



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

MCO 1130.76D  
MCRC  
07 Mar 2017

MARINE CORPS ORDER 1130.76D

From: Commandant of the Marines Corps  
To: Distribution List

Subj: CONDUCT OF RECRUITING OPERATIONS

Ref: (a) SECNAV M-5210.1  
(b) SECNAVINST 5211.5E  
(c) MCO 1130.56D  
(d) MCO 1100.75F  
(e) FRAGO #4 MCFICP OF 16 DEC 15  
(d) 5 U.S.C. 552a

1. Situation. To publish instructions and information on the use of procedural orders and guidebooks for the Marine Corps Recruiting Command (MCRC). References (a) through (c) contain the policies to be used in the conduct of Marine Corps personnel procurement. Additionally, this order announces the policy changes applied to reference (d) and (e) actions requirements for implementing gender integration.

2. Cancellation. MCO P1100.71A, MCO P1100.75C, MCO 1130.51F, MCO 1130.76C, and MCO P5720.75.

3. Mission. All levels of total force recruiting shall supplement the policies contained in references (a) through (c) by using the orders, information, and procedures published in the following orders and procedural guidebooks.

a. Marine Corps Recruiting Command Orders (MCRCO). The following MCRCOs are established:

(1) MCRCO 1100.1 Enlistment Processing Manual (EPM). This MCRCO serves as the single reference for enlistments into the Marine Corps. Standing orders previously cited in MCO P1100.72C are now directed to MCRCO 1100.1. These orders can be administratively updated to reflect this change of reference in their next revision.

(2) MCRCO 1100.2 Officer Commissioning Manual (OCM). This MCRCO serves as the single reference for officer

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procurement into the Marine Corps. Standing orders previously cited in MCO P1100.73B are now directed to MCRCO 1100.2. These orders can be administratively updated to reflect this change of reference in their next revision.

b. Procedural Guidebooks

VOLUME	TITLE
I	Guidebook for Recruiters
II	Guidebook for Officer Selection Officers
III	Guidebook for Recruiting Station Operations
V	Guidebook for Marine Corps District Operations
VI	Guidebook for Recruiting Region Operations
VIII	Guidebook for Prior Service Recruiters
IX	Guidebook for Prior Service Recruiting Operations

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Provide recruiting leadership and personnel ready references for achieving the assigned Marine Corps Total Force Recruiting Mission.

(2) Concept of Operations. The orders and procedural guidebooks remain effective from the date each was signed. They will be used for the daily conduct of total force recruiting operations, procurement, and as contained in reference (d) for processing.

b. Subordinate Element Missions. The Commanding General (CG), MCRC is responsible for the implementation of total force recruiting policies and directives as established by the Department of Defense, Department of the Navy, or Headquarters, U.S. Marine Corps. Additions or modifications to these orders and publications will not be made without prior approval of the CG, MCRC.

5. Administration and Logistics.

a. Recruiting activities are encouraged to submit recommended changes to the CG MCRC (G-3).

b. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (a)

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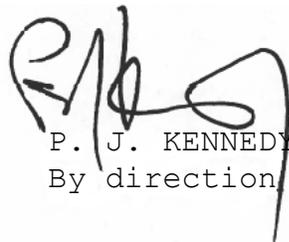
to ensure proper maintenance, accessibility, and preservation regardless of format or medium.

c. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The DON recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (reference (a)) and implemented per reference (b).

6. Command and Signal

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

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



P. J. KENNEDY  
By direction

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