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Subj: RECRUITING AND RETENTION TRAINING AND READINESS MANUAL

Ref: (a) MCO P3500.72A
       (b) MCO 1553.3B
       (c) MCTP 8-10A
       (d) MCTP 8-10B
       (e) MCO 1553.2C

Encl: (1) Recruiting and Retention T&R Manual

1. <u>Purpose</u>. Per reference (a), this training and readiness (T&R) manual, contained in enclosure (1), establishes training standards, regulations, and policies regarding the training of Marines in the Recruiting and Retention occupational field.

2. <u>Cancellation</u>. NAVMC 3500.71C.

3. <u>Scope</u>

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

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

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

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5. <u>Command</u>. This Manual is applicable to the Marine Corps Total Force.

6. <u>Certification</u>. Reviewed and approved this date.

K. M. IIAMS
By direction

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RECRUITING AND RETENTION T&R MANUAL

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CHAPTER 1

OVERVIEW

1000. INTRODUCTION

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

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

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

1001. UNIT TRAINING

1. The training of Marines to perform as an integrated unit in combat lies at the heart of the T&R program. Unit and individual readiness are directly related. Individual training and the mastery of individual core skills serve as the building blocks for unit combat readiness. A Marine's ability to perform critical skills required in combat is essential.

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

1002. UNIT TRAINING MANAGEMENT

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

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

1003. SUSTAINMENT AND EVALUATION OF TRAINING

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

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

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

1004. ORGANIZATION. This Recruiting and Retention T&R Manual is comprised of nine chapters and two appendices. Chapter 1 is an overview of the ground T&R program. Chapter 2 lists the core Marine Corps tasks supported by the Recruiting and Retention community. Chapter 3 contain the collective event. Chapters 4 through 9 contain individual events specific to a particular MOS and/or billet, as noted. Appendix A contains acronyms and Appendix B contains terms and definitions.

1005. T&R EVENT CODING

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

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

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

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

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

Figure. 1-1 T&R Event Levels

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

3. Sequencing. A numerical code is assigned to each collective (3000-9000 level) or individual (1000-2000 level) training event. The first number identifies the size of the unit performing the event, as depicted in figure 1-1. Exception: Events that relate to staff planning, to conduct of a command operations center, or to staff level decision making processes will be numbered according to the level of the unit to which the staff belongs. For example: an infantry battalion staff conducting planning for an offensive attack would be labeled as INF-PLAN-7001 even though the entire battalion is not actively involved in the planning of the operation. T&R event sequence numbers that begin with "9" are reserved for Marine air-ground task force (MAGTF) command element events. An example of event coding is displayed in figure 1-2.
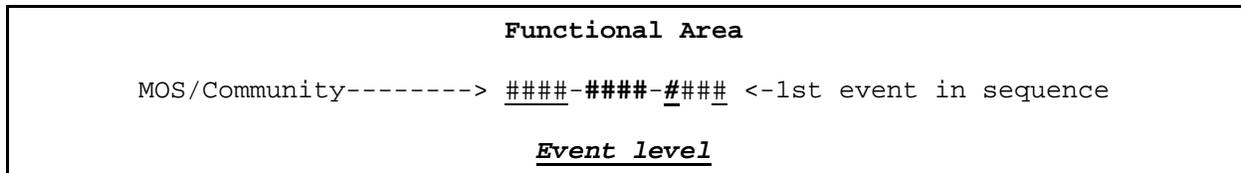
```
┌─────────────────────────────────────────────────────────────────────┐
│                          Functional Area                              │
│                                                                       │
│        MOS/Community--------> ####-####-### <-1st event in sequence    │
│                                                                       │
│                            Event level                                │
└─────────────────────────────────────────────────────────────────────┘
```
Figure 1-2. T&R Event Coding

1006. T&R EVENT COMPOSITION

1. An event contained within a T&R manual is a collective or individual training standard. This section explains each of the components that make up the T&R event. These items will be included in all of the events in each T&R manual. Community-based T&R manuals may have several additional components not found in unit-based T&R manuals. The event condition, event title (behavior) and event standard should be read together as a grammatical sentence.

2. An example of a collective T&R event is provided in figure 1-3 and an example of an individual T&R event is provided in figure 1-4. Events shown in figures are for illustrative purposes only and are not actual T&R events.

```
┌─────────────────────────────────────────────────────────────────────┐
│ XXXX-XXXX-####:  Provide interior guard                               │
│                                                                       │
│ SUPPORTED MET(S):  MCT #.#.#                                          │
│                                                                       │
│ EVALUATION CODED:  YES/NO           SUSTAINMENT INTERVAL:  12 months   │
│                                                                       │
│ DESCRIPTION:  Text                                                    │
│                                                                       │
│ CONDITION:  Text                                                      │
│                                                                       │
│ STANDARD:  Text                                                       │
│                                                                       │
│ EVENT COMPONENTS:                                                     │
│ 1.  Event component.                                                  │
│ 2.  Event component.                                                  │
│ 3.  Event component.                                                  │
│                                                                       │
│ REFERENCES:                                                           │
│ 1.  Reference                                                         │
│ 2.  Reference                                                         │
│ 3.  Reference                                                         │
│                                                                       │
│ PREREQUISITE EVENTS:                                                  │
│ XXXX-XXXX-####           XXXX-XXXX-####                               │
│                                                                       │
│ INTERNAL SUPPORTED:                                                   │
│ XXXX-XXXX-####           XXXX-XXXX-####                               │
│                                                                       │
│ INTERNAL SUPPORTING:                                                  │
│ XXXX-XXXX-####           XXXX-XXXX-####                               │
│                                                                       │
│ SUPPORT REQUIREMENTS:                                                 │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

```
EQUIPMENT:  XXX

MISCELLANEOUS:  XXX

  ADMINISTRATIVE INSTRUCTIONS:  XXX
```

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

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

EVALUATION CODED:  NO              SUSTAINMENT INTERVAL:  12 months

DESCRIPTION:  Text

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

INITIAL TRAINING SETTING:  XXX

CONDITION:  Text

STANDARD:  Text

PERFORMANCE STEPS:
1.  Event component.
2.  Event component.
3.  Event component.

REFERENCES:
1.  Reference
2.  Reference
3.  Reference

PREREQUISITE EVENTS:
XXXX-XXXX-####          XXXX-XXXX-####

INTERNAL SUPPORTED:
XXXX-XXXX-####          XXXX-XXXX-####

INTERNAL SUPPORTING:
XXXX-XXXX-####          XXXX-XXXX-####

SUPPORT REQUIREMENTS:

  EQUIPMENT:  XXX

MISCELLANEOUS:  XXX

  ADMINISTRATIVE INSTRUCTIONS:  XXX
```

Figure 1-4. Example of an Individual Event

1. Event Code. The event code is explained in paragraph 1005.

2. Title. The name of the event. The event title contains one action verb and one object.

3. <u>Evaluation-Coded (E-Coded)</u>. Collective events categorize the capabilities that a given unit may be expected to perform. There are some collective events that the Marine Corps has determined that a unit MUST be able to perform, if that unit is to be considered fully ready for operations. These E-Coded events represent the irreducible minimum or the floor of readiness for a unit. These E-Coded events are derived from the training measures of effectiveness (MOE) for the METs for units that must report readiness in DRRS. It would seem intuitive that most E-Coded events would be for battalion sized units and higher since those are the units that report in DRRS. However, if the Marine Corps has determined that the readiness of a subordinate, supporting unit to accomplish a particular collective event is vital to the accomplishment of the supported unit's MET, then that lower echelon collective event is E-Coded.

4. <u>Supported MET(s)</u>. List all METs that are supported by the training event in the judgment of the OccFld drafting the T&R manual, even if those events are not listed as MOE in a MET.

5. <u>Sustainment Interval</u>. It is critical to understand the intent of the sustainment interval so training time is not wasted with duplicated training. Sustainment interval is expressed in number of months. Most individual T&R events and many lower level collective events are never out of sustainment because they are either part of a Marine's daily routine, or are frequently executed within the sustainment interval. Sustainment interval is relevant when an individual or collective event is not observed and evaluated within the sustainment period, has atrophied, and therefore retraining and evaluation is required.

6. <u>Billet/MOS</u>. Each individual training event will contain a billet code and/or MOS that designates who is responsible for performing that event and any corresponding formal course required for that billet. Each commander has the flexibility to shift responsibilities based on the organization of his command. These codes are based on recommendations from the collective subject matter expertise that developed this manual and are listed for each event.

7. <u>Grade</u>. The grade field indicates the rank at which Marines are required to complete the event.

8. <u>Description</u>. This field allows T&R developers to include an explanation of event purpose, objectives, goals, and requirements. It is a general description of an action requiring learned skills and knowledge, i.e., engage fixed target with crew-served weapons. This is an optional field for individual events but is required for collective events. This field can be of great value guiding a formal school or OPFOR unit trying to discern the intent behind an event that might not be readily apparent.

9. <u>Condition</u>. Condition refers to the constraints that may affect event performance in a real-world environment. It indicates what is provided (equipment, tools, materials, manuals, aids, etc.), environmental constraints or conditions under which the task is to be performed, and any specific cues or indicators to which the performer must respond. Commanders can modify the conditions of the event to best prepare their Marines to accomplish the assigned mission (e.g. in a desert environment; in a mountain environment; etc.). When resources or safety requirements limit the conditions, this should be stated. The content of the condition should be included in the event on a "by exception" basis. If there exists an assumption regarding the

conditions under which all or most of the events in the manual will be performed, then only those additional or exceptional items required should be listed in the condition. The common conditions under which all the events in a chapter will be executed will be listed as a separate paragraph at the beginning of the chapter.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Figure 1-5. Suitability and sequence codes

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

   b. Simulation Terms:

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

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

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

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

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

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

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

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

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

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

XXXX-XXX-XXXX: Call for indirect fire using the grid method (L/S)

SUPPORT REQUIREMENTS:

SIMULATION EVALUATION:

SIMULATED	SUITABILITY	SIMULATOR	UNIT OF MEASURE	HOURS	PM
Yes	L/S	ODS	Marine Hours	12	Y

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

21. Miscellaneous

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

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

1007. COMBAT READINESS PERCENTAGE (CRP)

1. The Marine Corps ground T&R program includes processes to assess readiness of units and individual Marines. Every unit in the Marine Corps maintains a basic level of readiness based on the training and experience of the Marines in the unit. Even units that never trained together are capable of accomplishing some portion of their missions. Combat readiness assessment does not associate a quantitative value for this baseline of readiness, but

uses a "Combat Readiness Percentage" as a method to provide a concise descriptor of the recent training accomplishments of units and Marines.

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

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

1008. CRP CALCULATION

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

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

For Example:

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

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

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

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

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

1009. CHEMICAL BIOLOGICAL RADIOLOGICAL NUCLEAR TRAINING

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

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

1010. NIGHT TRAINING

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

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

1011. RISK MANAGEMENT (RM)

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

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

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

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

1012. IMPROVISED EXPLOSIVE TRAINING

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

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

CHAPTER 2

MARINE CORPS TASKS

CHAPTER 2

MARINE CORPS TASKS

2000. MARINE CORPS TASKS (MCT). The Recruiting and Retention T&R manual does not contain Defense Readiness Reporting System (DRRS) reportable METs. Although the events (individual and/or collective) contained in this manual are not directly linked to reportable Mission Essential Tasks, they directly support the Marine Corps' ability to meet capabilities identified in the Marine Corps Task List (MCO 3500.26_). The MCT tables below lists the MCTL task supported by the Recruiting and Retention community.

2001. RECRUITING AND RETENTION MCT FOR MOS 4821

  a. MOS 4821 supports the following MCT:

MCT 4.6.2.14	Provide Career Management

2002. RECRUITING AND RETENTION MCTS FOR MOS 48XX AND 84XX

  b. MOSs 48XX and 84XX support the following MCT:

MCT 4.7.3.1	Recruit Marines

CHAPTER 3

COLLECTIVE EVENTS

RECRUITING AND RETENTION T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

3000. PURPOSE. This chapter includes all collective events for Marine Corps Recruiting Command.

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

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

        Code Description
        RCTR Recruiting

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

        Code Description
        RS   Recruiting Station

    c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events.

        Code Description
        4000 Squad Level

3002. INDEX OF COLLECTIVE EVENTS

Event Code	E-Coded	Event	Page
RCTR-RS-4001	NO	Conduct Command Group Action Matrix meeting	3-2

3003. 4000 LEVEL-EVENTS

RCTR-RS-4001: Conduct Command Group Action Matrix meeting

SUPPORTED MET(S): MCT 4.7.3.1

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

CONDITION: Given a mission, reports, and the reference.

STANDARD: To develop the Command Group Action Plan.

EVENT COMPONENTS:
1. Analyze data.
2. Develop matrix.
3. Set priorities.
4. Create plan.
5. Submit plan.

REFERENCES: Volume III Guidebook for Recruiting Station Operations

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS: Trained at RMC initially and annually sustained.

CHAPTER 4

MOS 4821 INDIVIDUAL EVENTS

RECRUITING AND RETENTION T&R MANUAL

CHAPTER 4

MOS 4821 INDIVIDUAL EVENTS

4000. PURPOSE. This chapter details the individual events that pertain to the Career Planner Community, Primary Military Occupational Specialty 4821. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

4001. EVENT CODING. Events in this T&R manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

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

       Code Description
       4821 Career Planner

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

       Code Description
       ADMN Administration
       COMM Communications
       INTV Interview Process
       RESV Reserve Marines

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

       Code Description
       2000 Core Plus Skills (training received upon initial assignment of
            PMOS 4821)
       2500 Advanced Core Plus Skills
       2900 HQMC Career Planner Manager Skills

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

   d. The individual task Condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources needed to perform the task and the assistance, location, etc. that relates to performance of the task.

   e. In a garrison or field environment and with the aid of references are common conditions for all Career Planner tasks.

4002. INDEX OF 2000-LEVEL INDIVIDUAL EVENTS

Event Code	E-Coded	Event	Page
4821-ADMN-2001	NO	Complete a reenlistment contract DD Form 4	4-3
4821-ADMN-2002	NO	Complete a special duty assignment screening	4-4
4821-ADMN-2003	NO	Complete a Statement of Service (SOS)	4-4
4821-ADMN-2004	NO	Complete an Agreement to Extend Enlistment (NAVMC 321A)	4-5
4821-ADMN-2005	NO	Complete the selective reenlistment bonus (SRB) program documents	4-5
4821-ADMN-2006	NO	Conduct a reenlistment ceremony	4-6
4821-ADMN-2007	NO	Process a Reenlistment Extension Lateral Move (RELM) request	4-6
4821-ADMN-2008	NO	Process a lump sum leave (LSL) request	4-7
4821-ADMN-2009	NO	Locate assignment orders	4-8
4821-COMM-2001	NO	Brief Command on the Career Planning Program	4-8
4821-INTV-2001	NO	Conduct a career planning interview	4-9
4821-INTV-2002	NO	Explain separations pay eligibility	4-10
4821-INTV-2003	NO	Explain the overseas extension process	4-10
4821-RESV-2001	NO	Complete Selected Marine Corps Reserve Incentive Program documents	4-11

4003. 2000-LEVEL INDIVIDUAL EVENTS

4821-ADMN-2001: Complete a reenlistment contract DD Form 4

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

MOS PERFORMING: 4821

BILLETS: Career Planner

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to an automated retention system and a Marine with an authority to reenlist.

STANDARD: Ensuring the form is completed without error.

PERFORMANCE STEPS:
1. Validate information on the authority to reenlist.
2. Complete the contract.
3. Process the completed contract.

REFERENCES:
1. MCO 1040.31_ Enlisted Retention and Career Development Program
2. MCO 1040R.35_ Reserve Career Retention and Development Manual
3. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)

4821-ADMN-2002: Complete a special duty assignment screening

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

MOS PERFORMING: 4821

BILLETS: Career Planner

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to an automated retention system and a requirement to screen a Marine.

STANDARD: To determine qualifications for special duty assignment.

PERFORMANCE STEPS:
 1. Identify appropriate checklist.
 2. Complete the Commanding Officer's Screening.
 3. Track Special Duty Assignment (SDA).
 4. Recertify the Commanding Officer's Screening.
 5. Distribute paperwork.

REFERENCES:
 1. MCO P1326.6_ Selecting, Screening and Preparing Enlisted Marines for Special Duty Assignments and Independent Duties
 2. NAVMC 1330/1 Commanding Officer's Screening/Interview Guide for Special Duty Assignment
 3. NAVMC 1330/2 Commanding Officer's Financial Worksheet

4821-ADMN-2003: Complete a Statement of Service (SOS)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

MOS PERFORMING: 4821

BILLETS: Career Planner

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and all supporting documents.

STANDARD: So that all periods of credible service are accounted for without error.

PERFORMANCE STEPS:
 1. Identify required supporting documents for Statement of Service (SOS).
 2. Compute periods of service.

3. Complete the required form.
4. Submit form.

REFERENCES:
1. Marine Corps Total Force User Guide (MCTFSPRIM)
2. DoD 7000.14-R Financial Management Regulation (DODFMR)
3. MCO 1040.31_ Enlisted Retention and Career Development Program
4. MCO 1040R.35 Reserve Career Retention and Development Manual
5. MCO 1080.40_ Marine Corps Total Force System Personnel Reporting Instructions Users Manual
6. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
7. MCO P1080.33_ Manpower Information System Support Office Manual (MISSO Manual)

4821-ADMN-2004: Complete an Agreement to Extend Enlistment (NAVMC 321A)

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

MOS PERFORMING: 4821

BILLETS: Career Planner

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement and a Marine with an authority to extend.

STANDARD: Ensuring the form is completed without error.

PERFORMANCE STEPS:
1. Explain the purpose of extension.
2. Verify the appropriate authority.
3. Complete the form.
4. Process the completed extension.

REFERENCES:
1. MCO 1040.31_ Enlisted Retention and Career Development Program
2. MCO 1040R.35_ Reserve Career Retention and Development Manual

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4821-ADMN-2005: Complete the selective reenlistment bonus (SRB) program documents

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

MOS PERFORMING: 4821

BILLETS: Career Planner

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to an automated retention system and an eligible Marine.

STANDARD: So that each eligible Marine receives the authorized amount.

PERFORMANCE STEPS:
 1. Validate the bonus amount.
 2. Complete the required documents.
 3. Process the required documents for payment.
 4. Verify payment received.

REFERENCES:
 1. Current Selective Reenlistment Bonus Program MARADMIN
 2. DoD 7000.14-R Financial Management Regulation (DODFMR)
 3. MCO 7220.24 Selective Reenlistment Bonus Program

4821-ADMN-2006: Conduct a reenlistment ceremony

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

MOS PERFORMING: 4821

BILLETS: Career Planner

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given appropriate venue and required personnel.

STANDARD: So that an appropriate, meaningful ceremony is conducted in accordance with the Marine's desires and within the time frame outlined in the authority.

PERFORMANCE STEPS:
 1. Confirm reenlistment authority.
 2. Prepare required documents.
 3. Prepare for ceremony.
 4. Present certificate to appropriate personnel.

REFERENCES:
 1. MCO 1040.31_ Enlisted Retention and Career Development Program
 2. MCO 1040R.35_ Reserve Career Retention and Development Manual

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4821-ADMN-2007: Process a Reenlistment Extension Lateral Move (RELM) request

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 6 months

MOS PERFORMING: 4821

BILLETS: Career Planner

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to an automated retention system and a Marine with a request requiring submission to Headquarters, Marine Corps.

STANDARD: To completion without error.

PERFORMANCE STEPS:
 1. Determine the type of request.
 2. Verify Marine meets all pre-requisites for request.
 3. Compute obligated service.
 4. Complete the routing process.
 5. Route RELM when ready for review.
 6. Track RELM request to completion.
 7. Take corrective action, as required.
 8. File completed RELM request.

REFERENCES:
 1. Current Retention Guidelines
 2. Current Selective Reenlistment Bonus Program MARADMIN
 3. MCO 1040.31_ Enlisted Retention and Career Development Program
 4. MCO 1040R.35_ Reserve Career Retention and Development Manual
 5. NAVMC 1200.1_ Military Occupational Specialties Manual

4821-ADMN-2008: Process a lump sum leave (LSL) request

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

MOS PERFORMING: 4821

BILLETS: Career Planner

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Marine who is eligible to sell back leave.

STANDARD: So that the Marine receives the authorized amount.

PERFORMANCE STEPS:
 1. Validate eligibility to sell back leave.
 2. Calculate lump sum leave amount.
 3. Process required documents for payment.

REFERENCES:
 1. DoD 7000.14-R Financial Management Regulation (DODFMR)
 2. MCO 1040.31_ Enlisted Retention and Career Development Program
 3. MCO 1040R.35_ Reserve Career Retention and Development Manual

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4821-ADMN-2009: Locate assignment orders

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

MOS PERFORMING: 4821

BILLETS: Career Planner

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to an automated system.

STANDARD: So that the Marine's report date, Monitored Command Code (MCC), and obligated service requirements can be determined.

PERFORMANCE STEPS:
 1. Conduct search.
 2. Locate orders.
 3. Print orders.
 4. Calculate obligated service, if applicable.

REFERENCES: MCO 1300.8_ Marine Corps Personnel Assignment Policy

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4821-COMM-2001: Brief Command on the Career Planning Program

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

MOS PERFORMING: 4821

BILLETS: Career Planner

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to an automated retention system and a requirement.

STANDARD: Ensuring the command is aware of current status.

PERFORMANCE STEPS:
1. Create awareness.
2. Conduct strategic planning.
3. Conduct brief(s).
4. Conduct unit canvassing.
5. Conduct follow up.

REFERENCES:
1. Current Retention Guidelines
2. Marine Corps Communication and Consulting (MC3) Package
3. ECS Package Effective Communication Skills (ECS) Package
4. Marine Corps Presentation Skills (MCPS) Seminar Marine Corps Presentation Skills (MCPS)
5. MCO 1040.31_ Enlisted Retention and Career Development Program
6. MCO 1040R.35_ Reserve Career Retention and Development Manual
7. NAVMC 1553.1_ Marine Corps Instructional Systems Design/Systems Approach to Training and Education Handbook

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4821-INTV-2001: Conduct a career planning interview

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

MOS PERFORMING: 4821

BILLETS: Career Planner

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to an automated retention system and a Marine being interviewed.

STANDARD: To ensure the Marine is aware of career opportunities and document their intentions.

PERFORMANCE STEPS:
1. Identify Marines.
2. Prepare for interviews.
3. Conduct counseling.
4. Complete interview.

REFERENCES:
1. Current Retention Guidelines
2. MARFORRES Force Policy Letter 14-11 Career Planning Improvement Initiative
3. Marine Corps Communication and Consulting (MC3) Package
4. Post 9/11 Montgomery GI Bill
5. ECS Package Effective Communication Skills (ECS) Package
6. MCO 1040.31_ Enlisted Retention and Career Development Program

7. MCO 1040.42 Marine Corps Limited Duty Officer/Warrant Officer (LDO/WO) Program
8. MCO 1040.43 Enlisted-to-Officer Commissioning Program
9. MCO 1040R.10 Selected Marine Corps Reserve Enlisted Commissioning Program (RECP)
10. MCO 1040R.35 Reserve Career Retention and Development Manual
11. MCO 1200.17_ Military Occupational Specialty Manual (MOS Manual)
12. MCO 1530.11 Application for Nomination to the U.S. Naval Academy and Naval Academy Preparatory School
13. MCO 1550.22 Marine Corps Apprenticeship Program
14. MCO 1550.23 Military Academic Skills Program (MASP)
15. MCO 1560.15 Marine Corps Enlisted Commissioning Education Program (MECEP)
16. MCO 1560.21 Staff Noncommissioned Officer Degree Completion Program
17. MCO 1560.25_ Marine Corps Lifelong Learning Program
18. MCO 1560.28_ Veterans Educational Assistance Benefits
19. MCO 1560.33 Tuition Assistance Program
20. MCO 1560R.30 Selected Reserve Montgomery GI Bill (MGIB-R)
21. MCO 5420.16_ Enlisted Remedial Promotion Board
22. MCO 7220.12_ Special Duty Assignment (SDA) Pay Program
23. MCO 7220.24 Selective Reenlistment Bonus Program
24. MCO 7220R.38 Selected Reserve Incentive Program (SRIP)
25. MCO P1326.6_ Selecting, Screening and Preparing Enlisted Marines for Special Duty Assignments and Independent Duties
26. MCO P1400.32_ Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (MARCORPROMAN, VOL 2, ENLPROM)
27. NAVMC 1200.1_ Military Occupational Specialties Manual
28. OPNAVINST 1780.4 Post 9/11 Montgomery GI Bill

4821-INTV-2002: Explain separations pay eligibility

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

MOS PERFORMING: 4821

BILLETS: Career Planner

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to an automated retention system and a Marine being interviewed.

STANDARD: To ensure the Marine is aware of current policies.

PERFORMANCE STEPS:
1. Explain the difference between separations and severance pay.
2. Explain when separations pay is authorized.
3. Explain the process for requesting separations pay.
4. Explain how to compute separations pay.
5. Explain when separation pay will be received.

REFERENCES:
 1. MCO 1040.31_ Enlisted Retention and Career Development Program
 2. MCO 1040R.35_ Reserve Career Retention and Development Manual
 3. MCO 1900.16_ Marine Corps Separation and Retirement Manual
     (MARCORSEPMAN)

4821-INTV-2003: Explain the overseas extension process

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

MOS PERFORMING: 4821

BILLETS: Career Planner

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to an automated retention system and a Marine requesting extension.

STANDARD: So that all incentives are fully explained.

PERFORMANCE STEPS:
 1. Provide Overseas Assignment policy information.
 2. Provide In Place Consecutive Overseas Tours (IPCOT) information.
 3. Provide Consecutive Overseas Tours (COT) information.
 4. Provide Tour Conversion information.
 5. Provide Overseas Extension No Incentive information.

REFERENCES:
 1. Current Overseas Extension MARADMIN
 2. MCO 1300.8_ Marine Corps Personnel Assignment Policy

4821-RESV-2001: Complete Selected Marine Corps Reserve Incentive Program documents

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

MOS PERFORMING: 4821

BILLETS: Career Planner

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to an automated retention system and an eligible Marine.

STANDARD: So that the Marine receives the authorized incentive.

PERFORMANCE STEPS:
1. Identify eligible Marines.
2. Explain incentive.
3. Process request.
4. Verify incentive completion.

REFERENCES:
1. Current Selective Reenlistment Bonus Program MARADMIN
2. Current composite score incentive MARADMIN
3. DoD 7000.14-R Financial Management Regulation (DODFMR)
4. MCO 1040R.35_Reserve Career Retention and Development Manual

4004. INDEX OF 2500-LEVEL INDIVIDUAL EVENTS

Event Code	E-Coded	Event	Page
4821-ADMN-2501	NO	Manage scope and permissions within the automated career retention system	4-12
4821-ADMN-2502	NO	Coordinate the requirements of visiting agencies	4-13
4821-ADMN-2503	NO	Conduct a functional area inspection (FAI)	4-13
4821-ADMN-2504	NO	Manage subordinate unit career planning programs	4-14
4821-ADMN-2505	NO	Conduct a Career Planner lateral move (LATMOV) interview	4-14
4821-ADMN-2506	NO	Manage career planning resources	4-15
4821-ADMN-2507	NO	Implement a Campaign Plan	4-16
4821-ADMN-2508	NO	Conduct on-site visit	4-16
4821-ADMN-2509	NO	Conduct Quality Control for Reenlistment Extension Lateral Move (RELM) requests	4-17

4005. 2500-LEVEL INDIVIDUAL EVENTS

4821-ADMN-2501: Manage scope and permissions within the automated career retention system

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

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC, Career Planner SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to an automated retention system.

STANDARD: So that proper accesses are assigned within the chain of command.

PERFORMANCE STEPS:
 1. Identify need for access.
 2. Manage permissions.
 3. Identify users for removal.
 4. Identify changes to unit scope.
 5. Submit scope changes for action.

REFERENCES:
 1. MCO 1040.31_ Enlisted Retention and Career Development Program
 2. MCO 1040R.35_ Reserve Career Retention and Development Manual
 3. Total Force Retention System (TFRS) User Manual

4821-ADMN-2502: Coordinate the requirements of visiting agencies

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

MOS PERFORMING: 4821

BILLETS: Career Planner SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a request for support.

STANDARD: To ensure the visit is executed.

PERFORMANCE STEPS:
 1. Review visit schedule.
 2. Coordinate logistical support.
 3. Publish Letter of Instruction (LOI).

REFERENCES: Coordinating Instructions from the visiting agencies

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4821-ADMN-2503: Conduct a functional area inspection (FAI)

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

MOS PERFORMING: 4821

BILLETS: Career Planner SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references and an appropriate FAI checklist.

STANDARD: To determine if the unit career planning program is mission capable.

PERFORMANCE STEPS:
1. Conduct in-brief.
2. Determine records to be inspected.
3. Complete checklist.
4. Identify discrepancies.
5. Provide balanced feedback.
6. Provide remedial training, as required.
7. Submit report.

REFERENCES:
1. Current Career Planning FAI checklist
2. MCO 1040.31_ Enlisted Retention and Career Development Program
3. MCO 1040R.35 Reserve Career Retention and Development Manual

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4821-ADMN-2504: Manage subordinate unit career planning programs

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

MOS PERFORMING: 4821

BILLETS: Career Planner SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and the references.

STANDARD: To ensure the program is mission capable.

PERFORMANCE STEPS:
1. Develop a training plan.
2. Conduct training.
3. Conduct coaching on communication, sales, and consultant training.
4. Conduct evaluation.
5. Conduct analysis.
6. Mentor Career Planners.
7. Provide guidance on changes to regulations.

REFERENCES:
1. Advanced Tools For Coaching (AT4C) Package
2. Current TFRS Messages
3. Marine Corps Communication and Consulting (MC3) Package
4. ECS Package Effective Communication Skills (ECS) Package
5. Marine Corps Presentation Skills (MCPS) Seminar Marine Corps Presentation Skills (MCPS)

6. MCO 1040.31_ Enlisted Retention and Career Development Program
7. MCO 1040R.35_ Reserve Career Retention and Development Manual
8. MCO 1500.60 Force Preservation Council Program
9. NAVMC 11778 Career Planner Evaluation

4821-ADMN-2505: Conduct a Career Planner lateral move (LATMOV) interview

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

DESCRIPTION: This event will be conducted by career planners that are assigned to a General Officer level staff.

MOS PERFORMING: 4821

BILLETS: Career Planner SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: To determine eligibility for assignment to MOS 4821.

PERFORMANCE STEPS:
 1. Validate Commanding Officer's checklist.
 2. Explain scope of responsibilities.
 3. Interview Marine.
 4. Prepare recommendation letter.
 5. Submit request.

REFERENCES:
 1. MCO 1040.31_ Enlisted Retention and Career Development Program
 2. MCO 1040R.35_ Reserve Career Retention and Development Manual
 3. SECNAV M-5216.5 Department of the Navy Correspondence Manual

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4821-ADMN-2506: Manage career planning resources

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

DESCRIPTION: Resources are described as creating and maintaining a budget, logistical support for staff assist visits and training, procuring resources, and personnel management.

MOS PERFORMING: 4821

BILLETS: Career Planner SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: To ensure resources are maintained in accordance with the appropriate retention order(s).

PERFORMANCE STEPS:
 1. Determine mission requirements.
 2. Analyze time management.
 3. Analyze budget requirements.
 4. Determine logistical support requirements.

REFERENCES:
 1. Advanced Tools For Coaching (AT4C) Package
 2. DoD 7000.14-R Financial Management Regulation (DODFMR)
 3. MCO 1040.31_ Enlisted Retention and Career Development Program
 4. MCO 1040R.35_Reserve Career Retention and Development Manual

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4821-ADMN-2507: Implement a Campaign Plan

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

DESCRIPTION: This event will be conducted by career planners that are assigned to a General Officer level staff.

MOS PERFORMING: 4821

BILLETS: Career Planner SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given guidance from higher headquarters and access to an automated system.

STANDARD: So that Marine Corps end strength is achieved.

PERFORMANCE STEPS:
 1. Review campaign plan from higher headquarters.
 2. Pull required information from current automated system.
 3. Generate campaign plan.
 4. Distribute campaign plan.
 5. Monitor the campaign plan.

REFERENCES:
 1. ECS Package Effective Communication Skills (ECS) Package
 2. MCO 1050.3_Regulations for Leave, Liberty and Administrative Absence
 3. MCO 1650.19_ W/Ch1 Administrative and Issue Procedures for Decorations, Medals, and Awards

4. SECNAV M-5216.5 Department of the Navy Correspondence Manual

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4821-ADMN-2508: Conduct on-site visit

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

DESCRIPTION: An on-site visit may include, but is not limited to, instructing and training, implementation of campaign plan, providing assistance, advising command leadership, and conduct on-site inspections and evaluations.

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC, Career Planner SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: To ensure compliance with current regulations.

PERFORMANCE STEPS:
 1. Coordinate with command.
 2. Identify areas that require attention.
 3. Complete required forms.
 4. Provide balanced feedback.
 5. Complete after action report.

REFERENCES:
 1. Current Career Planning FAI checklist
 2. Advanced Tools For Coaching (AT4C) Package
 3. ECS Package Effective Communication Skills (ECS) Package
 4. MCO 1040.31_ Enlisted Retention and Career Development Program
 5. MCO 1040R.35 Reserve Career Retention and Development Manual
 6. NAVMC 11778 Career Planner Evaluation

4821-ADMN-2509: Conduct Quality Control for Reenlistment Extension Lateral Move (RELM) requests

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

MOS PERFORMING: 4821

BILLETS: Career Planner SNCOIC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: To ensure the RELM is submitted to higher headquarters with current information and supporting documents.

PERFORMANCE STEPS:
1. Verify submission requirement in accordance with references.
2. Ensure the appropriate RELM type is identified.
3. Validate the length of the request.
4. Determine the need for a pre-requisite waiver.
5. Ensure all supporting documents are included.
6. Submit request.
7. Take corrective action, as required.
8. Track RELM request to completion.

REFERENCES:
1. Current Retention Guidelines
2. Current Selective Reenlistment Bonus Program MARADMIN
3. MCO 1040.31_ Enlisted Retention and Career Development Program
4. MCO 1040R.35_ Reserve Career Retention and Development Manual
5. NAVMC 1200.1_ Military Occupational Specialties Manual

4006. INDEX OF 2900-LEVEL INDIVIDUAL EVENTS

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4821-ADMN-2902	NO	Conduct a Staff Noncommissioned Officer Re-accession Board	4-19
4821-ADMN-2903	NO	Conduct quality control of Reenlistment Extension Lateral Moves (RELMs)	4-20
4821-ADMN-2904	NO	Coordinate a Career Planner working group	4-20
4821-ADMN-2905	NO	Maintain a retention campaign plan	4-21
4821-ADMN-2906	NO	Maintain the Career Planner Functional Area checklist	4-21
4821-ADMN-2907	NO	Manage the functionality of the automated retention system	4-22
4821-ADMN-2908	NO	Manage lateral move school seats	4-23
4821-ADMN-2909	NO	Manage the Career Planner population	4-23
4821-ADMN-2910	NO	Process Prior Service Enlistment Program (PSEP) packages	4-24
4821-ADMN-2911	NO	Respond to Higher Headquarters on Career Planning Inquiries	4-25
4821-ADMN-2912	NO	Review proposed retention policies	4-25
4821-ADMN-2913	NO	Conduct a retention assist visit (RAV)	4-26
4821-ADMN-2914	NO	Conduct a Retention board	4-27

4007. 2900-LEVEL INDIVIDUAL EVENTS

4821-ADMN-2901: Authorize an extension

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

DESCRIPTION: This task is utilized by Headquarters Marine Corps (M&RA) for an immediate extension of current contract received by telephonic or other correspondence.

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references and a requirement.

STANDARD: In order to allow the Marine to remain on contract while the request is processed.

PERFORMANCE STEPS:
1. Receive telephonic or other correspondence request.
2. Adjudicate the extension.
3. Document received request.

REFERENCES:
1. MCO 1040.31_ Enlisted Retention and Career Development Program
2. MCO 1040R.35_Reserve Career Retention and Development Manual

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4821-ADMN-2902: Conduct a Staff Noncommissioned Officer Re-accession Board

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

DESCRIPTION: Staff Noncommissioned Officer Re-accession Boards convene when directed or on a monthly basis to recommend former, reserve staff noncommissioned officers or officers requesting reversion to an enlisted grade for augmentation to active duty in the enlisted Marine Corps.

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a request for augmentation to the active component.

STANDARD: So that a determination is provided.

PERFORMANCE STEPS:
1.   Receive request.

2. Send all packages for Marines on reserve contracts to Reserve Affairs.
3. Reserve Affairs must determine if Marines on reserve contracts will be released from the reserve component.
4. Send all packages to the Career Counselors for full evaluation.
5. Ensure all packages are loaded into the SNCO board database.
6. Contact members of the board.
7. Schedule the board.
8. Distribute packages to the board members.
9. Prepare the board report.
10. Prepare the board room.
11. Administer the oath.
12. Conduct the board.
13. Sign the report.
14. Forward findings to Director, Manpower Management for signature.
15. Distribute authorities back to originating command.

REFERENCES:
1. Enlisted Career Force Controls (ECFC) Program MARADMIN
2. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
3. MCO 1040.31_ Enlisted Retention and Career Development Program
4. MCO 1040R.35_ Reserve Career Retention and Development Manual
5. MCO 1130.80 Prior Service and Reserve Augmentation Enlistments into the Regular Marine Corps

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4821-ADMN-2903: Conduct quality control of Reenlistment Extension Lateral Moves (RELMs)

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

DESCRIPTION: Monitor the submission of RELMs and conduct liaisons with originating Career Planners to minimize administrative oversights on the RELMS.

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a submitted request.

STANDARD: To ensure all administrative errors are corrected during processing of the RELM at Headquarters, Marine Corps.

PERFORMANCE STEPS:
1. Review RELM for accuracy.
2. Obtain additional information or documents, as required.
3. Ensure RELM follows appropriate routing procedures.
4. Ensure RELM is released accurately in accordance with current directives.

REFERENCES:
1. MCO 1040.31_ Enlisted Retention and Career Development Program
2. MCO 1040R.35_ Reserve Career Retention and Development Manual

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4821-ADMN-2904: Coordinate a Career Planner working group

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

DESCRIPTION: The Career Planner working group is designed to provide guidance and training to senior leadership.

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: So that policies and procedures regarding retention requirements are established and coordinated.

PERFORMANCE STEPS:
1. Coordinate with commands.
2. Coordinate logistical support.
3. Release message to commands.
4. Conduct working group.
5. Complete after action report.

REFERENCES:
1. MCO 1040.31_ Enlisted Retention and Career Development Program
2. MCO 1040R.35_Reserve Career Retention and Development Manual

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4821-ADMN-2905: Maintain a retention campaign plan

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

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and the references.

STANDARD: So that all requirements, policies and instructions are clearly stated and disseminated.

PERFORMANCE STEPS:
1. Review requirements.
2. Develop campaign plan
3. Publish campaign plan.
4. Communicate necessary changes.
5. Complete after-action report.

REFERENCES:
1. MCO 1040.31_ Enlisted Retention and Career Development Program
2. MCO 1040R.35_Reserve Career Retention and Development Manual

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4821-ADMN-2906: Maintain the Career Planner Functional Area checklist

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

DESCRIPTION: The Career Planner Functional Area checklist is part of the Inspector General of the Marine Corps (IGMC) program designed to assess and assist career planning functional areas.

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC

GRADES: MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Ensuring, on an annual basis, all questions are in accordance with current orders, policies, and procedures.

PERFORMANCE STEPS:
1. Attend IGMC annual augment inspector training.
2. Review checklist.
3. Provide updated checklist.

REFERENCES:
1. Current Career Planning Functional Area Checklist
2. MCO 1040.31_ Enlisted Retention and Career Development Program
3. MCO 1040R.35 Reserve Career Retention and Development Manual
4. MCO 5430.1 Marine Corps Inspector Program
5. SECNAVINST 5430.57 Naval Inspector General Program

4821-ADMN-2907: Manage the functionality of the automated retention system

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

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given evolving requirements.

STANDARD: Ensuring the system remains updated and fully operational.

PERFORMANCE STEPS:
1. Ensure updates/changes to policy and directives are posted using content management.
2. Provide enhancements for implementations.
3. Track changes to the system.
4. Test the system to ensure enhancements were implemented correctly.
5. Train users.
6. Field trouble calls accordingly.
7. Attend functional review conferences.
8. Maintain liaison with program manager on Marine Corps policies affecting application.
9. Manage access control list.

REFERENCES:
1. Marine Corps Systems Command Acquisition Guidebook
2. MCO 1040.31_ Enlisted Retention and Career Development Program
3. MCO 1040R.35_Reserve Career Retention and Development Manual

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4821-ADMN-2908: Manage lateral move school seats

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

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: To ensure all approved Marines requiring formal school training are assigned a school seat.

PERFORMANCE STEPS:
1. Confirm school seat allocations.

2. Assign the Marine to a school seat as required.
3. Confirm funding letter is in MCTIMS.

REFERENCES:
1. MCO 1040.31_ Enlisted Retention and Career Development Program
2. MCO 1300.31 Enlisted Classification and Assignment Documents
3. MCO 1553.1_The Marine Corps Training and Education System

4821-ADMN-2909: Manage the Career Planner population

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

DESCRIPTION: Enlisted assignments monitors shall effectively address enlisted staffing requirements with regard to the needs of the Marine Corps and the specific needs of Marines and Marine families.

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC

GRADES: MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the current staffing goal.

STANDARD: To ensure Career Planners are placed according to requirements.

PERFORMANCE STEPS:
1. Review personnel database.
2. Ensure Marines are placed in grade appropriate billets.
3. Issue orders.

REFERENCES:
1. Enlisted Career Force Controls (ECFC) Program MARADMIN
2. ASR Authorized Strength Report
3. Enlisted Staffing Goal Model
4. MCO 1000.6_ Assignment, Classification and Travel Systems Manual (ACTSMAN)
5. MCO 1001.52_ Active Reserve (AR) Support to the Reserve Component (RC)
6. MCO 1040R.35_ Reserve Career Retention and Development Manual
7. MCO 1300.8_ Marine Corps Personnel Assignment Policy
8. MCO 1754.4 Exceptional Family Member Program (EFMP SOP)
9. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
10. MCO 5320.12H Precedence Levels for Manning and Staffing
11. MCO P1400.32_ Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (MARCORPROMAN, VOL 2, ENLPROM)
12. MCTIMS User's Manual Marine Corps Training Information Management System (MCTIMS) User's Manual.

SUPPORT REQUIREMENTS:

EQUIPMENT: Tools for Coaching Excellence Tactical Notebook

4821-ADMN-2910: Process Prior Service Enlistment Program (PSEP) packages

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

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a submitted request.

STANDARD: So that a determination is provided.

PERFORMANCE STEPS:
 1. Review request to ensure completeness.
 2. Obtain additional information or documents, as required
 3. Ensure RELM follows appropriate routing procedures.
 4. Ensure RELM is released in accordance with current directives.
 5. Receive request.

REFERENCES:
 1. Enlisted Career Force Controls (ECFC) Program MARADMIN
 2. EPAD Enlisted Personnel Availability Digest
 3. MCO 1001.52_ Active Reserve (AR) Support to the Reserve Component (RC)
 4. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
 5. MCO 1040.31_ Enlisted Retention and Career Development Program
 6. MCO 1040R.35 Reserve Career Retention and Development Manual
 7. MCO 1130.80 Prior Service and Reserve Augmentation Enlistments into the Regular Marine Corps
 8. Prior and Current FY Staff Sergeant Selection Board MARADMIN

4821-ADMN-2911: Respond to Higher Headquarters on Career Planning Inquiries

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

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a tasker from higher headquarters.

STANDARD: So that the request is answered in its entirety.

PERFORMANCE STEPS:
1. Receive formal request.
2. Conduct research.
3. Issue a formal response.

REFERENCES:
1. MCO 1040.31_ Enlisted Retention and Career Development Program
2. MCO 1040R.35 Reserve Career Retention and Development Manual

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4821-ADMN-2912: Review proposed retention policies

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

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a retention policy proposal and references.

STANDARD: In order to verify accuracy, determine the impact to Career Planning and ensure the policy does not conflict with existing orders.

PERFORMANCE STEPS:
1. Coordinate with policy holders.
2. Establish policy impact on retention.
3. Publish guidance on policy as it pertains to retention.

REFERENCES:
1.   Enlisted Career Force Controls (ECFC) Program MARADMIN
2.   MCO 1040.31_ Enlisted Retention and Career Development Program
3.   MCO 1040.43 Enlisted-to-Officer Commissioning Program
4.   MCO 1040R.10 Selected Marine Corps Reserve Enlisted Commissioning Program (RECP)
5.   MCO 1040R.35 Reserve Career Retention and Development Manual
6.   MCO 1130.80 Prior Service and Reserve Augmentation Enlistments into the Regular Marine Corps
7.   MCO 1326.6_ Selection, Screening, and Preparation of Enlisted Marines for Assignment to Drill Instructor, Recruiter, and Independent Duty
8.   MCO 1530.11 Application for Nomination to the U.S. Naval Academy and Naval Academy Preparatory School
9.   MCO 1550.22 Marine Corps Apprenticeship Program
10. MCO 1560.15_ Marine Corps Enlisted Commissioning Education Program (MECEP)
11. MCO 1560.21_ Staff Noncommissioned Officers Degree Completion Program (SNCODCP)

12. MCO 1560.28_ Veterans Educational Assistance Benefits
13. MCO 1560R.30 Selected Reserve Montgomery GI Bill (MGIB-R)
14. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
15. MCO 5420.16_ Enlisted Remedial Promotion Board
16. MCO 7220.12_ Special Duty Assignment (SDA) Pay Program
17. MCO 7220.24 Selective Reenlistment Bonus Program
18. MCO 7220R.38 Selected Reserve Incentive Program (SRIP)
19. MCO P1400.32_ Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (MARCORPROMAN, VOL 2, ENLPROM)
20. NAVMC 1200.1_ Military Occupational Specialties Manual
21. OPNAVINST 1780.4 Post 9/11 Montgomery GI Bill

4821-ADMN-2913: Conduct a retention assist visit (RAV)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

DESCRIPTION: Provides the fleet Marine Corps Forces with counseling, immediate reenlistment authority, and career planning briefs.

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a request from a subordinate command for career planning support.

STANDARD: In order to facilitate the achievement of the Headquarters, Marine Corps end strength requirements.

PERFORMANCE STEPS:
 1. Coordinate with command.
 2. Coordinate logistical support.
 3. Execute the visit.
 4. Complete after action report.

REFERENCES:
 1. Current FY Retention Guidelines
 2. MCO 1040.31_ Enlisted Retention and Career Development Program
 3. MCO 1040R.35_Reserve Career Retention and Development Manual

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4821-ADMN-2914: Conduct a Retention board

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

DESCRIPTION: Retention Boards can include but are not limited to Fast Filling MOS (FFM), Career Planner and SNCOIC of the year, Expanded Permanent limited duty (EPLD), and key billet selection.

MOS PERFORMING: 4821

BILLETS: Career Planner HQMC

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: To select the most qualified applicants for assignment/retention.

PERFORMANCE STEPS:
1.   Receive request.
2.   Review packages to ensure completeness
3.   Send all packages to the Career Counselors for full evaluation.
4.   Contact members of the board.
5.   Schedule the Board.
6.   Distribute packages to the board members.
7.   Prepare the board report.
8.   Prepare the board room.
9.   Administer the oath.
10. Conduct the board.
11. Sign the report.
12. Forward findings for signature.
13. Distribute authorities.

REFERENCES:
1. MCO 1040.31_ Enlisted Retention and Career Development Program
2. MCO 1040R.35_Reserve Career Retention and Development Manual

CHAPTER 5

MOS 8411 INDIVIDUAL EVENTS

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MOS 8411 INDIVIDUAL EVENTS

5000. PURPOSE. This chapter includes all individual training events for the Recruiter. Each event is composed of an individual event title, condition, standard, performance steps, support requirements, and references. Accomplishment and proficiency level required is determined by the event standard.

5001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

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

        Code Description
        8411 Recruiter

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

        Code Description
        ADMN Administration
        ANYS Analysis
        COMM Communications
        MCPK Marine Corps Product Knowledge
        QEP Quality Enlistment Programs
        SALE Sales
        SNCO Staff Noncommissioned Officer in Charge (SNCOIC)
        SYSR Systematic Recruiting

    c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. The MOS 8411 individual events are separated into two levels:

        Code Description
        2000 Core Plus Skills (training received upon initial assignment of
             MOS 8411)
        2500 Advanced Core Plus Skills (Recruiter SNCOIC skills)

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

    d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources needed to perform the task and the assistance, location, etc. that relates to the performance of the task.

    e. In a recruiting environment and with the aid of references are common conditions for all Occupational Field 84 tasks.

f. Ninety days prior to or ninety days following assignment as a Staff Noncommissioned Officer in Charge (SNCOIC) the appointee should have completed the appropriate school.

5002. INDEX OF 2000-LEVEL INDIVIDUAL EVENTS

Event Code	E-Coded	Event	Page
8411-ADMN-2001	NO	Complete an enlistment package	5-3
8411-ADMN-2002	NO	Conduct a Welcome Aboard Brief	5-4
8411-ANYS-2001	NO	Prepare Data Analysis and Objectives Sheet	5-4
8411-COMM-2001	NO	Conduct presentations	5-5
8411-MCPK-2001	NO	Communicate product knowledge	5-6
8411-MCPK-2002	NO	Explain enlistment options	5-6
8411-QEP-2001	NO	Determine applicant eligibility for enlistment	5-7
8411-QEP-2002	NO	Prepare an applicant to process at the Military Entrance Processing Station (MEPS)	5-8
8411-SALE-2001	NO	Conduct a sales presentation	5-8
8411-SALE-2002	NO	Conduct prospecting activities	5-9
8411-SYSR-2001	NO	Employ systematic recruiting components	5-10
8411-SYSR-2002	NO	Conduct program activities	5-10

5003. 2000-LEVEL INDIVDUAL EVENTS

8411-ADMN-2001: Complete an enlistment package

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

DESCRIPTION: Recruiters will be able to select, complete, and verify the required forms to process an applicant for enlistment into a Marine Corps component.

MOS PERFORMING: 8411

BILLETS: Recruiter

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given processing information, enlistment forms, and an automated system.

STANDARD: Ensuring all forms are free of errors or omissions.

PERFORMANCE STEPS:
1. Build applicant profile.
2. Verify vital enlistment documents.
3. Complete forms.
4. Submit package.

REFERENCES:
1. Marine Corps Recruiting Information Support System (MCRISS) Training Portal
2. Marine Corps Recruiting Information Support System-Recruiting Substation (MCRISS-RSS) Programs Book
3. MCRCO 1100.1_ Marine Corps Recruiting Command Order Enlistment Processing Manual (Short Title: MCRC EPM)

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Currently the Formal Learning Center is unable to actually replicate Performance Step #4 action. In order to ensure understanding of how the package will be submitted, this performance step will be covered in an Managed On the Job Training (MOJT) checklist.

8411-ADMN-2002: Conduct a Welcome Aboard Brief

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

DESCRIPTION: This task introduces the poolee to the Delayed Entry Program (DEP).

MOS PERFORMING: 8411

BILLETS: Recruiter

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a poolee's information and a welcome aboard package.

STANDARD: Within 72 hours of Military Entrance Processing Station (MEPS) date of enlistment.

PERFORMANCE STEPS:
1. Prepare for the brief.
2. Present the Welcome Aboard package to the poolee and parents/influencers.
3. Annotate Pool Card.

REFERENCES: Volume I Guidebook for Recruiters

8411-ANYS-2001: Prepare Data Analysis and Objectives Sheet

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

DESCRIPTION: This task pertains to the analysis and interpretation of prospecting, screening, selling, and processing activities data.

MOS PERFORMING: 8411

BILLETS: Recruiter

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a contract mission and 90 days of recorded prospecting data.

STANDARD: To determine a standard of effectiveness, ratios and business percentages for each activity to create prospecting goals.

PERFORMANCE STEPS:
 1. Input prospecting data into the automated system.
 2. Analyze standard of effectiveness for each prospecting activity.
 3. Analyze business percentage for each prospecting activity.
 4. Analyze the ratios.
 5. Complete Objectives Sheet.
 6. Adjust objective as required.

REFERENCES: Volume I Guidebook for Recruiters

8411-COMM-2001: Conduct presentations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

DESCRIPTION: This task pertains to the knowledge and skills that recruiters need to become competent communicators. These skills include speaking, listening, workplace communication, group dynamics, and critical thinking. It is important that recruiters are able to interact on a personal, social and professional levels in individual and group settings.

MOS PERFORMING: 8411

BILLETS: Recruiter

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a topic, brief area, media, and a target audience.

STANDARD: In the time allotted with effective communication skills per the Marine Corps Presentation Skills obtaining a score of 80% or greater on the presentation observation form found in the Marine Corps Presentation Skills Seminar.

PERFORMANCE STEPS:

1. Prepare outline.
2. Conduct presentation.

REFERENCES:
1. Marine Corps Presentation Skills materials
2. MCRCO 1100.1_ Marine Corps Recruiting Command Order Enlistment
   Processing Manual (Short Title: MCRC EPM)

8411-MCPK-2001: Communicate product knowledge

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

DESCRIPTION: Recruiters should have a sufficient understanding of the
breadth of the tangible and intangible benefits to advise and offer suitable
proof sources as required, whether talking to prospects, poolees, parents,
teachers, or others in the community. This task helps recruiters apply
product knowledge within the dynamics of interpersonal relationships and to
associate them with Marine Corps benefits and incentives.

MOS PERFORMING: 8411

BILLETS: Recruiter

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and Marine Corps collateral materials.

STANDARD: Providing information in accordance with the Marine Corps
Communications and Consultative Skills.

PERFORMANCE STEPS:
1. Identify target audience.
2. Explain benefits and incentives.
3. Utilize the Marine Corps Enlisted Opportunities Book (MCEOB)and
   collateral materials.

REFERENCES: Marine Corps Communications and Consultative Skills

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8411-MCPK-2002: Explain enlistment options

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

DESCRIPTION: This task is to explain enlistment options to a target
audience.

MOS PERFORMING: 8411

BILLETS: Recruiter

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: Providing information found in the Marine Corps Enlisted Opportunities Book (MCEOB).

PERFORMANCE STEPS:
1. Identify target audience.
2. Explain active duty options, if applicable.
3. Explain reserve options, if applicable.

REFERENCES:
1. MCEOB Marine Corps Enlisted Opportunities Book
2. MCO 1001R.54_ Marine Corps Reserve Incremental Initial Active Duty Training (IIADT) Program
3. MCO 1130.53_ w/CH 1 Enlistment Incentive Programs (EIP)
4. MCO 1133R.26 Reserve Option Enlistment Program (ROEP)
5. MCO 7220R.38 Selected Reserve Incentive Program (SRIP)
6. NAVMC 1200.1_ Military Occupational Specialties Manual
7. Volume I Guidebook for Recruiters

8411-QEP-2001: Determine applicant eligibility for enlistment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

DESCRIPTION: Recruiters must be able to apply mental, moral, and physical screening strategies in determining an applicant's eligibility for further processing action.

MOS PERFORMING: 8411

BILLETS: Recruiter

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a prospect.

STANDARD: By identifying any disqualifying conditions in accordance with MCRCO 1100.1_.

PERFORMANCE STEPS:
1. Conduct screening.
2. Record screening.

REFERENCES:
1. Marine Corps Recruiting Command Programs Book

2. MCEOB Marine Corps Enlisted Opportunities Book
3. MCRCO 1100.1_ Marine Corps Recruiting Command Order Enlistment
    Processing Manual (Short Title: MCRC EPM)
4. Volume I Guidebook for Recruiters

8411-QEP-2002: Prepare an applicant to process at the Military Entrance
Processing Station (MEPS)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

DESCRIPTION: Recruiters must be able to prepare an applicant to process at
the MEPS.

MOS PERFORMING: 8411

BILLETS: Recruiter

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a new working applicant (NWA).

STANDARD: In order to enlist or assess into a Marine Corps component in
accordance with MCRCO 1100.1_.

PERFORMANCE STEPS:
1. Coordinate travel arrangements.
2. Administer the Non-Instrumental Drug Test (NIDT).
3. Review enlistment package.
4. Brief applicant.

REFERENCES:
1. MEPS Local Policies
2. MCRCO 1100.1_ Marine Corps Recruiting Command Order Enlistment
    Processing Manual (Short Title: MCRC EPM)
3. MEPCOM Order 601.23 Personnel Procurement Enlistment Processing

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8411-SALE-2001: Conduct a sales presentation

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

DESCRIPTION: Conducting Marine Corps Communication and Consultative Skills
based on satisfying needs by employing Benefit Tags in order to gain the most
aggressive commitment possible.

MOS PERFORMING: 8411

BILLETS: Recruiter

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a basically qualified applicant, Benefit Tags, Marine Corps Enlisted Opportunities Book, and collateral material.

STANDARD: Performing the process of exploring needs/motivators and demonstrating what is available to address them resulting in an informed, effective decision in accordance with the Marine Corps Communication and Consulting Skills (MC3) Participant Guide.

PERFORMANCE STEPS:
1. Build rapport.
2. Listen with purpose.
3. Engage.
4. Explore.
5. Enable.
6. Gain commitment
7. Respond to objections.
8. Respond to disinterest.

REFERENCES:
1. Marine Corps Communication, Consulting and Counseling (MC3)
2. Volume I Guidebook for Recruiters

8411-SALE-2002: Conduct prospecting activities

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

DESCRIPTION: Recruiters must have an in-depth knowledge of the prospecting activities: area canvassing, telephone calls, home visit, office traffic, and digital communication to generate contacts with prospects for the purpose of setting appointments.

MOS PERFORMING: 8411

BILLETS: Recruiter

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an objective.

STANDARD: To generate contacts with prospects for the purpose of setting appointments.

PERFORMANCE STEPS:
1. Review daily plan.
2. Conduct activities.

3. Record activity results.

REFERENCES:
1. Marine Corps Communication and Consultative Selling Skills
2. Volume I Guidebook for Recruiters

8411-SYSR-2001: Employ systematic recruiting components

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

DESCRIPTION: The goal of systematic recruiting is to organize the recruiter's efforts so that the required contacts, appointments, interviews, and contracts are achieved.

MOS PERFORMING: 8411

BILLETS: Recruiter

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a system.

STANDARD: By organizing and updating all assigned systematic recruiter components daily and in accordance with Volume I.

PERFORMANCE STEPS:
1. Access assigned components.
2. Work assigned components.
3. Update all applicable components.

REFERENCES:
1. Marine Corps Recruiting Information Support System (MCRISS) Training Portal
2. Volume I Guidebook for Recruiters

8411-SYSR-2002: Conduct program activities

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

DESCRIPTION: The task is to maximize the effectiveness of program activities in order to generate quality contracts from the each program.

MOS PERFORMING: 8411

BILLETS: Recruiter

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a completed month in sight, a Schedule and Results (S&R) module and action and tracking cards.

STANDARD: Ensuring all known commitments are captured, executed, recorded, and all recruiting assets are updated in accordance with Volume I.

PERFORMANCE STEPS:
1. Determine the type of action required.
2. Plan program actions.
3. Execute program actions.
4. Document results.
5. Follow up, as required.

REFERENCES:
1. Marine Corps Recruiting Information Support System (MCRISS) Training Portal
2. Volume I Guidebook for Recruiters

5004. INDEX OF 2500-LEVEL (SNCO) INDIVIDUAL EVENTS

Event Code	E-Coded	Event	Page
8411-SNCO-2501	NO	Administer Non-Instrumented Drug Test (NIDT) Program	5-11
8411-SNCO-2502	NO	Maximize prospecting	5-12
8411-SNCO-2503	NO	Conduct recruiter briefs	5-13
8411-SNCO-2504	NO	Manage systematic components	5-13
8411-SNCO-2505	NO	Manage Recruiting Substation activities with Selected Marine Corps Reserve (SMCR) units	5-14
8411-SNCO-2506	NO	Manage Recruiting Substation (RSS) media program	5-14
8411-SNCO-2507	NO	Manage Recruiting Substation (RSS) recruiting programs	5-15
8411-SNCO-2508	NO	Conduct Recruiting Substation (RSS) training	5-15
8411-SNCO-2509	NO	Develop Recruiting Substation (RSS) plans	5-16
8411-SNCO-2510	NO	Direct new working applicant (NWA) processing	5-17
8411-SNCO-2511	NO	Conduct recruiter evaluation	5-17
8411-SNCO-2512	NO	Conduct coaching	5-18
8411-SNCO-2513	NO	Conduct ethics training	5-19
8411-SNCO-2514	NO	Organize Recruiting Substation (RSS) assets	5-19

5005. 2500-LEVEL (SNCO) EVENTS

8411-SNCO-2501: Administer Non-Instrumented Drug Test (NIDT) Program

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

DESCRIPTION: Ensure that all new working applicants (NWAs) are tested prior to processing at the Military Enlistment Processing Station (MEPS).

MOS PERFORMING: 8411

BILLETS: SNCOIC

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to the Non-Instrumented Drug Test (NIDT) kit and new working applicant.

STANDARD: To determine an applicant's readiness to process at the Military Enlistment Processing Station, in accordance with MCRCO 1100.1_.

PERFORMANCE STEPS:
1. Maintain inventory.
2. Conduct test.
3. Report results.

REFERENCES: MCRCO 1100.1_ Marine Corps Recruiting Command Order Enlistment Processing Manual (Short Title: MCRC EPM)

8411-SNCO-2502: Maximize prospecting

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

DESCRIPTION: Maximize prospecting by monitoring activities on a daily, weekly, and monthly basis, ensuring objectives are achieved and adjusting the plan as appropriate.

MOS PERFORMING: 8411

BILLETS: SNCOIC

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Recruiting Substation mission letter, data analysis, objective sheet, access to the automated system, and Electronic Priority Prospect Card (ePPC) Data Base.

STANDARD: To attain all objectives while applying all five prospecting activities on a daily, weekly and monthly basis.

PERFORMANCE STEPS:

1. Set objectives.
2. Plan prospecting.
3. Monitor prospecting.
4. Analyze prospecting results.
5. Adjust prospecting effort as needed.

REFERENCES:
1. Marine Corps Recruiting Information Support System (MCRISS) Training Portal
2. Volume I Guidebook for Recruiters

8411-SNCO-2503: Conduct recruiter briefs

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

DESCRIPTION: The SNCOIC of a Recruiting Substation will conduct recruiter in, mid and out briefs that influence, directs, and approves recruiters' daily plan in detail to maximize prospecting and processing efforts, and make adjustments as necessary.

MOS PERFORMING: 8411

BILLETS: SNCOIC

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: During in, mid and out briefs and given access to appropriate systematic components.

STANDARD: To ensure recruiter is achieving desired results according to the daily plan.

PERFORMANCE STEPS:
1. Establish daily brief procedures.
2. Receive plan.
3. Adjust plan, as necessary.
4. Approve plan.

REFERENCES: Volume I Guidebook for Recruiters

8411-SNCO-2504: Manage systematic components

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

DESCRIPTION: The SNCOIC will manage the components of systematic recruiting in order to direct the Recruiting Substation and recruiters' prospecting and processing efforts.

MOS PERFORMING: 8411

BILLETS: SNCOIC

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Recruiting Substation and recruiters.

STANDARD: So that the required objectives are meet in accordance with the monthly mission letter.

PERFORMANCE STEPS:
1. Access components.
2. Standardize procedures.
3. Manage daily efforts.
4. Provide training.
5. Direct actions.

REFERENCES: Volume I Guidebook for Recruiters

8411-SNCO-2505: Manage Recruiting Substation activities with Selected Marine Corps Reserve (SMCR) units

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

DESCRIPTION: The SNCOIC will establish formal communications with reserve units to maximize all reserve related programs and conduct reserve interviews.

MOS PERFORMING: 8411

BILLETS: SNCOIC

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a point of contact at a SMCR unit and Recruiting Substation year in sight.

STANDARD: To support the Recruiting Substation monthly reserve related program requirements in accordance with Volume I.

PERFORMANCE STEPS:
1. Establish contact.
2. Visit reserve unit.
3. Obtain the SMCR unit's annual training schedule.

 4. Coordinate working relationship.

REFERENCES: Volume I Guidebook for Recruiters

8411-SNCO-2506: Manage Recruiting Substation (RSS) media program

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

DESCRIPTION: A SNCOIC of a Recruiting Substation will direct the Recruiting Substation efforts to manage and work local media to create positive Marine Corps awareness among prospects and their influencers.

MOS PERFORMING: 8411

BILLETS: SNCOIC

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the automated system.

STANDARD: To accomplish planned media events, in accordance with Volume I.

PERFORMANCE STEPS:
 1. Plan media actions.
 2. Direct media actions.
 3. Report results.
 4. Conduct FY audit.

REFERENCES:
 1. Recruitment Marketing Plan
 2. Volume I Guidebook for Recruiters

8411-SNCO-2507: Manage Recruiting Substation (RSS) recruiting programs

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

DESCRIPTION: The SNCOIC of a Recruiting Substation will manage the Recruiting Substation recruiting programs to generate required contracts.

MOS PERFORMING: 8411

BILLETS: SNCOIC

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable systematic components.

STANDARD: To obtain the minimum monthly program standards, in accordance with Volume I.

PERFORMANCE STEPS:
1. Develop program plans.
2. Manage actions.
3. Maintain reports.
4. Conduct training.

REFERENCES: Volume I Guidebook for Recruiters

8411-SNCO-2508: Conduct Recruiting Substation (RSS) training

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

DESCRIPTION: The SNCOIC of a Recruiting Substation will conduct the Recruiting Substation training program to enhance individual recruiter performance and develop proficiency in billet specific tasks.

MOS PERFORMING: 8411

BILLETS: SNCOIC

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a tactical coaching guide and a training library module.

STANDARD: To sustain or enhance recruiter performance, as applicable.

PERFORMANCE STEPS:
1. Prepare for observation.
2. Observe performance.
3. Record performance levels.
4. Prepare recommendations.
5. Provide feedback.
6. Document in training file.

REFERENCES:
1. Effective Training Techniques Program
2. Tactical Coaching Guide
3. Volume I Guidebook for Recruiters

8411-SNCO-2509: Develop Recruiting Substation (RSS) plans

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

DESCRIPTION: Develop sound plans based upon the mission ensuring that it is understood and all efforts are focused towards it.

MOS PERFORMING: 8411

BILLETS: SNCOIC

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a mission and annual Recruiting Station Plan.

STANDARD: Incorporating all known commitments prior to the commencement date, in accordance with the Recruiting Station Annual Plan.

PERFORMANCE STEPS:
1. Review Recruiting Substation mission.
2. Review Recruiting Station Plan.
3. Create Recruiting Substation Plan.
4. Submit Recruiting Substation Plan.

REFERENCES:
1. Recruiting Station Annual Plan
2. Volume III Guidebook for Recruiting Station Operations
3. Volume I Guidebook for Recruiters

8411-SNCO-2510: Direct new working applicant (NWA) processing

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

DESCRIPTION: A SNCOIC of a Recruiting Substation will direct a recruiter's effort to effectively work applicants through the enlisted process chain.

MOS PERFORMING: 8411

BILLETS: SNCOIC

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a qualified applicant who has been screened, agreed to enlist and is accepted by the Operations Section.

STANDARD: To ensure processing in the most efficient manner, in accordance with Volume I.

PERFORMANCE STEPS:

1. Declare new working applicant.
2. Report new working applicant.
3. Drive action.
4. Record results.

REFERENCES:
1. MCRCO 1100.1_ Marine Corps Recruiting Command Order Enlistment Processing Manual (Short Title: MCRC EPM)
2. Volume I Guidebook for Recruiters

8411-SNCO-2511: Conduct recruiter evaluation

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

DESCRIPTION: The SNCOIC will conduct the recruiter nine month training/evaluation process by providing the training and assistance necessary for the recruiter to embark upon a successful tour of duty.

MOS PERFORMING: 8411

BILLETS: SNCOIC

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Performance and Review (PAR) evaluation and the Managed on the Job Training (MOJT) Checklist.

STANDARD: To evaluate a recruiter's ability to perform specific recruiting tasks, in accordance with Volume I.

PERFORMANCE STEPS:
1. Review Performance and Review (PAR) evaluation.
2. Develop a plan.
3. Provide training.
4. Provide coaching, as required.
5. Complete recruiter certifications.
6. Document in training file.

REFERENCES:
1. Tactical Coaching Guide
2. Volume I Guidebook for Recruiters

8411-SNCO-2512: Conduct coaching

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

DESCRIPTION: The SNCOIC will observe performance, diagnose skill gaps, troubleshoot, and action plan appropriate follow-up activities to sustain or enhance recruiter performance.

MOS PERFORMING: 8411

BILLETS: SNCOIC

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a recruiter and the Tactical Coaching Guide.

STANDARD: To enhance recruiters' presentation, communication and consultative skills.

PERFORMANCE STEPS:
 1. Observe recruiter's performance.
 2. Diagnose skill gaps.
 3. Conduct coaching conversation.
 4. Follow up.

REFERENCES:
 1. Marine Corps Communication, Consulting and Counseling (MC4)
 2. Tactical Coaching Guide
 3. Volume I Guidebook for Recruiters

8411-SNCO-2513: Conduct ethics training

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

DESCRIPTION: The SNCOIC will conduct value based training with all new poolees.

MOS PERFORMING: 8411

BILLETS: SNCOIC

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and scenario.

STANDARD: To mitigate recruiting malpractice and enforce Marine Corps Values.

PERFORMANCE STEPS:
 1. Identify situations where ethical decisions are required.
 2. Identify the consequences of making unethical decisions.
 3. Identify possible correct decisions where ethical decisions must be made.

REFERENCES: MCRCO 1100.1_ Marine Corps Recruiting Command Order Enlistment Processing Manual (Short Title: MCRC EPM)

8411-SNCO-2514: Organize Recruiting Substation (RSS) assets

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

DESCRIPTION: The Recruiting Substation SNCOIC will work with the Recruiting Substation's recruiters and the Recruiting Station Command Group to determine the best way to get the maximum contracting potential from every asset in the assigned geographical area.

MOS PERFORMING: 8411

BILLETS: SNCOIC

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Recruiting Substation Data Sheet, High School/Community College profile sheets and an assets map.

STANDARD: To ensure each recruiter has a fair and equitable share of the Recruiting Substation's assets to successfully accomplish their mission.

PERFORMANCE STEPS:
1. Review current assets.
2. Evaluate current Recruiting Substation sectors.
3. Provide recommendations to the Executive Officer.
4. Update sectors module, if necessary.

REFERENCES: Volume I Guidebook for Recruiters

RECRUITING AND RETENTION T&R MANUAL

CHAPTER 6

MOS 8412 INDIVIDUAL EVENTS

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MOS 8412 INDIVIDUAL EVENTS

6000. PURPOSE. This chapter includes all individual training events for the Career Recruiter. Each event is composed of an individual event title, condition, standard, performance steps, support requirements, and references. Accomplishment and proficiency level required is determined by the event standard.

6001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

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

    Code Description
    8412 Career Recruiter

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

    Code Description
    ADMN Administration
    ANYS Analysis
    SALE Sales
    TRNG Training

    c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. The MOS 8412 individual events are contained in one level:

    Code Description
    2000 Core Plus Skills

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

    d. The individual task Condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources needed to perform the task and the assistance, location, etc. that relates to the performance of the task.

    e. In a recruiting environment and with the aid of references are common conditions for all Occupational Field 84 tasks.

6002. INDEX OF 2000-LEVEL INDIVIDUAL EVENTS

Event Code	E-Coded	Event	Page

8412-ANYS-2001	NO	Evaluate Recruiting programs	6-3
8412-ANYS-2002	NO	Develop a command group matrix	6-3
8412-SALE-2001	NO	Conduct sales training	6-4
8412-SALE-2002	NO	Implement a training program	6-5
8412-TRNG-2001	NO	Conduct coaching	6-5
8412-TRNG-2002	NO	Conduct Recruiting Substation (RSS) Training and Assistance Visit	6-6
8412-TRNG-2003	NO	Conduct a Systematic Recruiting Inspection (SRI)	6-6

6003. 2000-LEVEL EVENTS

8412-ANYS-2001: Evaluate Recruiting programs

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

DESCRIPTION: The career recruiter will have the ability to evaluate RS programs related to contract generation and make adjustments to improve effectiveness at all levels (RSS, OSS and RS).

MOS PERFORMING: 8412

BILLETS: Career Recruiter

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given program reports and access to the automated system.

STANDARD: To determine effectiveness, deficiencies, and corrective actions.

PERFORMANCE STEPS:
 1. Obtain the reports.
 2. Analyze reports.
 3. Identify trends.
 4. Provide corrective action, if necessary.

REFERENCES:
 1. Volume II Officer Selection Station Operations
 2. Volume III Guidebook for Recruiting Station Operations
 3. Volume I Guidebook for Recruiters

8412-ANYS-2002: Develop a command group matrix

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

DESCRIPTION: The career recruiter functioning in the role of a trainer will have the ability to develop the Monthly Command Group Matrix.

MOS PERFORMING: 8412

BILLETS: Career Recruiter

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the past three months command group matrices, previous months' program reports and trip reports.

STANDARD: To identify prospecting and program trends.

PERFORMANCE STEPS:
 1. Review reports.
 2. Develop recommendations.

REFERENCES:
 1. Volume II Officer Selection Station Operations
 2. Volume III Guidebook for Recruiting Station Operations
 3. Volume I Guidebook for Recruiters

8412-SALE-2001: Conduct sales training

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

DESCRIPTION: The Career Recruiter will receive advanced sales certification in Marine Corps Performance, Programming, and Philosophy (MCP3) in order to re-enforce critique skills training to the recruiting force.

MOS PERFORMING: 8412

BILLETS: Career Recruiter

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: By delivering relevant sales re-enforcement training to enhance sales proficiency.

PERFORMANCE STEPS:
 1. Identify target audience.
 2. Prepare for training.
 3. Deliver training.

REFERENCES: Marine Corps Performance, Programming and Philosophy (MCP3)

8412-SALE-2002: Implement a training program

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

DESCRIPTION: The Career Recruiter will be able to implement a training program, following a three-step model for success.

MOS PERFORMING: 8412

BILLETS: Career Recruiter

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: By demonstrating the physical skills, use of training aids, asking purposeful questions, responding to questions, and communicating program content per the observation checklist with 80% accuracy.

PERFORMANCE STEPS:
 1. Identify target audience.
 2. Prepare for training.
 3. Execute the training.
 4. Provide coaching.

REFERENCES: Effective Training Techniques Facilitator Guide

8412-TRNG-2001: Conduct coaching

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

DESCRIPTION: The Career Recruiter will receive Marine Corps Performance, Programming, and Philosophy (MCP3) in order to enhance their coaching and recruiting process management efforts.

MOS PERFORMING: 8412

BILLETS: Career Recruiter

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a target audience.

STANDARD: To provide targeted coaching to shape the performance and behavior of Marines.

PERFORMANCE STEPS:
1. Observe performance.
2. Diagnose skill gaps.
3. Conduct coaching.
4. Develop an action plan with appropriate follow-up activities.

REFERENCES: Marine Corps Performance, Programming and Philosophy (MCP3)

8412-TRNG-2002: Conduct Recruiting Substation (RSS) Training and Assistance Visit

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

DESCRIPTION: The Career Recruiter acting as an extension of the Command Group, will, with the aide of the Command Group matrix, assess an RSS, provide examples of training to fix discrepancies found, and provide a detailed brief of findings to the Command Group.

MOS PERFORMING: 8412

BILLETS: Career Recruiter

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the current month RS Command Group Action Plan/Matrix and access to the automated system.

STANDARD: To address training requirements as directed by the Command Group Action Plan.

PERFORMANCE STEPS:
1. Prepare for visit.
2. Conduct visit.
3. Complete trip report.
4. Debrief.

REFERENCES:
1. Volume III Guidebook for Recruiting Station Operations
2. Volume I Guidebook for Recruiters

8412-TRNG-2003: Conduct a Systematic Recruiting Inspection (SRI)

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

DESCRIPTION: The Career Recruiter regardless of current billet will have the capability to conduct a systematic recruiting inspection at all recruiting offices (RSS and OSS).

MOS PERFORMING: 8412

BILLETS: Career Recruiter

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Systematic Recruiting Station Inspection Checklist and access to the automated system.

STANDARD: To ensure the components of systematic recruiting are being utilized and to determine if the station is "Systematic."

PERFORMANCE STEPS:
 1. Identify the substation to be inspected.
 2. Review previous SRI for comments and discrepancies.
 3. Conduct SRI using the inspection checklist.
 4. Debrief.

REFERENCES:
 1. Volume II Officer Selection Station Operations
 2. Volume III Guidebook for Recruiting Station Operations
 3. Volume I Guidebook for Recruiters

RECRUITING AND RETENTION T&R MANUAL

CHAPTER 7

OFFICER SELECTION TEAM (OST) INDIVIDUAL EVENTS

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OFFICER SELECTION TEAM (OST) INDIVIDUAL EVENTS

7000. PURPOSE. This chapter includes all individual training events for the Officer Selection Team (OST). An individual event is an event that trained OST personnel would accomplish. Each event is composed of an individual event title, condition, standard, performance steps, support requirements, and references. Accomplishment and proficiency level required is determined by the event standard.

7001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

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

    Code Description
    AOP District Officer Procurement Section personnel
    OST Officer Selection Team personnel

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

    Code Description
    ADMN Administration
    ANYS Analysis
    COMM Communications
    MCPK Marine Corps Product Knowledge
    OSO Officer Selection Officer
    QPP Quality Personnel Procurement
    SALE Sales
    SYSR Systematic Recruiting

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

    Code Description
    2000 Core Plus Skills
    2100 Core Plus Skills (AOP specific)
    2500 Advanced Skills

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

    d. The individual task Condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources needed to perform the task and the assistance, location, etc. that relates to the performance of the task.

    e. In a recruiting environment and with the aid of references are common conditions for all Officer Selection Team and District Officer Procurement Section tasks.

7002. INDEX OF 2000-LEVEL INDIVIDUAL EVENTS. NOTE: Any gap in event numerical sequencing is not an administrative error.

Event Code	E-Coded	Event	Page
OST-ADMN-2001	NO	Complete an officer application package	7-3
OST-ADMN-2002	NO	Complete the commissioning process	7-4
OST-ADMN-2003	NO	Manage medical processing	7-5
OST-ADMN-2004	NO	Manage Line of Duty (LOD) cases	7-5
OST-ADMN-2005	NO	Schedule candidate for shipping	7-6
OST-ADMN-2006	NO	Process program change request	7-7
OST-ANYS-2001	NO	Complete Data Analysis and Objectives Sheet	7-7
OST-COMM-2001	NO	Conduct presentation	7-8
OST-MCPK-2001	NO	Communicate product knowledge	7-9
OST-OSO-2002	NO	Manage Officer Selection Station (OSS) activities with Selected Marine Corps Reserve (SMCR) units	7-9
OST-OSO-2003	NO	Manage Officer Selection Station (OSS) recruiting programs	7-10
OST-OSO-2004	NO	Conduct Officer Selection Station (OSS) training	7-11
OST-OSO-2005	NO	Direct New Working Applicant (NWA) processing	7-11
OST-OSO-2006	NO	Manage an Officer Candidate Pool	7-12
OST-OSO-2007	NO	Manage an Aviation Selection Test Battery Series-E (ASTB-E) Program	7-12
OST-QPP-2001	NO	Determine applicant eligibility for officer programs	7-13
OST-SALE-2001	NO	Conduct a consultative sales conversation	7-14
OST-SALE-2002	NO	Conduct prospecting activities	7-15
OST-SYSR-2001	NO	Employ systematic recruiting components	7-15
OST-SYSR-2002	NO	Conduct mission planning	7-16

7003. 2000-LEVEL INDIVIDUAL EVENTS

OST-ADMN-2001: Complete an officer application package

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

DESCRIPTION: The Officer Selection Team (OST) will be able to select, complete, and verify the required forms to process an applicant for contract.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Assistant, Officer Selection Officer

GRADES: SGT, SSGT, GYSGT, MSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a completed new working applicant profile, access to the automated system and the Automated Commissioning Package (ACP).

STANDARD: To ensure the enlistment package is complete, with all signatures, statements, addendums, and supporting documents, and current forms are free of errors or omissions.

PERFORMANCE STEPS:
1. Build applicant profile in ACP.
2. Update applicant information.
3. Match MCRISS and ACP Profiles.
4. Contract application in ACP.
5. Update status in MCRISS-OS.

REFERENCES:
1. ACP TUTORIAL Automated Commissioning Package Tutorial (current version)
2. MCRCO 1100.2_ Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM)
3. Volume II Officer Selection Station Operations

OST-ADMN-2002: Complete the commissioning process

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

DESCRIPTION: The OST will schedule, complete, and verify the required forms to process an applicant for appointment into a Marine Corps component.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Assistant, Officer Selection Officer

GRADES: SGT, SSGT, GYSGT, MSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given commissioning information, enlistment forms, access to the automated system, and the Automated Commissioning Package (ACP).

STANDARD: To ensure the appointment package is free of errors or omissions, and events are conducted per MCRCO 1100.2_.

PERFORMANCE STEPS:
1. Track components to determine deadlines.
2. Complete forms.
3. Commission candidate.
4. Process commissioning documents.

REFERENCES:
1. ACP TUTORIAL Automated Commissioning Package Tutorial (current version)

2. MCRCO 1100.2_ Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM)
3. Volume II Officer Selection Station Operations

OST-ADMN-2003: Manage medical processing

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

DESCRIPTION: The OST will supervise medical processing from start to finish utilizing the Military Enlistment Processing Station (MEPS), Department of Defense Medical Evaluation and Review Board (DoDMERB), and Naval Aerial Medical Institute (NAMI) process.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Assistant, Officer Selection Officer

GRADES: SGT, SSGT, GYSGT, MSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the automated system, the Automated Commissioning Package (ACP), a DoDMERB account, flight physical facilities, and candidate medical forms 2807/2808.

STANDARD: So applicant processing is tracked without error.

PERFORMANCE STEPS:
1. Re-screen applicant (fill out 2807/2808).
2. Designate new working applicant in MCRISS-OSS.
3. Schedule MEPS/DoDMERB appointment, as applicable.
4. Brief applicant.
5. Review results.
6. Correct discrepancies, if applicable.
7. Forward to Higher Headquarters, if applicable.
8. Schedule flight physical, if applicable.
9. Annotate final medical results in MCRISS-OS/ACP.

REFERENCES:
1. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
2. MCO 1770.2_ LOD Benefits for Members of the Marine Corps Reserve
3. MCRC Frost Call 028-16 Line Of Duty Cases for Platoon Leaders Course (PLC) and Officer Candidate Classes (OCC) (dated 3 August 2016)
4. MCRCO 1100.2_ Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM)
5. SECNAVINST 1770.3_ Management and Disposition of Incapacitation and Incapacitation Benefits for Members of Navy and Marine Corps Reserve Components

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OST-ADMN-2004: Manage Line of Duty (LOD) cases

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

DESCRIPTION: The OST will manage actions required by both the candidate, injured during Officer Candidate School (OCS) and the Wounded Warrior Regiment in order for the candidate to complete program requirements.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Assistant, Officer Selection Officer

GRADES: SGT, SSGT, GYSGT, MSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access the automated system, Marine Corps Medical Entitlements Data System (MCMEDS) and a Line of Duty (LOD) case.

STANDARD: So that LOD case is processed and completed in accordance with MCRCO 1100.2_.

PERFORMANCE STEPS:
 1. Submit candidate LOD request into MCMEDS.
 2. Track LOD requests.
 3. Input final medical evaluation in MCMEDS.
 4. Notify candidate of LOD benefits status.
 5. Forward candidate status to Higher Headquarters for review.

REFERENCES: MCRCO 1100.2_ Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM)

OST-ADMN-2005: Schedule candidate for shipping

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

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Assistant, Officer Selection Officer

GRADES: SGT, SSGT, GYSGT, MSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: To ensure the OSS meets its assigned shipping requirement by component and/or category, free of errors or omissions.

PERFORMANCE STEPS:
 1. Request for orders.
 2. Ship.

3. Submit Transportation Ship Report.
4. Conduct Pre-ship screening and brief.
5. Address program specific shipping requirements.
6. Ship.

REFERENCES:
1. District Operations Plan
2. Volume II Officer Selection Station Operations

OST-ADMN-2006: Process program change request

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

DESCRIPTION: A candidate enrolled in an officer program may request a change to another officer program, provided they are fully qualified for the program requested, per the provisions of this Order. The OSO will forward the request to the proper approval authority. The OST will process program change request to support the officer recruiting effort by completing new service agreements and establishing timely entry of changes.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Assistant, Officer Selection Officer

GRADES: SGT, SSGT, GYSGT, MSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the automated system and pool management tools.

STANDARD: To ensure the request is free of errors or omissions, and submitted per documented deadlines.

PERFORMANCE STEPS:
1. Verify eligibility for requested program.
2. Obtain applicable documentation to support the request.
3. Initiate program request change.
4. Forward request to proper approving authority.
5. Track submission for final disposition.
6. Update applicant record and profile.

REFERENCES: Volume II Officer Selection Station Operations

OST-ANYS-2001: Complete Data Analysis and Objectives Sheet

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

DESCRIPTION: Data analysis allows an OST to evaluate how effective they are at prospecting, screening, selling, and processing.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Assistant, Officer Selection Officer

GRADES: SGT, SSGT, GYSGT, MSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the automated system and a contract mission.

STANDARD: To apply objectives in MCRISS-OSS scheduling module without error.

PERFORMANCE STEPS:
 1. Verify mission requirements entry.
 2. Verify prospecting results entry.
 3. Analyze Standard of Effectiveness for each prospecting activity.
 4. Analyze Business Percentage for each prospecting activity.
 5. Analyze ratios.
 6. Validate objectives.

REFERENCES: Volume II Guidebook for Officer Selection Officers

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OST-COMM-2001: Conduct presentation

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

DESCRIPTION: The Marine Corps Presentation Skills program is designed to give a recruiter an opportunity to learn and enhance the fundamental skills required to make presentations in a variety of situations using presentational tools and techniques to keep an audience engaged.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Assistant, Officer Selection Officer

GRADES: SGT, SSGT, GYSGT, MSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a topic, brief area, media, and an audience.

STANDARD: In the time allotted using the skills, tools, and techniques to keep audiences engaged per the Marine Corps Presentation Skills.

PERFORMANCE STEPS:
 1. Prepare outline.
 2. Organize presentation.

REFERENCES:
 1. Marine Corps Officer Leadership Workshop

2. Marine Corps Presentation Skills materials
3. MCRCO 1100.2_ Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM)
4. Volume II Officer Selection Station Operations

OST-MCPK-2001: Communicate product knowledge

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

DESCRIPTION: The OST members must be able to discuss the issues that are important to applicants and know where to find information. Strong product knowledge that includes commissioning program information instills confidence in the Officer Selection Officer, assures the applicant, minimizes objection and disinterest, and is the cornerstone of the professionalism that is expected of a Marine Corps representative. The OST will explain features and benefits along with the process of the financial assistance available to help defray the cost of books and tuition available for Platoon Leader Class members.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Assistant, Officer Selection Officer

GRADES: SGT, SSGT, GYSGT, MSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Marine Corps Officer Opportunities Book (MCOOB) and collateral materials.

STANDARD: By addressing needs and motivators with relevant Marine Corps features and benefits, commissioning sources and supplementary programs.

PERFORMANCE STEPS:
1. Identify target audience.
2. Explain benefits and incentives.
3. Utilize the Marine Corps Officer Opportunity Book (MCOOB) and collateral materials.

REFERENCES:
1. Marine Corps Communications and Consulting (MC3)
2. MCO 1560.33_ Marine Corps Tuition Assistance Program (MCTAP)
3. MCO 7220.1 Platoon Leaders Class Financial Assistance Program
4. MCOOB Marine Corps Officers Opportunity Book
5. MCRCO 1100.2_ Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM)
6. NAVMC 1200.1_ Military Occupational Specialties Manual
7. Volume II Officer Selection Station Operations

OST-OSO-2002: Manage Officer Selection Station (OSS) activities with Selected Marine Corps Reserve (SMCR) units

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

DESCRIPTION: The OST will establish a positive working relationship with reserve units to maximize programs and conduct reserve talks.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Assistant, Officer Selection Officer

GRADES: SGT, SSGT, GYSGT, MSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the automated system.

STANDARD: To maintain contact, supporting the OSS annual program requirements, per Volume II Officer Selection Station Operations.

PERFORMANCE STEPS:
 1. Establish contact.
 2. Visit reserve unit.
 3. Conduct talks.
 4. Record results.

REFERENCES: Volume II Officer Selection Station Operations

OST-OSO-2003: Manage Officer Selection Station (OSS) recruiting programs

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

DESCRIPTION: The OST Team will manage the OSS recruiting programs to generate required contracts.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Assistant, Officer Selection Officer

GRADES: SGT, SSGT, GYSGT, MSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the automated system.

STANDARD: To generate the minimum annual mission requirements in accordance with Volume II, Guidebook for Officer Selection Officers.

PERFORMANCE STEPS:
 1. Develop program plans.
 2. Manage actions.
 3. Maintain reports.

 4. Conduct training.

REFERENCES: Volume II Officer Selection Station Operations

OST-OSO-2004: Conduct Officer Selection Station (OSS) training

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

DESCRIPTION: OSTs will conduct training to enhance individual performance and develop proficiency in billet specific tasks.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Assistant, Officer Selection Officer

GRADES: SGT, SSGT, GYSGT, MSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the automated system and training materials.

STANDARD: To enhance individual performance and develop proficiency in billet specific tasks.

PERFORMANCE STEPS:
 1. Develop OSS Training Plan.
 2. Conduct training.
 3. Record training.
 4. Follow up.

REFERENCES:
 1. MCRCO 1100.2_ Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM)
 2. Volume II Officer Selection Station Operations

OST-OSO-2005: Direct New Working Applicant (NWA) processing

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

DESCRIPTION: OSTs will complete all NWA processing requirements prior to the NWA being contracted and submitted to Higher Headquarters for the selection board.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Assistant, Officer Selection Officer

GRADES: SGT, SSGT, GYSGT, MSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the automated system and an applicant who has agreed to enlist.

STANDARD: To ensure processing is completed per MCRCO 1100.2_.

PERFORMANCE STEPS:
 1. Explain follow-up actions with applicant.
 2. Update NWA checklist.
 3. Complete processing actions.

REFERENCES:
 1. MCRCO 1100.2_ Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM)
 2. Volume II Officer Selection Station Operations

OST-OSO-2006: Manage an Officer Candidate Pool

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

DESCRIPTION: The OST will manage pool program actions for all poolees to include contracted, partially and fully trained, and awaiting The Basic School.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Assistant, Officer Selection Officer

GRADES: SGT, SSGT, GYSGT, MSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the automated system, the Automated Commissioning Package (ACP), a candidate pool, and resources.

STANDARD: To generate referrals and poolees are mentally/physically prepared for Officer Candidate School and The Basic School.

PERFORMANCE STEPS:
 1. Contract candidate.
 2. Update candidates' status.
 3. Submit for Higher Headquarters board.
 4. Conduct mental/physical preparation.
 5. Conduct semi-annual pool audit.

REFERENCES:
 1. FC-08-14 Officer Procurement Quality Control Procedures
 2. MCRCO 1100.2_ Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM)
 3. Volume II Officer Selection Station Operations

OST-OSO-2007: Manage an Aviation Selection Test Battery Series-E (ASTB-E) Program

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

DESCRIPTION: The OST will run a full service ASTB-E program in support of the officer candidate air mission.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Assistant, Officer Selection Officer

GRADES: SGT, SSGT, GYSGT, MSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the automated system, Automated Pilot Examination (APEX) 4, the Automated Commissioning Package (ACP), a Hands-on Throttle and Stick (HOTAS) suite, resources, and Naval Aerial Medical Institute (NAMI) certification.

STANDARD: So all prospective aviation applicants are tested and eligibility is determined per MCO 1542.1_.

PERFORMANCE STEPS:
1. Establish administrators.
2. Train administrators.
3. Administer ASTB-E.
4. Track results.
5. Document results.

REFERENCES:
1. MCO 1542.1_ Field Accession of Naval Aviators and Naval Flight Officers
2. MCRCO 1100.2_ Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM)
3. SECNAVINST 1532.1 U.S. and Marine Corps Aviation Selection Test Battery
4. Volume II Officer Selection Station Operations

OST-QPP-2001: Determine applicant eligibility for officer programs

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

DESCRIPTION: OSTs will screen applicants thoroughly in order to ensure standards are met. If an applicant does not meet the standard, OSTs will determine if the applicant meets waiver eligibility requirements.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Assistant, Officer Selection Officer

GRADES: SGT, SSGT, GYSGT, MSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the automated system and a prospect.

STANDARD: By identifying any disqualifying conditions per MCRCO 1100.2_.

PERFORMANCE STEPS:
1. Conduct screening.
2. Record screening.
3. Submit waiver request, if applicable.

REFERENCES:
1. FC-08-14 Officer Procurement Quality Control Procedures
2. MCOOB Marine Corps Officers Opportunity Book
3. MCRCO 1100.2_ Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM)
4. MEPCOM Order 601.23 Personnel Procurement Enlistment Processing
5. Volume II Officer Selection Station Operations

OST-SALE-2001: Conduct a consultative sales conversation

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

DESCRIPTION: "Needs-based" or "consultative" selling is used by the most successful businesses in the world. In this approach a salesperson adds value for the customer by exploring specific needs then helping the customer understand what is available to meet those needs. The result is informed, effective decision-making.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Assistant, Officer Selection Officer

GRADES: SGT, SSGT, GYSGT, MSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a screened and basically qualified applicant, Benefit Tags, Marine Corps Officers Opportunity Book, and collateral material.

STANDARD: To obtain the most aggressive commitment possible per the Marine Corps Communication and Consulting Skills.

PERFORMANCE STEPS:
1. Build rapport.
2. Listen with purpose.
3. Engage.
4. Explore.
5. Enable.
6. Gain commitment.
7. Maintain commitment.
8. Respond to refusal
9. Respond to objections.

10. Respond to disinterest.

REFERENCES:
 1. Marine Corps Communication and Consulting (MC3) Skills
 2. Volume II Officer Selection Station Operations

OST-SALE-2002: Conduct prospecting activities

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

DESCRIPTION: OSTs will conduct prospecting activities to generate contacts with prospects for the purpose of setting appointments.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Assistant, Officer Selection Officer

GRADES: SGT, SSGT, GYSGT, MSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the automated system and a mission requirement.

STANDARD: To generate contacts with prospects for the purpose of setting appointments per Volume II, Officer Selection Station Operations.

PERFORMANCE STEPS:
 1. Review Plans.
 2. Prepare for activities.
 3. Conduct activities.
 4. Record results.
 5. Analyze results.

REFERENCES: Volume II Officer Selection Station Operations

OST-SYSR-2001: Employ systematic recruiting components

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

DESCRIPTION: OSTs will use Marine Corps Recruiting Information Support System-Officer Selection Station (MCRISS-OSS) database driven by action dates, to organize, track and file the names generated from prospecting efforts. Once generated these names will be systematically worked through the enlistment process until ordered to active duty, or are no longer qualified for an officer program, or until such time that they can be archived or removed from files because of lack of interest in officer programs.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Assistant, Officer Selection Officer

GRADES: SGT, SSGT, GYSGT, MSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the automated system, hard copies of application files, management book, and the New Working Applicant (NWA) processing board.

STANDARD: By organizing and updating all assigned systematic Officer Selection Officer Components per Volume II, Officer Selection Station Operations.

PERFORMANCE STEPS:
 1. Manage daily efforts.
 2. Organize components.
 3. Standardize procedures.
 4. Work assigned components.
 5. Update all components.
 6. Provide training.

REFERENCES: Volume II Officer Selection Station Operations

OST-SYSR-2002: Conduct mission planning

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

DESCRIPTION: Once the Officer Selection Officer receives the annual mission, there are a number of planning activities which must take place before the mission can be accomplished. Mission planning involves mission analysis, market analysis, and annual planning.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Officer Selection Assistant, Officer Selection Officer

GRADES: SGT, SSGT, GYSGT, MSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a mission letter and previous year's results.

STANDARD: To ensure the plan is based on data analysis, addresses historically challenging mission categories, accounts for mission adjustments and situational requirements, and the focus of effort is on those activities that will result in mission attainment.

PERFORMANCE STEPS:
 1. Analyze mission.
 2. Prepare market analysis.
 3. Complete annual planning.

4. Brief annual plan.

REFERENCES: Volume II Officer Selection Station Operations

7004. INDEX OF 2100-LEVEL INDIVIDUAL EVENTS

Event Code	E-Coded	Event	Page
AOP-ADMN-2101	NO	Prepare a training and assist visit report	7-17
AOP-ADMN-2102	NO	Process a waiver	7-17
AOP-ADMN-2103	NO	Manage officer procurement quality control report (OPQCR)	7-18
AOP-ADMN-2104	NO	Manage pool program	7-19
AOP-ADMN-2105	NO	Manage selection board	7-20
AOP-ANYS-2101	NO	Complete data analysis	7-20
AOP-COMM-2101	NO	Manage the Marine Corps Flight Orientation Program (MCFOP)	7-21

7005. 2100-LEVEL INDIVIDUAL EVENTS

AOP-ADMN-2101: Prepare a training and assist visit report

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

DESCRIPTION: The District Officer Procurement Section will conduct training and assist visits to an OSS to accomplish specific tasks and actions directed by the monthly Action/Matrix Plan

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Assistant for Officer Procurement, Assistant for Officer Procurement Operations Chief, Aviation Assistant for Officer Procurement

GRADES: GYSGT, MSGT, MGYSGT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to Marine Corps Recruiting Information Support System-Officer Selection Station/Officer Selection (MCRISS-OSS/OS), and the Automated Commissioning Package (ACP).

STANDARD: To ensure a training and assist visit was conducted, documented discrepancies are identified, and corrective action administered.

PERFORMANCE STEPS:
1. Notify OSS of visit.
2. Conduct visit.
3. Provide training and assistance, if needed.
4. Record findings and corrective actions.

5. Provide a copy to Officer Selection Officer and Recruiting Station
    commanding officer.

REFERENCES:
 1. ACP TUTORIAL Automated Commissioning Package Tutorial (current version)
 2. MCRCO 1100.2_ Marine Corps Recruiting Command Officer Commissioning
     Manual (MCRC OCM)
 3. Volume II Officer Selection Station Operations

AOP-ADMN-2102: Process a waiver

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

DESCRIPTION: The District Officer Procurement Section will complete, verify, submit, and return the required forms to process an applicant's waiver for enlistment.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Assistant for Officer Procurement, Assistant for Officer Procurement Operations Chief, Aviation Assistant for Officer Procurement

GRADES: GYSGT, MSGT, MGYSGT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the required waiver documentation, enlistment forms, access to Marine Corps Recruiting Information Support System-Officer Selection Station/Officer Selection (MCRISS-OSS/OS), and the Automated Commissioning Package (ACP).

STANDARD: To ensure the waiver package is free of errors or omissions, submitted, and returned on time.

PERFORMANCE STEPS:
 1. Receive waiver package from Recruiting Station OSS.
 2. Review for completeness.
 3. Forward to waiver approval authority.
 4. Annotated results in applicant profile.
 5. Return results to Recruiting Station OSS.

REFERENCES:
 1. ACP TUTORIAL Automated Commissioning Package Tutorial (current version)
 2. MCRCO 1100.2_ Marine Corps Recruiting Command Officer Commissioning
     Manual (MCRC OCM)
 3. Volume II Officer Selection Station Operations

AOP-ADMN-2103: Manage officer procurement quality control report (OPQCR)

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

DESCRIPTION: The District Officer Procurement Section will receive an Officer Programs Quality Control Report (OPQCR) from Marine Corps Recruiting Command, on a monthly basic, to track progress and identify district deficiencies.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Assistant for Officer Procurement, Assistant for Officer Procurement Operations Chief, Aviation Assistant for Officer Procurement

GRADES: GYSGT, MSGT, MGYSGT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an Officer Programs Quality Control Report (OPQCR), access to Marine Corps Recruiting Information Support System-Officer Selection Station/Officer Selection (MCRISS-OSS/OS), the Automated Commissioning Package (ACP), a DoDMERB account, military treatment facility, flight physical facilities, and candidate medical forms 2807/2808.

STANDARD: In order to provide corrective action that reduces key performance indicator errors throughout the District.

PERFORMANCE STEPS:
1. Receive report from Marine Corps Recruiting Command.
2. Analyze report.
3. Provide corrective action, as applicable.
4. Forward results to Recruiting Station commanding officer.

REFERENCES:
1. Marine Corps Recruiting Command Letter of Instruction (LOI) 6150 of 19 Feb 2013, Naval Aerial Medical Institute (NAMI) LOI
2. MCRCO 1100.2_ Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM)

AOP-ADMN-2104: Manage pool program

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

DESCRIPTION: The District Officer Procurement Section will manage actions of the candidate from contract to arrival at The Basic School.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Assistant for Officer Procurement, Assistant for Officer Procurement Operations Chief, Aviation Assistant for Officer Procurement

GRADES: GYSGT, MSGT, MGYSGT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to Marine Corps Recruiting Information Support System-Officer Selection (MCRISS-OS) and Pool Audit Report.

STANDARD: By tracking poolees by category and component, and identifying trends in the key indicators from contract to arrival at The Basic School.

PERFORMANCE STEPS:
1. Select poolees.
2. Ship candidates to Officer Candidate School.
3. Prepare pool audit.
4. Forward candidate educational benefit requests.
5. Forward candidate program requests.
6. Forward candidate request for appointment requests.

REFERENCES: MCRCO 1100.2_ Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM)

AOP-ADMN-2105: Manage selection board

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

DESCRIPTION: The District Officer Procurement Section will manage district selection boards to produce enough quality applicants from which to screen and board assign all contracts submitted for consideration.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Assistant for Officer Procurement, Assistant for Officer Procurement Operations Chief, Aviation Assistant for Officer Procurement

GRADES: GYSGT, MSGT, MGYSGT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to Marine Corps Recruiting Information Support System-Officer Selection (MCRISS-OS) and Pool Management tools.

STANDARD: To ensure mission and shipping requirements are met by category and component per MCRCO 1100.2_, Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM).

PERFORMANCE STEPS:
1. Quality control applicant packages.
2. Make candidates board eligible.
3. Create selection board.
4. Submit applicants to selection board.
5. Conduct Selection board.
6. Create a board report.

REFERENCES:
1. MCRCO 1100.2_ Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM)

2. Volume II Officer Selection Station Operations

AOP-ANYS-2101: Complete data analysis

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

DESCRIPTION: The District Officer Procurement Section will evaluate how effective they are at prospecting, screening, selling, and processing.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Assistant for Officer Procurement, Assistant for Officer Procurement Operations Chief, Aviation Assistant for Officer Procurement

GRADES: GYSGT, MSGT, MGYSGT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to Marine Corps Recruiting Information Support System-Officer Selection Station (MCRISS-OSS) and a contract mission.

STANDARD: To apply objectives in MCRISS-OSS scheduling module without error.

PERFORMANCE STEPS:
 1. Verify mission requirements entry into MCRISS-OSS.
 2. Verify prospecting results entry into MCRISS-OSS.
 3. Review Standard of Effectiveness for each prospecting activity in MCRISS-OSS.
 4. Review Business Percentage for each prospecting activity in MCRISS-OSS.
 5. Review ratios in MCRISS-OSS.
 6. Validate objectives in MCRISS-OSS.

REFERENCES: Volume II Officer Selection Station Operations

AOP-COMM-2101: Manage the Marine Corps Flight Orientation Program (MCFOP)

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

DESCRIPTION: The District Officer Procurement Section will manage the Marine Corps Flight Orientation Program (MCFOP), and include when practical, use of a simulator and actual USMC aviation assets, to assist in the recruitment of highly qualified applicants and retention of candidates for USMC aviation officer programs, and to enhance public awareness of Marine Corps aviation. The MCFOP will provide prospects, applicants, poolees, and influencers exposure to more elements of Marine Corps aviation throughout the entire recruiting process in order to meet the mission statement.

MOS PERFORMING: 8006, 8411, 8412

BILLETS: Assistant for Officer Procurement, Assistant for Officer Procurement Operations Chief, Aviation Assistant for Officer Procurement

GRADES: GYSGT, MSGT, MGYSGT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a topic, brief area, media, and an audience.

STANDARD: In the time allotted using the skills, tools, and techniques to keep audiences engaged to create interest per the Marine Corps Presentation Skills.

PERFORMANCE STEPS:
 1. Monitor MCFOP budget.
 2. Schedule MCFOP event.
 3. Organize presentation.
 4. Execute event.
 5. Prepare MCFOP Activity Report.
 6. Follow-up.

REFERENCES:
 1. Marine Corps Officer Leadership Workshop
 2. Marine Corps Presentation Skills materials
 3. MCO 3770.2_ Marine Corps Flight Orientation Program (MCFOP)
 4. MCRCO 1100.2_ Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM)
 5. Volume II Officer Selection Station Operations

7006. INDEX OF 2500-LEVEL INDIVIDUAL EVENTS

Event Code	E-Coded	Event	Page
OST-SALE-2501	NO	Conduct coaching	7-22

7007. 2500-LEVEL INDIVIDUAL EVENTS

OST-SALE-2501: Conduct coaching

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

DESCRIPTION: The Officer Selection Officer will provide observation and training in order to improve the skills of the Officer Selection Team.

MOS PERFORMING: 8006, 8411

BILLETS: Officer Selection Officer

GRADES: SGT, SSGT, GYSGT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given seminar support materials.

STANDARD: To enhances an OST member's performance.

PERFORMANCE STEPS:
1. Observe performance.
2. Diagnose skill gaps.
3. Conduct coaching.
4. Follow up.

REFERENCES:
1. Marine Corps Communication, Consulting and Counseling (MC4)
2. Volume II Officer Selection Station Operations

RECRUITING AND RETENTION T&R MANUAL

CHAPTER 8

PRIOR SERVICE RECRUITING (PSR) INDIVIDUAL EVENTS

CHAPTER 8

PRIOR SERVICE RECRUITING (PSR) INDIVIDUAL EVENTS

8000. PURPOSE. Although both Prior Service Recruiters and Canvassing Recruiters receive the same MOSs (8411 and 8412) they have distinct skill sets. This chapter details the specific 8411 and 8412 Prior Service Recruiter (PSR) individual events that pertain to the community. This chapter also details the individual events that pertain to members of a Prior Service Recruiting Station Command Group Element. These events are categorized by billets performing. Billets supported include: PSR Officer in Charge, PSR Operations Chief, and PSR Recruiter Instructor. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

8001. EVENT CODING. Events in this T&R manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

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

    Code Description
    8411 Recruiter (PSR specific)
    8412 Career Recruiter (PSR specific)
    PSRS Prior Service Recruiting Station Command Group Element

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

    Code Description
    OIC PSR Officer in Charge
    OCHF PSR Operations Chief
    PADM Administration
    PQJP Quality Join Procedures
    PRPK Reserve Product Knowledge
    PSAL Sales
    PSYS Systematic Recruiting
    PTRG Training
    RI   PSR Recruiter Instructor

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

    Code Description
    2000 Core Plus Skills
    2100 Core Plus Skills (which are Managed On the Job Training (MOJT))
    2500 Advanced Skills (SNCOIC Skills)

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

d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources needed to perform the task and the assistance, location, etc. that relates to the performance of the task.

e. In a recruiting environment and with the aid of references are common conditions for all occupational field 84 tasks.

8002. INDEX OF PSR MOS 8411 2000-LEVEL INDIVIDUAL EVENTS

Event Code	E-Coded	Event	Page
8411-PQJP-2001	NO	Determine applicant qualifications	8-3
8411-PQJP-2002	NO	Complete an affiliation package	8-4
8411-PRPK-2001	NO	Employ the Marine Corps Reserve Opportunities Book (MCROB)	8-4
8411-PRPK-2002	NO	Maintain Programs Book	8-5
8411-PSAL-2001	NO	Conduct a presentation	8-5
8411-PSAL-2002	NO	Conduct sales presentation	8-6
8411-PSAL-2003	NO	Conduct prospecting activities	8-6
8411-PSYS-2001	NO	Conduct data analysis	8-7
8411-PSYS-2002	NO	Plan recruiting activities	8-7
8411-PSYS-2003	NO	Conduct time management analysis	8-8
8411-PSYS-2004	NO	Maintain profile progress book	8-9
8411-PSYS-2005	NO	Record recruiting results	8-9

8003. PSR MOS 8411 2000-LEVEL INDIVIDUAL EVENTS

8411-PQJP-2001: Determine applicant qualifications

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Prior Service Recruiter (PSR)

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided a completed screening documents and access to an automated system.

STANDARD: To ensure the applicant meets all moral, physical, and professional qualifications.

PERFORMANCE STEPS:
 1. Review screening documents.
 2. Determine disqualifying factors.
 3. Identify course of action for disqualifying factors.
 4. Execute processing procedures.

REFERENCES:

1. MCO 1040R.35 Reserve Career Retention and Development Manual
2. MCO 6110.3_ Marine Corps Body Composition and Military Appearance Program
3. Volume VIII Guidebook for Prior Service Recruiters

8411-PQJP-2002: Complete an affiliation package

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

MOS PERFORMING: 8411

BILLETS: Prior Service Recruiter (PSR)

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given all required qualifying documentation and access to an automated system.

STANDARD: Without error or omission.

PERFORMANCE STEPS:
1. Review all screening documents.
2. Validate all documents.
3. Prepare Join Package Inspection Checklist (JPIC).

REFERENCES:
1. MCO 1040R.35 Reserve Career Retention and Development Manual
2. Volume VIII Guidebook for Prior Service Recruiters

8411-PRPK-2001: Employ the Marine Corps Reserve Opportunities Book (MCROB)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

MOS PERFORMING: 8411

BILLETS: Prior Service Recruiter (PSR)

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a basically qualified applicant and collateral material.

STANDARD: To ensure current reserve incentive programs, benefits, and opportunities are presented during a sales presentation per the Marine Corps Communication and Consultative (MC3) selling skills.

PERFORMANCE STEPS:
 1. Brief relevant reserve features.
 2. Provide relevant collateral material.

REFERENCES:
 1. Marine Corps Communication and Consultative Selling Skills
 2. MCROB Marine Corps Reserve Opportunities Book

8411-PRPK-2002: Maintain Programs Book

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

BILLETS: Prior Service Recruiter (PSR)

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirements for the Marine Corps Reserve Incentive Programs.

STANDARD: To ensure current reserve incentive programs, benefits, and opportunities are up to date for the current Fiscal Year.

PERFORMANCE STEPS:
 1. Obtain current MARADMINs.
 2. Obtain supporting documentation for incentives.

REFERENCES:
 1. M&RA MANPOWER & RESERVE AFFAIRS -
     https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME
 2. Volume VIII Guidebook for Prior Service Recruiters

8411-PSAL-2001: Conduct a presentation

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

MOS PERFORMING: 8411

BILLETS: Prior Service Recruiter (PSR)

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a topic and a target audience.

STANDARD: Using communication skills within the time allotted, in accordance with the Marine Corps Presentation Skills materials.

PERFORMANCE STEPS:
 1. Identify a topic.
 2. Develop the foundation.
 3. Deliver presentation.

REFERENCES: Marine Corps Presentation Skills materials

8411-PSAL-2002: Conduct sales presentation

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

MOS PERFORMING: 8411

BILLETS: Prior Service Recruiter (PSR)

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a basically qualified applicant, a Reserve Success List, Marine Corps Reserve Opportunities Book, and collateral materials.

STANDARD: To obtain the most aggressive commitment possible in accordance with Marine Corps Communications and Consulting (MC3) Skills package.

PERFORMANCE STEPS:
 1. Apply effective communication skills.
 2. Demonstrate consultative selling skills.

REFERENCES:
 1. Marine Corps Communication and Consultative Selling Skills
 2. MCROB Marine Corps Reserve Opportunities Book
 3. Volume VIII Guidebook for Prior Service Recruiters

8411-PSAL-2003: Conduct prospecting activities

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

DESCRIPTION: Recruiters will conduct prospecting activities to schedule an appointment with a prospect. The prospecting activities are telephone calls, area canvassing, Office traffic, and digital engagement.

MOS PERFORMING: 8411

BILLETS: Prior Service Recruiter (PSR)

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a list or an automated system, Schedule and Results (S&R) Book and prospecting objectives.

STANDARD: To generate contracts in order to set appointments.

PERFORMANCE STEPS:
1. Review daily plan.
2. Review PSR objective sheet.
3. Conduct activities.
4. Conduct basic screening.

REFERENCES:
1. Marine Corps Communications and Consulting (MC3)
2. MCRC Order 5728.1 Social Media Guidelines and Instruction
3. Volume VIII Guidebook for Prior Service Recruiters

8411-PSYS-2001: Conduct data analysis

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

MOS PERFORMING: 8411

BILLETS: Prior Service Recruiter (PSR)

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given prospecting results for a 90 day period, a Schedule and Results (S&R) Book, and all necessary analysis tools.

STANDARD: To ensure all results are applied to prospecting objectives.

PERFORMANCE STEPS:
1. Identify activity objectives.
2. Identify activity deficiencies.
3. Analyze recruiting activity.
4. Submit objectives.

REFERENCES: Volume VIII Guidebook for Prior Service Recruiters

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8411-PSYS-2002: Plan recruiting activities

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

MOS PERFORMING: 8411

BILLETS: Prior Service Recruiter (PSR)

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Schedule and Results (S&R) Book, Objectives Sheet, Mission Letter, time distribution plan, PSRSS Year in Sight, and the Prior Service (PS) Recruiting Station (RS) annual plan.

STANDARD: Within the time allotted by the Staff Noncommissioned Officer in Charge to make the monthly categorical mission.

PERFORMANCE STEPS:
 1. Record key events.
 2. Set prospecting goals.
 3. Develop month-in-sight.
 4. Develop week-in-sight.
 5. Record plan in the S&R Book.

REFERENCES: Volume VIII Guidebook for Prior Service Recruiters

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8411-PSYS-2003: Conduct time management analysis

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

MOS PERFORMING: 8411

BILLETS: Prior Service Recruiter (PSR)

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Prior Service Recruiter (PSR) time management analysis sheet and Schedule and Results (S&R) Book.

STANDARD: To ensure that a recruiter effectively achieves a minimum of 50% of their time as productive, 30% supportive, and no more than 20% unproductive.

PERFORMANCE STEPS:
 1. Record daily activities.
 2. Analyze results.
 3. Adjust plan.

REFERENCES: Volume VIII Guidebook for Prior Service Recruiters

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8411-PSYS-2004: Maintain profile progress book

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

MOS PERFORMING: 8411

BILLETS: Prior Service Recruiter (PSR)

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the required documents and access to an automated system.

STANDARD: To ensure required documents are updated in order to track mission progress, performance, and manpower requirements.

PERFORMANCE STEPS:
 1. Validate profile section.
 2. Validate progress section.
 3. Update as required.

REFERENCES: Volume VIII Guidebook for Prior Service Recruiters

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8411-PSYS-2005: Record recruiting results

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

MOS PERFORMING: 8411

BILLETS: Prior Service Recruiter (PSR)

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Schedule and Results (S&R) Book and an access to an automated system.

STANDARD: To ensure all recruiting activity and results are documented daily, weekly and monthly.

PERFORMANCE STEPS:
 1. Record daily events.
 2. Record daily prospecting activities.
 3. Record weekly prospecting outcome.
 4. Analyze recruiting results.

REFERENCES: Volume VIII Guidebook for Prior Service Recruiters

8004. INDEX OF PSR MOS 8411 2100-LEVEL INDIVIDUAL EVENTS. NOTE: Any gap in event numerical sequencing is not an administrative error.

Event Code	E-Coded	Event	Page
8411-PADM-2103	NO	Maintain Station files	8-10
8411-PQJP-2101	NO	Complete a waiver package	8-10
8411-PQJP-2102	NO	Complete a reenlistment package	8-11
8411-PQJP-2103	NO	Complete an Active Reserve (AR) package	8-11
8411-PSYS-2102	NO	Conduct an Itinerant Recruiting Trip (IRT)	8-12
8411-PSYS-2103	NO	Review unit manpower plan	8-13
8411-PSYS-2104	NO	Maintain an asset map	8-13

8005. PSR MOS 8411 2100-LEVEL INDIVIDUAL EVENTS

8411-PADM-2103: Maintain Station files

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

DESCRIPTION: The Station files are maintained in order to ensure a level of administrative continuity between stations. Each station will maintain a three drawer file system.

MOS PERFORMING: 8411

BILLETS: Prior Service Recruiter (PSR)

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a filing system and administrative correspondence.

STANDARD: Ensuring all documents are organized and secured.

PERFORMANCE STEPS:
 1. Determine type of filing system.
 2. Organize appropriate folders.
 3. Update as required.
 4. Purge files annually.

REFERENCES: Volume VIII Guidebook for Prior Service Recruiters

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8411-PQJP-2101: Complete a waiver package

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

MOS PERFORMING: 8411

BILLETS: Prior Service Recruiter (PSR)

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an applicant with a waiver condition and access to an automated system.

STANDARD: Without error or omission.

PERFORMANCE STEPS:
1. Determine waiver condition.
2. Review waiver assembly matrix.
3. Acquire proof source documentation.
4. Complete waiver package type.
5. Submit documentation through the chain of command via automated system.
6. Review disposition.

REFERENCES:
1. MCO 1040R.35 Reserve Career Retention and Development Manual
2. Volume VIII Guidebook for Prior Service Recruiters

8411-PQJP-2102: Complete a reenlistment package

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

MOS PERFORMING: 8411

BILLETS: Prior Service Recruiter (PSR), SNCOIC

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given all required qualifying documentation and access to an automated system.

STANDARD: Without error or omission.

PERFORMANCE STEPS:
1. Review all screening documents.
2. Validate all documents.
3. Submit documentation through the chain of command via automated system.
4. Review disposition.
5. Prepare Join Package Inspection Checklist (JPIC).

REFERENCES:
1. MCO 1040R.35 Reserve Career Retention and Development Manual
2. Volume VIII Guidebook for Prior Service Recruiters

8411-PQJP-2103: Complete an Active Reserve (AR) package

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

MOS PERFORMING: 8411

BILLETS: Prior Service Recruiter (PSR)

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the Active Reserve checklist, access to an automated system and all required qualifying documentation.

STANDARD: Without error or omission.

PERFORMANCE STEPS:
1. Determine AR vacancies.
2. Review all screening documents.
3. Validate required documents.
4. Submit documentation through the chain of command via automated system.
5. Review disposition.

REFERENCES:
1. MCO 1001.52_ Active Reserve (AR) Support to the Reserve Component (RC)
2. MCO 1040R.35 Reserve Career Retention and Development Manual
3. Volume VIII Guidebook for Prior Service Recruiters

8411-PSYS-2102: Conduct an Itinerant Recruiting Trip (IRT)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

MOS PERFORMING: 8411

BILLETS: Prior Service Recruiter (PSR)

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an Asset Map, Itinerant Recruiting Sheet, Unit Manpower Information Sheets (UMIS), a Schedule and Results (S&R) Book, and month-in-sight.

STANDARD: To ensure the recruiter systematically covers all their assigned territory.

PERFORMANCE STEPS:

1. Review the established routes on the asset map.
2. Review IRT sheets.
3. Review all Unit Manpower Information Sheets (UMIS).
4. Record results on the IRT sheet.

REFERENCES: Volume VIII Guidebook for Prior Service Recruiters

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8411-PSYS-2103: Review unit manpower plan

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

MOS PERFORMING: 8411

BILLETS: Prior Service Recruiter (PSR)

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to the annual manpower plan, annual mission plan and Selected Marine Corps Reserve (SMCR) BIC report.

STANDARD: To ensure all supported unit billet vacancies are identified.

PERFORMANCE STEPS:
1. Examine the plan.
2. Identify unit requirements.

REFERENCES: Volume IX Guidebook for Prior Service Recruiting Operations

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8411-PSYS-2104: Maintain an asset map

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 9 months

MOS PERFORMING: 8411

BILLETS: Prior Service Recruiter (PSR), SNCOIC

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an Area of Operation and automated system and all Unit Manpower Information Sheets (UMIS).

STANDARD: To ensure the recruiter has a detailed view of recruiting territory and locations of all resources in the PSRSS.

PERFORMANCE STEPS:
1. Indicate boundaries of Area of Operation.
2. Validate resources.

3. Plot Itinerant Recruiting Trip.
4. Update as necessary.

REFERENCES: Volume VIII Guidebook for Prior Service Recruiters

8006. INDEX OF PSR MOS 8412 2000-LEVEL INDIVIDUAL EVENTS. NOTE: Any gap in event numerical sequencing is not an administrative error.

Event Code	E-Coded	Event	Page
8412-PSYS-2001	NO	Manage Prior Service Recruiting (PSR) programs	8-14
8412-PSYS-2003	NO	Develop Prior Service Recruiting Substation (PSRSS) structure	8-14
8412-PTRG-2001	NO	Conduct ethics training	8-15
8412-PTRG-2002	NO	Conduct sales training	8-15
8412-PTRG-2004	NO	Conduct coaching	8-16
8412-PTRG-2005	NO	Conduct Prior Service Recruiting Substation (PSRSS) Training and Assistance Visit	8-17

8007. PSR MOS 8412 2000-LEVEL INDIVIDUAL EVENTS

8412-PSYS-2001: Manage Prior Service Recruiting (PSR) programs

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

MOS PERFORMING: 8412

BILLETS: Prior Service Career Recruiter

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given programs book, current BIC report, and access to the Total Force Retention System (TFRS) automated system.

STANDARD: To enhance recruiting efforts and meet manpower requirements.

PERFORMANCE STEPS:
1. Review directives.
2. Distribute directives.
3. Train to requirements.

REFERENCES:
1. Volume IX Guidebook for Prior Service Recruiting Operations
2. Volume VIII Guidebook for Prior Service Recruiters

8412-PSYS-2003: Develop Prior Service Recruiting Substation (PSRSS) structure

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

DESCRIPTION: To have a thorough understanding of the various factors driving production potential in each area of the Prior Service Recruiting Station.

MOS PERFORMING: 8412

BILLETS: Prior Service Career Recruiter

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a current Billet Identification Code (BIC) report, access to an automated system, the structure analysis worksheet, Table of Organization (T/O), and the references.

STANDARD: To ensure proper distribution of assigned assets.

PERFORMANCE STEPS:
1. Review current and previous two years structure.
2. Analyze PSRSS structure analysis.
3. Brief recommendation.

REFERENCES:
1. Volume IX Guidebook for Prior Service Recruiting Operations
2. Volume VIII Guidebook for Prior Service Recruiters

8412-PTRG-2001: Conduct ethics training

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

DESCRIPTION: The Career Recruiter, as an advisor to the Commanding Officer and Staff Noncommissioned Officer in Charge of canvassing recruiters, not only makes ethical decisions but provide ethics training to the recruiting force.

MOS PERFORMING: 8412

BILLETS: Prior Service Career Recruiter

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and a scenario.

STANDARD: To mitigate recruiting malpractice and enforce Marine Corps Values.

PERFORMANCE STEPS:
1. Discuss situations where ethical decisions are required.
2. Identify the consequences of making unethical decisions.
3. Determine possible correct decisions where ethical decisions must be made.

REFERENCES: Volume VIII Guidebook for Prior Service Recruiters

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8412-PTRG-2002: Conduct sales training

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

DESCRIPTION: The Prior Service Career Recruiter will obtain advanced sales certification in Marine Corps Consultative Selling Skills (MC3) Sustainment Modules in order to re-enforce sales training to the recruiting force.

MOS PERFORMING: 8412

BILLETS: Prior Service Career Recruiter

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the Facilitators Guide.

STANDARD: By delivering relevant sales re-enforcement training to enhance sales proficiency.

PERFORMANCE STEPS:
1. Identify target audience.
2. Determine required training.
3. Prepare for training.
4. Deliver training.

REFERENCES: Marine Corps Performance, Programming and Philosophy (MCP3)

8412-PTRG-2004: Conduct coaching

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

DESCRIPTION: The Career Recruiter will obtain advanced coaching certification in Marine Corps Performance, Programming and Philosophy (MCP3) in order to re-enforce sales training to the recruiting force.

MOS PERFORMING: 8412

BILLETS: Prior Service Career Recruiter

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a target audience.

STANDARD: To target the behavior and shape the performance of Marines.

PERFORMANCE STEPS:
1. Observe the recruiter performance.
2. Diagnose skill gaps.
3. Develop an action plan.
4. Perform follow-up activities.

REFERENCES: Marine Corps Performance, Programming and Philosophy (MCP3)

8412-PTRG-2005: Conduct Prior Service Recruiting Substation (PSRSS) Training and Assistance Visit

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

MOS PERFORMING: 8412

BILLETS: Prior Service Career Recruiter

GRADES: GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the current month's Command Group Action Plan/Matrix and PSRS annual training plan.

STANDARD: To ensure all training has been conducted, recorded and reported in accordance with the published directive.

PERFORMANCE STEPS:
1. Review Monthly Command Group Action Plan/Matrix.
2. Conduct visit.
3. Complete trip report.
4. Debrief.
5. Recommend corrective action.
6. Conduct follow-up.

REFERENCES:
1. Volume IX Guidebook for Prior Service Recruiting Operations
2. Volume VIII Guidebook for Prior Service Recruiters

8008. INDEX OF PSR MOS 8412 2500-LEVEL INDIVIDUAL EVENTS. NOTE: Any gaps in event numerical sequencing is not an administrative error.

Event Code	E-Coded	Event	Page
8412-PQJP-2501	NO	Manage quality control	8-17
8412-PSYS-2501	NO	Conduct daily briefs	8-18
8412-PSYS-2503	NO	Maintain Recruiter Training Files (RTF)	8-19
8412-PSYS-2504	NO	Manage data analysis	8-19
8412-PSYS-2505	NO	Validate monthly recruiting activities	8-20
8412-PTRG-2501	NO	Conduct training	8-20

8009. PSR MOS 8412 2500-LEVEL INDIVIDUAL EVENTS

8412-PQJP-2501: Manage quality control

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

MOS PERFORMING: 8412

BILLETS: SNCOIC

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given recruiter join packages and quality control forms.

STANDARD: Ensuring all discrepancies are identified and corrective actions are taken.

PERFORMANCE STEPS:
 1. Inspect join packages.
 2. Complete Quality Control (QC) forms.
 3. Document discrepancies.
 4. Train to discrepancies.
 5. Submit required reports.

REFERENCES:
 1. Volume IX Guidebook for Prior Service Recruiting Operations
 2. Volume VIII Guidebook for Prior Service Recruiters

8412-PSYS-2501: Conduct daily briefs

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

DESCRIPTION: The Staff Noncommissioned Officer in Charge will conduct recruiter briefs that develop a recruiter's daily plan.

MOS PERFORMING: 8412

BILLETS: SNCOIC

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Prior Service Recruiting Sub-station (PSRSS), Recruiter Schedule and Results (S&R) Sheets, and SNCOIC Management Book (SMB).

STANDARD: TO ensure the recruiter's daily plan is detailed in order to maximize prospecting and processing efforts.

PERFORMANCE STEPS:
 1. Establish daily plan.
 2. Receive plan.
 3. Adjust plan, as necessary.
 4. Approve plan.

REFERENCES: Volume VIII Guidebook for Prior Service Recruiters

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8412-PSYS-2503: Maintain Recruiter Training Files (RTF)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

MOS PERFORMING: 8412

BILLETS: SNCOIC

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the recruiting training sheet, production log, proficiency and review (PAR) evaluations, On the Job Observation/Training (OJOT) checklist, evaluation summary, trip reports, training log, and counselings.

STANDARD: In performance step sequence, without omission.

PERFORMANCE STEPS:
 1. Review training file sections.
 2. Annotate all conducted training.
 3. File appropriate documentation.
 4. Forward updates to recruiter instructor.

REFERENCES: Volume VIII Guidebook for Prior Service Recruiters

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8412-PSYS-2504: Manage data analysis

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

MOS PERFORMING: 8412

BILLETS: SNCOIC

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given prospecting results for a Prior Service Recruiting Substation (PSRSS) over a 90 day period and an automated system.

STANDARD: To ensure all of the objectives' results are accurate, adjusted, and applied to the mission restatement and goals letter.

PERFORMANCE STEPS:
 1. Validate data analysis.
 2. Correct deficiencies, as necessary.
 3. Incorporate data results.

REFERENCES: Volume VIII Guidebook for Prior Service Recruiters

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8412-PSYS-2505: Validate monthly recruiting activities

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

MOS PERFORMING: 8412

BILLETS: SNCOIC

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a SNCOIC Management Book (SMB) and monthly mission letter.

STANDARD: Within the time allotted as prescribed by the published directive.

PERFORMANCE STEPS:
 1. Review mission letter.
 2. Review SMB.
 3. Identify key events.
 4. Set prospecting goals.
 5. Issue mission letters.
 6. Review mission restatement and goals letter.
 7. Develop month-in-sight.

REFERENCES:
 1. Volume IX Guidebook for Prior Service Recruiting Operations
 2. Volume VIII Guidebook for Prior Service Recruiters

8412-PTRG-2501: Conduct training

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

MOS PERFORMING: 8412

BILLETS: SNCOIC

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and recruiter training file (RTF).

STANDARD: Ensuring the process enhances recruiters' knowledge and skills.

PERFORMANCE STEPS:
1. Review monthly Command Group Action Plan/Matrix.
2. Gather all recruiting activity on the recruiter(s).
3. Identify topics that will be trained to.
4. Document all training in the recruiter training files.
5. Submit required reports.

REFERENCES:
1. Volume IX Guidebook for Prior Service Recruiting Operations
2. Volume VIII Guidebook for Prior Service Recruiters

8010. INDEX OF PSR OFFICER IN CHARGE (OIC) 2100-LEVEL INDIVIDUAL EVENTS. NOTE: Any gaps in event numerical sequencing is not an administrative error.

Event Code	E-Coded	Event	Page
PSRS-OIC-2102	NO	Manage assets	8-21
PSRS-OIC-2103	NO	Manage the budget	8-21
PSRS-OIC-2104	NO	Conduct supported unit visit	8-22
PSRS-OIC-2107	NO	Issue Staff Noncommissioned Officer in Charge (SNCOIC) monthly mission letter	8-22
PSRS-OIC-2108	NO	Publish the Annual Plan	8-23
PSRS-OIC-2109	NO	Direct the Command Group action planning meeting	8-23
PSRS-OIC-2111	NO	Review structure analysis	8-24

8011. PSR OFFICER IN CHARGE (OIC) 2100-LEVEL INDIVIDUAL EVENTS

PSRS-OIC-2102: Manage assets

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

BILLETS: PSR OIC

GRADES: MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Custody Management Record (CMR), GSA contracts, miscellaneous lease contracts, NMCI PSRS data assets lists, and Non-CMR items.

STANDARD: To minimize unforeseen costs and to protect government property.

PERFORMANCE STEPS:
 1. Identify assets requiring accountability.
 2. Conduct inventory of accountable assets.
 3. Report accountability.
 4. Identify office spaces and furniture requirements.
REFERENCES: Volume IX Guidebook for Prior Service Recruiting Operations

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PSRS-OIC-2103: Manage the budget

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

BILLETS: PSR OIC

GRADES: MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an assignment of responsibility for a PSRS Annual Plan, personnel, and assets.

STANDARD: To ensure fiscal responsibility.

PERFORMANCE STEPS:
 1. Reconcile budget.
 2. Develop budget.

REFERENCES: Volume IX Guidebook for Prior Service Recruiting Operations

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PSRS-OIC-2104:   Conduct supported unit visit

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

DESCRIPTION: Officers in Charge will communicate with supported reserve units in their geographical area of operations in order to share information, resolve issues, and coordinate effort.

BILLETS: PSR OIC

GRADES: MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an area of operation, all applicable Unit Manpower Information Sheets (UMIS) and previous trip reports.

STANDARD: To build and maintain rapport.

PERFORMANCE STEPS:
1. Coordinate visit with unit Inspector Instructor.
2. Complete trip report, as applicable.

REFERENCES: Volume IX Guidebook for Prior Service Recruiting Operations

MISCELLANEOUS:

    ADMINISTRATIVE INSTRUCTIONS: Although this task sustainment interval is 12 months, it can be conducted as often as required.

PSRS-OIC-2107: Issue Staff Noncommissioned Officer in Charge (SNCOIC) monthly mission letter

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

BILLETS: PSR OIC

GRADES: MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Prior Service Recruiting Station (PSRS) Annual Plan and the SNCOIC's current mission attainment.

STANDARD: To direct join requirements for the month.

PERFORMANCE STEPS:
1. Review SNCOIC's FY to date attainment of Annual Plan.
2. Identify manpower plan shortfalls.
3. Determine following month joins requirements by category..

REFERENCES: Volume IX Guidebook for Prior Service Recruiting Operations

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PSRS-OIC-2108: Publish the Annual Plan

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

BILLETS: PSR OIC

GRADES: MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Provided with Higher Headquarters district planning guidance, and an annual mission from Region, Annual PSRS Training Plan, Annual PSRS Mission Plan, and Annual PSRS Leave Plan.

STANDARD: To achieve mission, sustain operations, and training.

PERFORMANCE STEPS:
1. Identify monthly mission requirements for the FY.
2. Create year-in-sight.
3. Complete the annual plan.

REFERENCES: Volume IX Guidebook for Prior Service Recruiting Operations

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PSRS-OIC-2109: Direct the Command Group action planning meeting

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

DESCRIPTION: The Officer in Charge will direct the command group action planning meeting to develop a detailed monthly plan that displays highlights, concerns, and command directed actions for the subsequent month.

BILLETS: PSR OIC

GRADES: MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the past months completed Command Group action planning/matrix sheets, blank Command Group action planning/matrix sheet, month/FY to date operational data, and input from other Command Group members.

STANDARD: To achieve mission and sustain training.

PERFORMANCE STEPS:
1. Facilitate meeting.
2. Review Monthly training requirements.
3. Analyze recruiter production.
4. Review Administrative and Logistics logs.
5. Assign OIC priorities.

REFERENCES: Volume IX Guidebook for Prior Service Recruiting Operations

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PSRS-OIC-2111: Review structure analysis

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

BILLETS: PSR OIC

GRADES: MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an Assets Map, Individual Ready Reserve (IRR) Data Pull, the Prior Service Recruiting Station (PSRS) Structure Book, and an automated system.

STANDARD: Ensuring each Prior Service Recruiting Substation (PSRSS) has a fair-share of opportunity to be successful.

PERFORMANCE STEPS:
1. Analyze previous Prior Service Recruiting Station (PSRS) structure analysis.
2. Generate current structure analysis worksheet.
3. Make necessary changes.

REFERENCES: Volume IX Guidebook for Prior Service Recruiting Operations

8012. INDEX OF PSR OPERATIONS CHIEF (OCHR) 2100-LEVEL INDIVIDUAL EVENTS.
NOTE: Any gaps in event numerical sequencing is not an administrative error.

Event Code	E-Coded	Event	Page
PSRS-OCHF-2101	NO	Develop Prior Service Recruiting Station (PSRS) annual mission	8-25
PSRS-OCHF-2103	NO	Manage mission	8-25
PSRS-OCHF-2104	NO	Conduct structure analysis	8-26
PSRS-OCHF-2105	NO	Provide detailed monthly plan	8-26
PSRS-OCHF-2107	NO	Manage annual manpower plan	8-27
PSRS-OCHF-2108	NO	Conduct annual manpower planning	8-27
PSRS-OCHF-2109	NO	Develop a Command Group Action Plan/Matrix	8-28

8013. PSR OPERATIONS CHIEF (OCHF) 2100-LEVEL INDIVIDUAL EVENTS

PSRS-OCHF-2101: Develop Prior Service Recruiting Station (PSRS) annual mission

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

DESCRIPTION: The Operation Chief will develop and submit the PSRS annual mission to the Officer in Charge in order to achieve mission through sustained operations and training.

MOS PERFORMING: 8412

BILLETS: Operations Chief

GRADES: GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Provided with Higher Headquarters' guidance.

STANDARD: To ensure realistic objectives are assigned to each Prior Service Recruiting Substation (PSRSS).

PERFORMANCE STEPS:
1. Review T/O structure report of all inbound/outbound personnel.
2. Review structure analysis sheet.
3. Review mission planning sheet.
4. Identify monthly mission requirements for the Fiscal Year.
5. Review previous Fiscal Year mission plan.
6. Submit to the Officer-in-Charge to be published.

REFERENCES: Volume IX Guidebook for Prior Service Recruiting Operations

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PSRS-OCHF-2103: Manage mission

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

MOS PERFORMING: 8412

BILLETS: Operations Chief

GRADES: GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Manpower Plan and annual mission plan.

STANDARD: To attain 100% of assigned requirements.

PERFORMANCE STEPS:
1. Reconcile assigned QSNs.
2. Analyze previous year's mission production.
3. Execute OIC milestones.
4. Enforce annual mission plan.

REFERENCES: Volume IX Guidebook for Prior Service Recruiting Operations

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PSRS-OCHF-2104: Conduct structure analysis

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

MOS PERFORMING: 8412

BILLETS: Operations Chief

GRADES: GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an assets map, list of Individual Ready Reserve (IRR) population, Selected Marine Corps Reserve (SMCR) Table of Organization (T/O), Structure Analysis Book, and access to an automated system.

STANDARD: To ensure each Prior Service Recruiting Substation (PSRSS) has a fair and equitable share of assets.

PERFORMANCE STEPS:
 1. Analyze previous structure analysis.
 2. Provide recommended adjustments.
 3. Brief recommendations to the Officer in Charge.

REFERENCES: Volume IX Guidebook for Prior Service Recruiting Operations

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PSRS-OCHF-2105: Provide detailed monthly plan

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

DESCRIPTION: The Operation Chief will participate in the command group action planning meeting to develop a detailed monthly plan that displays highlights, concerns, and command directed actions for the subsequent month.

MOS PERFORMING: 8412

BILLETS: Operations Chief

GRADES: GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given previous and current month Command Group Action Plan and Matrix sheet, and month/FY to date operational data.

STANDARD: To ensure that individual substations that require training, supervision or participation from the Command Group are identified.

PERFORMANCE STEPS:
 1. Analyze data.
 2. Develop matrix.
 3. Recommend priorities.

REFERENCES: Volume IX Guidebook for Prior Service Recruiting Operations

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PSRS-OCHF-2107: Manage annual manpower plan

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

BILLETS: Operations Chief

GRADES: GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given billet vacancies and recruiting priorities.

STANDARD: To eliminate or minimize critical unit shortfalls.

PERFORMANCE STEPS:
1. Review current BIC Reports.
2. Review Individual Ready Reserve (IRR) population.
3. Document supportability deficiencies.
4. Submit report via chain of command.

REFERENCES: Volume IX Guidebook for Prior Service Recruiting Operations

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PSRS-OCHF-2108: Conduct annual manpower planning

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

MOS PERFORMING: 8412

BILLETS: Operations Chief

GRADES: GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement to reconcile personnel and assess annual reserve mission supportability.

STANDARD: To identify billet vacancies and recruiting priorities.

PERFORMANCE STEPS:
1. Review current BIC reports.
2. Update Manpower Information Sheet (UMIS).
3. Review Individual Ready Reserve (IRR) population.
4. Document supportability deficiencies.

REFERENCES: Volume IX Guidebook for Prior Service Recruiting Operations

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PSRS-OCHF-2109: Develop a Command Group Action Plan/Matrix

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

MOS PERFORMING: 8412

BILLETS: Operations Chief

GRADES: GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with the past months completed Action Plan/Matrix sheets, blank Action Plan/Matrix sheet, month/FY to date operational data, trip reports, and Annual Training Plan.

STANDARD: To ensure command directed actions are captured for the subsequent month.

PERFORMANCE STEPS:
1. Analyze data.
2. Develop matrix.
3. Set priorities.
4. Create plan.

REFERENCES: Volume IX Guidebook for Prior Service Recruiting Operations

8014. INDEX OF PSR RECRUITER INSTRUCTOR (RI) 2100-LEVEL INDIVIDUAL EVENTS

Event Code	E-Coded	Event	Page
PSRS-RI-2101	NO	Provide detailed monthly training plan	8-29
PSRS-RI-2102	NO	Develop annual training plan	8-29
PSRS-RI-2103	NO	Conduct training	8-30
PSRS-RI-2104	NO	Manage personnel plan	8-30
PSRS-RI-2105	NO	Coordinate personnel plan	8-31
PSRS-RI-2106	NO	Conduct a Prior Service Recruiting Substation (PSRSS) Systematic Recruiting Inspection (SRI)	8-32

8015. PSR RECRUITER INSTRUCTOR (RI) 2100-LEVEL INDIVIDUAL EVENTS

PSRS-RI-2101: Provide detailed monthly training plan

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

DESCRIPTION: The Recruiter Instructor will participate in an Action Plan/Matrix Meeting to determine required evaluations to conduct, training requirements, and recommend action for visits for the upcoming month.

MOS PERFORMING: 8412

BILLETS: Recruiter Instructor (RI)

GRADES: MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given previous and current month Command Group action plan and matrix sheet, and PSRS annual training plan.

STANDARD: To ensure that individual substations that require training, supervision or participation from the Command Group are identified.

PERFORMANCE STEPS:
1. Analyze data.
2. Develop matrix.
3. Recommend priorities.

REFERENCES: Volume IX Guidebook for Prior Service Recruiting Operations

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PSRS-RI-2102: Develop annual training plan

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

DESCRIPTION: The Recruiter Instructor will develop an annual training plan prior to the start of a new fiscal year that details all formal school training and Prior Service Recruiting Substation (PSRSS) training.

MOS PERFORMING: 8412

BILLETS: Recruiter Instructor (RI)

GRADES: MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Provided with current recruiter school course dates, EPME resident schedule, annual leave plan, previous and/or current national/regional/district YIS, Marine Corps fiscal year/calendar year training requirements, personnel plan, and holiday schedule.

STANDARD: To improve and sustain training.

PERFORMANCE STEPS:
1. Review previous Annual Training Plan.
2. Develop plan.
3. Submit plan as enclosure to Annual Plan.

REFERENCES: Volume IX Guidebook for Prior Service Recruiting Operations

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PSRS-RI-2103: Conduct training

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

DESCRIPTION: The Recruiter Instructor will be responsible for the training of all personnel assigned to the Prior Service Recruiting Station (PSRS).

MOS PERFORMING: 8412

BILLETS: Recruiter Instructor (RI)

GRADES: MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given assigned personnel and Annual Training Plan.

STANDARD: To ensure all personnel have received the required training and skill sets for their respective billets.

PERFORMANCE STEPS:
 1. Execute Fiscal Year training plan.
 2. Update Individual Training File.
 3. Update Recruiter Training Board.
 4. Conduct evaluations.
 5. Complete trip report.

REFERENCES: Volume IX Guidebook for Prior Service Recruiting Operations

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PSRS-RI-2104: Manage personnel plan

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

DESCRIPTION: The Recruiter Instructor will manage the personnel plan to project long-range recruiter and key personnel turn-over in order to minimize the impact on the recruiting operations.

BILLETS: Operations Chief

GRADES: MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Provided with the Table of Organization (T/O), structure report, In and Outbound roster, Recruiter Instructor 8412 nominations, and annual school house course dates.

STANDARD: To identify personnel turn-over requirements within the Prior Service Recruiting Station (PSRS).

PERFORMANCE STEPS:
1. Identify manning requirements for PSRS in the current and outlying years.
2. Submit monthly structure reports that identify current and future manning requirements via Chain of Command.

REFERENCES: Volume IX Guidebook for Prior Service Recruiting Operations

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PSRS-RI-2105: Coordinate personnel plan

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

MOS PERFORMING: 8412

BILLETS: Recruiter Instructor (RI)

GRADES: GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Provided a Table of Organization (T/O), structure report, In and Outbound roster, and annual schoolhouse course dates.

STANDARD: To minimize impact on recruiting operations.

PERFORMANCE STEPS:
1. Prepare personnel brief.
2. Discuss personnel status with Command Group.
3. Brief Commanding Officer.
4. Coordinate assignments with Higher Headquarters.

REFERENCES: Volume IX Guidebook for Prior Service Recruiting Operations

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PSRS-RI-2106: Conduct a Prior Service Recruiting Substation (PSRSS) Systematic Recruiting Inspection (SRI)

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

MOS PERFORMING: 8412

BILLETS: Prior Service Career Recruiter

GRADES: GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a checklist and access to an automated system.

STANDARD: To ensure stations are mission capable.

PERFORMANCE STEPS:
 1. Review previous SRI for comments and discrepancies.
 2. Identify current deficiencies.
 3. Recommend corrective actions.

REFERENCES:
 1. Volume IX Guidebook for Prior Service Recruiting Operations
 2. Volume VIII Guidebook for Prior Service Recruiters

RECRUITING AND RETENTION T&R MANUAL

CHAPTER 9

RECRUITING STATION COMMAND ELEMENT (RSCE) INDIVIDUAL EVENTS

CHAPTER 9

RECRUITING STATION COMMAND ELEMENT (RSCE) INDIVIDUAL EVENTS

9000. PURPOSE. This chapter details the individual events that pertain to members of a Recruiting Station (RS) Command Element. These events are categorized by billets performing. Billets supported include: RS Commanding Officer, RS Executive Officer, RS Sergeant Major, RS Operations Officer and RS Operations Chief within the Operations Section, RS Recruiter Instructor, and MEPS Liaison. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

9001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

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

Code Description
RSCE Recruiting Station Command Element

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

Code Description
COMM Communications
MLNO RS MEPS Liaison
OPSS RS Operations Section
PLAN Planning
PROG Programs
QUAL Quality Procurement
RSCO RS Commanding Officer
RSRI RS Recruiter Instructor
RSXO RS Executive Officer
SMAJ RS Sergeant Major
TRNG Training

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

Code Description
2000 Core Plus Skills

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

d. The individual task Condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety

considerations, and resources needed to perform the task and the assistance, location, etc. that relates to the performance of the task.

    e. In a recruiting environment and with the aid of references are common conditions for all Recruiting Station Command Element tasks.

9002. INDEX OF RS COMMAND ELEMENT COMMON EVENTS

Event Code	E-Coded	Event	Page
RSCE-COMM-2001	NO	Reinforce Marine Corps Communication, Consulting, Coaching, and Counseling skills	9-3
RSCE-COMM-2002	NO	Conduct a coaching call	9-4
RSCE-PLAN-2001	NO	Facilitate a Command Group Action Meeting	9-4
RSCE-PLAN-2002	NO	Conduct mission planning	9-5
RSCE-PLAN-2003	NO	Explain structure analysis	9-6
RSCE-PLAN-2004	NO	Generate queries	9-6
RSCE-PROG-2001	NO	Manage Recruiting Station (RS) recruiting programs	9-7
RSCE-QUAL-2001	NO	Determine waiver/service reviews	9-8
RSCE-TRNG-2001	NO	Conduct Training and Assistance Visits	9-8

9003. RS COMMAND ELEMENT COMMON EVENTS

RSCE-COMM-2001: Reinforce Marine Corps Communication, Consulting, Coaching, and Counseling skills

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

DESCRIPTION: The RS Command Element will conduct a sales presentation utilizing the Consultative Selling process to promote an open exchange of information and explain the Marine Corps in meaningful and compelling manner to applicants and influencers.

MOS PERFORMING: 4810, 8006, 8999

BILLETS: RS Commanding Officer, RS Executive Officer, RS Operations Officer, RS Sergeant Major

GRADES: SGTMAJ, CWO-2, CWO-3, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: To enhance recruiters' communication and consulting skills.

PERFORMANCE STEPS:
1. Build rapport.
2. Listen with purpose.
3. Engage.

4. Explore.
5. Enable.
6. Gain commitment.
7. Respond to objections.
8. Respond to disinterest.

REFERENCES:
1. Marine Corps Communication, Consulting, Coaching and Counseling (MC5)
2. Volume III Guidebook for Recruiting Station Operations
3. Volume V District Operations

RSCE-COMM-2002: Conduct a coaching call

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

DESCRIPTION: The RS Command Element will develop an effective sales force by applying concepts as a strategist, communicator, and mentor.

MOS PERFORMING: 4810, 8006, 8999

BILLETS: RS Commanding Officer, RS Executive Officer, RS Operations Chief, RS Sergeant Major

GRADES: SGTMAJ, CWO-2, CWO-3, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: By applying communication skills that provide and reinforce the correct application of sales skills.

PERFORMANCE STEPS:
1. Prepare for observation.
2. Observe and Diagnose.
3. Recognize performance.
4. Prepare observation and recommendations.
5. Provide Feedback.
6. Follow-up.

REFERENCES:
1. Marine Corps Communication, Consulting, Coaching, and Counseling (MC5)
2. Volume III Guidebook for Recruiting Station Operations
3. Volume V District Operations

RSCE-PLAN-2001: Facilitate a Command Group Action Meeting

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

DESCRIPTION: The RS Command Element will participate in an Action Plan/Matrix Meeting to determine recruiting program actions, training requirements, and recommend action/urgency codes for RSS visits for the upcoming month.

MOS PERFORMING: 4810, 8006, 8412, 8999

BILLETS: Assistant Recruiter Instructor, RS Commanding Officer, RS Executive Officer, RS Operations Chief, RS Operations Officer, RS Sergeant Major, Recruiter Instructor (RI)

GRADES: GYSGT, MSGT, SGTMAJ, MGYSGT, CWO-2, CWO-3, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a mission, previous three months of CGAP Matrix and previous month's reports/trip reports.

STANDARD: To develop the Command Group Action Plan.

PERFORMANCE STEPS:
1. Analyze data.
2. Develop matrix.
3. Set priorities.
4. Create plan.
5. Submit plan.

REFERENCES: Volume III Guidebook for Recruiting Station Operations

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RSCE-PLAN-2002: Conduct mission planning

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

DESCRIPTION: The RS Command Element will develop monthly missions based on the District annual mission requirements by component and category.

MOS PERFORMING: 4810, 8006, 8412, 8999

BILLETS: Assistant Recruiter Instructor, RS Commanding Officer, RS Executive Officer, RS Operations Chief, RS Operations Officer, RS Sergeant Major, Recruiter Instructor (RI)

GRADES: GYSGT, MSGT, SGTMAJ, MGYSGT, CWO-2, CWO-3, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a contract and shipping requirement.

STANDARD: In order to assign RSS quality, quantity, category, and component for contracting and shipping requirements.

PERFORMANCE STEPS:
1. Review annual mission requirements.

2. Assign mission letters.

REFERENCES:
1. Region Operations Order (Current FY)
2. Volume II Officer Selection Station Operations
3. Volume III Guidebook for Recruiting Station Operations

RSCE-PLAN-2003: Explain structure analysis

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

DESCRIPTION: The RS Command Element will explain the importance of how the RS is set up in relation to assets available, recall key factors that influence structure, and discuss the impact structure has on developing a stable structure that provides each recruiter with a fair quality market and sufficient recruiting assets to achieve required contracting and shipping requirements.

MOS PERFORMING: 4810, 8006, 8412, 8999

BILLETS: Assistant Recruiter Instructor, RS Commanding Officer, RS Executive Officer, RS Operations Chief, RS Operations Officer, RS Sergeant Major, Recruiter Instructor (RI)

GRADES: GYSGT, MSGT, SGTMAJ, MGYSGT, CWO-2, CWO-3, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a scenario, Structure Analysis Sheet, Structure Book, and the RS Assets Map.

STANDARD: To ensure there is stable structure that provides each recruiter with a fair quality market and sufficient recruiting assets to achieve required contracting and shipping requirements.

PERFORMANCE STEPS:
1. Conduct a structure review.
2. Determine structure.
3. Adjust structure, as appropriate.
4. Update assets module.
5. Update MUD File, as appropriate.
6. Update assets maps, as appropriate.

REFERENCES: Volume III Guidebook for Recruiting Station Operations

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RSCE-PLAN-2004: Generate queries

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

DESCRIPTION: The command element uses the Web Query Tool and the automated system to gather and analyze data.

MOS PERFORMING: 4810, 8006, 8412, 8999

BILLETS: Assistant Recruiter Instructor, RS Executive Officer, RS Operations Chief, RS Operations Officer, RS Recruiter Instructor, RS Sergeant Major

GRADES: GYSGT, MSGT, MGYSGT, SGTMAJ, CWO-2, CWO-3, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the automated system.

STANDARD: To display recruiting data in an actionable format.

PERFORMANCE STEPS:
 1. Receive requirement.
 2. Determine required data elements.
 3. Determine report parameters.
 4. Generate report.
 5. Verify accuracy of the report.
 6. Save report as required for future use.
 7. Distribute report, as required.

REFERENCES: Volume III Guidebook for Recruiting Station Operations

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RSCE-PROG-2001: Manage Recruiting Station (RS) recruiting programs

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

DESCRIPTION: The RS Command Element will manage RS recruiting programs to produce quality contracts while maintaining program standards.

MOS PERFORMING: 4810, 8006, 8999

BILLETS: RS Commanding Officer, RS Executive Officer, RS Operations Officer, RS Sergeant Major

GRADES: SGTMAJ, CWO-2, CWO-3, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: On a monthly basis to obtain quality contracts from each program while ensuring standards are being maintained in accordance with Volume III, Guidebook for RS Operations.

PERFORMANCE STEPS:
 1. Analyze report.
 2. Develop plan.
 3. Conduct training, as appropriate.

REFERENCES:
1. Volume III Guidebook for Recruiting Station Operations
2. Volume I Guidebook for Recruiters

RSCE-QUAL-2001: Determine waiver/service reviews

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

DESCRIPTION: The RS Command Element will determine waivers/service reviews for applicants who are not qualified for enlistment, but the existence of highly favorable traits or mitigating circumstances outweighing the disqualification and is in the best interest of the Marine Corps (whole person concept).

MOS PERFORMING: 4810, 8006, 8412, 8999

BILLETS: Assistant Recruiter Instructor, RS Commanding Officer, RS Executive Officer, RS Operations Chief, RS Operations Officer, RS Sergeant Major, Recruiter Instructor (RI)

GRADES: GYSGT, MSGT, SGTMAJ, MGYSGT, CWO-2, CWO-3, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: By determining an applicant's enlistment eligibility in accordance with MCRCO 1100.1_.

PERFORMANCE STEPS:
1. Receive documents for waiver/service review.
2. Review EPM and supplemental guidance.
3. Determine eligibility.

REFERENCES:
1. MCRCO 1100.1_ Marine Corps Recruiting Command Order Enlistment Processing Manual (Short Title: MCRC EPM)
2. Volume III Guidebook for Recruiting Station Operations

RSCE-TRNG-2001: Conduct Training and Assistance Visits

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

DESCRIPTION: The RS Command Element will conduct training and assistance visits to Recruiting Substations (RSS) and Officer Selection Teams (OST), and Military Entrance Processing Stations to accomplish specific tasks and actions directed by the monthly Action/Matrix Plan.

MOS PERFORMING: 4810, 8006, 8999

BILLETS: RS Commanding Officer, RS Executive Officer, RS Operations Officer, RS Sergeant Major

GRADES: SGTMAJ, CWO-2, CWO-3, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with the current month Recruiting Station (RS) Command Group Action Plan/Matrix.

STANDARD: By completing a Trip Report recording the specific results of observation, training and corrective action conducted, addressing action and urgency codes identified on the Action Plan/Matrix.

PERFORMANCE STEPS:
1. Review Action Plan/Matrix.
2. Review Quality Control Information System (QCIS) Data, if necessary.
3. Prepare for visit.
4. Conduct visit.
5. Complete trip report.
6. Debrief Command Group.
7. Follow-up, as appropriate.

REFERENCES: Volume III Guidebook for Recruiting Station Operations

9004. INDEX OF RS COMMANDING OFFICER (CO) EVENTS. Note: Gaps in numerical sequencing is not an administrative error.

Event Code	E-Coded	Event	Page
RSCE-RSCO-2004	NO	Validate the Commander's Attainment Report	9-9

9005. RS COMMANDING OFFICER (CO) INDIVIDUAL EVENTS

RSCE-RSCO-2004: Validate the Commander's Attainment Report

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

DESCRIPTION: The RS CO will review the Commander's Attainment Report (officer and enlisted) to ensure enlistments, accessions, and inductions are correctly and accurately entered in the automated system monthly.

MOS PERFORMING: 8006

BILLETS: RS Commanding Officer

GRADES: MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with a RS transmittal logs, Military Entrance Processing Station (MEPS) daily report, Monthly Activity Report (MAR), and given access to the automated system.

STANDARD: To ensure the report is 100 percent accurate.

PERFORMANCE STEPS:
 1. Receive brief.
 2. Audit report.
 3. Correct errors.
 4. Approve report.

REFERENCES:
 1. Volume II Officer Selection Station Operations
 2. Volume III Guidebook for Recruiting Station Operations

9006. INDEX OF RS EXECUTIVE OFFICER (XO) EVENTS

Event Code	E-Coded	Event	Page
RSCE-RSXO-2001	NO	Assign recruiter	9-10
RSCE-RSXO-2002	NO	Maintain the Military Unit Designator (MUD) file	9-11
RSCE-RSXO-2003	NO	Manage the High School Community College Program	9-11
RSCE-RSXO-2004	NO	Manage the Naval Reserve Officer Training Corps (NROTC) Program	9-12
RSCE-RSXO-2005	NO	Manage the Musician Enlistment Option Program (MEOP)	9-13
RSCE-RSXO-2006	NO	Develop Recruiting Station (RS) structure	9-13
RSCE-RSXO-2007	NO	Direct the Command Group Action Planning (CGAP) meeting	9-14
RSCE-RSXO-2008	NO	Manage the Substandard Performance Program	9-15
RSCE-RSXO-2009	NO	Develop Recruiting Station Operations Order	9-15
RSCE-RSXO-2010	NO	Track investigations	9-16

9007. RS EXECUTIVE OFFICER (XO) EVENTS

RSCE-RSXO-2001: Assign recruiter

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

DESCRIPTION: The Recruiting Station Executive Officer will enter personal information into the automated system to assign a recruiter to a RSS/OSS.

MOS PERFORMING: 8006

BILLETS: RS Executive Officer

GRADES: 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with recruiter personal information and access to the automated system.

STANDARD: To ensure recruiter personal information and recruiting production date is accurately entered into the automated system without error.

PERFORMANCE STEPS:
1. Ensure proper MCC is reflected in MCTFS.
2. Receive recruiter assignment.
3. Enter personal data in the automated system.

REFERENCES: Volume III Guidebook for Recruiting Station Operations

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RSCE-RSXO-2002: Maintain the Military Unit Designator (MUD) file

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

DESCRIPTION: The Recruiting Station Executive Officer will maintain within MCRISS-RS a MUD File that is used to validate zip codes, organize Recruiting Station assets, define boundaries, and assist the Recruiter Supplied Names Program.

MOS PERFORMING: 8006

BILLETS: RS Executive Officer

GRADES: 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with Recruiting Station assets map, access to current zip codes, and given access to the automated system.

STANDARD: Ensuring zip code changes are updated.

PERFORMANCE STEPS:
1. Review zip codes.
2. Validate zip codes.
3. Update the automated system.
4. Update assets map.

REFERENCES: Volume III Guidebook for Recruiting Station Operations

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RSCE-RSXO-2003: Manage the High School Community College Program

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

DESCRIPTION: The RS XO will organize and direct the efforts of the SNCOIC and Command Group to enable the RS to recruit successfully in schools to produce quality contracts with the goal of building rapport and gain exposure.

MOS PERFORMING: 8006

BILLETS: RS Executive Officer

GRADES: 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with District milestones, master planning sheets, profile sheets, High School/Community College reports folders, and given access to the automated system.

STANDARD: On a weekly/monthly basis, to provide the stakeholders with a detailed analysis of obtainment of program milestones for each RSS within the RS.

PERFORMANCE STEPS:
 1. Develop program milestones.
 2. Organize school information.
 3. Validate school priorities with SNCOIC.
 4. Conduct program planning.
 5. Manage program updates.
 6. Analyze program reports.
 7. Direct Command Group actions.

REFERENCES: Volume III Guidebook for Recruiting Station Operations

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RSCE-RSXO-2004: Manage the Naval Reserve Officer Training Corps (NROTC) Program

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

DESCRIPTION: The Recruiting Station Executive Officer will organize and direct the efforts of the SNCOIC and Command Group to enable the Recruiting Station to successfully obtain submissions.

MOS PERFORMING: 8006

BILLETS: RS Executive Officer

GRADES: 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with District annual submission mission, Automated Commissioning Package (ACP), Naval Education and Training Future Officer and Citizenship User System (NETFOCUS), and the automated system.

STANDARD: To provide the Commanding Officer with a detailed analysis of submission mission attainment in accordance with current FY Fast Response On Short Transition (FROST) Call.

PERFORMANCE STEPS:
 1. Create an OSO profile in ACP.
 2. Complete package in NETFOCUS.
 3. Screen application.
 4. Complete package.
 5. Create MCRISS-OS applicant profile.
 6. Upload package and photo to MCRISS-OS via ACP.
 7. Assign to selection board.
 8. Notify selection/non-selection.
 9. Present scholarship, if applicable.

REFERENCES:
 1. Current FY MARADMINs
 2. MCRCO 1100.2_ Marine Corps Recruiting Command Officer Commissioning Manual (MCRC OCM)
 3. Volume III Guidebook for Recruiting Station Operations

RSCE-RSXO-2005: Manage the Musician Enlistment Option Program (MEOP)

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

DESCRIPTION: The Recruiting Station Executive Officer will organize and direct the efforts of the SNCOIC and Command Group to enable the Recruiting Station to successfully obtain MEOP mission.

MOS PERFORMING: 8006

BILLETS: RS Executive Officer

GRADES: 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with the District annual mission.

STANDARD: To provide the Commanding Officer with a detailed analysis of MEOP monthly mission attainment.

PERFORMANCE STEPS:
 1. Provide Operations with RSS MEOP missions.
 2. Validate Band talk completion.
 3. Ensure the MEOP Screening form has been completed.
 4. Submit screening form to district MTA.
 5. Receive the action plan from the MTA.
 6. Notify Operations of passing audition.

REFERENCES: Volume III Guidebook for Recruiting Station Operations

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RSCE-RSXO-2006: Develop Recruiting Station (RS) structure

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

DESCRIPTION: The Executive Officer, assisted by various other Command Group members, will conduct the RS Structure Analysis and brief the Commanding Officer.

MOS PERFORMING: 8006

BILLETS: RS Executive Officer

GRADES: 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given Structure Analysis worksheet, assets map, market share report, and the references.

STANDARD: To provide recommendations to properly structure a Recruiting Station.

PERFORMANCE STEPS:
 1. Follow structure timelines.
 2. Review current structure.
 3. Complete New Structure Analysis Sheet.
 4. Provide recommendations.
 5. Update MUD file if required.

REFERENCES: Volume III Guidebook for Recruiting Station Operations

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RSCE-RSXO-2007: Direct the Command Group Action Planning (CGAP) meeting

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

DESCRIPTION: The Executive Officer is responsible for an effective and efficient CGAP meeting.

MOS PERFORMING: 8006

BILLETS: RS Executive Officer

GRADES: 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given data and a command group.

STANDARD: To publish the CGAP Matrix, CGAP Calendar, and CGAP Matrix Analysis documents, monthly in accordance with Volume III.

PERFORMANCE STEPS:
 1. Analyze data.
 2. Complete Matrix codes.
 3. Complete CGAP Matrix Analysis.
 4. Adjust Matrix codes, if necessary.
 5. Complete CGAP Calendar.

REFERENCES: Volume III Guidebook for Recruiting Station Operations

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RSCE-RSXO-2008: Manage the Substandard Performance Program

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

DESCRIPTION: The Executive Officer is responsible for the effective and efficient execution of the Substandard Performance Program.

MOS PERFORMING: 8006

BILLETS: RS Executive Officer

GRADES: 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a substandard order and data.

STANDARD: To ensure assignment and training, in accordance with the substandard performance order.

PERFORMANCE STEPS:
 1. Publish the order.
 2. Receive data from Operations.
 3. Receive training plan from the Recruiter Instructor.
 4. Ensure assignment to the program.
 5. Track progress.
 6. Validate Individual Training Record (ITR).

REFERENCES: Volume III Guidebook for Recruiting Station Operations

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RSCE-RSXO-2009: Develop Recruiting Station Operations Order

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

DESCRIPTION: The Executive Officer is responsible for coordinating the staff to develop the Recruiting Station Operations Order.

MOS PERFORMING: 8006

BILLETS: RS Executive Officer

GRADES: 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a District Operations Order, Training Plan, Annual Plan, Recruitment Marketing Plan (RMP), and OSS Plan.

STANDARD: To ensure the plan supports the Recruiting Station's annual mission, in accordance with the District Operations Order.

PERFORMANCE STEPS:
1. Analyze last FY's results.
2. Conduct planning.
3. Brief the plan.
4. Publish the plan.

REFERENCES:
1. District Operations Plan
2. Volume III Guidebook for Recruiting Station Operations

RSCE-RSXO-2010: Track investigations

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

DESCRIPTION: The Executive officer is responsible for tracking investigations on all members of the Recruiting Station.

MOS PERFORMING: 8006

BILLETS: RS Executive Officer

GRADES: 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: To ensure that all investigations are completed.

PERFORMANCE STEPS:
1. Enter in the log book.
2. Review investigation.
3. Submit to District.
4. Enter assigned disposition code.
5. Complete in log book.

REFERENCES:
1. JAGNIST 5800.7_ JAGMAN MANUAL
2. Volume III Guidebook for Recruiting Station Operations

9008. INDEX OF RS SERGEANT MAJOR (SMAJ) EVENTS

Event Code	E-Coded	Event	Page
RSCE-SMAJ-2001	NO	Coordinate personnel plan	9-17
RSCE-SMAJ-2002	NO	Manage the Recruiter Aide/Extended Active Duty (EAD) Program	9-17
RSCE-SMAJ-2003	NO	Mange Command recruiting program	9-18
RSCE-SMAJ-2004	NO	Manage the pool program	9-19
RSCE-SMAJ-2005	NO	Manage pre-ship interview process	9-19
RSCE-SMAJ-2006	NO	Manage the incentive awards program	9-20

9009. RS SERGEANT MAJOR (SMAJ) EVENTS

RSCE-SMAJ-2001: Coordinate personnel plan

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

DESCRIPTION: The Recruiting Station Sergeant Major, with assistance of the command group, will coordinate the Recruiting Station personnel plan that projects long-range recruiter and key personnel turn-over in effort to minimize gapped sectors that could have negative impact on the RS essential task of shipping and contracting.

MOS PERFORMING: 8999

BILLETS: RS Sergeant Major

GRADES: SGTMAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with Recruiting Station monthly personnel situation report and given access to the automated system.

STANDARD: Prior to the start of a new month, by projecting long-range recruiter and key personal turn-over.

PERFORMANCE STEPS:
1. Prepare personnel brief.
2. Discuss personnel status with Command Group during the CGAP meeting.
3. Provide data to Operations to update personnel SitRep in the automated system.
4. Request personnel assignments from Higher Headquarters.
5. Coordinate assignments with Higher Headquarters.

REFERENCES: Volume III Guidebook for Recruiting Station Operations

RSCE-SMAJ-2002: Manage the Recruiter Aide/Extended Active Duty (EAD) Program

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

DESCRIPTION: The Recruiting Station Sergeant Major will manage the planning and execution of the Recruiter Aide (RecAid)/Extended Active Duty (EAD) Program to produce additional contracts to support the RS's contracting and shipping mission.

MOS PERFORMING: 8999

BILLETS: RS Sergeant Major

GRADES: SGTMAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with the RS Command recruiting Year-in-Sight Plan, monthly recruiting support program report, and given access to MCRISS-RS.

STANDARD: Monthly, ensuring man-days are maximized, tracked, and analyzed to support the RS's contracting and shipping mission.

PERFORMANCE STEPS:
1. Develop plan.
2. Coordinate SNCOIC actions.
3. Request recruiter aide/EAD.
4. Monitor recruiter aide/EAD.
5. Complete report.

REFERENCES:
1. Volume III Guidebook for Recruiting Station Operations
2. Volume V District Operations

RSCE-SMAJ-2003: Mange Command recruiting program

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

DESCRIPTION: The Recruiting Station Sergeant Major is assigned the program manager of the Recruiting Station command recruiting program and responsible to generate 15% of the Recruiting Station's monthly and annual contract mission.

MOS PERFORMING: 8999

BILLETS: RS Sergeant Major

GRADES: SGTMAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with the Recruiting Station Command recruiting file, appropriate Command recruiting reports, submitted Recruiting Substation Command recruiter requests, and given access to the automated system.

STANDARD: Monthly, by creating a Command recruiting Month-in-Sight Plan which displays a program of action to generate 15% new contracts for the Recruiting Station.

PERFORMANCE STEPS:
1. Direct contact.
2. Develop plans.
3. Monitor reports.
4. Analyze results.
5. Maintain reports.
6. Track Command recruiters.
7. Direct training.
8. Conduct audits.

REFERENCES: Volume III Guidebook for Recruiting Station Operations

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RSCE-SMAJ-2004: Manage the pool program

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

DESCRIPTION: The Recruiting Station Sergeant Major is assigned the program manager of the Recruiting Station pool program and responsible to generate 25% of the Recruiting Station's monthly and annual contract mission.

MOS PERFORMING: 8999

BILLETS: RS Sergeant Major

GRADES: SGTMAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with appropriate RS pool reports, RS annual plan, individual pool cards, RS pool file, and given access to the automated system.

STANDARD: By developing a detailed Month-In-Sight Plan to generate at least 25% of the Recruiting Station's monthly new contracts.

PERFORMANCE STEPS:
1. Validate Recruiting Substation pool plans for ORM.
2. Develop Recruiting Station pool plans.
3. Maintain reports.
4. Conduct Recruiting Substation pool transfer.
5. Conduct pool audits.
6. Conduct training.

REFERENCES:
1. Volume III Guidebook for Recruiting Station Operations
2. Volume V District Operations

RSCE-SMAJ-2005: Manage pre-ship interview process

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

DESCRIPTION: The Recruiting Station Sergeant Major will manage the pre-ship interviews process to identify to the Recruiting Station changes of an applicant ship status and to act as liaison between the SNCOIC, MEPS, and Operations Section to prepare applicants to ship on the assigned ship date.

MOS PERFORMING: 8999

BILLETS: RS Sergeant Major

GRADES: SGTMAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to the automated system, a six-week ship schedule, completed pre-ship interviews, Recruiting Station by name pool board, and high risk roster.

STANDARD: Briefing shipping status weekly to the command group.

PERFORMANCE STEPS:
1. Review six-week ship schedule.
2. Receive pre-ship interview.
3. Conduct audit to identify possible shipping issues.

REFERENCES: Volume III Guidebook for Recruiting Station Operations

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RSCE-SMAJ-2006: Manage the incentive awards program

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

DESCRIPTION: The Recruiting Station Sergeant Major manages the Recruiting Station poolees incentive awards program which provides incentives for poolees and command recruiters to provide quality new contracts to the Recruiting Station (promotions for referrals, shirts, etc.).

MOS PERFORMING: 8999

BILLETS: RS Sergeant Major

GRADES: SGTMAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to the automated system.

STANDARD: To ensure that all eligible personnel have received their incentive.

PERFORMANCE STEPS:
1. Conduct awards audit.
2. Maintain reports.
3. Provide incentives to personnel.
4. Conduct training.

REFERENCES: Volume III Guidebook for Recruiting Station Operations

9010. INDEX OF RS OPERATIONS SECTION (OPSS) EVENTS

Event Code	E-Coded	Event	Page
RSCE-OPSS-2001	NO	Conduct Commanding Officer briefs	9-21
RSCE-OPSS-2002	NO	Direct applicant processing for enlistment	9-22
RSCE-OPSS-2003	NO	Manage the priority prospect program	9-22
RSCE-OPSS-2004	NO	Coordinate courtesy shippers	9-23
RSCE-OPSS-2005	NO	Schedule poolees for shipping	9-23
RSCE-OPSS-2006	NO	Process pool modification request	9-24
RSCE-OPSS-2007	NO	Validate the Commander's Attainment Report (CAR)	9-24
RSCE-OPSS-2008	NO	Conduct analysis of Marine Corps Recruit Depot discharge packages	9-25
RSCE-OPSS-2009	NO	Process discharges from the pool	9-26
RSCE-OPSS-2010	NO	Maintain Recruiting Station (RS) status boards	9-26
RSCE-OPSS-2011	NO	Maintain residual enlistment packages	9-27
RSCE-OPSS-2012	NO	Force contract the applicant record	9-28
RSCE-OPSS-2013	NO	Develop mission planning	9-28
RSCE-OPSS-2014	NO	Validate activity analysis	9-29

9011. RS OPERATIONS SECTION (OPSS) EVENTS

RSCE-OPSS-2001: Conduct Commanding Officer briefs

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

DESCRIPTION: The Recruiting Station Operations Section will provide briefs to the RS CO throughout the course of the day concerning prospecting, processing, shipping, and quality matters and provide recommendations for course and speed adjustments.

MOS PERFORMING: 4810, 8006, 8412

BILLETS: RS Operations Chief, RS Operations Officer

GRADES: GYSGT, MSGT, CWO-2, CWO-3, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with MEPS morning report, Recruiting Station new working applicant log, Recruiting Station daily activity report, and given access to the automated system.

STANDARD: To provide daily brief on the Recruiting Station's processing requirements and by providing recommendations for course and speed adjustments.

PERFORMANCE STEPS:
 1. Collect data.
 2. Analyze data.
 3. Conduct briefs.

REFERENCES: Volume III Guidebook for Recruiting Station Operations

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RSCE-OPSS-2002: Direct applicant processing for enlistment

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

DESCRIPTION: Once an applicant is declared as a new working applicant and has been accepted, the Recruiting Station Operations Section will direct the processing actions and track applicant processing.

MOS PERFORMING: 4810, 8006, 8412

BILLETS: RS Operations Chief, RS Operations Officer

GRADES: GYSGT, MSGT, CWO-2, CWO-3, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with access to the automated system and new working applicant data.

STANDARD: By driving actions required for processing on a daily basis.

PERFORMANCE STEPS:
 1. Accept new working applicant.
 2. Schedule applicants.
 3. Track applicant processing.

REFERENCES: Volume III Guidebook for Recruiting Station Operations

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RSCE-OPSS-2003: Manage the priority prospect program

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

DESCRIPTION: The Recruiting Station Operations Section will manage the Recruiting Station priority prospect program to ensure it produces 17% of the Recruiting Station's monthly and annual contracting mission.

MOS PERFORMING: 4810, 8006

BILLETS: RS Operations Officer

GRADES: CWO-2, CWO-3, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the automated system.

STANDARD: By routing the leads and ensuring prospecting actions are taken to generate a minimum of 17% of the Recruiting Station's contract goals.

PERFORMANCE STEPS:
 1. Manage leads.
 2. Analyze monthly report.
 3. Conduct training, as necessary.

REFERENCES: Volume III Guidebook for Recruiting Station Operations

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RSCE-OPSS-2004: Coordinate courtesy shippers

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

DESCRIPTION: The Recruiting Station Operations Section will coordinate requests for applicants to ship to recruit training from a different Military Entrance Processing Station (MEPS) when authorized by the parent RS CO.

MOS PERFORMING: 4810, 8006, 8412

BILLETS: RS Operations Chief, RS Operations Officer

GRADES: GYSGT, MSGT, CWO-2, CWO-3, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with original enlistment package, original medical file, request for courtesy ship letter, and access to the automated system.

STANDARD: When requested and ensuring applicant is shipped on Projected Active Duty Date (PADD).

PERFORMANCE STEPS:
 1. Contact appropriate recruiting station.
 2. Prepare documents.

3. Process documents.
4. Schedule for shipping
5. Maintain contact.
6. Return documents.

REFERENCES: Volume III Guidebook for Recruiting Station Operations

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RSCE-OPSS-2005: Schedule poolees for shipping

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

DESCRIPTION: The Recruiting Station Operations Section will monitor, coordinate, and schedule members for shipping to ensure the Recruiting Station Commanding Officer's weekly even-flow and annual shipping requirements are obtained.

MOS PERFORMING: 4810, 8006, 8412

BILLETS: RS Operations Chief, RS Operations Officer

GRADES: GYSGT, MSGT, CWO-2, CWO-3, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the automated system, a 6-week ship schedule, Recruiting Station pool board, and completed pre-ship screening forms.

STANDARD: Based on directed even-flow requirements without error.

PERFORMANCE STEPS:
1. Review 6-Week ship schedule.
2. Review pre-ship screening form.
3. Approve or disapprove request for modifications, as applicable.
4. Schedule in the automated system.
5. Schedule with the MEPS.

REFERENCES: Volume III Guidebook for Recruiting Station Operations

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RSCE-OPSS-2006: Process pool modification request

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

DESCRIPTION: The Recruiting Station Operations Section will process pool modifications, in a timely fashion, submitted by Recruiting Sub Station SNCOICs requesting change to a poolees status or request for change concerning original enlistment obligations.

MOS PERFORMING: 4810, 8006, 8412

BILLETS: RS Operations Chief, RS Operations Officer

GRADES: GYSGT, MSGT, CWO-2, CWO-3, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the automated system, a pool modification request and Recruiting Station pool status boards.

STANDARD: To ensure pool modifications are processed daily.

PERFORMANCE STEPS:
1. Check daily for pool modification request.
2. Review pool modification request.
3. Process pool modification.
4. Update status boards, as required.

REFERENCES: Volume III Guidebook for Recruiting Station Operations

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RSCE-OPSS-2007: Validate the Commander's Attainment Report (CAR)

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

DESCRIPTION: The Recruiting Station Operations Section will validate the accuracy of the Commanders Attainment Report which displays all enlistment, accessions, and induction data entered into the automated system for the Recruiting Station.

MOS PERFORMING: 4810, 8006, 8412

BILLETS: RS Operations Chief, RS Operations Officer

GRADES: GYSGT, MSGT, CWO-2, CWO-3, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the automated system, transaction logs, MEPS daily reports, Recruiting Station status boards, and the Monthly Activity Report.

STANDARD: To ensure 100% accuracy of all enlistment and accession data.

PERFORMANCE STEPS:
1. Print report.
2. Audit report.
3. Submit for CO audit.

REFERENCES: Volume III Guidebook for Recruiting Station Operations

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RSCE-OPSS-2008: Conduct analysis of Marine Corps Recruit Depot discharge packages

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

DESCRIPTION: The Recruiting Station Operations Section will conduct an analysis of individual Marine Corps Recruit Depot discharge packages monthly to identify trends and recommend corrective actions to minimize Marine Corps Recruit Depot attrition for the Recruiting Station. Each Marine Corps Recruit Depot discharge package will be routed through the Command Group, the MEPS Liaison, the SNCOIC, and the recruiter.

MOS PERFORMING: 4810, 8006, 8412

BILLETS: RS Operations Chief, RS Operations Officer

GRADES: GYSGT, MSGT, CWO-2, CWO-3, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the automated system, current month MCRD discharge packages and residual enlistment files.

STANDARD: To identify trends and recommend corrective actions on the Command Group Action Planning Matrix monthly.

PERFORMANCE STEPS:
 1. Receive MCRD discharge packages.
 2. Review MCRD discharge packages.
 3. Route MCRD discharge packages.
 4. Collect feedback.
 5. Recommended corrective actions.
 6. File MCRD discharge packages.

REFERENCES: Volume III Guidebook for Recruiting Station Operations

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RSCE-OPSS-2009: Process discharges from the pool

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

DESCRIPTION: The Recruiting Station Operations Section will request and process poolees for discharge from the Delayed Entry Program.

MOS PERFORMING: 4810, 8006, 8412

BILLETS: RS Operations Chief, RS Operations Officer

GRADES: GYSGT, MSGT, CWO-2, CWO-3, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the automated system, a pool modification requesting discharge, Recruiting Station pending discharge board, authorization to discharge letter, transaction logs, and appropriate attrition by recruiter report.

STANDARD: To ensure 100% accountability of all discharges.

PERFORMANCE STEPS:
1. Identify poolee for discharge.
2. Request discharge.
3. Receive approval.
4. Process discharge.
5. Update status boards.
6. Mail poolee discharge letter.
7. File requests.

REFERENCES:
1. MCRCO 1100.1_ Marine Corps Recruiting Command Order Enlistment Processing Manual (Short Title: MCRC EPM)
2. Volume III Guidebook for Recruiting Station Operations

RSCE-OPSS-2010: Maintain Recruiting Station (RS) status boards

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

DESCRIPTION: The Recruiting Station Operations Section will maintain multiple Recruiting Station status boards that display information on the Recruiting Station's efforts of critical information concerning contracting and shipping requirements.

MOS PERFORMING: 4810, 8006, 8412

BILLETS: RS Operations Chief, RS Operations Officer

GRADES: GYSGT, MSGT, CWO-2, CWO-3, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the automated system, By-name board, waiver/reenlistment board, appropriate programs reports, and MEPS daily reports.

STANDARD: Continually, by validating that status boards display accurate information.

PERFORMANCE STEPS:
1. Collect data.
2. Audit boards.

REFERENCES: Volume III Guidebook for Recruiting Station Operations

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RSCE-OPSS-2011: Maintain residual enlistment packages

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

DESCRIPTION: The Recruiting Station Operations Section will maintain residual enlistment packages on all shippers, reenlistments, and pool discharges in a secure location for the purpose of quality control, investigations, and other inquires of applicants the Recruiting Station has enlisted or shipped.

MOS PERFORMING: 4810, 8006, 8412

BILLETS: RS Operations Chief, RS Operations Officer

GRADES: GYSGT, MSGT, CWO-2, CWO-3, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the automated system, a secured storage area and a residual enlistment package.

STANDARD: By retaining the residual enlistment package in accordance with Volume III.

PERFORMANCE STEPS:
 1. Receive residual enlistment packages.
 2. Review residual enlistment packages.
 3. Update residual enlistment packages, as applicable.
 4. File residual enlistment packages, as appropriate.
 5. Destroy residual enlistment packages, when required.

REFERENCES: Volume III Guidebook for Recruiting Station Operations

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RSCE-OPSS-2012: Force contract the applicant record

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

DESCRIPTION: The Recruiting Station Operations Section will force contract those individuals in a DEP and Hold status that have enlisted at the MEPS, but not contracted in the automated system.

MOS PERFORMING: 4810, 8006, 8412

BILLETS: RS Operations Chief, RS Operations Officer

GRADES: GYSGT, MSGT, CWO-2, CWO-3, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the automated system, a MEPS QC sheet and 680-ADP.

STANDARD: By ensuring the applicant contracts in the automated system.

PERFORMANCE STEPS:
1. Validate the automated system against enlistment documents.
2. Adjust contract data, as appropriate.
3. Update status boards.

REFERENCES: Volume III Guidebook for Recruiting Station Operations

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RSCE-OPSS-2013: Develop mission planning

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

DESCRIPTION: The Recruiting Station Operations Section will develop annual and monthly mission planning to support the Recruiting Station's contracting and shipping missions.

MOS PERFORMING: 4810, 8006, 8412

BILLETS: RS Operations Chief, RS Operations Officer

GRADES: GYSGT, MSGT, CWO-2, CWO-3, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the automated system, District Operation Order/Monthly Mission Letter, Recruiting Station mission planning book, and previous year's results.

STANDARD: Annually/monthly, in accordance with Volume III.

PERFORMANCE STEPS:
1. Review District Operations Order.
2. Review previous year's results.
3. Develop Recruiting Station requirements.
4. Publish plan.
5. Review District mission letter.
6. Publish Recruiting Sub Station mission letters.

REFERENCES: Volume III Guidebook for Recruiting Station Operations

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RSCE-OPSS-2014: Validate activity analysis

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

DESCRIPTION: The Recruiting Station Operations Section will validate the accuracy of the Activity Analysis Report.

MOS PERFORMING: 4810, 8006, 8412

BILLETS: RS Operations Chief, RS Operations Officer

GRADES: GYSGT, MSGT, CWO-2, CWO-3, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the Daily Report, Weekly/Monthly Report, AdPortal, and the automated system.

STANDARD: To ensure 100% accuracy of all data.

PERFORMANCE STEPS:
 1. Collect daily report.
 2. Collect weekly/monthly report.
 3. Reconcile reports.
 4. Audit the PPC Match report.
 5. Submit trouble tickets for Source changes, if required.
 6. Analyze report.
 7. Submit to Commanding Officer for comments.
 8. Distribute report.
 9. File report.

REFERENCES: Volume III Guidebook for Recruiting Station Operations

9012. INDEX OF RS RECRUITER INSTRUCTOR (RI) EVENTS

Event Code	E-Coded	Event	Page
RSCE-RSRI-2001	NO	Manage Recruiting Station (RS) level training	9-30
RSCE-RSRI-2002	NO	Coordinate Career Recruiter Development Program	9-30
RSCE-RSRI-2003	NO	Manage Recruiting Station evaluation process	9-31

9013. RS RECRUITER INSTRUCTOR (RI) EVENTS

RSCE-RSRI-2001: Manage Recruiting Station (RS) level training

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

DESCRIPTION: The Recruiting Station Recruiter Instructor (RI) will develop and execute an annual training plan prior to the start of a new fiscal year that details training that will be conducted at the Recruiting Station.

MOS PERFORMING: 8412

BILLETS: RS Recruiter Instructor

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with the current District and previous RS Annual Training Plans.

STANDARD: In the time frame prescribed and as directed by the RS Annual Training Plan.

PERFORMANCE STEPS:
 1. Develop plans.
 2. Review training plans.
 3. Conduct training.
 4. Document training.
 5. Conduct systematic inspections.

REFERENCES: Volume III Guidebook for Recruiting Station Operations

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RSCE-RSRI-2002: Coordinate Career Recruiter Development Program

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

DESCRIPTION: The Recruiter Instructor will coordinate the Career Recruiter Development Program which builds interest and develops future Career Recruiters.

MOS PERFORMING: 8412

BILLETS: RS Recruiter Instructor

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Provided with a canvassing recruiter/SNCOIC interested in becoming a career recruiter.

STANDARD: To meet the requirements in accordance with MCRCO 1100.76_.

PERFORMANCE STEPS:
 1. Identify qualified canvassing recruiter.
 2. Create an individual development plan.
 3. Analyze performance.
 4. Submit package.
 5. Follow up.

REFERENCES:
 1. MCRCO 1100.76 Career Recruiter Program (CRP)
 2. Volume III Guidebook for Recruiting Station Operations

RSCE-RSRI-2003: Manage Recruiting Station evaluation process

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

MOS PERFORMING: 8412

BILLETS: RS Recruiter Instructor

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with the current/projected personnel and Recruiting Station annual training plans.

STANDARD: In the time frame prescribed.

PERFORMANCE STEPS:
1. Develop plans.
2. Prepare for evaluation/summary.
3. Conduct evaluation/summary.
4. Document evaluation/summary.

REFERENCES:
1. Volume II Officer Selection Station Operations
2. Volume III Guidebook for Recruiting Station Operations
3. Volume I Guidebook for Recruiters

9014. INDEX OF RS MEPS LIAISON (MLNO) EVENTS

Event Code	E-Coded	Event	Page
RSCE-MLNO-2001	NO	Coordinate applicant scheduling	9-32
RSCE-MLNO-2002	NO	Validate enlistment qualifications	9-32
RSCE-MLNO-2003	NO	Validate program assignment	9-33
RSCE-MLNO-2004	NO	Conduct quality control measures	9-34

9015. RS MEPS LIAISON (MLNO) EVENTS

RSCE-MLNO-2001: Coordinate applicant scheduling

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

DESCRIPTION: The Military Entrance Processing Station (MEPS) Liaison will coordinate applicant scheduling for processing, enlistment or accession with the RS and MEPCOM to ensure applicants are properly scheduled to process.

MOS PERFORMING: 8411, 8412

BILLETS: MEPS Liaison

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided access to MIRS, the automated system, and pre-screening and scheduling documents.

STANDARD: Without error, so the applicant can process at the MEPS.

PERFORMANCE STEPS:
1. Receive applicant scheduling information.
2. Review documents.
3. Review MCRISS entries.
4. Validate MIRS entries.
5. Submit scheduling documents to MEPCOM.
6. Coordinate correction of discrepancies, as appropriate.
7. Reconcile scheduled applicants with RS Operations.

REFERENCES:
1. Local MEPS SOP
2. MEPCOM Regulation 601.23 Personnel Procurement Enlistment Processing
3. MCRCO 1100.1_ Marine Corps Recruiting Command Order Enlistment Processing Manual (Short Title: MCRC EPM)
4. Volume III Guidebook for Recruiting Station Operations

RSCE-MLNO-2002: Validate enlistment qualifications

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

DESCRIPTION: The MEPS Liaison will validate applicant qualifications and waivers to ensure only qualified applicants enlist or access into the Marine Corps.

MOS PERFORMING: 8411, 8412

BILLETS: MEPS Liaison

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with a complete enlistment packages, screening interview forms, access to MIRS, the automated system, Background Investigation Report (BIR), and Joint Personnel Adjudication System (JPAS).

STANDARD: Without error, so the applicant's enlistment or accession is authorized.

PERFORMANCE STEPS:
1. Review applicant's MCRISS data.
2. Screen enlistment package.

3. Annotate missing documents.
4. Screen applicant.
5. Input required information in MCRISS.
6. Verify waivers.
7. Annotate enlistment forms.
8. Validate enlistment forms.
9. Verify information in BIR.
10. Verify information in JPAS.

REFERENCES:
1. MCRCO 1100.1_ Marine Corps Recruiting Command Order Enlistment Processing Manual (Short Title: MCRC EPM)
2. Volume III Guidebook for Recruiting Station Operations

RSCE-MLNO-2003: Validate program assignment

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

DESCRIPTION: The MEPS Liaison will validate applicants are qualified for various enlistment options programs and verify program assignment to applicants upon enlistment and/or accession into the Marine Corps.

MOS PERFORMING: 8411, 8412

BILLETS: MEPS Liaison

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with a complete enlistment package, screening interview forms, access to MIRS, the automated system, Background Investigation Report (BIR), and Joint Personnel Adjudication System (JPAS).

STANDARD: Without error, so assigned program is recorded on the Record of Military Processing (DD 1966).

PERFORMANCE STEPS:
1. Determine qualification.
2. Review program requirements.
3. Verify program assignment.
4. Complete statement of understanding.
5. Verify DD 1966 is correctly coded.
6. Verify DD Form 4/1 and 4/2.
7. File documents.

REFERENCES:
1. RS Programs Book
2. MCO 1130.53_ w/CH 1 Enlistment Incentive Programs (EIP)
3. MCRCO 1100.1_ Marine Corps Recruiting Command Order Enlistment Processing Manual (Short Title: MCRC EPM)
4. NAVMC 1200.1_ Military Occupational Specialties Manual
5. Volume III Guidebook for Recruiting Station Operations

RSCE-MLNO-2004: Conduct quality control measures

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

DESCRIPTION: The MEPS Liaison will conduct quality control measures to ensure applicant and processing discrepancies are annotated and reported/referred for corrective action.

MOS PERFORMING: 8411, 8412

BILLETS: MEPS Liaison

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with access to MIRS, the automated system, Background Investigation Report (BIR) and Joint Personnel Adjudication System (JPAS), MEPS QC Sheet, and complete enlistment package.

STANDARD: Without error, by submitting the MEPS Daily and MEPS Quality Control Report, BIR, Rap Sheet, and JPAS Summary.

PERFORMANCE STEPS:
 1. Validate BIR data.
 2. Validate JPAS data.
 3. Notify Operations of any discrepancies.
 4. Annotate enlistment files.
 5. Maintain enlistment files.
 6. Maintain quality reports.

REFERENCES:
 1. MEPCOM Regulation 601.23 Personnel Procurement Enlistment Processing
 2. MCRCO 1100.1_ Marine Corps Recruiting Command Order Enlistment Processing Manual (Short Title: MCRC EPM)
 3. Volume III Guidebook for Recruiting Station Operations

RECRUITING AND RETENTION T&R MANUAL

APPENDIX A

ACRONYMS AND ABBREVIATIONS

ACP - Automated Commissioning Package
ACT - Accuracy Completeness Time Sequence
ACTS - Assignment, Classification, and Travel Systems
AIRS - Automated Inspection Reporting System
AO - area of operations
APTS - Advanced Presentation and Training Skills
AR - Active Reserve
ASTB-E - Aviation Selection Test Battery Series-E
AT4C - Advanced Tool for Coaching
BIC - Billet Information Code
CAPT - Captain
CAR - Commanders Attainment Report
CBRN - Chemical Biological Radiological Nuclear
CBT - Computer-Based Training
CG - Commanding General
CRP - command recruiting program
CMC - Commandant of the Marine Corps
CMR - Consolidated Memorandum Receipt
CO - commanding officer
COA - Course of Action
CONPLAN - Contingency Plan
CONUS - Continental United States
COT - Consecutive Overseas Tours
CPL - Corporal
CRP - Combat Readiness Percentage
CSR - Consolidated Strength Report
CWO - Chief Warrant Officer
DD - Department of Defense
DEP - Delayed Entry Program
DL - distance learning
DoD - Department of Defense
DoDFMR - Department of Defense financial management regulations
DON - Department of the Navy
DRRS - Defense Readiness Reporting System
EAD - Extended Active Duty
ECS - Effective Communication Skills
ECFC - Enlisted Career Force Controls
EFMP - Exceptional Family Member Program
ENLPROM - Enlisted Promotions
EPM - Enlistment Processing Manual
FAI - Functional Area Inspection
FLC - Formal Learning Center
FMF - Fleet Marine Force
FY - fiscal year
GOV - Government Owned Vehicle
GSA - Government Services Agency
GYSGT - Gunnery Sergeant
HOTAS - Hands-on Throttle and Stick
HQMC - Headquarters, Marine Corps

IAW - in accordance with
IIADT - Incremental Initial Active Duty Training
IGMC - Inspector General of the Marine Corps
IMI - Individual Multimedia Instruction
IPOCT - In Place Consecutive Overseas Tours
IRAM - Individual Records Administration Manual
IRR - Individual Ready Reserve
IRT - Itinerant Recruiting Trip
1STLT - First Lieutenant
JPIC - Joint Package Inspection Checklist
LATMOV - lateral move
LCPL - Lance Corporal
LDO - Limited Duty Officer
LOD - Line of Duty
LOI - Letter of Instruction
LSL - lump sum leave
MARADMIN - Marine Administrative Message
MAJ - Major
MARCORPROMMAN - Marine Corps Promotion Manual
MARCORSEPMAN - Marine Corps Separation and Retirement Manual
MARFORRES - Marine Forces Reserve
MASP - Military Academic Skills
MC2 - Marine Corps Communication and Consulting
MC3 - Marine Corps Communication, Coaching and Counseling
MC4 - Marine Corps Communication, Consulting, Coaching, and Counseling
MCC - Monitored Command Code
MCOOB - Marine Corps Officer Opportunity Book
MCEOB - Marine Corps Enlisted Opportunities Book
MCI - Marine Corps Institute
MCMP - Marine Corps Mentoring Program
MCO - Marine Corps Order
MCMEDS - Marine Corps Medical Entitlements Data System
MCPS - Marine Corps Presentation Skills
MCP3 - Marine Corps Performance, Programming and Philosophy
MCRAMM - Marine Corps Reserve Administrative Management Manual
MCRC - Marine Corps Recruiting Command
MCRD - Marine Corps Recruit Depot
MCRISS - Marine Corps Recruiting Information Support System
MCRISS-PSRS - Marine Corps Recruiting Information Support System-Prior
              Service Recruiting Station
MCRISS-PSRSS - Marine Corps Recruiting Information Support System-Prior
               Service Recruiting Substation
MCRISS-RS - Marine Corps Recruiting Information Support System-Recruiting
            Station
MCRISS-OSS - Marine Corps Recruiting Information Support System-Officer
             Selection Station
MCTFSPRIM - Marine Corps Total Force Reporting Instructions Manual
MCTIMS - Marine Corps Training Information Management System
MCRD - Marine Corps Recruit Depot
MCROB - Marine Corps Reserve Opportunity Book
MCT - Marine Corps Task
MCTL - Marine Corps Task List
MECEP - Marine Corps Enlisted Commissioning Education Program
MEPCOM - Military Entrance Processing Command
MEPS - Military Entrance Processing Station
MET - Mission Essential Task
METL - Mission Essential Task List

MGIB-R - Montgomery GI Bill-Reserve
MGYSGT - Master Gunnery Sergeant
MIRS - USMEPCOM Integrated Resource System
MISSO - Manpower Information Systems Support Officer
MOJT - Managed On the Job Training
MOL - Marine Online
MOS - Military Occupational Specialty
MSC - Major Subordinate Command
MSGT - Master Sergeant
MUD - Merkel Unit Designator
NAMI - Naval Aerial Medical Institute
NAVMC - Navy Marine Corps
NIDT - Non-Instrumented Drug Test
NMCI - Navy Marine Corps Communication Information
NWA - new working applicant
OCHF - Operations Chief
OCM - Officer Commissioning Manual
OCONUS - Outside the Continental United States
OIC - Officer in Charge
OPLAN - Operational Plan
OPS - Operations
OPFOR - operating forces
OPNAVINST - Operational Navy Instruction
OPSO - Operations Officer
ORM - Operational Risk Management
OSO - Officer Selection Officer
OSS - Officer Selection Station
OST - Officer Selection Team
PAC - Prospect Applicant Card
PADD - Projected Active duty Date
PAR - Performance and Review
PFC - Private First Class
PSEP - Prior Service Enlistment Program
PSF - Public Speaking Forum
PSR - Prior Service Recruiter
PSRS - Prior Service Recruiting Station
PSRSS - Prior Service Recruiting Substation
PTAD - Permissive Temporary Additional Duty
PVT - Private
QC - quality control
QCIS - Quality Control SITREP
QSN - Quota Serial Number
PSF - Public Speaking Forum
PSEP - Prior Service Enlistment Program
PTAD - Permissive Temporary Additional Duty
PVT - Private
RAV - Retention Assist Visit
RECLP - Reserve Enlisted Commissioning Program
RELM - Reenlistment Extension Lateral Move
RI - Recruiter Instructor
ROEP - Reserve Option Enlistment Program
RS - Recruiting Station
RSCE - Recruiting Station Command Element
RSS - Recruiting Substation
RTF - recruiter training file
RUC - Reporting Unit Code
SAT - Systems Approach to Training

SAV - staff assist visit
SDA - Special Duty Assignment
SECNAVINST - Secretary of the Navy Instruction
SGT - Sergeant
SGTMAJ - Sergeant Major
SMB - SNCOIC Management Book
SMCR - Select Marine Corps Reserve
SME - subject matter expert
SMOS - Supplementary MOS
SNCO - Staff Noncommissioned Officer
SNCOIC - Staff Noncommissioned Officer in Charge
SOS - Statement of Service
SOP - Standing Operating Procedure
SOU - Statement of Understanding
S&R - Schedule and Results
SRB - selective reenlistment bonus
SRI - Systematic Recruiting Inspection
SRIP - Selected Reserve Incentive Program
SSGT - Staff Sergeant
TECOM - Training and Education Command
TIP - Training Input Plan
TMS - Training Management System
T&R - Training and Readiness
T/O - Table of Organization
UMIS - Unit Manpower Information Sheet
UTM - Unit Training Management
WO - Warrant Officer
XO - Executive Officer

RECRUITING AND RETENTION T&R MANUAL

APPENDIX B

TERMS AND DEFINITIONS

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

A

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

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

C

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

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

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

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

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

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

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

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

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

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

commanding officer feels are capable of accomplishing unit-level missions and of directing the actions of subordinates. Many core plus tasks are learned via MOJT, while others form the base for curriculum in career level MOS courses taught by the formal school.

D

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

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

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

E

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

Evaluation. Evaluation is a continuous process that occurs at all echelons, during every phase of training and can be both formal and informal. Evaluations ensure that Marines and units are capable of conducting their combat mission. Evaluation results are used to reallocate resources, reprioritize the training plan, and plan for future training.

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

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

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

Exercise Director (ED). Designated by the EC to prepare, conduct, and report all evaluation results. Responsibilities and functions of the ED include: 1) Publish a letter of instruction (LOI) that: delineates the T&R events to be evaluated, establishes timeframe of the exercise, lists responsibilities of various elements participating in the exercise, establishes safety requirements/guidelines, and lists coordinating instructions. 2) Designate the TEC and TECG to operate as the central control agency for the exercise. 3) Assign evaluators, to include the senior evaluator, and ensure that those evaluators are properly trained. 4) Develop the general exercise scenario taking into account any objectives/events prescribed by the EC. 5) Arrange for all resources to include: training areas, airspace, aggressor forces, and other required support.

M

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

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

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

O

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

P

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

R

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

S

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

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

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

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

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

T

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

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

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

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

<p align="center">U</p>

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

Unit Evaluation. All units in the Marine Corps must be evaluated, either formally or informally, to ensure they are capable of conducting their combat mission. Informal evaluations should take place during all training events. The timing of formal evaluations is critical and should, when appropriate, be directly related to the units' operational deployment cycle. Formal evaluations should take place after the unit has been staffed with the majority of its personnel, has had sufficient time to train to individual and collective standards, and early enough in the training cycle so there is sufficient time to correctly identified weaknesses prior to deployment. All combat units and units' task organized for combat require formal evaluations prior to operational deployments.

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

<p align="center">W</p>

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