initiative will not be confirmed for the agenda until both the brief and endorsement have been received by the POT WG Chair.

(d) The deadline for receipt of the draft brief and / or decision paper is the Monday, one week prior to the WG meeting for read ahead posting.

(e) Format and details for initiative briefs and / or decision memoranda may be found on the TECOM PSD website or the TFSD website.

d. DISPOSITION OF INITIATIVES

(1) Inclusion of initiatives in the upcoming MOS Manual requires consensus among the pillar representatives.

(2) Sponsors of changes can appeal the lack of consensus to the CG, TECOM (PSD) via decision brief prepared by the sponsor. CG, TECOM (PSD) will either direct inclusion of the initiative in the MOS Manual or refer the initiative for decision to the AWG or reject the initiative.

(3) Sponsors of those changes referred to the AWG by CG, TECOM (PSD) or sponsors of those initiatives which were rejected who request further adjudication, should prepare a presentation to the AWG for consideration. CG, TECOM (PSD) will either direct inclusion of the initiative in the MOS Manual, refer the initiative for decision to CG, TECOM or reject the initiative.

(4) Sponsors of those initiatives referred to CG, TECOM or sponsors of those changes which were rejected who request further adjudication, should prepare a decision brief for CG, TECOM. That brief shall be routed through CG, TECOM (PSD) for decision.

4. REQUESTS FOR INFORMATION PROCESS

a. The final brief and request for information (RFI) database will be made available on the POT WG SharePoint site immediately following the initial brief. This action initiates the RFI process and assessment phase. It is the responsibility of the WG members, rather than initiative briefers, to ensure RFIs are adequately answered. All WG members and participants are encouraged to review the brief and begin their assessments at this time.

b. Once the change has been presented to the WG, all members and participants will be required to register their RFIs at the SharePoint site, make direct contact with the initiative sponsor if necessary, and monitor the RFI database for responses to their RFIs.

c. Upon completion of the RFI period (typically two weeks), the final assessment will be submitted to all WG members in an official tasker via the Department of the Navy Enterprise Task Management Software Solution (DoN ETMS2). All WG members and participants will respond to the official tasker via the DoN ETMS2 by the date provided in the task (typically two weeks later) with a final assessment of the initiative.

d. Upon concurrence from WG members, assessments are finalized: signed, posted to SharePoint, and forwarded to initiative sponsors.

5. POT WG ANALYSIS CONSIDERATIONS

a. PERSONNEL. The personnel pillar examines and ensures the availability of qualified Marines and civilians for peacetime, wartime, and various contingency operations. The pillar lead must ensure the analysis, pertaining to the pillar, includes but is not limited to the following:

(1) Determine whether the right personnel are in the right positions (MOS/grade).

(2) Determine operational tempo/personnel tempo impacts.

(3) Determine accessions numbers, develop staffing plan to achieve IOC/FOC requirements and determine recruiting impact.

(4) Determine Total Force impacts, to include reserve, civilian, and contractor personnel.

(5) Determine senior enlisted (master sergeant/first sergeant and master gunnery sergeant/sergeant major) screening issues.

- (6) Identify MOS assignment and conversion policy issues.
- (7) Assist (Organizational pillar) with the identification of maintenance and support MOSs.
- (8) Generate grade shaping assessments.
- (9) Determine service record/lateral move impacts.
- (10) Determine Armed Services Vocational Aptitude Battery/General Classification Test needs impacts.
- (11) Identify Training, Transient, Patient and Prisoner (T2P2) impacts.
- (12) Determine legislative constraint impacts.
- (13) Develop readiness reporting assessments.
- (14) Determine civilian impacts and human resources policy requirements with respect to reorganizations and relocations.
- (15) Identify all personnel requirements above and below current programmed manpower strength plans contributed to P&R for the initiative in order for military personnel delta to be developed and broken out by appropriation by FY to P&R.
- (16) Develop POA&Ms for all required personnel actions.
- (17) Identify personnel issues which may prevent effective implementation of changes in the seven other POT pillar areas.
- (18) Provide all personnel status reports as required.
- (19) Identify diversity implications.

b. ORGANIZATION. The Organization pillar examines all considerations of the TFSP detailed in this order. The pillar lead must ensure the analysis, pertaining to the pillar, includes but is not limited to the following:

- (1) Determine operation plan (OPLANS) impacts.
- (2) Review draft mission statements and/or determine mission function-task analysis required in consultation with applicable principal advisor.
- (3) Review draft T/O&E and steps necessary for proper implementation into TFSMS.
- (4) Determine impacts to the Total Force to include USN, civilian, contractor, joint/external, reserve, site support, and "mirror-imaging" requirements.
- (5) Determine MCBul 5400 requirements and coordinate development subsequent to analysis/decision.

(6) In conjunction with appropriate MARFOR, determine initial operational capability (IOC)/full operational capability (FOC) criteria and dates.

(7) Determine command relationships.

(8) Validate recommended compensation if required. Additionally, validation of funding is required for adding civilian billets.

(9) Determine requirements to reconstitute capabilities removed from the Fleet Marine Forces.

(10) Determine additional maintenance/support requirements.

(11) Determine new unit names/locations as required.

(12) Determine the personnel assignments and unit precedence impacts.

(13) Determine type of support required both internal and external to the command (e.g., MOA, MOU).

(14) Develop POA&Ms for all required organizational actions.

(15) Identify organizational issues which may prevent effective implementation of changes in the other POT WG pillar areas.

(16) Determine site support/inspector and instructor impacts.

(17) Provide all organizational status reports as required.

c. TRAINING/EDUCATION. The Training and Education pillar examines all basic to advanced training pipelines, professional military education and the various types of unit training. The pillar lead must ensure the analysis, pertaining to the pillar, includes but is not limited to the following:

(1) Assess current training quality, accessibility, and affordability.

(2) Determine all new manpower training requirements.

(3) Assess training throughput.

(4) Determine school seat requirements.

(5) Determine instructor requirements, both USMC and external.

(6) Estimate the time required to develop T&R manuals and standard operating procedures.

(7) Determine inter-Service training requirements and agreements.

(8) Determine mobile training team/new equipment training team requirements.

(9) Determine Service-Level/unit training impacts or requirements.

CHAPTER 4

SPECIFIC GUIDANCE REGARDING ELEMENTS OF MOS MANUAL ENTRIES

Changes submitted to any element of an MOS Manual entry should be scrutinized closely by the POT WG members with who are designated as the office of primary responsibility (OPR) and / or the office of coordinating responsibility (OCR) because these offices possess expertise related to the element. This chapter will provide a definition for each element and make explicit which organizations have responsibilities to review the changes submitted.

1. MOS TITLE. Name assigned to a MOS, along with the unique 4-digit number, the office with authority to submit changes to the MOS, type of MOS and the top and bottom rank of the MOS. MOS titles must be unique and may not reuse obsolete titles or numbers. The number must also appear in a field for at least one billet in the T/O of the Marine Corps. DC, CD&I (TFSD) and DC, M&RA (MMIB) will confirm that the number and title for an MOS are unique. A table which summarizes the commands and offices considered OPR and OCR for the elements of the MOS Manual can be found in Figure 2, below.

2. MOS SUMMARY. A narrative describing the MOS. The MOS goals per rank, described below, will be included here.

3. PREREQUISITES. The innate physical, mental, or moral qualities necessary to meet the requirements of an MOS. All prerequisites must have an established standard that can be explicitly measured. Prerequisites will only be changed following a favorable, consensus finding among the OPR and OCRs for a particular category of prerequisite who meet as part of a POT WG. When the OPR and / or the OCRs disagree on a proposed modification to prerequisites, CG, TECOM will chair a meeting of concerned parties at the O-6/GS-15 level to resolve differences. If differences cannot be resolved, CG, TECOM will make a final decision. The minority position on a proposed change will prepare a decision paper for CG, TECOM's review and decision which will be routed simultaneously to the POT WG approved position paper.

a. EDUCATION. This identifies education prerequisites to include civilian education (e.g., high school algebra) or military training.

OPR - Training and Education Command.

b. TESTING. These prerequisites measure an individual's aptitude to achieve the MOS requirements (e.g., complete the requisite formal education).

OPR - MPP. Armed Services Vocational Aptitude Battery (ASVAB) and all ancillary scores will be reviewed every three years by MPP and MPA or upon request by individual occupational fields.

OCR - Training Command, MPA, MMIB, TECOM PSD Analysis and Assessment Branch, and MCRC. Training Command will present comparative graduation rates per percentile change in scores as part of the response to a request for changes to test score.

c. HEIGHT. This prerequisite established the minimum or maximum height requirement to safely operate or maintain equipment.

OPR - Marine Corps Systems Command.

OCR - MCRC.

d. LICENSE. The driver license prerequisite is reserved for MOSs for which individuals are required to operate motor vehicles to achieve their MOS requirement. If an entry level Marine can achieve the MOS requirement without operating a motor vehicle but a license is required to operate vehicles in the Fleet Marine Force, then the prerequisite should include a favorable National Agency Check, Local Agency check, and Credit Check (NACLC) vice license requirement.

OPR - Training Command.

OCR - MCRC.

e. MEDICAL. These prerequisites establish the minimum physical (including hearing sensitivity) or mental health required to perform to standard in the MOS.

OPR - Medical Officer of the Marine Corps.

OCR - TECOM G-3, Training Command, M&RA, MCRC.

f. PHYSICAL FITNESS. These prerequisite measures an individual's physical fitness and / or achievement of MOS Specific Physical Standards (MSPS), which identifies the minimum level of physical fitness required to perform the duties of the MOS and ability to achieve the MOS requirements (e.g., complete the physical graduation requirements at a formal course).

OPR - TECOM PSD HPB

OCR - Training Command, and Marine Corps Recruit Depots via TECOM G3.

g. RECORD / SECURITY CLEARANCE. This prerequisite identifies the minimum-security clearance eligibility or a favorable NACLC needed to achieve their MOS requirements.

OPR - HQMC Security Manager.

OCR - DC, CD&I (TFSD), TECOM G-3, Training Command, M&RA, and MCRC.

h. VISION / MEDICAL. These prerequisites establish the minimum vision standard (e.g., visual acuity, colorblindness, eye-dominance, binocular vision) or other medical standard required to be fit for duty in the MOS. All changes to these prerequisites must be supported by a service directive.

OPR - Medical Officer of the Marine Corps.

OCR - TECOM G-3, Training Command, M&RA, and MCRC.

i. VOLUNTEER. This prerequisite is reserved for MOS that have been identified as high risk and therefore require Marines to volunteer for the MOS. All changes to this prerequisite must be supported by a service directive.

OPR - Occupational field introducing the change to the service level directive.

OCR - TECOM G-3, Training Command, M&RA, and MCRC.

j. AGE. This requirement establishes minimum age required to perform the duties of the MOS. All changes to this prerequisite must be supported by a service directive.

OPR - M&RA.

OCR - MCRC.

k. OTHER. Other prerequisites may be established. CG, TECOM will determine if the new prerequisite fits into one of the categories above. If CG, TECOM determines that the new prerequisite does not fit into one of the categories above, TECOM PSD will recommend to CG, TECOM a new prerequisite category and the POT WG Participants to be designated OPR / OCR.

4. REQUIREMENT. Accomplishments necessary to earn and perform the duties of a MOS, usually described as graduation from a formal school course approved to award the MOS. The sequence of courses or other requirements will be laid out sequentially in a "training track" with the final entry of the requirements describing the terminal action that results in assigning an MOS to a Marine.

a. FORMAL COURSE. This requirement identifies the requirement for completion of a formal course with an approved POI to earn the MOS. The course identified as a requirement must have a course identifier (CID), which is necessary for all functions of MCTIMS Student Registrar Module. All changes to requirements require concurrence from the cognizant authority for the school teaching the course. The cognizant authority for the school will confirm that there is adequate course capacity to accommodate the anticipated throughput necessary to ensure a healthy MOS. If there is not adequate capacity for the anticipated throughput, the occupational field proposing the requirement, TECOM PSD and the cognizant authority will collaborate on the proposed training track or an alternate requirement.

b. OTHER. Other requirements, not listed above, may also be established for awarding an MOS. These requirements may include, but are not limited to, upon selection by a specific board, upon selection by a specific office; upon completion of a course of study not reflected in the MCTIMS Student Registrar Module; upon completion of a syllabus contained in a T&R Manual; upon completion of a period of MOJT; upon completion of a specific distance learning product; and / or upon achieving a specific score on a specific test. A listing of other Requirements must also include the office responsible for assigning the MOS in MCTFS. All new requirements must be approved by Training and Education Command.

c. WAIVERS FOR RESERVISTS. Given the needs of the Marine Corps, specific MOS requirements may be waived for reserve Marines. Reservists themselves or Commander, U.S. Marine Corps Forces Reserve (MARFORRES) may initiate a waiver request via AA form to the occupational field manager of the gaining MOS. Upon a favorable adjudication of the request by the occupational field manager, MARFORRES will assign the new MOS to the Marine.

Type of Change	POT WG OPR	POT WG OCR	Adjudication
MOS Title	Chair	TFSD	Chair
MOS Summary	Chair		Chair
Prereq - Education	TECOM G3	Training Command	POT WG Process
Prereq - Testing	MPP	TECOM PSD A&AB, MCRC	POT WG Process
Prereq – Height	MARCORSYSCOM	MCRC	POT WG Process
Prereq – Driver’s License	Training Command	MCRC	POT WG Process
Prereq – Physical Fitness	TECOM PSD HPB	Training Command, TECOM G3 (MCRDs)	POT WG Process
Prereq – Security	HQMC Security Manager, TECOM G3, Training Command, MCRC, MPP	TFSD	POT WG Process
Prereq – Medical	MO of the Marine Corps	TECOM G3, Training Command, MPP, MCRC	POT WG Process
Prereq – Volunteer	Occupational field	TECOM G3, Training Command, MPP, MCRC	POT WG Process
Prereq – Age	MPP	MCRC	POT WG Process
Requirement – Course	TECOM PSD SRB	Training Command	POT WG Process
Requirement – Other	TECOM PSD	TECOM G3	POT WG Process

Figure 2. MOS Manual Elements OPR / OCR

Chapter 5

OUT OF CYCLE MOS MANUAL CHANGE SUBMISSION

1. OVERVIEW. Since the MOS Manual is prepared yearly on a schedule to support the interlocking processes of the HRDP and to inform the February ASR, out of cycle changes to the MOS manual are discouraged. Substantive changes to some elements of the MOS Manual entries cannot be supported since those changes require changes to the T/O and would result in permanent personnel assignments that are not conducive to good order and discipline of the force or which would trigger waivers to existing assignment policies. However, for other elements of the MOS Manual such as descriptions, prerequisites, requirements can be changed without affecting the T/O of the Marine Corps, the following procedure applies.
2. PROCESS. Changes to descriptions can be made without further adjudication. Changes to prerequisites and requirements must address all the considerations as would any such changes submitted as part of the routine update of the MOS Manual as detailed above. Substantive changes must be addressed by an ad hoc POT WG and adjudicated with consensus as previously discussed.
3. DISSEMINATION. Approved changes of any type must be promulgated by Marine Administrative Message (MARADMIN) released by CG, TECOM announcing the MOS Manual change. The out-of-cycle change should be in accordance with all the provisions of this NAVMC. The MARADMIN will be drafted by the occupational field requesting the out-of-cycle change, should be staffed to all members of the POT WG for review and approval of the contents prior to release. Once staffing is completed, CG, TECOM will release the MARADMIN. The changes announced in the MARADMIN must also be submitted by the sponsor as a routine change to the next MOS Manual.

CHAPTER 6

TIMELINE FOR MOS MANUAL CHANGE SUBMISSIONS

The following describes the timeline of the Military Occupational Specialties (MOS) System Modification Process within the context of the Human Resources Development Process (HDRP) and Total Force Structure Process (TFSP) for one complete cycle without duplication for overlapping cycles. The final coordinating deadline, 1 September, is emphasized to ensure all MOS Manual changes that also require T/O changes must be submitted to CG, TECOM (PSD) (C 466). The request must include fully developed supporting documentation. No T/O change request (TOECR) will be approved in TFSMS until it has been coordinated and approved or concurred in as appropriate by TECOM.

April

1. CG, TECOM solicits and reminds occupational field (OccFld) managers of the September deadline for submitting recommended MOS system modifications. Parties interested in submitting substantive changes that require submission of a TOECR should arrange at least one coordination meeting during the spring and summer prior to the opening of the MOS Manual change season that includes CG, TECOM (PSD); DC, CD&I (TFSD); DC, M&RA; and the OccFld Manager. TECOM convenes a MOS Manual Symposium to provide training to occupational field managers and other interested individuals regarding process for submitting MOS Manual changes.

2. DC, CD&I (TFSD) does not process or accept any more TOECRs in preparation of the August ASR.

May

1. OccFld Managers - 1 May or as announced - opening of MOS Manual change season lasting until mid-October for MOS system modifications to be included in the next April MOS Manual revision. Instructions for submitting modifications communicated via separate correspondence.

2. CG, TECOM reviews proposed modifications ensuring that:

- a. The proposal is complete including justification and a fully developed TOECR (if needed).

- b. The proposed MOS Manual data elements are accurate.

3. Any submitted MOS Manual changes that require POT WG scrutiny will be highlighted and referred to the pillar representatives for adjudication.

4. DC, CD&I (TFSD) reopens TFSMS for changes.

August

1. DC, CD&I (TFSD) publishes Authorized Strength Report (ASR).

2. CG, TECOM reviews all the proposed MOS system modifications in the MOS Manual change portal for comments and/or concurrence internally and externally as appropriate to DC, CD&I; DC, M&RA (Reserve Affairs (MM/MP)); and the OccFld manager for information or when recommended change is

submitted from outside Headquarters Marine Corps (HQMC). CG, TECOM SRB Head initiates preliminary planning for the convening of POT WG to consider MOS Manual changes that would necessitate such a meeting.

September

1. CG, TECOM provides the MOS conversion table and guidance to DC, CD&I (TFSD) for review, and coordinating copy to DC, M&RA (MI and MP) for information. Providing the conversion table to DC, CD&I (TFSD) represents the closing of the MOS Manual Change Season.

2. DC, CD&I (TFSD) returns the MOS conversion table and guidance and provides recommended revisions to CG, TECOM - coordinating copy to DC, M&RA (MI and MP).

October. CG, TECOM prepares the draft MOS Manual in PDF format, hangs the draft on the TECOM PSD website and alerts HQMC staff agencies at the O-6 level to conduct final review. Comments and/or concurrence are returned to CG, TECOM.

November

1. CG, TECOM reviews O-6 level staffing comments and prepares the final MOS Manual for approval.

December

1. CG, TECOM
 - a. Routes MOS Manual changes decision briefs to TECOM PSD and AWG.
 - b. CG, TECOM approves final MOS Manual.
2. DC, CD&I (TFSD) does not process or accept any more TOECRs in preparation of the February ASR.

February

1. DC, CD&I (TFSD) publishes ASR.
2. CG, TECOM (C 466) Submit the MOS Chart to CMC (ARDE) for publication.
3. DC, M&RA (MI) provides Marine Corps Total Force Structure (MCTFS) data to the Marine Corps Technology Services Organization Kansas City, MO.

March

1. DC, CD&I (TFSD) reopens TFSMS for changes.

April

1. CMC (ARDE) MOS Chart is published and made available to any interested parties.
2. CG, TECOM

a. Submits required Department of Defense report of MOS system modifications to Defense Manpower Data Center, 1600 Wilson Blvd., Suite 400, Arlington, VA 22209-2593 via DC, CD&I.

b. A copy is also sent to DC, M&RA (MIF). Marine Corps Report Control Symbol DD-1200-02 [External RCS PR (AR) 959] applies. MCO 1200.17A provides specific instruction.

c. Publishes MOS changes MARADMIN.

d. Conducts Training Input Plan Working Group.

3. DC, M&RA (MP) prepares manpower plans.

July

1. CG, TECOM

a. Submits Marine Corps quota requirements for other Service schools.

b. Publish Training Quota Memoranda for visibility of school seats in Marine Corps Training Information Management System.

September

1. DC, M&RA (MI) updates MCTFS.

October

1. CG MCRC executes Accessions Plan.

2. Changes from MOS Manual and MARADMIN become effective.

3. CG, TECOM - First possible opportunity for formal schools to receive students to support new entry-level MOSs.

GLOSSARY

Additional MOS (AMOS) - Any existing MOS awarded to a Marine who already holds a PMOS. Marines are not promoted in an AMOS. Examples: (1) After a lateral move, a Marine's previous PMOS becomes an AMOS; (2) After a skill progression school, a Marine's previous PMOS becomes an AMOS (e.g. 0369 PMOS, previously an 0311); (3) A FMOS or NMOS, in addition to any previously held or newly awarded PMOSs, that now appears in a Marine's record (e.g. Marine being promoted in 0369 (PMOS) with 0311 (previous PMOS prior to promotion) and 0317 (NMOS 03XX) AMOSs).

Basic MOS - Entry-level MOSs required for the P2T2 T/O for entry-level Marines or others not yet qualified by initial skills training. In addition, when a Reserve Component (RC) Marine transfers to a new unit and does not possess the MOS required for the billet filled, he will be assigned a Basic MOS until the completion of required formal school training or is otherwise certified to be MOS qualified.

Billet Designators - A FMOS requirement indicator as a BMOS that can be filled by any Marine appropriate grade that is included in the MOS definition (e.g., MOS 8007 Billet Designator-Unrestricted Ground Officer (I) FMOS). Normally, FMOS as a skill designator cannot be a BMOS in TFSMS.

Categories of MOSs - Occupational Fields 01-79, and 80XX.

Cognizant authority - The first Marine Corps general officer in the chain of command for a schoolhouse, detachment, or major subordinate command with authority over a course. This Marine approves programs of instruction or course descriptive data for a course.

Core Plus Skills - The ability to complete tasks that are mission, advanced, rank, or billet specific. These tasks are taught, executed, and evaluated at the unit. Core plus tasks relate to 2000 level Individual Training Standards in the Ground Training and Readiness (T&R) Manual.

Core Skills - Those basic skills that qualify a Marine for an MOS. Core skills comprise the set of core tasks for each MOS as found in the relevant to 1000 level Individual Training Standards in the Ground T&R Manual.

Entry Level Training (ELT) - All formal training courses a Marine attends from the Recruit Depot/Officer Candidate School until that Marine is granted a PMOS or assigned to his or her first permanent duty station. Prior enlisted commissioned officers are considered to be in ELT until they receive their initial officer PMOS. Warrant officers are considered to be in ELT until they complete Warrant Officer Basic Course (WOBC) and any course that immediately following WOBC that is designated in the MOS Manual.

Exception MOS (EMOS) - Non-PMOS that is generally FMOS but include some billets that require a PMOS.

Free MOS (FMOS) - Non-PMOS that can be filled by any Marine regardless of primary MOS. A free MOS requires skill sets unrelated to primary skills.

Human Resource Development Process (HRDP) - The overarching process that makes the manpower side of combat capability through force structure, manpower, and training sub processes. It determines quantity and skills requirements of the operating force units and supporting establishment, and then attains,

classifies, trains, assigns, retains, promotes, and otherwise manages an inventory of Marines to meet those requirements. The HRDP owner is DC, M&RA who coordinates with Deputy Commandant Combat Development and Integration for identification and integration of force structure requirements and training.

Intended MOS - A primary MOS that the Marine Corps intends to award a Marine, prior to that Marine completing all primary MOS requirements.

MOS Specialist - Junior individual responsible for communicating changes to the MOS Manual in accordance with the guidance in this NAVMC. There is an OccFld Manager and an MOS Specialist identified for every MOS in the MOS Manual, regardless of type. DC, CD&I (TFSD) maintains a roster of all MOS Specialists. Appearance on that roster identifies the individuals with the rights and responsibilities to review and update the contents of the MOS Manual. MOS Specialists must be familiar with the contents of the MOS entries for which they are responsible and for the guidance contained herein. Acts as the principal agent in the absence of the OccFld Manager with regards to force structure requirements, intended structure changes, and unique operational considerations within an MOS. The MOS sponsor will also review relevant MOS descriptions and requirements in the MOS Manual and request revisions as necessary.

Necessary MOS (NMOS) - A non-PMOS that has a prerequisite of one or more PMOSs. This MOS identifies a particular skill or training that is in addition to a Marine's PMOS but can only be filled by a Marine with a specific PMOS. When entered as a requirement into the TFSMS, a billet bearing a necessary MOS must identify a single associated PMOS even if several PMOSs are acceptable prerequisites.

OccFld 01-79 - Occupational fields that contain all types of MOSs related to a specific occupational field.

OccFld Manager - Senior individual responsible for communicating changes to the MOS Manual in accordance with the guidance in this NAVMC. There is an OccFld Manager and an MOS Specialist identified for every MOS in the MOS Manual, regardless of type. DC, CD&I (TFSD) maintains a roster of all OccFld Managers. Appearance on that roster identifies the individuals with the rights and responsibilities to review and update the contents of the MOS Manual. OccFld Managers must be familiar with the contents of the MOS entries for which they are responsible and for the guidance contained herein. Acts as the principal agent with regards to force structure requirements, intended structure changes, and unique operational considerations within an MOS. The MOS sponsor will also review relevant MOS descriptions and requirements in the MOS Manual and request revisions as necessary.

Officer Groups - Collections of officers based on their availability to serve in identified billets. Group (I) MOSs suitable for assignment for regular unrestricted officers/career reserve officers. Group (II) Officers suitable for assignment as Limited Duty Officers. Group (III) MOSs suitable for assignment for Warrant Officers.

Prerequisite - The innate physical, mental, or moral qualities necessary to meet the requirements of an MOS; can be used to meet formal school screening requirements.

Primary MOS (PMOS) - Used to identify the primary skills and knowledge of a Marine that align to specific billets of units. Only enlisted Marines,

Warrant Officers, Chief Warrant Officers, and Limited Duty Officers are promoted in their primary MOS. Changes to an Active Component Marine's PMOS without approval from CMC (MM) and changes to a reserve component Marine's PMOS without approval from CMC (RA) are not authorized.

Related Military Skill - Another Marine Corps or other US military occupational specialty (MOS) that the occupational field (OccFld) manager deems similar in duties, description, mission, prerequisites, requirements and/or qualifications. The identification of a related military skill will provide better understanding to those unfamiliar with the MOS. This is an optional field in an MOS Manual entry.

Related SOC Classification/SOC Code - The related Standard Occupational Classification/SOC code lists the comparable civilian classification title(s) and code(s) that are presented in the U.S. Department of Labor Standard Occupational Classification (SOC) List.

Requirement - Accomplishments necessary to qualify for an MOS, usually described as graduation from a formal school course approved to award the MOS. However, an occupational field may select any accomplishment as qualifying for an MOS, provided the occupational field is convinced that such an accomplishment will predict success of the Marine in the billet and will assist the unit in accomplishment of the unit's mission.

Required Training - Initial Skills training expected to be received by Marines after completion of recruit training, where core skills training is provided, normally at an MOS producing formal school course. While preferred, this does not limit attaining MOS qualification to formal school graduation as the only source of MOS qualifying training in most cases. Career MOS or certification training that may or may not result in a new PMOS. Related to but not exactly overlapping the definition for "requirements" below since some requirements may not be related to training if a community so chooses.

Skill Enhancement Training - Formal schools or structured training for Marines already holding an MOS. Relates directly to increasing overall skills in the MOS. Usually intended for MOS holders with particular billet requirements. Some Marines within a given MOS may complete Skill Enhancement Training.

Skill Progression Training - Formal schools training for Marines already holding an MOS, but the training relates directly to increasing overall skills and knowledge in the MOS. All holders of the MOS are expected to complete skill progression training. Failing to do so may limit career potential. All Marines within a given MOS should complete skill progression training.

Types of MOSs - Basic, Primary MOS (PMOS), Necessary MOS (NMOS), Free MOS (FMOS), Exception MOS (EMOS) and Additional MOS (AMOS).

80XX: Miscellaneous Requirement MOSs - These MOSs do not fit into a regular OccFlds but are used on the Marine Corps T/O.