

Reference Guide



15 June 2020



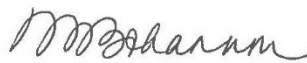
SCAN ME

Personnel Administration School serves to conduct formal resident training for officers and enlisted Marines across the full spectrum of warfighting and support operations as related to the administration field; and to sustain the transformation of Marines to prepare them for service in the fleet Marine forces and supporting establishments. Personnel Administration School also serves as the central repository for administration education material as promulgated in NAVMC 3500.3_, *Personnel and Administration Training and Readiness Manual* and is the proponent of this guide; periodically republishing it to capture changes to policy or procedure.

This reference guide was initially developed as an administrative support tool for all Marines, compiling reference material from myriad source references. As administration is a function that impacts every Marine, it is my desire that this guide be an instrument for Marines of all ranks and military occupational specialties to use.

Input regarding improving this and other administrative tools is a shared responsibility across the 01XX community and is welcome via e-mail to acctpaschol@usmc.mil.

Personnel Administration School continually seeks highly motivated Staff Noncommissioned Officers who possess exceptional leadership abilities and technical proficiency, and have a passion for positively impacting future generations of Marine human resource professionals. Marines interested in learning more about a tour at our school should review the information available beginning at page 82 of this guide.



N. M. BOHANNON
Lieutenant Colonel, U.S. Marine Corps
Commanding Officer

For additional resources and course material related to the 01 (Administrative) MOS, the following are made available:

Marine Corps Training and Information Management System (MCTIMS) - <https://mctims.usmc.mil/>

- Log in to MCTIMS
- Select the “Training Resource” Module from the “MCTIMS” menu
- Select “Search”
- Input one of the below course codes in the box and click “Search”

Course Description	Course Code
Manpower Officer Course (MOC)	M03KCH8
Basic Manpower Officer Course (BMOC) (formerly Adjutant)	M03AAF8
Personnel Officer Course (POC)	M030118
Advanced Administrative Specialist Course (AASC)	M03AAZ8
Intermediate Administrative Specialist Course (IASC)	M03AAY8
Administrative Specialist Course (ASC)	M03AAX8

- Double click on the “Course Title” to view lessons available within the course
- Double click on the specific lesson of interest
- Select the lesson or material of interest by clicking on the check box and select “Download Selected Components”

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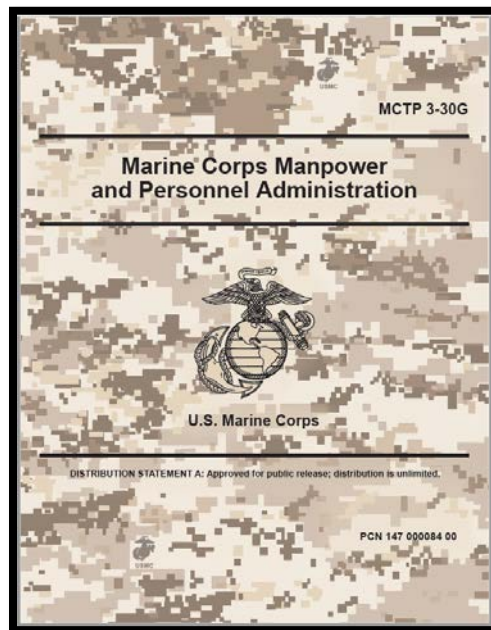
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GUIDING DOCUMENTS

Marine Corps Tactical Publication 3-30G

Provides Doctrinal Mission, Principles, Concepts, Components, Organization, Functions, Roles & Responsibilities and is the authoritative basis for the development of administrative policy, education, training, systems & procedures. The manual promotes a common understanding of personnel administration support fundamentals.



Mission of Marine Corps Administration

Marine Corps administration ensures the availability of trained, qualified personnel by planning, coordinating, and executing administrative processes in order to facilitate accomplishment of the commander's mission across a range of military operations. Additionally, administration enhances the commander's ability to enforce good order and discipline and increase individual and unit morale through the administration of family readiness and QOL programs for Marines, Sailors, and their families and the civilian workforce

Principles of Administrative Support

Seven Principles establish a foundation for effective & efficient administrative support

1. Responsibility
2. Responsiveness
3. Sustainability
4. Accuracy
5. Efficiency
6. Timeliness
7. Integration

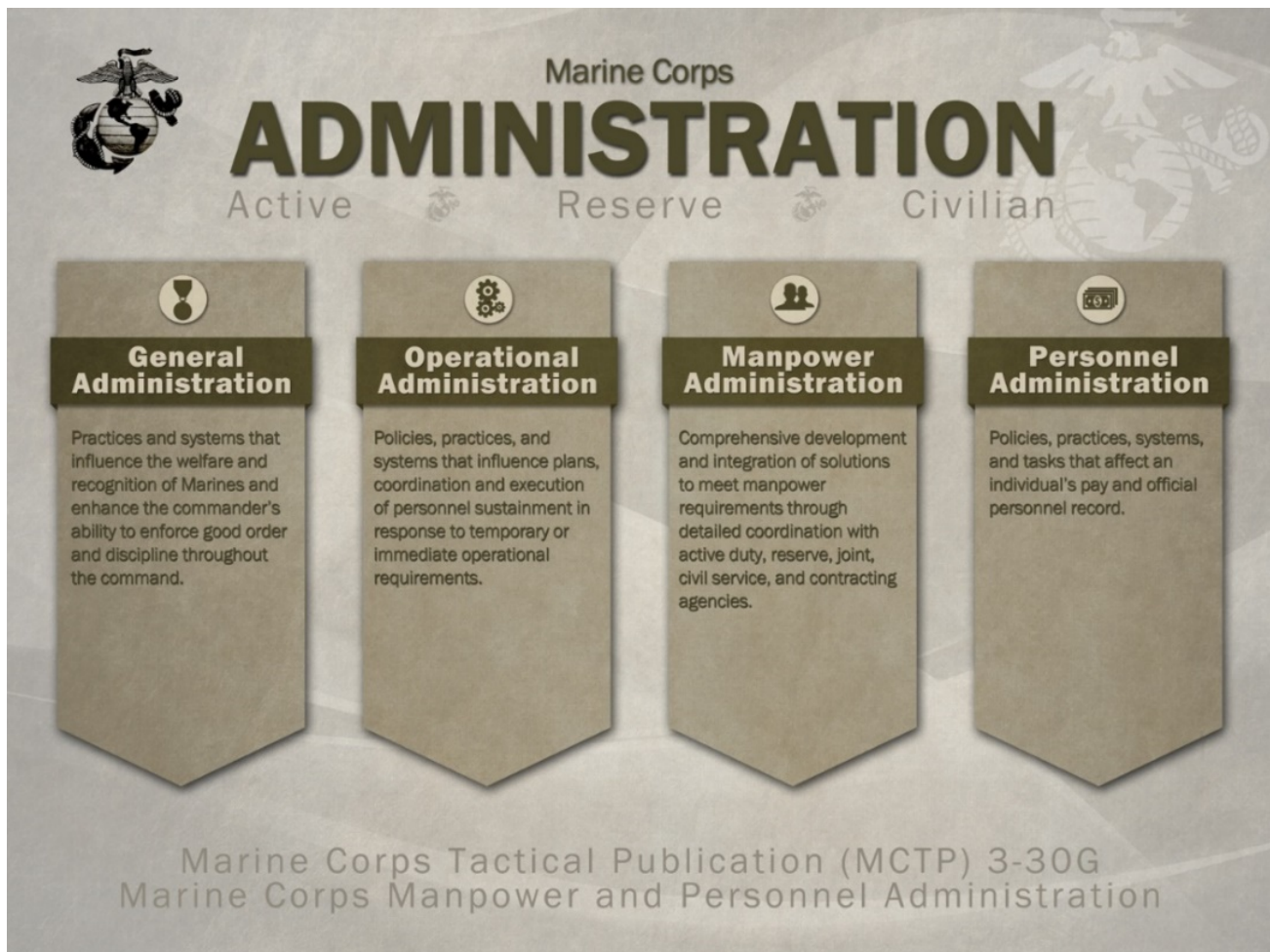
Occupational Field Sponsorship

The Deputy Commandant for Manpower & Reserve Affairs is the functional advocate for Marine Corps Administration & assists the CMC by planning, directing, coordinating, and supervising both active and reserve forces and provides the CMC with expertise on manpower and personnel policy issues, such as assignments, family readiness, and QOL.

- Manpower assignment, planning, programming, and budgeting policies
- Manpower information systems
- Military and civilian manpower management and administration
- Equal opportunity policies, programs, and activities
- Civilian personnel human resource management, and policy
- Individual Marine and family programs
- Semper Fit and Exchange services



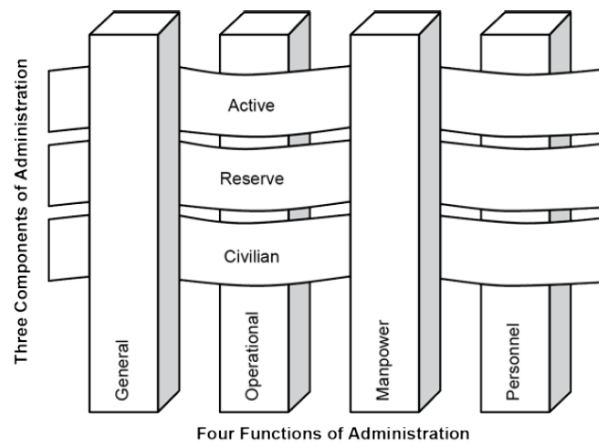
Four Functions of Administration



Components of Administration

Each function of administration can be applied to each of the three components of administration:

1. Active Component
2. Reserve Component
3. Civilian Workforce



NAVMC 3500.3_ Manpower and Administration Training and Readiness Manual

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. 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.

While formal training is provided at Personnel Administration School, managed on-the-job training is at the heart of the training and education continuum. Officers and Staff Noncommissioned Officers are responsible for the development and execution of training plans. To this end, leaders must conduct internal assessments of their Marines' ability to execute their mission and develop long-, mid-, and short range training plans to sustain proficiency and correct deficiencies. Training plans will incorporate the events listed in the manual to standardize training and provide objective assessment of progress toward attaining combat readiness. Leaders 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.

NAVMC 1200.1_, Military Occupational Specialties Manual

The publication of this Manual synchronizes the Marine Corps Human Resources Development Process and outlines the prerequisites and requirements to be assigned to a specific military occupational specialty along with an overview of the duties.

MOS 0111, Administrative Specialist (MGySgt to Pvt)	
<p>Summary: Administrative Specialist responsibilities include the management of administrative and clerical functions in the areas of general administration, personnel administration, operational administration, and manpower administration. The required qualifications include basic clerical and communication skills. Administrative Specialists are required to learn administrative procedures and processes, pay and personnel information, preparation of orders and directives, correspondence, and the use and maintenance of filing systems. There are a wide variety of billets available in this MOS ranging from duty at the staff level in the operational, garrison, joint duty assignments and the opportunity to serve on independent duty in support of the Selected Marine Corps Reserve (SMCR).</p>	<p>Prerequisites</p> <ul style="list-style-type: none"> <input type="checkbox"/> Must possess a CL score of 100 or higher <input type="checkbox"/> Must be a U.S. citizen <input type="checkbox"/> Security requirement: secret security clearance eligibility tier 3 <p>Requirements. Complete the Administrative Specialist Course (M03AAX8) conducted at Camp Lejeune, NC. MOS 0111 is assigned upon completion of the Administration Specialist Course.</p> <p>Duties. For a complete listing of duties and tasks, refer to NAVMC 3500.1_, <i>Personnel and Administration Training and Readiness Manual</i>.</p> <p>Related Standard Occupational Classification Title and Code</p> <ol style="list-style-type: none"> 1. Human Resources Assistants, Except Payroll and Timekeeping, 43-4161 2. Office Specialist, General 43-9061. <p>Related Military Skill. None</p>

MOS 0102, Manpower Officer (LtCol to 2ndLt)	
<p>Summary: Manpower Officers plan, coordinate, execute and/or supervise the functions of administration (general administration, operational administration, manpower administration, and personnel administration) in their respective commands and organizations. Manpower Officers coordinate with MOS 0170 Personnel Officers for matters of Personnel Administration, for which the Installation Personnel Administration Center (IPAC) has primary cognizance. Manpower Officers serve as advisors to commanders for administrative matters. Manpower Officers are MAGTF officers, whom support operations with policies and programs affecting service members in areas other than training and logistics. Duties at the company grade level: receiving and routing correspondence, maintaining command files and directives, overseeing forms management programs, personnel strength reporting, processing awards and decorations, providing expertise on performance evaluations, safeguarding classified material, overseeing unit level legal matters, casualty reporting and supervising unit-level postal functions. Duties at the field grade level include: overseeing the four functional areas of administration, S-1 section, personnel administration section, civilian manpower section, G1 Operations section, Manpower Plans and Policy Development, and Military and Civilian Manpower Planning and Staffing. Billets include: Unit S-1 Officer, Manpower Officer, G-1 Operations Officer, G-1 Adjutant, Deputy G-1, and the Assistant Chief of Staff (AC/S G-1) in the Operating Forces, Supporting Establishment, and Joint assignments.</p>	<p>Prerequisites. None</p> <p>Requirements</p> <ol style="list-style-type: none"> 1. Complete the Basic Manpower Officer Course (M03AAF8) conducted at Personnel Administration School, MCB Camp Lejeune, NC. 2. The following course of instruction is desirable as a skill progression course for MOS 0102: Legal Officer Course (N0101L4, N0201LA) Naval Justice School. <p>Duties. For a complete listing of duties and tasks, refer to NAVMC 3500.1_, <i>Personnel and Administration Training and Readiness Manual</i>.</p> <p>Related Standard Occupational Classification Title and Code: Administrative Services Managers 11-3011</p> <p>Related Military Skill. None.</p>

NAVMC 1200.1_, Military Occupational Specialties Manual (continued)

MOS 0170, Personnel Officer (CWO5 to WO)

Summary: Personnel Officers function as special staff advisors to commanders and staffs on all personnel administration functions and operations. They are subject matter experts on all personnel administration disciplines and their application across the spectrum of military operations.

They formulate plans, policies, and procedures pertaining to personnel administration operations at all levels of the Operating Forces and the Supporting Establishment. As officers in charge (OIC), they are responsible for the discipline, welfare, and effective employment of their unit's

Marines. To fulfill these responsibilities, Personnel Officers must understand the duties, tasks, and responsibilities required for MOSs 0111 and 0171. Personnel Officers function as a supervisor, coordinator, and administrator of the manpower, pay and personnel information reported in the Marine Corps Total Force System (MCTFS) via the Unit Diary/Manpower Integrated Personnel System (UD/MIPS). Personnel Officers must possess knowledge of the Marine Corps standard word processing and database software packages, and the MCTFS. Personnel Officers provide advice on issues related to personal affairs, benefits, privileges, and entitlements accrued to members of the Armed Forces. Due to the diversity of commands throughout the Marine Corps, the duties and tasks performed by the Personnel Officer may overlap those performed by the Manpower Officer.

Prerequisites

- Must be a U.S. citizen
- Must possess an EL score of 110 or higher
- Security requirement: secret security clearance eligibility tier
- To be considered for selection as a Warrant Officer in MOS 0170, applicants should have a minimum of two years of experience in a personnel reporting unit (PAC), stand-alone admin reporting unit, or I&I) at the rank of Sergeant or above. Completion of the Advanced Administration Specialist Course (M03AAZ8) is encouraged prior to attendance at the Personnel Officer Course (POC) (M03118).

Requirements

1. Complete the Warrant Officer Basic Course (WOBC) (M02RMN4) within 18 months of appointment to Warrant Officer
2. Complete the Personnel Officer Course (POC) (M030118) conducted at MCB, Camp Lejeune, NC
3. For Personnel Officers in grades CWO3 to CWO5, it is desirable as a skill progression course to attend the Manpower Officer Course (M03KCH8) conducted at MCB, Camp Lejeune, NC.
4. Skill enhancement training courses recommended for Personnel Officers:
 - a. CPI Level I Practitioner (Green Belt) Training Course, conducted at various bases and stations
 - b. How to Write an Effective Internal Business Case COMM01A00), located on MarineNet

Duties. For a complete listing of duties and tasks, refer to NAVMC 3500.1_, *Personnel and Administration Training and Readiness Manual*.

Related Standard Occupational Classification Title and Code

1. Human Resources, Training, and Labor Relations Specialists, All Other 13-1079
2. Supervisor, Personnel Clerks 209.132-010
3. Manager, Personnel 166.117-018

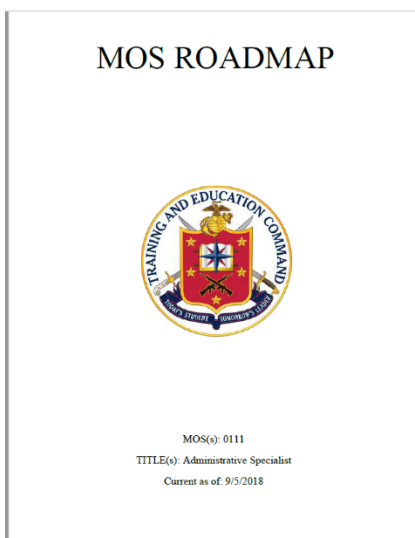
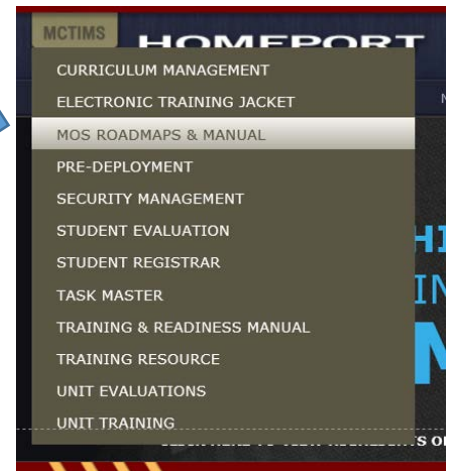
Related Military Skill. None

Military Occupational Specialty Roadmaps

MOS Roadmaps are intended to aid you in making intelligent decisions regarding your career path, regardless of whether that career spans four years or thirty years. The Marine Corps depends on the professionalism of all of its members, private through general officer, and it is critical that you understand the training and education expectations of the Corps and the options available to you through each phase of your Marine Corps service. Likewise, leaders at all levels are expected to utilize the MOS Roadmaps to mentor their Marines in sound training and education decisions. Marines, more than any other segment of our society, are lifelong learners. All Marines are encouraged to voluntarily continue their education and to actively pursue the next level. This MOS Roadmap contains voluntary education recommendations.

0111 MOS Roadmap: available for download from the Marine Corps Training Information Management System at <https://mctims.usmc.mil/>

0102 MOS Roadmap: available for download from the 01XX Wiki site at <https://www.manpower.usmc.mil/webcenter/portal/AdminForum>



01XX COMMUNITY EVENTS

A **Community of Practice** is a group of people who share a concern or a passion for something they do, and learn how to do it better as they interact regularly. In pursuit of professionalizing our specialty, Marines should actively contribute to enhancing the collective body of instructional expertise, examine organizational practices and processes to achieve desired learning outcomes or objectives, and socialize recommendations for improving institutional and service-wide methods to meet Marine Corps standards. Where possible, leaders should seek attendance at professional conferences, seminars, and symposia. The following community events are such ways to contribute.

Training Management Team Working Group

- **Background:** A TECOM-hosted event that enables the Fleet Marine Force, community advocates, formal learning centers, and major subordinate commands to improve the systematic process of developing and reviewing core training standards in support of approved Mission Essential Tasks. The WG is intended to be a Service-level forum comprised of occupational SMEs dedicated to reviewing and prioritizing training issues as appropriate.
- **Frequency:** The TMT is traditionally held twice per year and is announced in a yearly MARADMIN titled *"FISCAL YEAR XXX SCHEDULE OF MARINE CORPS MISSION ESSENTIAL TASK LIST, TRAINING AND READINESS MANUAL, AND TRAINING MANAGEMENT TEAM REVIEW WORKING GROUPS"*
- **Best Practice:** Upon release of the MARADMIN, seek participation by coordinating with your G-1. Review results of the working group to maintain situational awareness.

Training and Readiness Working Group

- **Background:** A TECOM-hosted event that enables the Fleet Marine Force, community advocates, formal learning centers, and major subordinate commands to improve the systematic process of developing and reviewing core training standards in support of approved Mission Essential Tasks. The WG is intended to be a Service-level forum comprised of occupational SMEs dedicated to reviewing, validating, and revising T-R manuals. The Working Group is typically a 5-working day evolution comprised of 10-40 personnel and is held aboard Marine Corps Base Quantico. The event is unit-funded.
- **Frequency:** The Working Group is held on a tri-annual basis is announced in a MARADMIN titled *"FISCAL YEAR XXX SCHEDULE OF MARINE CORPS MISSION ESSENTIAL TASK LIST, TRAINING AND READINESS MANUAL, AND TRAINING MANAGEMENT TEAM REVIEW WORKING GROUPS"*
- **Best Practice:** Upon release of the MARADMIN, seek participation by coordinating with your G-1. Review results of the working group to maintain situational awareness.

Course Content Review Board

- **Background:** A Formal School-hosted event to collect, review and validate course content using data inputs from formative and summative evaluation data. The CCRB begins and ends the evaluation process for a given course. Information captured in the CCRB provides members of the T&R Working Group with a resource of data to use in the development of T&R events.
- **Frequency:** The board is held on a tri-annual basis and is announced via Naval Message from Personnel Administration School and a DONTracker.

- **Best Practice:** Upon release of the MARADMIN, seek participation by coordinating with your G-1. Review results of the working group to maintain situational awareness.

G-1/M&RA Secure Video Teleconference (SVTC)

- **Background:** A recurring meeting between Fleet Marine Force and Supporting Establishment G-1/Installation Personnel Administration center Directors/Civilian Marine Administrators and Manpower & Reserve Affairs entities to seek clarification about policies and procedures, notify Headquarters, U.S. Marine Corps of trends, and collaborate on future initiatives.
- **Frequency:** Monthly.
- **Best Practice:** Participate in the SVTC to maintain situational awareness of ongoing initiatives and/or submit topics for consideration at future SVTCs.

Marine Corps Manpower, Personnel, and Administration Awards Program

- **Background:** Per MCO 1650.18_, the MCMPAAP recognizes individual Marines, civilian Marines, and a PAC within the total force who have made significant contributions to the administrative community and exemplify superior excellence and dedication to mission readiness. Awards are presented at the annual Manpower & Personnel Administration Symposium.
- **Frequency:** DC M&RA will publish an annual Marine Administrative message (MARADMIN) to solicit nominees for the respective awards with nominations due typically in February.
- **Best Practice:** Recognize outstanding performers and deserving personnel by preparing and submitting nominations.

Manpower & Personnel Administration Symposium

- **Background:** The symposium, whose target audience is comprised of senior Manpower Officers, Personnel Officers, senior enlisted administrators, and civilian Marines, provides a forum to share insights and ideas, enhance professional development, and develop a long term vision for the community.
- **Frequency:** Annually, traditionally during the month of April.
- **Best Practice:** Upon release of the MARADMIN, seek participation by coordinating with your G-1.

Force Synchronization Conference/G-1 Huddle

- **Background:** The "Force Synch" facilitates the Service's participation in Global Force Management (GFM) while concurrently enabling force generation and sustainment planning and execution. Under the authority of the Secretary of the Navy (SECNAV), the Commandant of the Marine Corps (CMC) supports GFM by nominating available Marine Corps units, personnel, equipment, and other resources for employment via respective Combatant Commanders. CMC also approves the allocation of Marine Corps forces in support of Title 10 and other institutional responsibilities (training, service exercises, and experimentation). In accordance with GFM policies, CMC recommends to the Secretary of Defense the assignment, apportionment, and allocation of Marine Corps forces (units and individuals) from both the Fleet Marine Force and Supporting Establishment (SE) to fulfill Joint and internal Service requirements. In execution of these responsibilities, CMC directs and employs the Marine Corps Force Synchronization Conferences and Operations Summits (Force Summits) to develop informed force allocation recommendations and/or decisions. The Force Synchronization process facilitates Service-wide

coordination and alignment of force generation actions in support of Title 10 responsibilities, resulting in proper manning, training, and equipping of nominated forces/units for forward deployment and employment. The Force Synch brings in Headquarters, U.S. Marine Corps agencies (Deputy Commandant's Action Officer), adjacent MARFORs, the Supporting Establishment, and "unassigned" U.S. Marine Corps Forces Command (MARFORCOM) major subordinate commands (II MEF, MCSCG, MCSFR, and CBRN), in order to accomplish its objectives. However, given the synergy of the Force Synchs, staff Action Officers from across the Marine Corps attend. Wednesdays is when the Assistant Chief of Staff (AC/S) G-1s hosts a Manpower (Admin) Working Group, which facilitates discussions and solutions to manpower and service policies; it is also an opportunity to provide education and training on AC/S G-1 topics.

- **Frequency**: The Fleet Marine Force Atlantic/MARFORCOM Synchronization Conference occurs quarterly at MARFORCOM headquarters in Norfolk, VA.
- **Best Practice**: Senior administrators are welcome to the Manpower (Admin) Working Group, which occurs on Wednesday of the Force Synch week. At the conclusion of each force synch, the manpower working group is afforded an opportunity to brief the Deputy Commandant for Plans, Policies, and Operations on manpower issues affecting the total force. Administrators assigned to higher headquarters who receive the Force Sync calling message with their subordinate units to better educate our Marines on the bigger picture.

Front End Analysis (FEA) Program

- **Background**: Per MCO 1200.13G, the FEA Program is a systematic, empirically-based process designed for the acquisition, review, and evaluation of occupational data from the Marine Corps Operating Forces and Supporting Establishments. An FEA Occupational Field study is a critical component of the Training Development System's application of the Systems Approach to Training (SAT) process. FEA study activities take place during the ANALYZE phase of the SAT process at the Service-level, and include the use of the highly regarded task inventory/CODAP job analysis methodology to collect and analyze occupational data gathered from statistically significant groups of Marines. The FEA is a TECOM-sponsored program that is conducted in concert with Occupational Field Manager and MOS Specialist. Occupational data gathered during an FEA study have several primary uses including, but not limited to:
 - Task performance analysis
 - MOS description development/evaluation
 - Core and core-plus task determination
 - Training development/evaluation
 - Occupational field/MOS structure evaluation/validation
 - Special MOS or training issues
 - Grade-to-Standards determinations for task performance
 - Evaluations of equipment, physical demands, personnel and utilization
- **Frequency**: FEA studies are accomplished both on a recurring schedule and an "as needed" basis.
- **Best Practice**: Promote participation and provide feedback to a Front End Analysis. The data is analyzed to process, organize and compare work in the fleet marine force to the training system that produces Marines for assignment to billets. The final product is used to adjust training standards in the T&R Manual, which in turn causes change in formal school curricula. The FEA also identifies invalid or inefficient occupational structure as evidenced by tasks overlap between MOSs, significant separation of work within a single MOS or other indicators. This approach is a powerful tool to initiate change.

INSPECTIONS

Marine Corps Administrative Analysis Team (MCAAT)

Per MCO 7220.13_, the MCAAT is the eyes and ears of Headquarters Marine Corps, Manpower and Reserve Affairs (M&RA), Director Manpower Strategy Division (MX) for the Personnel Administration Field and Director Programs & Resources Department, Fiscal Division, Resources Finance Fiscal Branch (RFF) representative for the Disbursing/Finance Field. As such, the MCAAT's primary mission is to provide commanders a detailed evaluation of the efficiency and effectiveness of internal audit procedures, regulatory compliance, systems management, internal controls, command administrative and disbursing/finance (DO/FO) operations, and the timely and accurate performance of pay and entitlement transactions in the Marine Corps Total Force System (MCTFS), travel systems, and other associated systems; and act as a conduit between the field activities and CMC (MX) and CMC (RFF). MCAAT also provides audit support to varying outside agencies as directed by higher.

Headquarters U.S. Marine Corps

Marine Corps Administrative Analysis Team
3280 Russell Road
Quantico, VA 22134-5103

Phone: 703-432-9453 / DSN: 378-9453

Website: https://www.manpower.usmc.mil/webcenter/portal/MX/pages_mcaat_2



Best Practices:

- Conduct an internal inspection utilizing the MCAAT Admin checklist
- Ensure compliance with the Records Management Program and MARADMIN 015/20 to support the Full Financial Audit
- Request assist training visit from local Administrative Assistance Unit or MCAAT.
- Routinely review the MCAAT website for the following resources
 - MCAAT Grades
 - Trends
 - Inspection Schedule
 - Admin Checklist & DO/FO Checklist (Finance) (also available through the Manpower Codes Lookup Site)
 - Unit in-brief presentations
 - AskMCAAT – seek clarification to administrative questions that remain unanswered after conducting thorough research

Inspection Frequency: Administrative units are inspected once every three fiscal years. Per DODFMR, all DO/FO are required to be inspected annually.

All corrective actions and discrepancies annotated on inspections are required to be corrected and addressed with a corrective action plan endorsed by the first O-6 in the office's chain of command within 60 days from the conclusion of the inspection.

Commanding General's Readiness Inspection (CGRI)

Per MCO 5040.6_, the Inspector General of the Marine Corps (IGMC) is the principal advisor on inspection matters and is the eyes and ears of the Commandant of the Marine Corps that are, and will continue to be, the hallmark of our Corps. Through the IGMCIIP, the IGMC will evaluate the thoroughness and efficacy of all commands with and without a CGIP in the Marine Corps. The IGMC will ascertain current command conditions, assess policy compliance, and recommend corrective actions, thereby promoting Marine Corps institutional discipline and foundational readiness.

Commandant of the Marine Corps (IGMC)

701 S. Courthouse Rd
Arlington, VA 22204

Phone: 703- 604-4625 / DSN: 664-4625

Inspections Division Website: <https://www.hqmc.marines.mil/igmc/Units/Inspections-Division/>

Inspection Frequency:

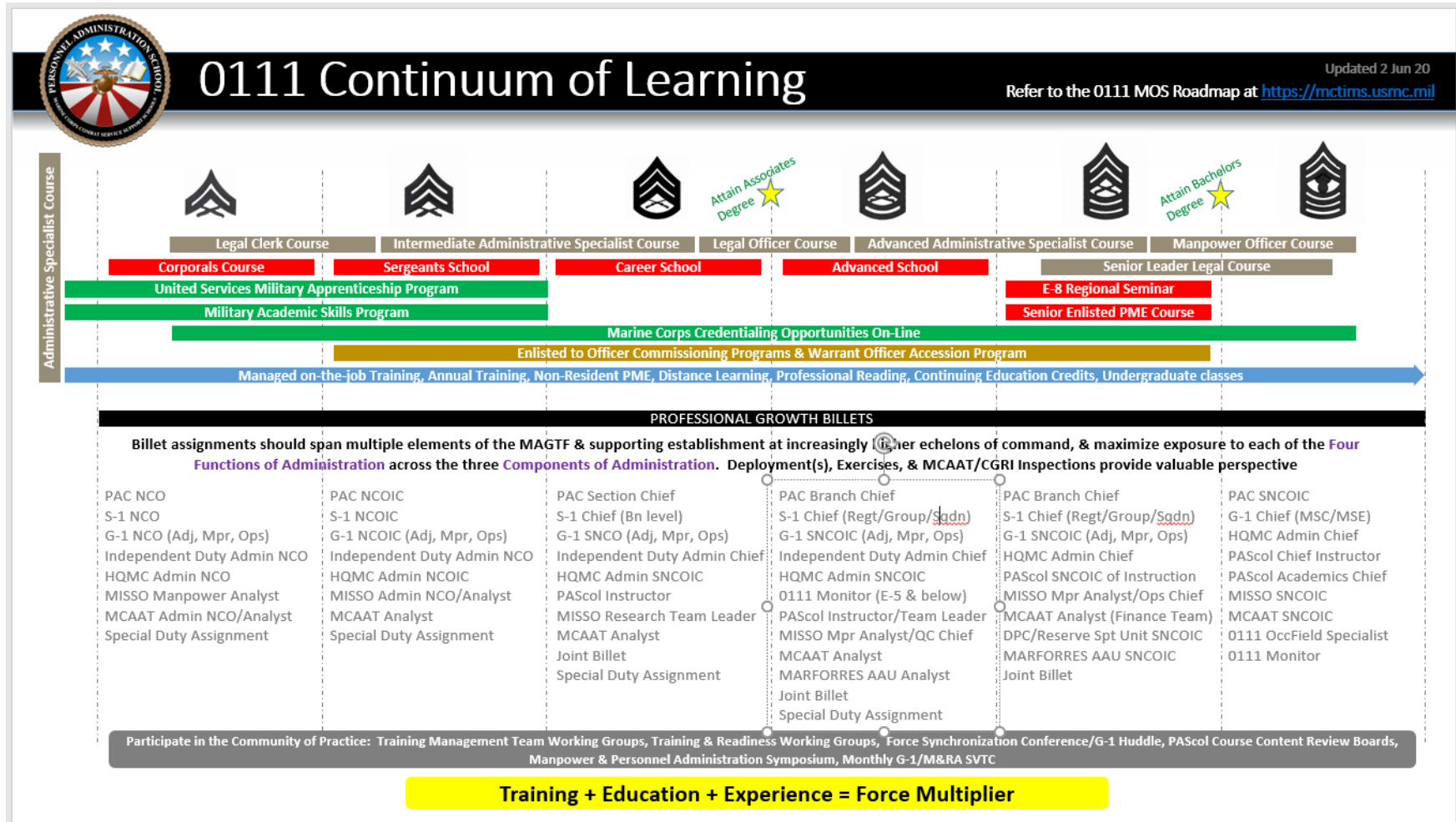
- Comprehensive Command Inspection: Every third or fourth Fiscal Year
- Independent Command Inspection: Typically every other Fiscal Year

Best Practices:

- Conduct an internal inspection of your primary and collateral duties utilizing the corresponding Functional Area checklists. Research each question by locating the appropriate response in the referenced identified.
- Communicate with the HQMC Subject Matter Expert identified in the header of the Functional Area checklist to seek clarification to checklist requirements
- Routinely review the Inspections Division website (link above) for the following resources
 - Functional Area Checklists (new, updated & removed)
 - Functional Area Concerns & Best Practices
 - Grading Criteria
 - Contact Information

Background: Inspectors shall use Functional Area Checklists to assess the thoroughness and effectiveness of a functional area. Checklists are written by subject matter experts on behalf of their Headquarters, U.S. Marine Corps sponsors. Each checklist question will reference a congressional mandate, Department of Defense directive or instruction, Secretary of the Navy Instruction, Marine Corps Order, or Marine Corps Bulletin. While compliance to all policies is required, the IGMC publishes a list of functional areas that are Critical or Required Evaluation (CoRE) to prioritize efforts. The CoRE list, which includes the Commandant's "Top Priority" functional areas, serves as the focus of inspections and has the highest priority for support. At a minimum, the CoRE list is inspected within all commands with board selected commanders regardless of unit size, mission, or location. Programs will be graded as "Effective" or "Ineffective." Commands will be assessed as "Mission Capable" or "Non-Mission Capable." Inspection teams will train and assist functional area managers as needed and as time permits during inspections. After receiving an inspections report, Commanders shall write a corrective action report that details a plan and timeline to remediate ineffective functional areas and effective functional areas with findings. A command found Non-Mission Capable shall be re-inspected, typically three to six months after the original inspection. Inspections shall recognize excellent performance during inspections. Functional area managers invest a significant amount of their time in such duties. Excellent performance shall be recognized by the command, Commanding General, or IGMC, as appropriate.

0111 TRAINING & EDUCATION CONTINUUM



TRAINING RESOURCES

Personnel Administration School (PAScol)

The mission of PAScol is to conduct formal occupational field training in order to prepare Marines with the technical and intellectual skills, resilience, and initiative to adapt, innovate, and succeed in any operating environment.

Course schedules are announced at the beginning of each Fiscal Year via Naval Message. A copy of the message, the applicable reporting instructions, and the required Command Checklist are available online at:

<https://www.trngcmd.marines.mil/Units/South-Atlantic/MCCSSS/MCCSSS-Schools/Personnel-Administration-School/>

Course schedules are also reviewable in the Marine Corps Training Information Management System (see CID below for each course). Refer to the "Training Resources" section for instructions on how to download the PAScol curriculum to aid in executing sustainment training.

0111 – Administrative Specialist

Administrative Specialist Course CID M03XXA8	Intermediate Administrative Specialist Course CID M03XXA8	Advanced Administrative Specialist Course CID M03XXA8
<ul style="list-style-type: none"> ■ Prepare Naval Correspondence ■ Audit Personnel Records ■ Maintain Marine Corps Records ■ Determine Total Force Pay & Allowances ■ Prepare Unit Punishment Book ■ Verify Travel Entitlements ■ Employ Marine Online Modules ■ Prepare Unit Diary entries ■ Employ the Marine Corps Total Force System 	<ul style="list-style-type: none"> ■ Process Personnel Casualty Report ■ Review Total Force Command Promotions ■ Generate Database Reports ■ Maintain Command Awards Program ■ Review Total Force Pay & Allowances ■ Maintain Directives Control Point ■ Process Unit Diary/Marine Integrated Personnel Systems Transactions ■ Process Nonjudicial Punishment Book Proceedings ■ Determine Travel Entitlements ■ Process Administrative Separation Packages ■ Process Deserter/Absentee Cases ■ Process Return of Absentee/Deserter to Military Control 	<ul style="list-style-type: none"> ■ Validate Total Force Pay & Allowances ■ Supervise Command Staffing ■ Supervise Casualty Management ■ Analyze Personnel Data for Readiness Reporting ■ Develop Personnel Annexes ■ Process Deployment Staffing Report ■ Determine Manpower & Operational Administration Input to the Marine Corps Planning Process ■ Manage Awards Program ■ Supervise Total Force Command Promotions

Above based on formal individual training events recently published in NAVMC 3500.3E (curriculum expected to begin during Fall of 2020)

0102 – Manpower Officer

Basic Manpower Course CID M03XXA8

- Manage personnel accountability
- Supervise command staffing
- Develop Personnel Annexes
- Manage unit promotion program
- Manage naval correspondence
- Process Table of Organization and Equipment Change Request
- Supervise casualty management
- Supervise coordination of personnel administrative actions with the Personnel Administration Center
- Supervise Congressional/Special Interest Inquiries
- Verify personnel readiness data
- Validate Deployment Status Report
- Supervise command issued directive development
- Supervise administrative processes of mobilization/demobilization
- Determine Manpower and Operational Administration Input to the Marine Corps Planning Process
- Supervise Directives Control Point
- Analyze Manpower Systems Data
- Manage personnel sourcing for Manning Document and Individual Augments
- Supervise Marine Corps records program
- Develop an 01XX Training Plan
- Manage awards program
- Manage performance evaluation matters
- Review administrative separation packages
- Manage the non-judicial punishment process
- Support command investigations
- Advise commanders on administrative procedures pertaining to legal matters
- Supervise unit travel administration program
- Manage Marine Online modules

Manpower Officer Course CID M03XXA8

- Analyze personnel readiness data
- Advise on force flow execution
- Manage the manning and staffing process
- Coordinate Manpower and Operational Administration Input to the Marine Corps Planning Process (MCP)
- Manage Individual Augmentation (IA) sourcing
- Manage combat replacement program
- Execute personnel functions of Marine Corps competency

0170 – Personnel Officer

Personnel Officer Course CID M030118

- Develop an 01XX training plan
- Supervise reporting of travel events and entitlements
- Supervise reporting of processing of involuntary/voluntary appellate leave orders
- Supervise reporting of Record of Conviction by Courts-Martial (NAVMC 118(13))
- Manage Total Force pay and allowances
- Verify personnel records within the Marine Corps Total Force System (MCTFS)
- Supervise reporting of operational pay entitlements
- Supervise reporting of overseas station allowances
- Supervise the reporting of reserve member/unit mobilization/activation
- Manage personnel data analytics
- Supervise Electronic Diary Feedback Report (EDFR) process
- Manage unit diary reporting
- Supervise the reporting for the inbound process
- Supervise the reporting for the outbound process
- Supervise the reporting of the separations process
- Supervise the reporting of travel transactions

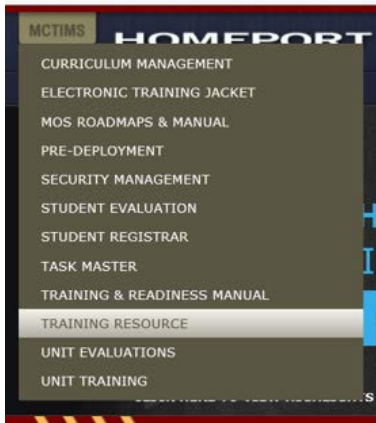
Above based on individual training events recently published in NAVMC 3500.3E (curriculum expected to begin during Fall of 2020)

Marine Corps Training Information Management System (MCTIMS)

Website: <https://mctims.usmc.mil/Homeport/default.aspx>

Formal School curriculum, including the PASCol curriculum, is available for download from MCTIMS for use in supplementing sustainment training:

Step 1. Place the cursor over “MCTIMS” & select the “Training Resource” option



Step 2. Click “Search”



Step 3. In the “Search” bar, type “administrative” or any of the Course ID codes listed in the below

SEARCH

Courses Returned: 10

Lessons Returned: 75

Course	
Lesson	
Course	
Course ID	Course Title
M030118	PERSONNEL OFFICER COURSE
M03AAF8	BASIC MANPOWER OFFICER COURSE
M03AAX8	ADMINISTRATIVE SPECIALIST COURSE
M03AAY8	INTERMEDIATE ADMINISTRATIVE SPECIALIST COURSE
M03AAZ8	ADVANCED ADMINISTRATIVE SPECIALIST COURSE

Step 4. Double click the desired Lesson Title to reveal the lesson material

Concept Cards / Lessons		
Lesson ID	Lesson Title	Last t
ASC0101	Protect PII	1/17/
ASC0102	Standard Letter	7/18/
ASC0103	Endorsements	1/19/
ASC0104	AA Form	1/19/
ASC0105	Personnel Orders	9/10/
ASC0201	Marine Online (MOL)	2/8/2
ASC0202	Marine Corps Total Force System (MCTFS)	6/21/

Step 5. Double click the desired Component and proceed to download

LESSON: Standard Letter **COURSE ID:** M03AAX8 **COURSE TITLE:** ADMINISTRATIVE SPECIALIST COURSE

Lesson Details		
Files Available	Component	
1	LESSON PLAN	
1	STUDENT OUTLINE	
1	STUDENT SUPPLEMENTARY MATERIAL	
1	MEDIA	
1	INSTRUCTOR PREPARATION GUIDE	
4	OTHER	

01XX Wiki

Website: <https://www.manpower.usmc.mil/webcenter/portal/AdminForum>

The central repository for all Manpower, Personnel and Administration (MPA) collaboration that highlights key resources, authoritative directives, commonly accessed links, and a message board for personnel to share ideas or seek assistance.

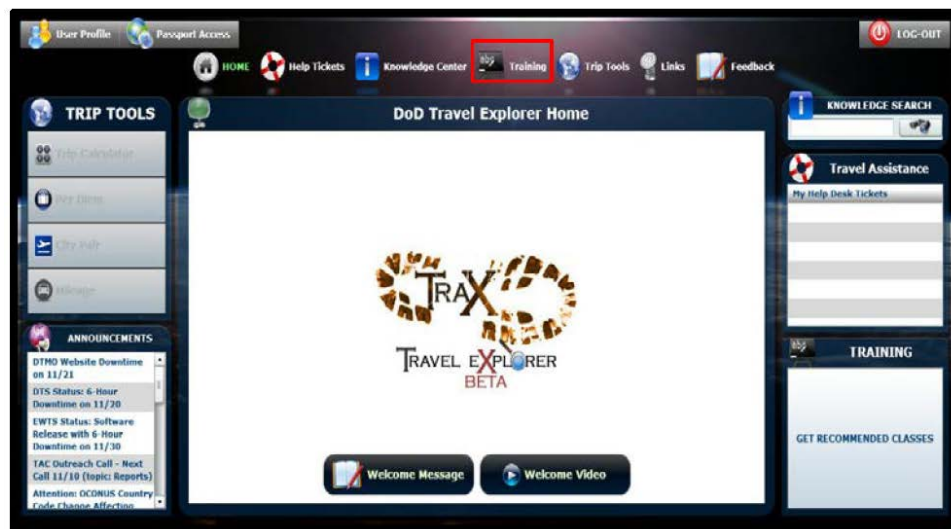
Travel Explorer (TraX)

Website: <https://www.defensetravel.dod.mil/passport>

One of your most valuable tools for avoiding travel problems is training. However, the best training in the world won't prevent all problems. When they occur, it's nice to know that you have somewhere you can go to find a solution. So if you can't find the answer you need at the local level, you need to be able to contact the experts. The TraX will let you do that, and more. TraX is an interactive website that contains valuable tools, information, and training resources for the Department of Defense travel community. Defense Travel System, Government Travel Charge Card, and Joint Travel Regulation training courses, reference materials, and frequently asked questions are available on TraX.

You must have a user account to log in. If you don't have one, you can create one by selecting **Register** (Figure 1, Indicator 1), then completing and submitting the form that pops up.

After you create your account, complete **the Login/E-Mail Address** and **Password** fields then select **Password Login** to enter Passport. After logging in the first time, you can register your Common Access Card (CAC), which enables you to use **CAC Login** to log in with your CAC PIN instead.



Department of Defense Travel Training and Resource Center

Website: <https://www.defensetravel.dod.mil/site/training.cfm>

The Defense Travel Management Office (DTMO) provides a comprehensive set of resources for Military Services and Defense Agencies to conduct Defense travel training for all users and administrators.

Training resources include the following:

- **E-Learning.** Training is available in the following eLearning formats:
 - Web-based Training – Work at your own pace anytime, anyplace
 - Distance Learning – Interactive course with a live instructor
- **Instructor Resources**
 - Materials available for travel instructors
 - Classroom and Distance Learning versions available

- o Gain access to the Enterprise Web Training System (EWTS)
- **Reference Materials.** Valuable resources include manuals, guides, information papers, and tri-folds

Stay abreast of the latest travel news, events, and training information with the Defense Travel Dispatch, the DTMO's quarterly newsletter. If you would like to subscribe to the Dispatch, complete the form located at <https://www.defensetravel.dod.mil/site/dispatch.cfm>

MarineNet

Website: <https://www.marinenet.usmc.mil/>

The following military occupational specialty training courses are available through MarineNet:

- Basic Grammar and Composition MCIZ0120ZZ
- Spelling MCIZ0118LZ
- Math for Marines M00MTH0000
- Punctuation MCIZ0119HZ
- Unit Mail Clerk MCIZ0144ZZ
- Correspondence Procedures MCIZ0131LZ
- Records Management (Department of the Navy): Advanced Topics M02RMT0700
- Prepare Administrative Correspondence ADMNPREC01
- Managing Your Career PD1000ZZZZ
- Process Administrative Correspondence ADMNPROC01
- DRRS-MC Policy Training DRRSPOL001
- JAG Command Investigation ADMNJAGC01
- Terminal Area Security Officer (TASO) 0688AO0000
- TFSMS Introduction Course TFS01INT04
- Marine Corps Total Force Mobilization, Augmentation, Integration, and Deactivation Plan (MAID-P) MAIDP0001A
- Critical Thinking Essentials PD14A00ZZZZ
- 0102 Manpower Module A 0102MODA0A
- 0102 Manpower Module B 0102MODB0A
- HQMC Casualty Assistance Calls Officer (CACO) CACO00UR1)

Skillsoft (via MarineNet)

Skillport/Skillsoft is a company that provides cloud-based learning solutions (online courses and training videos) to customers worldwide. MarineNet has partnered will skillsoft to provide Marines additional learning opportunities accessible through the "Self-Paced Courses" link. The following course are recommended:

- Microsoft Word 2016: Opening and Setting Up
- Microsoft Word 2016: Editing Documents
- Microsoft Word 2016: Formatting Documents
- Excel 2016: Getting Started
- Microsoft Excel Essentials: Formatting Data
- Microsoft Excel Essentials: Formulas and Functions
- Microsoft Excel Essentials: Charts, Tables, and Images
- PowerPoint 2016: Getting Started
- PowerPoint 2016: Configuring PowerPoint

- Modifying and Formatting Slides in PowerPoint 2016
- PowerPoint 2016: Creating Presentations

Joint Knowledge Online (JKO)

Website: <https://jko.jten.mil/>

The following military occupational specialty training courses are available through JKO:

- Forming a JTF HQ J3O P-US1313-JFC 200 Module 13
- Design and Planning J3OP-US1153-JFC 200 Module 05

Continuing Education

Most colleges and universities have Continuing Education programs to serve the local community. Continuing Education offers a variety of non-credit educational opportunities that upgrade the occupational skills and knowledge of individuals at all levels of labor and management. Examples of continuing education courses offered include:

- Microsoft Office applications
- SharePoint
- Introduction to Data Analytics
- Lean Six Sigma certifications
- Project Management Program certification

Consider the following soft skills when considering continuing education opportunities:

- | | | |
|-----------------------|----------------------|--------------------------|
| -Data analysis | -Critical thinking | -Written communication |
| -Verbal communication | -Public speaking | -Interpersonal relations |
| -Organization | -Time management | -Prioritization |
| -Office management | -Process improvement | -Computer literacy |
| -Problem solving | | |

Often times, the Continuing Education Divisions of these higher learning institutions co-located with military installations have partnerships with the installation, and will tailor training packages to suit your unit's needs. Training may occur on campus or arrangements can be made for training to be hosted at an appropriate facility aboard the installation. Contact the college or university directly or ask your servicing Base Education Center.

A unit's Government Commercial Purchase Card may be used to pay for continuing education through the submission and approval of Standard Form 182, *Authorization, Agreement and Certification of Training*. The SF-182 is used for Civilian and Military personnel who attend off-station training or when units host an outside vendor aboard the installation.

While personnel at any level of unit may pursue Continuing Education at the government's expense, 01XX personnel assigned at the MARFOR/MEF/MSC level are encouraged to organize training evolutions to maximize participation and to spread awareness of the opportunities.

MISSA/MISSO Portal

Website: <https://eis.usmc.mil/sites/missa/default.aspx>

The portal hosts a variety of resources to supplement managed-on-the-job-training such as PowerPoint Presentations, references, How To’s, and the AskMCAAT feature. Refer to the “System Accesses” section, page 29, for instructions on gaining access to the MISSA/MISSO portal and other resources available through the site.

Marine Corps Installations East Administrative Assist Unit

SharePoint: <https://eis.usmc.mil/sites/mcieg1/MCIEAST%20ADMINISTRATIVE%20ASSIST%20U/Pages/default.aspx>

The Administrative Assistance Unit (AAU) conducts formal inspections for designated pay and personnel administrative programs while augmenting the MCIEAST II MEF, 2d MARDIV, 2d MLG, and MARSOC Commanding General’s Readiness Inspection programs. The AAU also conducts assistance visits to ensure compliance with applicable laws and regulations, measures the effectiveness of a unit’s financial reporting through analysis, standardized procedures, and training. The team also makes recommendations for corrective action, and detects fraud, waste and abuse. The team provides assistance interpretation of pay related instructions as well as determining procedural changes generated by higher headquarters. Resources are available on their SharePoint site (link below) that include turnover binders, cheat sheets, templates, and determinations.

Command & Control Training & Education Center of Excellence (C2TECOE)






SharePoint: <https://vcepub.tecom.usmc.mil/sites/directorates/c2tecoe/SitePages/Home.aspx>

The following SharePoint Courses are available through the C2TECOE MAGTF Integrated Systems Training Center (MISTC) Schoolhouses. Successful completion of these Resident Courses results in the reporting of a Service School/Special Skills Code on the Basic Training Record.

- SharePoint Basic Site Manager
- SharePoint Advanced Site Manager

Commands shall submit nominations for a resident course via the unit’s chain of command (e.g., Bn, Regt, MSC, and MEF). MARFOR/MEF are responsible for quota management and enrollment in Marine Corps Training Information System (MCTIMS).

Contact the nearest MISTC for more information:

 MISTC West (Camp Pendleton, CA).....	760-763-4183
 MISTC East (Camp Johnson, NC).....	910-450-0130
 MISTC Okinawa (Camp Hansen, Okinawa).....	011-81-611-723-2053
 MISTC 29 Palms (29 Palms, CA).....	760-830-9204
 MISTC Hawaii (Kaneohe Bay, HI).....	808-257-3551

Naval Justice School

Website: https://www.jag.navy.mil/njs_mtt.html

Naval Justice School

360 Elliot St.

Newport, RI 02841

Registrar: (401) 841-3800, ext. 131



NJS Detachment Norfolk, Virginia

1683 Gilbert St., Suite 340

Bldg. J-50

Norfolk, VA 23511

Registrar: (757) 444-5641

NJS Detachment San Diego, California

3975 Norman Scott Rd.

Bldg. 3290, 5th Deck

San Diego, CA 92136

Registrar: (619) 556-8380

The Naval Justice School offers training for the Senior Leader Legal Course, Legal Officer Course, and Legal Clerk Course. The curriculum for these courses provides familiarization with the Uniform Code of Military Justice, administrative fact-finding bodies, administrative separation procedures, the courts-martial process, and ethics. Course dates for the fiscal year are traditionally published annual via MARADMIN (see MARADMIN 514/19 as an example)

- **Legal Officer Course (LOC)**: A 2-week course designed to prepare non-lawyer personnel to assist the command with military justice procedures and evidence. This course is open to commissioned officers in paygrades O-1 to O-4 and CWO2 to CWO5 who are designated in writing as legal officers or who will be assuming the role of legal officer within six months. Enlisted Marines who wish to attend the course require a waiver. Waiver requests should be submitted to njs-registrar@njsonline.onmicrosoft.com; cc JPI@usmc.mil on all waiver requests.
- **Senior Leader Legal Course (SLLC)**: A 3-day course designed to prepare O-5 and O-6 commanding officers, executive officers, and senior enlisted leaders/advisors (SEL/SEA) for the legal issues they will likely face as a command triad and team. Senior enlisted should register for the SLLC to obtain legal training when detailed to a SEL/SEA billet. The topics covered include: investigations, non-punitive measures, non-judicial punishment, administrative separations, officer misconduct, military justice, sexual harassment, sexual assault, ethics, civilian personnel law, law of armed conflict, rules of engagement, law of the sea, free speech and political activities, overseas legal issues, gifts, fundraising, and legal assistance.
- **Legal Clerk Course (LCC)**: A 2-week course designed to prepare non-legal services specialists and civilian personnel, serving as legal clerks, to perform administrative support functions in the areas of military criminal law, military justice procedure, and administrative law.

To register for these courses, contact the Judge Advocate Division via email at JPI@usmc.mil no later than eight weeks prior to the date the course convenes. Email requests must include the name, date, and location of the course requested in the subject line and the following student information in the body of the email: rank, full name, billet, future billet (if applicable), billet description (why the Marine needs to attend the course), DOD ID number, phone number, email address, command name, and command location. Seats will be assigned about eight weeks prior to the course's convene date. Requests for registration will be processed in the order in which they are received.

Upon request, Naval Justice School (NJS) can conduct the Senior Leaders Legal Course (SLLC), Legal Officer Course (LOC), and Legal Clerk Courses (LCC) for Navy or Marine Corps commands by mobile training team (MTT). A unit that requests a MTT course will be responsible for the funding and venue. For date availability and to schedule a course see the NJS MTT website.

Military Academic Skills Program (MASP)

MASP is an educational program designed specifically for improving the reading, writing, mathematical, and communication skills of military personnel (and family members) from all DoD branches. Successful completion ensures a more confident and better prepared service member for their MOS/Ratings, as well as, prepares them for the pursuit of voluntary higher education opportunities.

All personnel must complete a MASP Registration Packet (Daytime or Evening). For active duty Marines, you must print out your GT score from MOL and attach it to your packet.

Contact your Base Education Center for additional information regarding the MASP.

United Services Military Apprenticeship Program (USMAP)

Website: <https://usmap.netc.navy.mil/>

The USMAP enhances your job skills and shows your motivation for more challenging military assignments. Having a Department of Labor Certificate of Completion of Apprenticeship is a definite advantage in getting better civilian jobs since employers know the value of apprenticeships. Apprenticeships expand your career options and build on your military experience.

The program requires no off-duty hours and depending on how long you have been in the military you can be granted up to half of the required OJT hours for military experience. There is no testing involved – the program only requires you to log your hours every day at work on the computer.

If you want to get a jump on the competition for those great career jobs after your tour of duty, enroll in the program online. The USMAP website provides active duty members with a streamlined ability to identify and register for Apprenticeships. See the below chart for Apprenticeship's specifically tied to the 0111 MOS.

Marine Corps MOS

0111 - Administrative Specialist				
Trade	Hours	Work Process	Description	
Computer Operator	2000	0817N	Monitor and control electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering, and other data according to operating instructions. May enter commands at a computer terminal and set controls on computer and peripheral devices. Monitor and respond to operating and error messages	
Office Manager/Administrative Services	4000	1033D	Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, facilities planning and maintenance, custodial operations, and other support services.	

Marine Corps Credentialing Opportunities On-Line (COOL)

Website: <https://www.cool.navy.mil/usmc/>

The Department of Navy (DON) COOL program began as part of a Joint-Service initiative to promote civilian credentialing opportunities for military Service members and it has now been expanded to include civilian personnel. The Army, Navy, Air Force, and Marine Corps have collaborated to share data, research, analysis, and best practices so that all Service members can benefit from credentialing opportunities. All Services have recognized the important role that occupational credentials can play in professionalizing the Force and in enhancing the Service member's ability to transition to the civilian workforce upon completion

of military service. The information gleaned from the military Service-specific COOL initiatives can also apply to civilian personnel.

The **Marine Corps COOL** sites contain a variety of service-specific information about certifications and licenses related to military occupations. Use Marine Corps COOL to:

- Get background information about civilian licensure and certification in general and specific information on individual credentials, including eligibility and testing requirements and resources to prepare for an exam.
- Identify licenses and certifications relevant to individual Navy ratings, designators, and collateral duties and Marine Corps military occupational specialties (MOSs).
- Learn how to fill gaps between Navy and Marine Corps training and experience and civilian credentialing requirements.
- Learn about resources available to Sailors and Marines that can help them gain civilian job credentials.

SYSTEM ACCESSSES

Marine Corps Total Force Family of Services

The Manpower Information Systems Support Activity (MISSA) is responsible for the facilitation and generation of system enhancements for the Marine Corps Total Force Family of Systems. These systems consist of MCTFS, Unit Diary/Marine Integrated Personnel System (UD/MIPS), Total Force Administrative System/Marine on Line (MOL), Operational Data Store Enterprise (ODSE) and Command Legal Action (CLA). This is accomplished through a combined effort with the Marine Corps Pay Requirements Directorate, HQMC (P&R) and HQMC (MI). The MISSA also works with various developers providing software solutions for the MCTFS Family of Systems. In addition the MISSA supports the Jurisdictional Manpower Information Systems Support Offices (MISSOs) throughout the Marine Corps in assisting commanders in the timely and accurate reporting, problem resolution, quality control, and retrieval of MCTFS manpower, personnel, and pay information. The MISSA also provides information for manpower inquiries initiated by Headquarters Marine Corps and external agencies.

The Manpower Information Systems Support Activity publishes a **Marine Corps Total Force System Family of Services Access Policy and Procedures**, which outlines Training Requirements, approval process, DD Form 2875 (SAAR) completion procedures, account maintenance, annual account recertification, levels of access and user roles, billet description access, segregation of duties, terminal area security officer (TASO). **Reviewing the instructions provided in the manual will alleviate many of the issues experienced when processing a SAAR form.** Access the Policy and Procedures via the MISSA/MISSO portal. Additionally, several of the jurisdictional Manpower Information Systems Support Offices produce a SMARTPACK to assist Administrators – contact your local MISSO to learn more.

Family of Services

- Marine Corps Total Force System
- Marine Corps Orders Resource System
 - Marine Corps Single Order Repository
 - Marine Corps Permanent Duty Travel
 - Command Legal Action
 - Marine Resource Order Writing Service
- Marine OnLine
 - Single Sign-On (MISSA)
 - UD/MIPS (MISSA)
 - MOL Proper (MISSA)
 - Electronic Personnel Action Request (MISSA)
 - Outbound Interview (MISSA)
 - Travel Voucher Interview (MISSA)
 - COGNOS Analytics (MISSA)
 - Document Tracking Management System (RFF-KCI)
 - W2 Correction (RFF-KCI)
 - Marine Cash (RFF-KCI)

System access obtained through submission of a SAAR via the MISSA/MISSO portal

Note: In addition to the training requirements cited under DD Form 2875 (SAAR) completion Procedures, Block 10 on page (5), field users must complete Privacy and Personally Identifiable Information (PII) Awareness Training (DOD-PII-2.0) as part of their annual training.

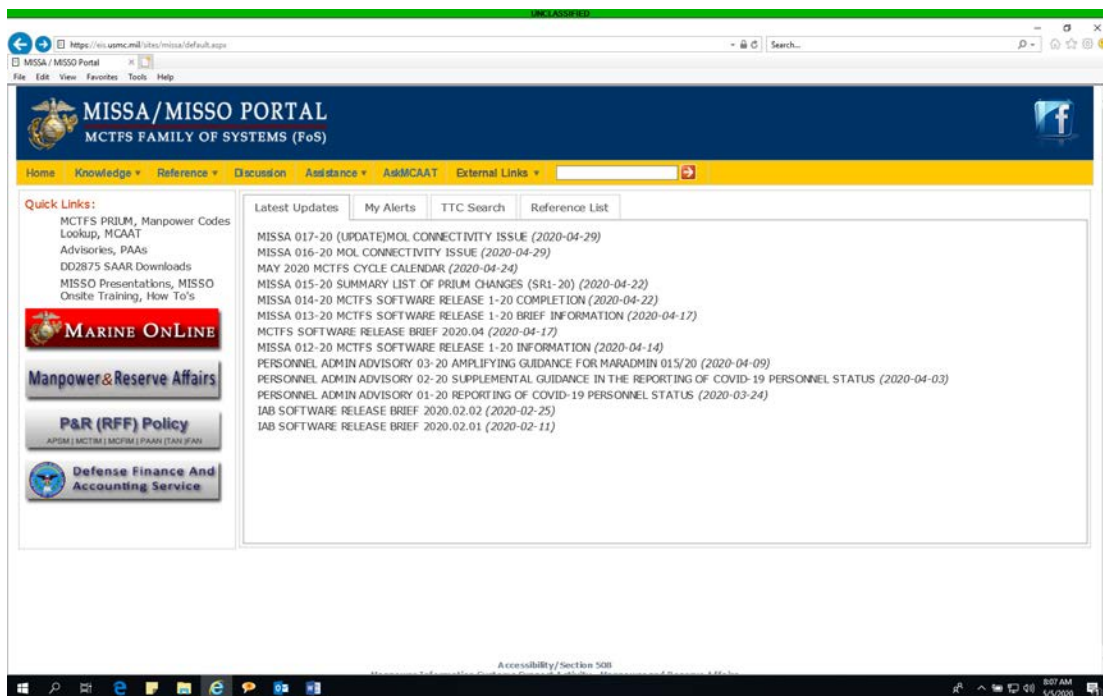
System access obtained by the unit's MOL Coordinator with permissions delegated through the MOL Management tab

MISSA/MISSO Portal

Portal: <https://eis.usmc.mil/sites/missa/default.aspx>

Under the Manpower Information Systems Support Activity, the jurisdictional Manpower Information Systems Support Office (MISSO) throughout the Marine Corps assist commanders in the timely and accurate reporting, problem resolution, quality control and retrieval of MCTFS manpower, personnel and pay information. The MISSA/MISSO portal hosts a collection of valuable resources. Continually reviewing the portal is critical in maintaining situational awareness of policy changes and ongoing initiatives. Resources available through the portal include the following:

- Submit and track the status of trouble tickets through the iPIR application
- Download DD2875 SAAR templates
- Review Personnel Admin Advisories, MISSA advisory notices, software release briefs
- Training events
- MISSO presentations
- How To's
- Request MISSO onsite training
- Access the MCTFS Cycle Calendar
- Knowledge Portal (Family of Services PowerPoints)
- AskMCAAT
- External Links
- My Alerts (sign up to receive important notifications)
- Reference List



To access the MISSA/MISSO Portal, you must first have a MCEITS account. New account requests must be submitted by a "Government POC" (Active duty military or civilian personnel with an active MCW account), not the user. Once the account request is submitted by the Government POC, the request will be sent to the Site Collection Owner and Administrator for approval. The Government POC must complete the user agreement on behalf of the user at <https://mceits.usmc.mil/SitePages/Home.aspx> (select the

"Authentication" certificate) and click the link titled "Request a MCEITS account" from the Quick Links menu.

When completing the User Agreement, select "**MISSA** – <https://eis.usmc.mil/sites/missa>" from the available SharePoint Site menu options in the drop-down box to have the request routed accordingly

A final notification to the Government POC and the user will be provided, typically within 24-48 hours.

Contact your MISSO if assistance is required in gaining access to the portal.

MISSO Jurisdictions

MISSO-02 (Southeastern Jurisdiction)	Comm: 910-450-1825	Email: misso-02_mail@usmc.mil
**All units (with the exception of Reserve units, I&I Staffs and 4th MAW Active Duty Staffs) located in MARCORSCITYFOR, Cuba, Europe, Southwest Asia and the following states: AL, FL, GA, MS, NC, SC, TN, AK, KY, and WV.		
MISSO-03 (Western Jurisdiction)	Comm: 760-725-5701/5233/5246	Email: misso-03mailbox@usmc.mil
**All units (with the exception of Reserve units, I&I Staffs and 4th MAW Active Duty Staffs) located in the following states: AZ, CA, ID, MT, NV, OR, UT, WA and WY.		
MISSO-06 (Pacific Jurisdiction)	Comm: 808-257-1334/0780/2844	Email: misso06mailbox@usmc.mil
**All units (with the exception of Reserve units, I&I Staff) located in Hawaii.		
MISSO-09 (Northeastern Jurisdiction)	Comm: 703-784-9652	Email: misso9mailbox@usmc.mil
**All units (with the exception of Reserve units, I&I Staffs and 4th MAW Active Duty Staffs) located in the following: CT, DE, MA, MD, ME, NH, NJ, NY, OH, PA, RI, VA and VT.		
MISSO-16/17 (Midwest/Reserve Jurisdiction)	Comm: 816-705-5304	Email: misso-16-17@usmc.mil
**(Active) All I&I Staffs. All 4th MAW Active Duty Staffs. All units located in the following states: AK, AR, CO, IA, IL, IN, KS, LA, MI, MN, MO, ND, NE, NM, OK, SD, TX, and WI.		
MISSO-27 (Far East Jurisdiction)	Comm: 645-9104/ DSN: 315-645-3739	Email: misso27mailbox@usmc.mil
**All units based in Okinawa. All units based in Japan. All units based in Guam. All units based in Korea. All units deployed to Southeast Asia. MARCORSCITYFOR, Diego Garcia. All UDP units located in Okinawa, Southeast Asia, Japan, and Australia.		

Marine Corps Publications Distribution System (MCPDS)

MCO 5600.31_ governs the Marine Corps Printing, Publishing and Reprographics Equipment Regulations. Technical & Non-Technical publications have a publication sponsor for each document and are managed using MCPDS. While MCPDS denotes a specific information technology (IT) tool, the larger processes and tools that enable publications management across the Marine Corps include a warehouse and shipping management system at Albany, user interface applications to manage unit libraries and requisition publications, a weapon system-publication interface in the Total Force Structure Management System, an electronic and DVD publications library, and the array of other processes to make publications available for the Marine Corps total force, to include retirees and dependents in some cases. Non-technical publications include a wide variety of publications including Marine Corps doctrine, Marine Corps orders, Navy-Marine Corps publications, and Marine Corps history publications. There are also a number of documents such as Commandant of the Marine Corps (CMC) White Letters, MOS Chart, recruiting posters, CMC Separation Packages, and other miscellaneous official documents.

Additionally, access to MCPDS is an inspectable item during the Commanding General's Readiness Inspection under the *"Printing & Publications Management (5600)"* Functional Area checklist.

Obtaining access to MCPDS is a multi-step process

- Step 1: Obtain an SI account by contacting your TASO, similar to obtaining access to MCTFS
- Step 2a: Complete a SAAR Form for MCPDS (see page 32)
- Step 2b: Complete a MCPDS request letter in Standard Naval Letter Format (see page 33)
- Step 3: Submit the completed SAAR Form & MCPDS request letter to Headquarters, U.S. Marine Corps (ARDE) at Smb.hqmc.arde@usmc.mil
- Step 4: ARDE will activate the account to allow ordering of publications & other material

Headquarters, U.S. Marine Corps (ARDE) is the systems sponsor for MCPDS and can be reached telephonically at (703) 614-1712/1713 or DSN: 224-1712/1713.

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)		
<p style="text-align: center;">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.</p> <p>PRINCIPAL PURPOSE: To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.</p> <p>ROUTINE USES: None.</p> <p>DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.</p>		
<p>TYPE OF REQUEST</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input checked="" type="checkbox"/> USER ID </div> <div> ACID BBP2MS </div> <div> DATE May 6, 2020 </div> </div>		
SYSTEM NAME (Platform or Applications) Marine Corps Publications Distribution System		LOCATION (Physical Location of System)
PART I (To be completed by Requestor)		
1. NAME (Last, First, Middle Initial) Last, First, M	2. ORGANIZATION 2d Battalion, 8th Marines	
3. OFFICE SYMBOL/DEPARTMENT S-1	4. PHONE (DSN or Commercial) 910-450-1234	
5. OFFICIAL E-MAIL ADDRESS first.last@usmc.mil	6. JOB TITLE AND GRADE/RANK Administrative Specialist E-6/SSgt	
7. OFFICIAL MAILING ADDRESS PSC Box 12345 Camp Lejeune, NC 28457	8. CITIZENSHIP <input type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER	9. DESIGNATION OF PERSON <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input type="checkbox"/> I have completed Annual Information Awareness Training. DATE		
11. USER SIGNATURE	12. DATE	
PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)		
13. JUSTIFICATION FOR ACCESS As an Administrative Specialist for 2d Battalion, 8th Marines, I am responsible to manage the acquisition, distribution control, and accountability of the command's publications and to manage the Directive Control Point as directed by MCO 5600.31.		
14. TYPE OF ACCESS REQUIRED: <input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED		
15. USER REQUIRES ACCESS TO: <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category)		
<input type="checkbox"/> OTHER		
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested. <input checked="" type="checkbox"/>	16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)	
17. SUPERVISOR'S NAME (Print Name) Last, First M.	18. SUPERVISOR'S SIGNATURE	19. DATE May 6, 2020
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT 2d Battalion, 8th Marines	20a. SUPERVISOR'S E-MAIL ADDRESS first.last@usmc.mil	20b. PHONE NUMBER 910-450-1234
21. SIGNATURE OF INFORMATION OWNER/OPR	21a. PHONE NUMBER	21b. DATE
22. SIGNATURE OF		

UNIT LETTERHEAD

1000
S-1
12 Feb 20

From: **Commanding Officer/Inspector Instructor/etc.**
To: **Commandant of the Marine Corps (ARDE)**
Subj: **REQUEST FOR ACCESS TO THE MARINE CORPS PUBLICATION
DISTRIBUTION SYSTEM (MCPDS)**

1. Organization Title: **Your org/shop title goes here.**
2. Individual Activity Account Code: **(Leave it blank if you don't know it. It will be assigned by ARDE.)**
3. The Primary User's information is listed below:
 - a. Name:
 - b. Rank/Grade:
 - c. ACID: **(your 3270 username)**
 - d. Email Address:
 - e. Phone Number:
4. The Alternate User's information is listed below:
 - a. Name:
 - b. Rank/Grade:
 - c. ACID: **(your 3270 username)**
 - d. Email Address:
 - e. Phone Number:
5. Point of contact at this command is **(Name, telephone & e-mail address).**

SIGNATURE (can be by direction)

Once the MCPDS Access Request Letter above has been completed and signed, scan it into an Adobe PDF digitized file and attach it to a signed e-mail to the below address along with the completed User's, Supervisor's, and Security Manager's portions of the provided DD 2875 (SAAR) Form for MCPDS:

Smb.hqmc.arde@usmc.mil

HQMC AR Department is the systems sponsor for MCPDS and can be reached telephonically at (703) 614-1712/1713 or DSN: 224- 1712/1713.

Improved Awards Processing System (iAPS)

Website: <https://www2.manpower.usmc.mil/iaps/awards/dashboard.action>.

Per MARADMIN 042/08, all personal and unit award recommendations must be processed through the iAPS and at least one **Unit Award Administrator** must be designated at each Battalion/Squadron level unit and higher. These permissions can be approved by personnel already possessing the **Unit Award Administrator** permission level. If there is no **Unit Award Administrator** and someone is becoming the unit's only Unit Admin, they must be appointed as Awards Program Manager in writing by the Commanding Officer and request permissions from MMMA-2.

The link above will take you to the iAPS application for either registration of new iAPS accounts or to log in as a registered user. iAPS accounts are PKI/CAC enabled so updated certificates will be required for registration. Users who wish to register in iAPS will also need a current manpower portal account. If the user does not have an existing manpower portal account, the iAPS application will prompt the user with a notice and link to register for a manpower portal account.

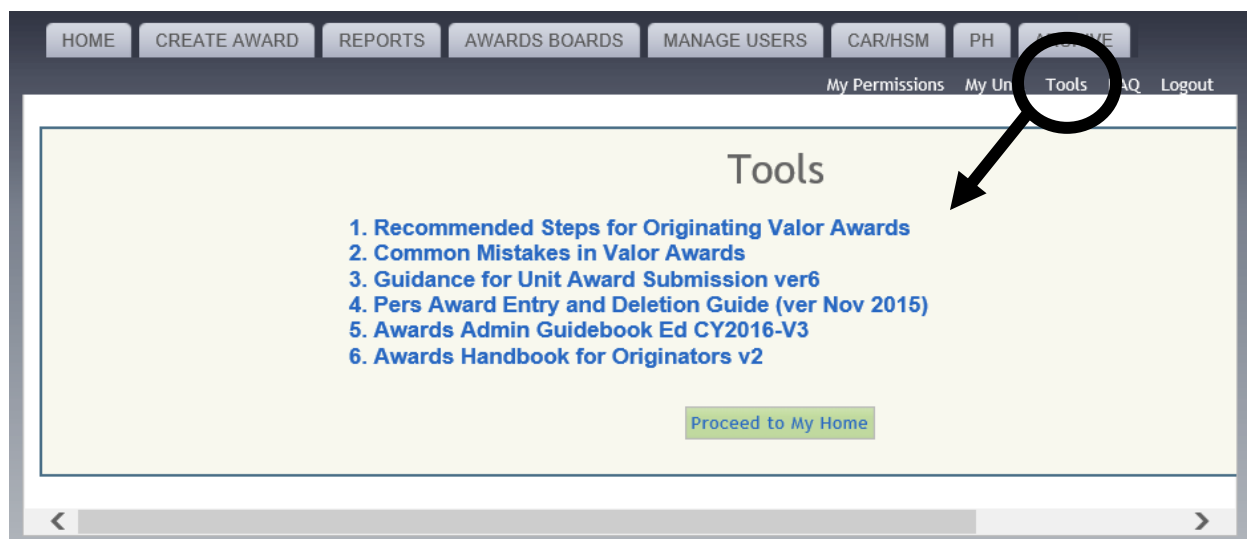
Manpower Management Division
Military Awards Branch (MMMA-2 Admin Section)
2008 Elliot Road
Quantico, VA 22134-5103

Phone: (703) 784-9342/9343

E-Mail: SMB_HQMC_PERS_AWARDS@usmc.mil

Website: <https://www.manpower.usmc.mil/webcenter/portal/MMMA2>

The "Tools" link within iAPS hosts insightful Handbooks and User Guides for award originators and personnel who process awards:



Defense Casualty Information Processing System (DCIPS)





Website: https://www.manpower.usmc.mil/webcenter/portal/MF_MPS_CA/pages_hqmccasualty

DCIPS is a windows-based, user-friendly, unclassified reporting tool designed to generate personnel casualty reports at the unit level to foster the support of family members, benefits tracking, coordinating mortuary affairs, and the return of personal effects and human remains. The program does not require permissions and is easily downloaded from the Headquarters, U.S. Marine Corps Casualty Branch at the above link:

CitiManager (Government Travel Charge Card)

Website: <https://home.cards.citidirect.com/CommercialCard/ux/index.html#/login>

CitiManager is the government travel charge card contractor's web-based Electronic Access System, accessed at the link provided below, that allows Agency Program Coordinators to manage the unit's travel card program. Access to the system is critical in properly executing the program and includes the ability to execute the following support functions:

-  Review traveler card activity
-  Extract required reports to be reconciled
-  Process new account applications
-  Activate & deactivate accounts

Access requirements

1. Per Appendix D of MCO 4600.40B, Agency Program Manager's must complete the "Travel Card Program Management (APC Course)" via TRAX at <https://www.defensetravel.dod.mil/Passport/bin/Passport.html>
2. Must be designated in writing by the Commander as the primary or alternate Agency Program Coordinator
3. A copy of the training completion certificate and designation letter must be submitted to the Agency Program Coordinator at the next Hierarchy Level.

Defense Travel System (DTS)

Website: <https://www.defensetravel.dod.mil/>

The DTS is a fully integrated, automated, end-to-end travel management system that enables DoD travelers to create authorizations (TDY travel orders), prepare reservations, receive approvals, generate travel vouchers, and receive a split reimbursement between their bank accounts and the Government Travel Charge Card (GTCC) vendor. DTS may be accessed directly at:

While DTS is a Commander's Program, 01XX personnel may be tasked to support from a variety of roles such as Organizational Defense Travel Administrator, Routing Official, and Non-DTS Entry Agent. DTS users must meet the minimum training for the corresponding Role as outlined in Table 2 of **Defense Travel System Regulations: Authorized by DoDI 5154.31, Volume 3** or an alternate training plan as established by the DoD Component. The Defense Travel Regulations may be accessed under the "Policy and Regulations" heading at <https://www.defensetravel.dod.mil/index.cfm>.

In addition to training requirements, appointments to a specific DTS role are certified through completion of DD Form 577, *Appointment/Termination Record - Authorized Signature*. The I Marine Expeditionary Force Defense Travel System Help Desk is a great source of information and pre-filled DD Form 577s by role: <https://www.imef.marines.mil/DTS-Helpdesk/Forms/>

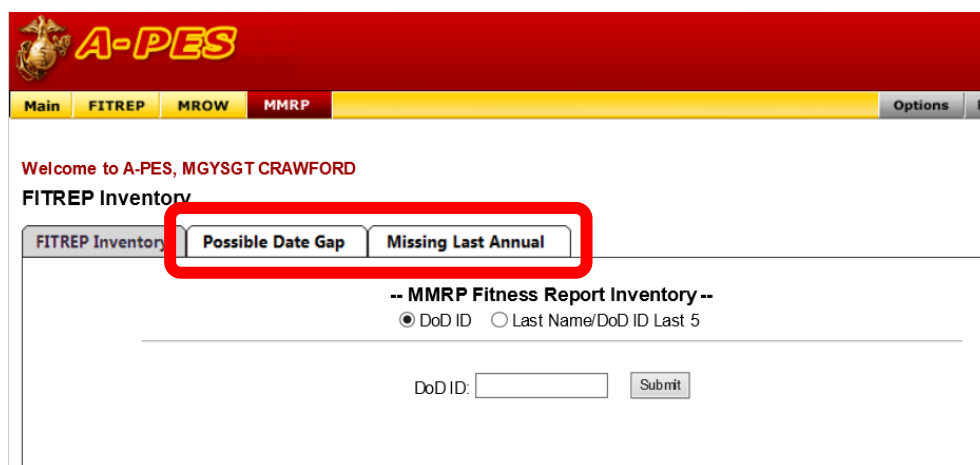
Automated Performance Evaluation System (A-PES)

Website: <https://a-pes.mmrp.usmc.mil/a-pes/apes.jsp>

The A-PES recognizes and enables the Marine Corps' vision of a seamless electronic means of creating and submitting Fitness Reports (FITREPS) through the appropriate chain of command and on to Headquarters Marine Corps (HQMC) where, through an interface with the Manpower Management Records and Performance (MMRP) current Back Office System, the reports will be placed onto a Marine's Official Military Personnel File (OMPF) and available to any promotion or school board that may require the information. A-PES provides an accurate, synchronized, and timely system for FITREP information in support of the Marine Corps performance evaluation process.

A-PES is not permissions based and may be accessed by all users through the "Resources" tab on the Marine OnLine landing page or directly via the link provided above.

The MMRP tab in A-PES hosts the "Possible Date Gap" & "Missing Last Annual" reports, which allows leaders to identify Marines who may be missing reports.



In addition to the "Possible Date Gap" & "Missing Last Annual" reports, personnel charged with managing their unit's Performance Evaluation System may request the "**Commander's Timeliness Report (CTR)**." The CTR provides commanders with specific information on the status of all fitness reports within their unit, sorted by reporting official. Per MCO 1610.7_, commands shall request the CTR at least quarterly, and shall maintain the reports on file for a minimum of 12 months. The CTR can be requested from the CMC (MMRP-31) by email at smb.manpower.mmrp-31@usmc.mil along with the RUC & MCC of the command.

Command Records Operational Support Site (CROSS)

Website: <https://eis.usmc.mil/sites/rmks/cross/>

CROSS is a SharePoint tool designed to provide support to Command Designated Records Managers (CDRMs) in the development and maintenance of Records Management Program.

Per MCO 5210.11F, all Command Designated Records Managers (CDRMs) are designated and appointed, in writing, by Marine Corps Commanders. For anyone registering to the site as a Primary or Alternate Unit CDRM, your Agency Head or Commander is the Approver of your registration and will electronically sign your appointment letter through the automated process. To initiate the automated approval process in CROSS, **all Agency Heads and Commanders must also have a MCEITS account.**

Access the Records Management resources on the Headquarters, U.S. Marine Corps (AR) website at <https://www.hqmc.marines.mil/ar/Branches/Publishing-and-Logistics-Management/Records-Reports-and-Directives/>

- CROSS registration guide
- CROSS end user guide
- Frequently asked questions
- Contact information.

If you need assistance with your CROSS registration, please contact ARDB/Hartwood Consulting Group Outreach Support at (540) 628-7696 or via e-mail at smb_hqmc_rmoutreach@usmc.mil.

Optical Digital Imaging – Records Management System (ODI-RMS)

ODI-RMS is the core Records Management System of the Marine Corps comprised of a suite of over a dozen modules that allows the user to read, update and edit Official Military Personnel File information. IPACs use the "INPUT" module to digitize and maintain the Field Records and to update the Field Record. System requirements, account access procedures, and user instructions are available in the IPAC User Manual, which can be accessed from the MMRP-20 website at the below link

<https://www.manpower.usmc.mil/webcenter/portal/MMRP20>
(click "E-RECORD INFO FOR ADMINISTRATORS")

Terminal Area Security Officer (TASO)

TASOs provide field user systems access oversight and ensure access levels are controlled and monitored to mitigate misuse and inappropriate access to MCTFS. They assign ACIDs to field users, submit INFOMGT and suspend/un-suspend accounts that fall under their purview. TASO ACIDs do not have access into the MCTFS Family of Systems. They are appointed by the Commander, I&I, Director, Personnel Officer, Disbursing/Finance Officer or equivalent position via the system generated appointment letter produced upon successful completion of the **TASO training found at MarineNet (course: 0688AO0000)** or Total Workforce Management Services (DCPDS-472471). TASOs must also complete the same annual training required of MCTFS field users.

Frequently Accessed Systems

The systems identified below are not all encompassing and may cross more than one function of administration:

General Administration

Air Force Institute of Technology eInvitations	https://einvitations.afit.edu/
Automated Performance Evaluation system	https://a-pes.mmrp.usmc.mil/a-pes/apes.jsp or via MOL
CitiManager (Government Travel Charge Card)	https://home.cards.citidirect.com/CommercialCard
Command Legal Action	Access via MOL under "Resources" link
Command Records Operational Support Site	https://eis.usmc.mil/sites/rmks/cross
Defense Travel System	http://www.defensetravel.osd.mil/
Department of the Navy Tasking, Records & Consolidated Knowledge Enterprise Tracker	https://www.cno.navy.mil/taskers
Federal Voting Assistance Program	https://www.fvap.gov/
Freedom of Information Act Online	https://www.foiaonline.gov/
Improved Awards Processing System	https://www.manpower.usmc.mil/iaps
Joint Personnel Adjudication System	https://psa.dmdc.osd.mil/psawebdocs/docPage.jsp?p=JPAS
Marine Reserve Order Writing Service	Access via MOL under "Resources" link
Total Force Retention System (TFRS)	https://tfrs.mceits.usmc.mil/tfrs/

Operational Administration

Aircraft and Personnel Automated Clearance System (APACS)	https://apacs.milcloud.mil/apacs/
Defense Casualty Information Processing System	https://www.manpower.usmc.mil/webcenter/portal/MF_MPS_CA/pages_hqmccasualty
Marine Corps Force Augmentation Processing System	https://mcfaps.usmc.mil/MCMPS7/
Secure Personnel Accountability (SPA)	https://www.spa.usmc.smil.mil
Wounded Ill Injured Tracking System	https://www2.manpower.usmc.mil/mcwiits/

Manpower Administration

Defense Civilian Personnel Data System (DCPDS)	https://www.dcpas.osd.mil/
Sailor and Marine Readiness Tracker	https://edq.med.navy.mil/LIMDU/
Standard Labor Data Collection & Distribution Application	https://www.sldcada.navy.mil/
Total Force Data Warehouse (TFDW)	https://tfdw-web.mceits.usmc.mil
Total Force Structure Management System (TFSMS)	https://tfsms.mceits.usmc.mil/
Total Workforce Management Services (TWMCS)	https://mytwms.dc3n.navy.mil/
WebMass	https://webmass3.mceits.usmc.mil/

Personnel Administration

Armed Forces Health Longitudinal Technology Application	http://ahlta.us/
Official Military Personnel File	Access via MOL under "Resources" link
Optical Digital Imaging – Records Management System	https://www.manpower.usmc.mil/webcenter/portal/MMRP20
Requirements Transition & Manpower Management System	https://www.manpower.usmc.mil/lookups
Servicemember's Treatment Record	https://www2.manpower.usmc.mil/str
Unit Diary/Marine Integrated Personnel System	Access via MOL under "Resources" link

Training & Education

Joint Services Transcript	https://jst.doded.mil/
Marine Corps Credentialing Opportunities On-Line	https://www.cool.navy.mil/usmc/
Marine Corps Training Information Management System	https://mctims.usmc.mil/
MarineNet	https://www.marinenet.usmc.mil/
Web Tuition Assistance	https://myeducation.netc.navy.mil/webta/

All-Hands

Command Profile	https://www2.manpower.usmc.mil/ncp
DFAS Military Pay	https://mypay.dfas.mil/
DoD Secure Access File Exchange	https://safe.apps.mil/
Defense Personal Property System	https://dps.sddc.army.mil/cust/standard/user/home.xhtml
Marine Corps Total Force System	https://miap.csd.disa.mil/portal.html
Marine OnLine	https://mol.tfs.usmc.mil/
Manpower Codes Lookup	https://www.manpower.usmc.mil/lookups
Marine Corps Center for Lessons Learned	https://www2.mccll.usmc.mil/
Milconnect	https://milconnect.dmdc.osd.mil/milconnect/
MISSA/MISSO Portal	https://eis.usmc.mil/sites/missa/default.aspx

QUICK REFERENCES

Correspondence

Example Position/Decision Paper

Reference: MCO 5216.20__, *Marine Corps Supplement to the Department of the Navy Correspondence Manual*

<p style="text-align: center;">CLASSIFICATION</p> <p style="text-align: right;">(CODE) (DATE)</p> <p style="text-align: center;">POSITION/DECISION PAPER</p> <p>Subj: FORMAT FOR A POSITION/DECISION PAPER</p> <p>1. Purpose. Bottom Line Up Front (BLUF): briefly state who the paper is for and why. For example: 'Obtain CMC decision/establish Marine Corps position on subject.'</p> <p>2. Major Points. Briefly summarize main points to be made.</p> <p>a. State each point in one brief sentence.</p> <p>b. Major points should stand alone and not require amplification by subordinate points.</p> <p>3. Discussion</p> <p>a. This format is used to examine issues/unresolved matters, courses of action for implementation/resolution; provide rationale to support a recommended position/decision the reader should take/make.</p> <p>b. Tailor discussion to needs and knowledge of the reader.</p> <p>c. Write in short, clear, direct conversational style so the reader understands the key points and arrives at a logical conclusion. Use the active voice and avoid jargon; brevity is expected; identify all acronyms.</p> <p>d. General format is not as important as content. Tailor paper to fit the need. Subparagraphs such as "Participants," "Facts," "Opposing Views," "Other Staff/Service Positions," "Fallback Position," "Conclusion" or others may be used.</p> <p>e. <u>Limit to 1 page, unless issue is complex; do not exceed 2 pages.</u> If greater detail needed, attach tabs with supporting documents and address in content.</p> <p>f. Include preparer and approving official information at the bottom of page per below. Minimum Colonel/GS-15 level approving officials required when going to CMC/ACMC.</p> <p>4. Recommendation. The recommendation(s) must flow logically from the major points and discussion. State in direct and positive language; provide a decision grid to route through the chain to the decision-making authority. Note: Recommendations affecting enlisted matters require SMMC review and comment; add SMMC in the grid immediately before DMCS. See the examples provided on the following pages; use only the one appropriate to your situation.</p> <p>Prepared by: Grade and Name, Office Code, phone number</p> <p>Approved by: Grade and Name, Office Code, phone number</p> <p style="text-align: center;">CLASSIFICATION</p>
--

Example Position/Decision Paper (continued)

Reference: MCO 5216.20_, *Marine Corps Supplement to the Department of the Navy Correspondence Manual*

4. Recommendation. Approve the establishment of Marine Experimental Riverine Unit 1 in the Mojave Desert.

Dir Ops recommends: Approval _____

Disapproval _____

ADC PP&O recommends: Approval _____

Disapproval _____

DC PP&O recommends: Approval _____

Disapproval _____

DMCS recommends: Approval _____

Disapproval _____

ACMC recommends: Approval _____

Disapproval _____

CMC decision: Approved _____

Disapproved _____

CLASSIFICATION

Example Information Paper

Reference: MCO 5216.20__, *Marine Corps Supplement to the Department of the Navy Correspondence Manual*

CLASSIFICATION	
	(CODE) (DATE)
INFORMATION PAPER	
Subject: FORMAT FOR AN INFORMATION PAPER (WRITTEN IN ALL CAPS)	
1. <u>Purpose</u> : Why is the information being provided?	
2. <u>Key Points</u>	
<ul style="list-style-type: none">. Use these papers to convey information for the reader's use in preparing for a meeting or briefing.. Present facts and use clear, concise wording.<ul style="list-style-type: none">- Tick and bullet format is preferred. Use key words and phrases.. General format is not as important as content.<ul style="list-style-type: none">- Tailor the paper to fit the need.. Convey information the audience (usually a principal) would need to know if being introduced to the subject issue or meeting for the first time.<ul style="list-style-type: none">. Address objectives the reader or the participants may have for the meeting.. Alert the reader to potential trouble areas.<ul style="list-style-type: none">- Identify hidden agendas.. A length of one page is preferred. Two pages is the maximum.. If the meeting is one-on-one with someone the reader does not know, attach a biographical sketch.	
Prepared by: I. M. MOTIVATOR, Capt, USMC Agency, Section, Phone Number	
CLASSIFICATION	

After Action Report

Reference: MCO 3504.1, *Marine Corps Lessons Learned Program*



UNCLASSIFIED//FOR OFFICIAL USE ONLY

UNITED STATES MARINE CORPS
UNIT NAME
ADDRESS
MAJOR SUBORDINATE COMMAND
CITY STATE ZIP

IN REPLY REFER TO:
3480.2
S3
10 Nov 16

From: Commanding Officer, Unit
To: Commanding Officer, Higher Headquarters
Subj: AFTER ACTION REPORT FOR OPERATION/EXERCISE ____
FOR THE PERIOD OF MON/YEAR - MON/YEAR
Ref: (a) MCO 3504.1 Marine Corps Lessons Learned Program
Encl: (1) As Required

GENERAL SITUATION/INTRODUCTION. Per reference (a), organizations are encouraged to complete and submit AAR lessons, observations and other relevant material within 30 days of completing a deployment, major exercise, or operation.

The following template is provided as an example format for submission of an after action report. The following numbered paragraphs provide example taxonomy (staff sections) for the report, that can be adapted to comply with local after action reporting process and procedures.

1. ADMINISTRATION

- a. Topic:
 - (1) Observation:
 - (2) Recommendation:
- b. Topic:
 - (1) Observation:
 - (2) Recommendation:

2. INTELLIGENCE

- a. Topic:
 - (1) Observation:

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After Action Report (continued)

UNCLASSIFIED//FOR OFFICIAL USE ONLY

Subj: AFTER ACTION REPORT FOR OPERATION/EXERCISE ____
FOR THE PERIOD OF MON/YEAR - MON/YEAR

(2) Recommendation:

b. Topic:

(1) Observation:

(2) Recommendation:

3. OPERATIONS

a. Topic:

(1) Observation:

(2) Recommendation:

b. Topic:

(1) Observation:

(2) Recommendation:

4. LOGISTICS

a. Topic:

(1) Observation:

(2) Recommendation:

b. Topic:

(1) Observation:

(2) Recommendation:

5. PLANNING

a. Topic:

(1) Observation:

(2) Recommendation:

b. Topic:

2

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After Action Report (continued)

UNCLASSIFIED//FOR OFFICIAL USE ONLY

Subj: AFTER ACTION REPORT FOR OPERATION/EXERCISE ____
FOR THE PERIOD OF MON/YEAR - MON/YEAR

(1) Observation:

(2) Recommendation:

6. COMMUNICATIONS

a. Topic:

(1) Observation:

(2) Recommendation:

b. Topic:

(1) Observation:

(2) Recommendation:

7. CONCLUSION. Provide an overall summary of the AAR submission.

8. Point of contact regarding this after-action report submitted by UNIT is I. M. Marine at 123-456-7890.

I. M. COMMANDING


Distribution: MCCLL

3

UNCLASSIFIED//FOR OFFICIAL USE ONLY

Standard Naval Letter

Reference: SECNAV M-5215.5, *Department of the Navy Correspondence Manual*

5" →  **DoD Seal with 1" diameter**
<https://dod.defense.gov/About/Military-Service-Seals/>
 Refer to Chapter 2, para 20 for guidance on font type and size

4 lines down or .625" top margin for 1st page

UNITED STATES MARINE CORPS Pitch 10, Bold
 HEADQUARTERS COMPANY
 1ST BATTALION 8TH MARINES
 2D MARINE DIVISION
 PSC BOX 20106
 CAMP LEJEUNE NC 28542-0106

Pitch 8, Not Bold

"IN REPLY..." is optional & may be omitted

OF REPLY REFER TO:
 5216
 3-1
 6 May 20

Sender's Symbol Block

Chain of Command

From: Sergeant Ian M. Motivated 0123456789/0111 USMC
 YN2 Jasmine H. Wilson, USN, XXXX-XX-1234
To: Commandant of the Marine Corps
Via: (1) Commanding Officer, Headquarters Company, 1st Battalion, 8th Marines, 2d Marine Division
 (2) Commanding Officer, 1st Battalion, 8th Marines, 2d Marine Division
 (3) Commanding Officer, 8th Marines, 2d Marine Division
 (4) Commanding General, 2d Marine Division

Subj: HANDOUT FOR FORMAT OF NAVAL CORRESPONDENCE

Ref: (a) U.S. Government Printing Office (GPO) Style Manual
 (b) SECNAV M-5216.5 Use only those references that bear directly on the subject at hand. List references in the order they appear in the text. Always mention cited references in the text.
 (c) MCO 5216.20B
 (d) SECNAV M-5210.2 (NOTAL) When a reference is obscure & is not commonly available to all-hands

Encl: (1) Data Sheet List enclosures in the order they appear in the text.
 (2) Photograph
 (3) Certified MCTFS Screens (see cover) When an enclosure is not included with the letter but will be forwarded separately

1. Main paragraphs are for main ideas.

a. Primary sub-paragraphs are used for expressing subordinate ideas or for listing several items that support the main paragraph.

b. When using primary sub-paragraphs in a letter, you must have at least two primary sub-paragraphs.

(1) Secondary sub-paragraphs are used for expressing subordinate ideas regarding your primary sub-paragraph.

(2) Refer to Figure 7-8 on page 7-23 of SECNAV M-5216.5 for examples of paragraph structure format.

2. The point of contact regarding this matter is Staff Sergeant Carter, Administrative Chief, at (910)450-1408 or via e-mail at joe.carter@usmc.mil.

4th line below last line of text & beigns center of page

I. M. MOTIVATED

Key References for Naval Correspondence Format

- Government Printing Office (GPO) Style Manual
- SECNAV M-5216.5, *Department of the Navy Correspondence Manual*
- MCO 5216.20B, *Marine Corps Supplement to the Department of the Navy Correspondence Manual (becomes Chapter 13 of SECNAV M-5216.5)*
- SECNAV M-5210.2, *Standard Subject Identification Code Manual*

1" margin

1" inch bottom margin

Standard Naval Letter (continued)

6 blank lines from the top or 1" top margin for successive pages

Subj: STUDENT HANDOUT FOR FORMAT OF NAVAL CORRESPONDENCE Repeat Subj verbatim from Page 1

g. I have a National Agency Check/Background Investigation completed by the Defense Investigative Service on 23 January 2016. Standard date format (DD Month YYYY)

h. Active Naval service as of 1 February 2019: 8 years, 2 months

i. Military occupational specialty (MOS) for which applying:

(1) First Choice: 0170 Spell out first use of acronyms followed by the acronym in parenthesis. An acronym may be used after it is spelled out the first time

(2) Second Choice: 0160

(3) I am willing to accept any MOS in which the board considers me qualified.

j. No Unit Punishment Book is provided due to no record of disciplinary action.

k. Recent photo per reference (c) is attached as enclosure (2).

2. The point of contact regarding this matter is Staff Sergeant Carter, Administrative Chief, at (910)450-1408 or via e-mail at joe.carter@usmc.mil.

I. M. MOTIVATED 4th line below last line of text

Copy to: 2 lines below signature block
Sgt Motivated

1" margin

1" margin

1" inch bottom margin for text of the body

2
5 inch bottom footer margin & centered for page numbers

Paragraph Structure Format

Reference: SECNAV M-5215.5, *Department of the Navy Correspondence Manual*

SECNAV M-5216.5
JUNE 2015

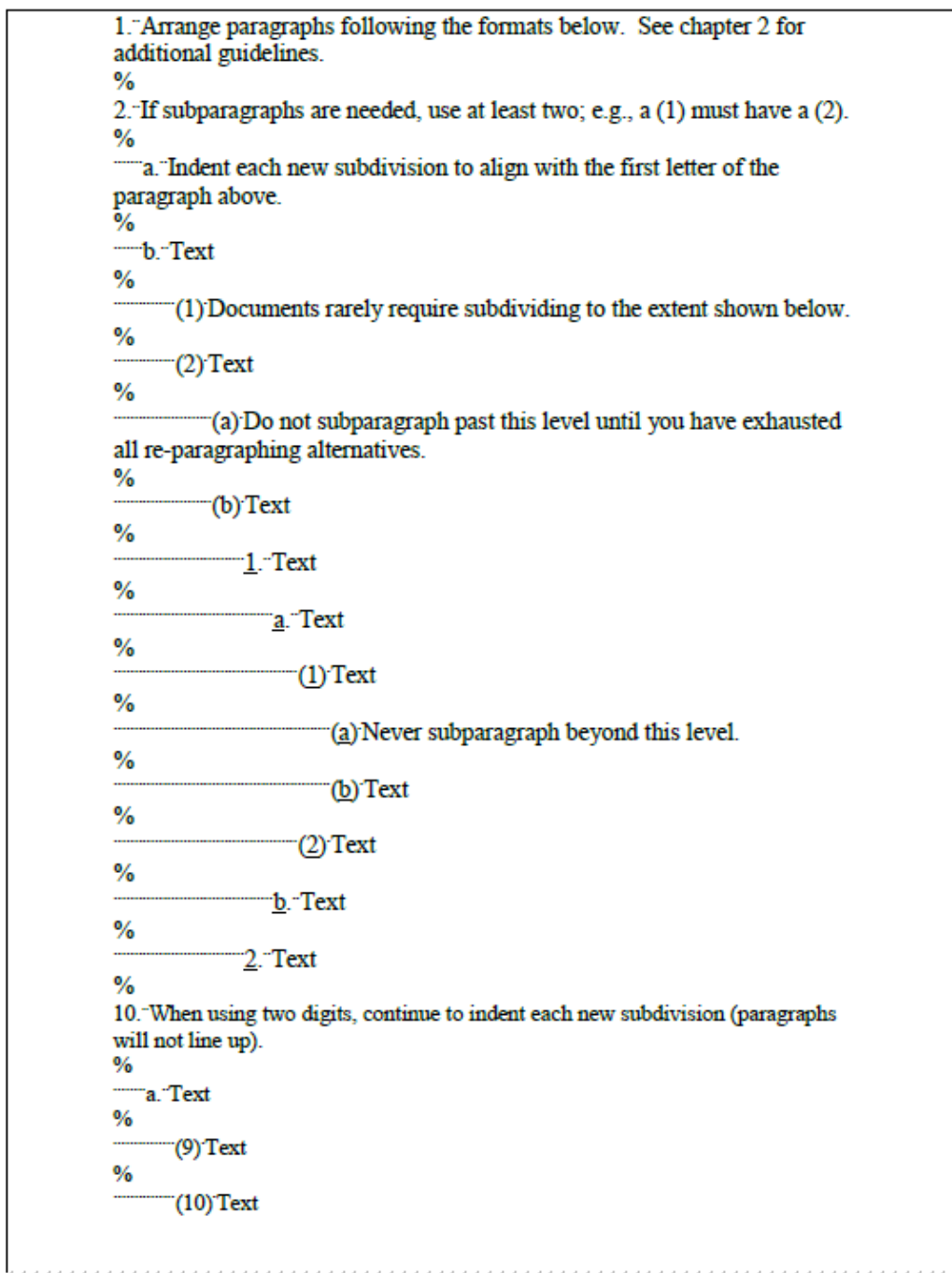


FIGURE 7-8. PARAGRAPH STRUCTURE FORMAT

Endorsement (same page)

Reference: SECNAV M-5215.5, *Department of the Navy Correspondence Manual*

SECNAV M-5216.5
JUNE 2015


	<p>DEPARTMENT OF THE NAVY NAVAL AIR STATION MERIDIAN MS 39305-1000</p>	<p>5216 Ser 11/273 22 Apr 15</p>
<p>% From: Commanding Officer, Naval Air Station, Meridian To: Commander, Fleet Forces Command Via: (1) Commander, Sea Based Anti-Submarine Warfare Wing, Atlantic (2) Commander, Naval Air Force, U.S. Atlantic Fleet % Subj: HOW TO PREPARE AN ENDORSEMENT % Encl: (1) Example of New-Page Endorsement % 1. An endorsement may be added to the bottom of a basic letter, like this one, or to a previous endorsement if: (a) All of the endorsement will fit on the page, and (b) it is sure to be signed without revision. % % % % G. L. SLAUGHTER, JR</p> <hr/>		
		<p>Ser 019/870 23 Apr 15</p>
<p>% FIRST ENDORSEMENT % From: Commander, Sea Based Anti-Submarine Warfare Wing, Atlantic To: Commander, Fleet Forces Command Via: Commander, Naval Air Force, U.S. Atlantic Fleet % 1. A same-page endorsement may omit the SSIC, subject, and the basic letter's identification if the entire page will be photocopied. However, these elements are required on all new-page endorsements, such as the one on the next page.</p> <p>R. L. GABEL</p> <p>Copy to: NAS Meridian (Code 11)</p> <p>*Prior endorser included because second endorsement is significant.</p>		

FIGURE 9-1. SAME PAGE ENDORSEMENT

Endorsement (new page)

Reference: SECNAV M-5215.5, *Department of the Navy Correspondence Manual*

SECNAV M-5216.5
JUNE 2015


	<p>DEPARTMENT OF THE NAVY NAVAL AIR FORCE ATLANTIC NORFOLK VA 23511-2494</p>	<p>5216 Ser N72/420 28 Apr 15</p>
<p>% SECOND ENDORSEMENT on NAS Meridian ltr 5216 Ser 11/273 of 22 Apr 15 %</p>		
<p>From: Commander, Naval Air Force, U.S. Atlantic Fleet To: Commander, Fleet Forces Command %</p>		
<p>Subj: HOW TO PREPARE AN ENDORSEMENT %</p>		
<p>Encl: (2) SECNAV M-5216.5 %</p>		
<p>1. Start an endorsement on a new page. Number each page of your endorsement and continue the sequence of numbers from the previous endorsement or from the basic letter if you are the first endorser. %</p>		
<p>2. Every "new page" endorsement must repeat the basic letter's SSIC, identify the basic letter in the endorsement line, and use the basic letter's subject as its own. % % %</p>		
<p>J. T. CHILDRESS By direction</p>		
<p>% Copy to: NAS Meridian (Code 11)</p>		
<p>*Prior endorser included because second endorsement is significant.</p>		
<p>2</p>		

FIGURE 9-2. NEW PAGE ENDORSEMENT

Example Administrative Action Form

Reference: MCO 5216.19_, *Administrative Action Form*

ADMINISTRATIVE ACTION (5216) NAVMC 10274 (REV. 09-11) (EF) Previous editions will be used FOUO - Privacy sensitive when filled in.		Please review Privacy Act Statement on Page 3		Print Form	
		1. ACTION NO.	2. SSIC/FILE NO.		
		S-1	1336		
		3. DATE			
		2019 07 01			
4. FROM (Grade, Name, SSN, MOS or CO, Pers. O., etc.)		5. ORGANIZATION AND STATION (Complete address)			
SSgt Chad C. Rickman 1234567890/0111 USMC		1st Bn, 8th Mar			
		1st MarDiv			
		PSC Box 24004			
		CamLej NC 28542-4004			
6. VIA (As required) (1) CO 1st Bn 8th Mar 2d MarDiv (2) CO 8th Mar 2d MarDiv (3) CG 2d MarDiv					
7.		8. NATURE OF ACTION/SUBJECT			
TO: Commandant of the Marine Corps (MMEA-23) Headquarters, U.S. Marine Corps 3280 Russell Road Quantico, VA 22134-5103		RE FOR PCSO			
		9. COPY TO (As required)			
		Leave blank, if none			
10. REFERENCE OR AUTHORITY (if applicable)		11. ENCLOSURES (if any)			
(a) MCO 1000.6		None or NA, if none			
(b) PHONCON btwn 1st Bn 8th Mar (S-1) SSgt Rickman/CMC (MMEA-23) MGySgt Bernard of 25 May 19					
12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)					
1. Per the references, I re PCSO to 3d MLG OKI (MCC 1C2). I meet all criteria for this asg. 2. The fol add info is sub in spt of this re: a. EAS: 15 Sep 21 b. DCTB: 1 May 14 c. OCD: 13 Apr 10 d. Marital status: Single 3. I am willing to ext or reenl to accept orders. 4. I may be reached at (910) 450-1111 or via e-mail at chad.rickman@usmc.mil.					
13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)					
Reset Form		FOR OFFICIAL USE ONLY			
		Adobe LiveCycle Designer 9			

Instructions for Completing the NAVMC 10274, AA Form


The NAVMC 10274, Administrative Action (AA) Form was designed to reduce administrative workload and to standardize certain routine actions by individuals writing to higher authority. Complete the AA Form in accordance with the instructions below:

- 1 - Block 1. Insert a consecutive action number, obtained from the S-1, when dealing with a volume of administrative actions, or use a correspondence/ activity code to assist in identifying the office of origin.
- 2 - Block 2. Using SECNAV M-5210.2, insert the Standard Subject Identification Code (SSIC) pertaining to the nature of action/subject, etc.
- 3 - Block 3. Insert the date of preparation.
- 4 - Block 4. Insert the title of the originating office/billet when communicating within the activity. For personnel actions, insert the full name, grade, EDIPI, and military occupational specialty (MOS) of individual initiating the AA Form.
- 5 - Block 5. Insert the address or identification of the office of origin. For personnel actions, insert the complete address of the company personnel office.
- 6 - Block 6. Abbreviate and number the appropriate chain of command required for processing actions. For personnel actions, refer to local operating procedures; also, see instructions for block 9, below.
- 7 - Block 7. Insert the complete address of the agency/activity required to take final action.
- 8 - Block 8. Identify the subject matter.
- 9 - Block 9. If an information copy will meet the needs of intermediate channels, do not list them as via addressees but rather as "Copy to."
- 10 - Block 10. Insert pertinent directive or authority. Insert "None" or "NA," as appropriate.
- 11 - Block 11. Insert description of material attached. Insert "None" or "NA," as appropriate.
- 12 - Block 12
 - a. State request or direction, reasons and/or substantiating remarks. Use short sentences/phrases and make use of approved abbreviations set forth in MCO P1070.12K (IRAM) Chapter 6. There is no need to summarize the references if they are known to be available to processing channels.
 - b. Type the name of the individual who will sign the form, beginning at the center of the page, four lines below the last line of text.
 - c. If the originator does not utilize the entire space provided in block 12, forwarding/processing actions (block 13) may be accomplished in this section beginning two spaces after the signature.
- 13 - Block 13. Forwarding/processing actions are also permitted on the reverse, in the form of electronic media, embossing equipment, rubber stamps, etc., to result in administrative actions being recorded from start to finish on one sheet of paper.

Directives Management

Example Assumption of Command

Reference: MCO 5215.1_, *Marine Corps Directives Management Program*

	Command Letterhead Address	DIVO 1301.2A (Office Code) (Date Signed)
	<u>DIVISION ORDER 1301.2A</u>	
From: Commanding General To: Distribution List Subj: ASSUMPTION OF COMMAND		
Ref: (a) U.S. Navy Reg. 1990, art. 0703 or appropriate reference (b) (Use appropriate reference)		
1. <u>Situation.</u> To publish an assumption of command as required by reference (a).		
2. <u>Cancellation.</u> DIVO 1301.2. (Predecessor's order.)		
3. <u>Execution.</u> I have assumed duties as Commanding General, _____, this date as directed by reference (b). All effective orders and directives issued by my predecessors remain in effect.		
PRINCIPAL'S NAME		
DISTRIBUTION:		
Copy to: Seniors in chain-of-command (as directed by higher authority). Subordinate units. Senior commanders of other United States armed services and officials of other Federal agencies and foreign governments as appropriate (reference (a) above applies).		
NOTE: 1. Use SSIC "1301" for an assumption of command order. 2. Assign a new consecutive number to your order and cancel your predecessor's order. 3. Revise your order, if needed, during your tour of duty.		
Figure 1-1.--Format of an Assumption of Command Order		

Format of a Change Transmittal

Reference: MCO 5215.1_, *Marine Corps Directives Management Program*



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

MCO 1000.1 Ch 1
ARDB
(Date Signed)

MARINE CORPS ORDER 1000.1 Ch 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: FORMAT OF A CHANGE TRANSMITTAL

Encl: (1) New page inserts to MCO 1000.1

1. Situation. To transmit new page inserts to the basic order.
2. Additional Paragraphs. Refer to paragraph 42 chapter 1.
3. Execution
 - a. Remove the letterhead page and page 2, and replace with corresponding pages in the enclosure.
 - b. Remove Table of Contents and replace with corresponding Table of Contents contained in the enclosure.
 - c. Insert new pages 2, 4a, 4b, and 4c in the basic order.
 - d. Remove enclosures (1) and (2) and replace with corresponding enclosures contained in enclosure (1).
 - e. Remove Appendices A through G and replace with corresponding Appendices contained in enclosure (1).
 - f. The Reserve Applicability paragraph is not repeated in change transmittals.


I. M. COMMANDANT

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Figure 1-2.--Format of an MCO Change Transmittal

Five Paragraph Order Format

Reference: MCO 5215.1_, *Marine Corps Directives Management Program*


	Unit Address	
		XXO SSIC.XX Sponsor code (Date Signed)
<u>ACTIVITY CODE/NAME SSIC.XX</u> (e.g., BATTALION ORDER SSIC.XX)		
From: Commanding Officer or Officer In Charge		
To: Distribution List		
Subj: SAMPLE FIVE PARAGRAPH ORDER FORMAT		
Ref: (a) (If applicable)		
Encl: (1) (If applicable)		
<p>1. <u>Situation</u>. This paragraph describes the purpose and must be the first paragraph of the directive.</p> <p>2. <u>Mission</u>. Task to be accomplished. When cancellation of an order is required, a "Cancellation" paragraph will be paragraph "2", and the "Mission" paragraph will be paragraph "3". A cancellation paragraph is required when canceling other directives and by higher authority regulation. When the "Cancellation" and "Mission" paragraphs are both used, the directive will have six paragraphs.</p> <p>3. <u>Execution</u></p> <p>a. <u>Commander's Intent and Concept of Operations</u></p> <p>(1) Commander's Intent</p> <p>(2) Concept of Operations</p> <p>b. <u>Subordinate Element Missions</u> (main effort, supporting efforts, and reserve efforts).</p> <p>c. <u>Coordinating Instructions</u> (identify and discuss instructions that are common to two or more elements).</p> <p>4. <u>Administration and Logistics</u></p>		
DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.		
Figure 2-2.--Five Paragraph Order Format for Field Commands		

Five Paragraph Order Format (continued)

XXO SSIC.XX (Date Signed)	
5. <u>Command and Signal</u>	
a. <u>Command</u> . Reserve applicability.	
b. <u>Signal</u> . This (Order/Directive) is effective the date signed.	
SIGNATURE BLOCK	
DISTRIBUTION:	
Copy to:	
2	
Figure 2-2.-Five Paragraph Order Format for Field Commands--Continued	

Format of a Letter-type Bulletin

Reference: MCO 5215.1_, *Marine Corps Directives Management Program*

	DEPARTMENT OF THE NAVY HEADQUARTERS UNITED STATES MARINE CORPS 3000 MARINE CORPS PENTAGON WASHINGTON, DC 20350-3000
	or Unit Address
	Canc: Oct 2004 MCBul or I MEF 1000 ARDB or G-1 (Date Signed)
<u>MARINE CORPS BULLETIN 1000 or</u> <u>I MEF BULLETIN 1000</u>	
From: Commandant of the Marine Corps or Commanding General To: Distribution List	
Subj: FORMAT OF A LETTER-TYPE BULLETIN WITH A GIVEN CANCELLATION DATE	
Ref: (a) MCO 5200.1 (b) DoD Directive 5025.1, "DoD Directives System," July 27, 2000	
Encl: (1) Subject of First Enclosure (2) (SC) Show Exact Title of Enclosure Under Separate Cover	
Reports Required: I. Review of Publications (Report Control Symbol MC-5600-OT), par. 2 II. Special Directives (Report Control Symbol EXEMPT), par 3	
1. <u>Purpose</u> . To show the format of a letter-type bulletin with a given cancellation date, per the references.	
2. <u>Cancellation</u> . Identify directives being canceled, if any.	
3. <u>Background</u> . Letter-type bulletins have the same force and effect as directives, transmit information, require action, request one-time reports, and are for a short term.	
DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.	
Figure 3-2.--Format of a Letter-Type Bulletin with a Given Cancellation Date	

Format of a Letter-type Bulletin (continued)

	MCBul or I MEFBul 1000 (Date Signed)
<p>4. <u>Action</u>. Show the given cancellation date inside the upper right margin on the first page, on the second line above the SSIC. If the cancellation date is for record purposes, with a contingency provision, abbreviate the month (cancels last day), and use the four digit year; e.g., "Canc frp: Oct 2004." A self-cancellation paragraph is not required.</p> <p>5. <u>Reserve Applicability</u>. This Bulletin is applicable to the Marine Corps Total Force.</p>	
SIGNATURE BLOCK	
DISTRIBUTION: PCN 10207570000	
Copy to: 8145001 (2) 7000260 (1)	
2	
Figure 3-2.--Format of a Letter-Type Bulletin with a Given Cancellation Date--Continued	

Performance Evaluation

Proficiency and Conduct Mark Occasions

Reference: MCO P1070.12_, *Marine Corps Individual Records Administration Manual*

Occasions	Regular	Reserve
Transfer* Assignment to Active Duty (Reserve) Assignment to Involuntary Active Duty (Reserve) Release from Active Duty Release from EAD, AR, etc. (Reserve) Completion of Initial Skill Training Completion of Recruit Training	TR	TR
Temporary Disability Retired List (TDRL)	DL	DL
Discharge	DC	DC
Promotion to Corporal or Sergeant	PR	PR
Reduction	RD	RD
Declared Deserter (first day of UA period)	DD	---
Last Day Prior to Declaring Deserter	PD	---
To TAD	TD	---
TAD Complete	TC	---
Change of Primary Duty	CD	CD
Service School Completion	SC	SC
Semiannual	SA	---
Annual	---	AN
Completion of Annual Training	---	AT
Recommended (see MCO P1400.32_)	RE	RE
Active Duty Special Work	---	RT

*If the effective date for TR marks coincides with the requirement to report SA marks, TR marks will take precedence.

Refer to MCO P1070.12_ for further information and guidance such as effective date of marks

Proficiency and Conduct Mark Standards

Reference: MCO P1070.12_, *Marine Corps Individual Records Administration Manual*

IRAM

4005

MARK	CORRESPONDING ADJECTIVE RATING	STANDARDS OF CONDUCT
0.0 to 1.9	Unacceptable	Habitual offender. Conviction by general, special, or more than one summary court-martial. Give a mark of "0" upon declaration of desertion. Ordered to confinement pursuant to sentence of court-martial. Two or more punitive reductions in grade.
2.0 to 2.9	Unsatisfactory	No special court-martial. Not more than one summary court-martial. Not more than two nonjudicial punishments. Punitive reduction in grade.
3.0 to 3.9	Below Average	No court-martial. Not more than one nonjudicial punishment. No favorable impression of the qualities listed in paragraph 4007.6a. Failure to make satisfactory progress while assigned to the weight control or military appearance program. Conduct such as not to impair appreciably one's usefulness or the efficiency of the command, but conduct not sufficient to merit an honorable discharge.
4.0 to 4.4	Average	No offenses. No unfavorable impressions as to attitude, interests, cooperation, obedience, after-effects of intemperance, courtesy and consideration, and observance of regulations.
4.5 to 4.8	Excellent	No offense. Positive favorable impressions of the qualities listed in paragraph 4007.6a. Demonstrates reliability, good influence, sobriety, obedience, and industry.
4.9 to 5.0	Outstanding	No offenses. Exhibits to an outstanding degree the qualities listed in paragraph 4007.6a. Observes spirit as well as letter of orders and regulations. Demonstrates positive effect on others by example and persuasion.

4-41

IRAM

4005

MARK	CORRESPONDING ADJECTIVE RATING	STANDARDS OF PROFICIENCY
0.0 to 1.9	Unacceptable	Does unacceptable work in most duties, generally undependable; needs considerable assistance and close supervision on even the simplest assignment.
2.0 to 2.9	Unsatisfactory	Does acceptable work in some of the duties but cannot be depended upon. Needs assistance and close supervision on all but the simplest assignments.
3.0 to 3.9	Below Average	Handles routine matters acceptably but needs close supervision when performing duties not of a routine nature.
4.0 to 4.4	Average	Can be depended upon to discharge regular duties thoroughly and competently but usually needs assistance in dealing with problems not of a routine nature.
4.5 to 4.8	Excellent	Does excellent work in all regular duties, but needs assistance in dealing with extremely difficult or unusual assignments.
4.9 to 5.0	Outstanding	Does superior work in all duties. Even extremely difficult or unusual assignments can be given with full confidence that they will be handled in a thoroughly competent manner.

Annual Fitness Report Schedule

Reference: MCO 1610.7_, *Performance Evaluation System*

Annual Fitness Report Schedule (AN and AR Reports)

Grade of	Reporting Periods Ends Last Day of		
	Active Component	Reserve Component	Active Reserve
Sgt	Mar	Sep	Sep
SSgt	Dec	Sep	Sep
GySgt	Jun	Sep	Sep
MSgt/1stSgt	Jun	Sep	Sep
MGySgt/SgtMaj	Sep	May	Jun
WO/CWO	Apr	Oct	Oct
2ndLt	Jan/Jul	Apr	N/A
1stLt	Oct/Apr	Oct	Oct
Capt	May	Sep	Jun
Maj	May	Sep	Jun
LtCol	May	Jun	Jun
Col	May	Jul	Jul
BGen	Jun	Jun	N/A

1. All reports for Marines should arrive at HQMC no later than 30 days after the reporting period to ensure proper processing into official records to facilitate selection board and personnel management decisions.
2. Reservists who are considered for promotion by an Active Component selection board will receive AN reports while those who are considered by a Reserve Component selection board (to include Active Reserve Marines) will receive AR reports.
3. Reports on Active Component 2nd and 1st lieutenants are semiannual vice annual.
4. POC is MMRP-31, Policy and Research Unit at (COM) 703-784-5689/3905/3431 OR (DSN) 278-5689.

Promotions

Selection Board Schedules

SNCO Selection Board - Traditional Schedule

Selection Board	Expected Duration	Convene During
SgtMaj and MGySgt	8 Weeks	October
Reserve SNCO	7 Weeks	January
GySgt	8 Weeks	July
SSgt	9 Weeks	July

The U.S. Marine Corps Staff Noncommissioned Officer Selection Board schedule is initially announced via MARADMIN at the beginning of each year

Selections to the next higher grade for Staff Noncommissioned Officer are announced via MARADMIN

Officer Selection Board - Traditional Schedule

Selection Board	Convene During
MajGen (Active & Reserve)	September
BGen (Active & Reserve)	September
Col (Active)	July
Col (Reserve)	October
Col, LtCol & Maj (Active Reserve)	October
LtCol (Active)	August
LtCol (Reserve)	January
LtCol & Maj LDO (Active)	September
Maj (Active)	August
Maj (Reserve)	January
Capt (Active & Reserve)	February
CWO (Reserve)	February
CWO (Active)	August

The U.S. Marine Corps Officer Selection Board schedule is initially announced via MARADMIN at the beginning of each year

Selections to the next higher grade for officers are announced via ALNAV, which can be found at:

<https://www.public.navy.mil/bupers-npc/reference/messages/ALNAVS/>

Minimum Time-in-Grade/Time-in-Service Requirements for Promotion

Reference: (a) MCO P1400.32_, *Marine Corps Promotions Manual, Volume 2, Enlisted Promotions*
 (b) MARADMIN 334/20, *Forthcoming changes to MCO P1400.32D*

USMC & USMCR Promotion to	Regular Promotion		Meritorious Promotion	
	Time in Grade	Time in Service	Time in Grade	Time in Service
SgtMaj/MGySgt	3 years	10 years	---	---
1stSgt	4 years	8 years	---	---
MSgt	4 years	8 years	N/A	8 years
GySgt	3 years	6 years	N/A	6 years
SSgt	3 years	5 years	N/A	4 years
Sgt	12 months	4 years	N/A	18 months
Cpl	8 months	12 months	N/A	6 months
LCpl	8 months	9 months	N/A	None
PFC	6 months	6 months	N/A	None

MCTFS Composite Score Data Elements Cutoff Dates

Reference: MCO P1400.32_, *Marine Corps Promotions Manual, Volume 2, Enlisted Promotions*

4. The below schedule indicates the cutoff date for input of data elements, the approximate date that composite scores will be computed, and the months composite scores for each quarter are reflected on the unit's DFR for each Reserve promotion quarter:

<u>PROMOTION PERIOD</u>	<u>MCTFS CS DATA ELEMENTS CUTOFF</u>	<u>CS COMPUTED*</u>	<u>MONTHS CS IS ON UNIT'S DFR</u>
January	20 November	30 November	Dec, Jan, Feb
April	20 February	28 February	Mar, Apr, May
July	20 May	31 May	Jun, Jul, Aug
October	20 August	31 August	Sep, Oct, Nov

* Composite scores for each regular and reserve promotion quarter are computed approximately 5-10 days after the "MCTFS CS DATA ELEMENTS CUTOFF."

Promotion Restrictions

Reference: MCO P1400.32__, *Marine Corps Promotions Manual, Volume 2, Enlisted Promotions*

- Within 18 months of the date convicted by a general court-martial. Commanders may partially waive this restriction, in the cases of Marines in the grades of Pvt and PFC, 12 months after the date of conviction.
- Within 12 months of the date convicted by a special court-martial. Commanders may partially waive this restriction, in the cases of Marines in the grades of Pvt and PFC, 6 months after the date of conviction if the Marine meets minimum TIG/TIS requirements.
- Within 6 months of the date convicted by a summary court-martial.
- In a probationary status as the result of sentence by a court-martial.
- Within 3 months of the date awarded nonjudicial punishment. In the case where a Marine is awarded a punitive reduction (to Pvt through Cpl), the Marine must also serve the full time in grade requirement inclusively before becoming eligible for promotion. Paragraphs 2101.1a(4), 2101.2a(4), 2102.1a(4), 2102.2a(4), 2201.1b(2), 2201.2b(2), and 2202.10b, MCO P1400.32D apply.
- In a probationary status as a result of NJP under the authority of the UCMJ, Article 15, or civilian conviction, where any portion of the punishment is suspended. Commanders may partially waive this restriction, in the cases of Marines in the grades of Pvt and PFC, 3 months after the date of conviction.
- Within 12 months of an administrative reduction to Sgt or higher grade as a result of a Competency Review Board (CRB).
- Within 6 months of a punitive or administrative reduction to LCpl or Cpl as a result of a CRB.
- Within 3 months of a punitive or administrative reduction to Pvt or PFC as a result of a CRB.
- While in a suspended administrative reduction status as a result of a CRB. Commanders may partially waive this restriction, in the cases of exceptionally well-qualified Marine in the grades of Pvt and PFC, 3 months after the CRB is approved.
- Within 18 months of the date confirmed distribution, use or possession of illegal drugs took place. The abuse of a legal substance with the intent to obtain a "high", i.e., huffing, spice, etc., also incurs an 18-month promotion restriction. The 18-month period will begin on the date positive confirmation is received from the DoD-certified drug testing laboratory in the case of urinalysis detection, or from the date of the illegal drug incident, or other means of identification resulting in a conviction or finding of guilt. NOTE: This promotion restriction does take precedence over the restrictions contained in paragraphs 1204.4g, 1204.4h, and 1204.4j of MCO P1400.32.
- Within 12 months of conviction by military (to include a military magistrate) or civil authorities of Driving Under the Influence (DUI) or Driving While Intoxicated (DWI). Commanders may partially waive this restriction in the cases of Marines in the grades of PFC and Pvt to 6 months after the date of conviction.
- Within 6 months of conviction by civil authorities (foreign or domestic), or action taken which is tantamount to a finding of guilt, i.e., a plea of no contest, for an offense which is considered a **misdemeanor**, other than minor traffic violations, in the civil jurisdiction. Commanders are required to submit copies of court documentation evidencing the nature and degree of the offense, i.e. misdemeanor, felony, etc.
- Within 18 months of conviction by civil authorities (foreign or domestic), or action taken which is tantamount to a finding of guilt; i.e., a plea of nolo contendere, for an offense, which is considered

a **felony** in the civil jurisdiction. Commanders may partially waive this restriction in the cases of Marines in the grades of PFC and Pvt to 12 months after the date of conviction.

- Marines who are confined by civil and/or foreign authorities, on appellate leave, or in an unauthorized absence and/or deserter status will not be promoted. If a Marine who is under consideration by a SNCO selection board enters into one of the above categories while the board is in session, the individual will be administratively deleted from the list of eligibles. If the Marine is subsequently exonerated of any wrong doing, appropriate remedial consideration may be granted.
- Marines pending administrative separation for misconduct, unsatisfactory participation in the reserve component, unsatisfactory performance, alcohol rehabilitation failure, domestic violence, child abuse, weight control failure, etc. are not eligible for selection consideration or promotion. The loss of promotion eligibility begins the date the Notification of Separation Proceedings is signed by the commander and presented to the Marine notifying the Marine/respondent of the commander's intent to recommend to the General Court-Martial Convening Authority that the Marine be involuntarily separated from the U.S. Marine Corps. (Commanding officers must ensure a copy of the signed notification and signed returned acknowledgement of rights are forwarded to the respective Personnel Administration Center to properly effect the promotion restriction. NOTE: This includes medical separations determined to be not in the line of duty or due to a member's own misconduct.
- While serving under a suspended administrative discharge.
- While found to be outside the established height, weight, or body fat standards, during the evaluation process, or pending assignment or assigned to the Military Appearance Program (MAP) or Body Composition Program (BCP).
- After failure of the Marine Corps Physical Fitness Test (PFT) or Marine Corps Combat Fitness Test. This restriction remains in effect until the Marine passes a PFT/CFT.
- While awaiting a pending court-martial or nonjudicial punishment.
- While pending adjudication of charges by a civil court, either foreign or domestic.
- While pending administrative action by a CRB.
- While awaiting administrative reduction or separation (excluding non-culpable physical disability).
- When not recommended for reenlistment. (Reenlistment Code (RE) RE-4/4B)
- When assigned an RE-3C/3P for substandard performance. The RE-3C reenlistment code assigned in conjunction with a humanitarian transfer is not a promotion restriction.
- After refusing to execute Permanent Change of Station (PCS) or Unit Deployment Program (UDP) orders (RE-30).
- After refusing to extend or reenlist to obligate sufficient additional service to carry out PCS or UDP orders.
- After applying for early separation under an existing or future early separation program; e.g., VSI (RE-3V)/SSB (RE-3S). This restriction does not apply to Marines who request early release to attend school.
- While attending mandatory rehabilitation for Domestic Violence or Child Abuse offense.

This list is not all inclusive. See MCO P1400.32D Ch 2 Vol 2, pages 1-17 through 1-20 for specific information regarding each restriction

Junior Remedial Process

Reference: MCO P1400.32__, *Marine Corps Promotions Manual, Volume 2, Enlisted Promotions*

The following overview of the junior remedial promotion process is provided for information. The Enlisted Promotion Manual, Chapter 2, details the remedial promotion requirements and format for the request. The following paragraphs describe our internal procedures for processing a request for remedial promotion. Input your remedial request into a data base for tracking. Print the following MCTFS screens:

- **GRAD** - verify date of rank to compute time in grade
- **TMOS** - verify primary military occupational specialty or intended military occupation specialty
- **COMP** - verify the MCTFS composite score
- **TMCI** - verify MCI courses or other authorized correspondence courses and their completion dates
- **OFDU** - verify college courses and completion dates
- **PROF** - verify the average pro/con marks
- **TBTR** - verify physical fitness test score and semiannual period
- **TBIR** - verify armed forces active duty base date (active) or pay entry base date (reserve) to compute time in service
- **WPNS** - verify rifle score and month/year of qualification.

Each request is reviewed for accuracy using the above MCTFS screens. If the information contained in your request is not reflected on the above MCTFS screens with the proper effective date, then we need documentation to support your request. The supporting documentation may be faxed.

Additional research is often required using unit diary retrieval to find a specific date of an event. This normally occurs when determining bonus points for Recruiting, Drill Instructor or Marine Security Guard duty or when a unit does not include the six digit rifle/PFT score dates (AS REQUIRED) and the MCTFS cutoff dates are during the same month. If the remedial request is approved, we enter the promotion entry or grade statements on diary. If the remedial request is disapproved, we submit a unit diary history statement with explanation for disapproval. We also use a unit diary history statement to request missing information from the unit.

How can you improve the current process?

1. Maintain current directives: MCO P1400.32C (Enlisted Promotion Manual) MCO 6100.12 (Physical Fitness and Body Composition Program Manual) MARADMINs with monthly (active duty) and quarterly (reserve) cutting scores
2. Use the format contained in Chapter 2, MCO P1400.32C for submitting requests for remedial promotion. Forward accurate requests, i.e., correct social security number; six digit completion dates (NOT JUST YEAR/MONTH) for the rifle/physical fitness test; double check your math; etc. Ensure data elements used are prior to the MCTFS cutoff dates identified in the annual promotion plan.
3. Update MCTFS and ensure the data posts prior to forwarding the request. Do not FAX extraneous material (copies of MCTFS screens, rough computation worksheets, etc). As you see we retrieve the most current information from MCTFS. If the correct data is not resident in MCTFS, FAX a certified copy of the document(s). Please annotate the fax cover sheet with the DTG of the remedial message. You can also mention that you fax'd documents in the text of your message.

SNCO Undelivered Appointments

Reference: MCO P1400.32_, *Marine Corps Promotions Manual, Volume 2, Enlisted Promotions*

Manpower Personnel Management

Enlisted Promotions (MMPR2)

Harry Lee Hall

17 LeJeune Road

Quantico, VA 22134-5104

Phone: (703) 784-9717/18/19

EnlistedPromotions@usmc.mil

When the Commanding Officer determines that a Marine who has been selected for promotion by a HQMC SNCO Selection Board is unqualified for promotion, CMC (MMPR-2) must immediately be notified by naval message that the command requests the delay, revocation, or delivery of the Marine's certificate of appointment to the next higher grade.

Requests to CMC (MMPR-2)

1. Submit advanced notification to MMPR-2. Once the advanced notification is received from this Headquarters, a message is sent from CMC (MMPR-2) with detailed instructions for submission of a **report of circumstances** to the CMC.

[Sample Advanced Notification \(PDF 57KB\)](#)

2. Within 30 days of submitting the advance notification of intent to delay or revoke the Marine's selection, a full detailed report of the circumstances will be forwarded by the commanding officer, via the chain of command, to the CMC (MMPR-2). The report will contain the commanding officer's specific recommendation for delivering, delaying, or revoking the appointment.

[Sample originating letter from the Command with recommendation](#)

3. The Marine will be afforded the opportunity to review the commanding officer's recommendation, to include all information used by the commander to substantiate the recommendation. The Marine **Must**, at a minimum, submit a signed copy of one of the following statements (whichever one best fits the circumstances). The Marine may also provide additional comments in subsequent paragraphs or have someone prepare a statement on his or her behalf. Any third party statements must be endorsed by the Marine, acknowledging that the statement is submitted with his or her knowledge. The following formatted sentences will be used as the opening paragraph in the Marine's statement, and should fit most of the cases.

[The Marine's Statement](#)

Note: The above links are embedded for ease of accessibility. In the event of a dead link, refer to the MMPR-2 website under the Manpower & Reserve Affairs site

Officer Frocking

Reference: MCO P1400.31_, *Marine Corps Promotions Manual, Volume 1, Officer Promotions*

Plans, Programs and Boards (MMOA-3)

3280 Russell Road
Quantico, VA 22134-5103

Phone: (703) 784-9284/5 (Active Duty) / (703) 784-0531 (Reserve)

Website: <https://www.manpower.usmc.mil/webcenter/portal/MMOA>

Approvals for frocking will be based on necessity and the available allocations, in addition to the criteria below. **Frocking requests for officers must meet at least one of the below criteria.** Requests that are not in compliance will be filed without action:

[Frocking Request Template \(Naval Letter\).docx](#)

- Billets with the title of Defense Attaché, Marine Attaché or Naval Attaché billets.
- Billets attached to the immediate staffs of the Offices of the President and Vice President of the United States.
- Billets attached to the immediate staffs of the Office of the Secretary of Defense, Deputy Secretary of Defense, Under Secretaries of Defense, and Assistant Secretaries of Defense
- Billets attached to the immediate staffs of the Joint Chiefs of Staff Joint Duty Assignments List billets.
- Billets with the title of Commanding Officer (CO), Commander, or Chief
- Billets with the title of Executive Officer (XO) when selection for command is a prerequisite for assignment (commands where the XO "fleets up" to CO) Select Service Headquarters billets including, but not limited to, billets attached to immediate staffs of the Service Secretaries, Service Under Secretaries and Assistant Service Secretaries as defined in reference (b), §3014 b(1) & (2), §5014 b(1) & (2), & §8014 b(1) & (2).
- Executive assistants, military advisors, chiefs of staff, and comparable billets that report directly to admirals, generals, vice admirals, lieutenant general and Senior Executive Service equivalents.
- Billets with the title of officer in charge
- Other billets with the title of XO
- Formal service school billets where the higher grade is a prerequisite for admission
- Acquisition Corps major program manager billets (ACAT I)

Frocking is limited by Title 10 to 1% of Majors and LtCols and 2% of Colonels, which currently means that the Marine Corps can have 38 Majors, 19 LtCols, and 12 Colonels frocked. Priority goes in precedence order as listed above.

Company Grade

Commanding Generals are authorized to frock First Lieutenants to Captain and CWO to LDO (Capt) in accordance with the provisions contained in MCO P1400.31C (MARCORPROMMAN, VOL 1, OFFPROM). In cases where a company grade frocking is desired but no Marine Corps Commanding General is in the chain of command (such as International, Joint, or Naval assignments) the request should be sent to MMOA-3 as described in the next paragraph. Notification of frocking must be sent via message or naval correspondence to MMOA-3 in order to allow the Marine Corps to properly report frockings. Frocking of Second Lieutenants, First Lieutenants or Warrant Officers is not authorized.

Field Grade

Director, Manpower Management Division (MM) is the approval authority for all frocking requests on field grade officers (Maj-Col). Frocking ceremonies should not be planned until authority is received.

Commissions are not read at frocking ceremonies; only the authority to frock may be read. Field grade frockings are limited by US law Title 10 not to exceed 2% of Colonels and 1% of Lieutenant Colonels and Majors. Requests for frocking should contain the following information: Officer's Name, SSN, MOS, Select Grade, T/O, Line Number, Transfer/joining date, and Justification. The justification paragraph is important to give PMD the information necessary to make decisions concerning the priority of which officers get frocked based on limited availability. Frocking requests need to be sent to MMOA-3 by naval message or email to MMOA-3.

Oaths

Oath of Office/Commissioning Oath

Reference: MCO P1400.31C, *Marine Corps Promotions Manual, Volume 1, Officer Promotions* (page 6-5)

"I (state your full name) do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God."

Oath of Enlistment/Oath of Reenlistment

Reference: MCO 1040.31, *Enlisted Retention and Career Development Program* (page 6-19)

"I (state your full name) do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God."



I (state your full name) do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God.

I (state your full name) do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

Rifle Conversion Table

Reference: MCO P1400.32_, *Marine Corps Promotions Manual, Volume 2, Enlisted Promotions*

MCO P1400.32D Ch 2
14 Jun 2012

RIFLE CONVERSION TABLE

<u>REQUALIFICATION/ SUSTAINMENT COURSE</u>		<u>ENTRY LEVEL COURSE</u>
EX	40	220
SS	35	210
MM	25	190
57 - 65 = 5.0	40 - 44 = 4.6	30 - 32 = 3.6
53 - 56 = 4.9	38 - 39 = 4.4	28 - 29 = 3.4
49 - 52 = 4.8	35 - 37 = 4.2	25 - 27 = 3.0
45 - 48 = 4.7	33 - 34 = 3.8	0 - 24 = 0.0

CONVERSION TABLE (Rifle Marksmanship Score to Rating)

<u>Score</u>	<u>Rating</u>
240-250	5.0
235-239	4.9
230-234	4.8
225-229	4.7
220-224	4.6
215-219	4.4
210-214	4.2
205-209	3.8
200-204	3.6
195-199	3.4
190-194	3.0
000-189	0.0

Fitness Test Conversion Tables

Reference: MCO P1400.32_, *Marine Corps Promotions Manual, Volume 2, Enlisted Promotions*

CONVERSION TABLE (PFT Score to Rating)

<u>PFT Table (17-26)</u>		
<u>Class</u>	<u>Score</u>	<u>Rating</u>
1st	300	5.0
	285-299	4.9
	270-284	4.8
	255-269	4.7
	240-254	4.6
	225-239	4.5
2nd	215-224	4.4
	205-214	4.3
	195-204	4.2
	185-194	4.1
	175-184	4.0
3rd	167-174	3.9
	159-166	3.8
	150-158	3.7
	143-149	3.6
	135-142	3.5
Unqual	0-134	0

<u>PFT Table (27 AND OLDER)</u>		
<u>Class</u>	<u>Score</u>	<u>Rating</u>
1st	300	5.0
	285-299	4.9
	270-284	4.8
	255-269	4.7
	240-254	4.6
	225-239	4.5
	215-224	4.4
	205-214	4.3
	200-204	4.2
2nd	195-199	4.2
	185-194	4.1
	175-184	4.0
	167-174	3.9
	159-166	3.8
	150-158	3.7
3rd	143-149	3.6
	135-142	3.5
	110-134	3.0
Unqual	0-109	0

CONVERSION TABLE (CFT Score to Rating)

<u>CFT Conversion Table ALL AGE GROUPS</u>		
<u>Class</u>	<u>Score</u>	<u>Rating</u>
1st	300	5.0
	294-299	4.9
	288-293	4.8
	282-287	4.7
	276-281	4.6
	270-275	4.5
2nd	261-269	4.4
	252-260	4.3
	243-251	4.2
	234-242	4.1
	225-233	4.0
3rd	218-224	3.9
	211-217	3.8
	204-210	3.7
	197-203	3.6
	190-196	3.5
Unqual	0-189	0.0

Composite Score Worksheet

<u>Line No</u>	<u>Rating</u>		
1. Rifle Marksmanship Score _____	= _____	_____	(YYMMDD of qualification)
2. PFT Score _____	= _____	_____	(YYMMDD of test)
3. CFT Score _____	= _____	_____	(YYMMDD of test)
4. Subtotal (line 1 + 2 + 3)	= _____		
5. GMP Score (line 4 divided by 3)	= _____		
		Score	
6. GMP Score (from line 5)	= _____	x 100	= _____
7. Average Duty Proficiency	_____	x 100	= _____
8. Average Conduct	_____	x 100	= _____
9. Time-in-Grade (months)	_____	x 5	= _____
10. Time-in-Service ¹ (months)	_____	x 2	= _____
<i>¹compute from AFADBD for USMC & Active Reserve, and from REBD for SMCR</i>			
11. DI/Recruiter/MSG/Combat Instructor/MCSF Bonus	_____	x 1	= _____ (YYMMDD Completed)
12. Self-Education Bonus (maximum of 100 points between MarineNet & College)			
a. MarineNet/Extension School	_____	x 15	= _____ (YYMMDD Completed)
b. College/CLEP/Vocational	_____	x 10	= _____ (YYMMDD Completed)
13. Command Recruiting Bonus ²	_____		= _____ (YYMMDD Completed)
<i>²100 points maximum, 20 points/recruit, completion date is the date the recruit enlists</i>			
14. Composite Score (sum of lines 6 through 13)	= _____		

Legal Administration



Article 15, Nonjudicial Punishment

Reference: MCO 5800.16-V14, *Legal Support and Administration Manual*

- Authority to impose nonjudicial punishment
- Jurisdiction over the accused
- Advice to the accused before imposition of nonjudicial punishment
- Suspension, Remission, Mitigation and Setting Aside
- Unit Punishment Book
- Vacation of Suspension
- Nonjudicial punishment appeals

Reference: JAGINST 5800.7F, *Manual of the Judge Advocate General*

- Accused's Notification and Election of Rights form
- Maximum Punishments:

Major/Lieutenant Commander or Above	Correctional custody for not more than 30 consecutive days
 Authority: Manual for Courts-Martial (MCM), Part V, paragraph 5b(2)(B)	Forfeiture ¹ of not more than one-half of one month's pay per month for two months.
	Reduction in grade at NJP may only be imposed if the grade from which demoted is within the promotion authority of the officer imposing reduction, as provided in paragraph 1200.3b of MCO P1400.32D.
	Extra duties, including fatigue or other duties, for not more than 45 consecutive days.
	Restriction to specified limits, with or without suspension from duty, for not more than 60 consecutive days.
	Limitation: If restriction is combined with extra duty, combination may not exceed 45 days each
Captain/Lieutenant (O-3) and Below	Correctional custody for not more than 7 consecutive days
 Authority: Pursuant to (MCM), Part V, paragraph 5b(2)(a),	Forfeiture ¹ of not more than 7 days' pay.
	Reduction in grade at NJP may only be imposed if the grade from which demoted is within the promotion authority of the officer imposing reduction, as provided in paragraph 1200.3b of MCO P1400.32D.
	Extra duties, including fatigue or other duties, for not more than 14 consecutive days.
	Restriction to specified limits, with or without suspension from duty, for not more than 14 consecutive days.

¹The pay forfeiture chart, published annually, is traditionally available for download from the MCAAT website and the Manpower Codes Lookup site

- MCAAT: <https://www.manpower.usmc.mil/webcenter/portal/MI/page12>

- Manpower Codes Lookup: <https://www.manpower.usmc.mil/lookups>

Unit Punishment Book (NAVMC 10132) Detailed Preparation Instructions

Reference: MCO 5800.16-V14, *Legal Support and Administration Manual*

a. Item 1. Do not use charge/specification as in courts-martial. If there are multiple infractions of an article of the UCMJ, repeat the article as indicated below. Enter the article(s) of the UCMJ violated and a summary of each offense, to include date, time, and place of the alleged offense. Examples:

Art. 90. Struck Capt Smith with fists at HqCo, HqBn 3d MarDiv at 0930, 10 Nov 14.

Art. 90. At Co A, 1st Bn, 7th Mar (deployed) on 11 Mar 14, willfully disobeyed Capt Green's order to get a haircut.

Art. 86. UA fr HqCo, HqBn, 3d MarDiv dur the prd 0800, 11 Nov 14 through 2359, 15 Nov 14.

Art. 86. At HqCo, HqBn, 3d MarDiv, failed to go at the time prescribed to morning formation at 0800 on 15 Nov 14.

b. Item 2. After advising the Marine in accordance with Article 31, UCMJ and section 0104, JAGMAN, require the Marine to indicate intentions by striking out inapplicable portions, unless the Marine is attached to or embarked aboard a Naval vessel. In such cases, strike out with a single black or blue-black ink line all sentences after the first sentence. See section 0109, JAGMAN. Thereafter, require the Marine to date and sign the item. When a Marine refuses to indicate an intention and/or refuses to sign, process charges as a refusal to accept NJP and forward the UPB to the officer exercising court-martial jurisdiction for disposition. Note in item 2, "See item 16." Note in item 16, "Marine refuses to indicate intentions or to sign item 2. Case forwarded recommending (special court-martial), (summary court-martial), etc."

c. Item 3. Upon ensuring that the individual has been informed of the rights enumerated in Item 2, the immediate commanding officer will date and sign item 3. This action must be accomplished prior to imposition of NJP and this item must, therefore, be dated on or before the date NJP is imposed.

d. Item 4. After advising the accused of their opportunity to consult with counsel prior to electing to accept NJP, the violation of the article(s) of the UCMJ, and whether they accept NJP, the accused will date and sign item 4.

e. Item 5. Record current/previous UA's in excess of 24 hours and current/previous desertions.

f. Item 6. Enter punishment imposed and date of imposition. The entry "no punishment" is invalid. Unless a punishment listed in Article 15, UCMJ, is levied at the proceedings, NJP has not been imposed and no record will be maintained in the UPB binder. Sample forms of authorized punishments follow. Certain phrases in these examples are underscored merely to highlight areas where deviation from the prescribed wording, frequently has resulted in ambiguity. Other guidance is provided in parentheses. UPB form entries need not contain underlines or references.

Restr to the limits of HQSVCCo, 1st Bn, 3d Mar For 14 das, w/o susp fr du. 2 Jun

14. (See par 5c(2) of part V; MCM, 2012.)

Forf of \$100 pay per month for 2 months. Total for \$200.2 Jun 14. (Always state forfeitures in whole dollar amounts.)

Corr cust for 7 das w/susp fr du. 2 Jun 14.

Corr cust for 6 das w/o susp fr du. 2 Jun 14.

Restr to the limits of place of mess, bil, du and worship and most dir route to and fr w/o susp fr du for 14 das and extra du for 14 das, to run concurrently. 2 Jun 14.

To be red to LCpl, E-3, and to be orally reprimanded. 2 Jun 14.

g. Item 7. Enter the date and the specific terms of the suspension. If no portions of the punishment are suspended, enter the word "NONE." When suspending all or portions of the punishment, the specific punishment, the length of the suspension, and the terms for automatic remission will be reflected. Example:

2 Jun 14. Red to LCpl, E-3, susp for 3 mos, at which time, unless sooner vacated, the red will be remitted w/o further action.

h. Item 8. Enter name, grade, and title of the officer who took the action listed in item 6.

i. Item 9. When the officer imposing punishment determines that the offenses are properly punishable under Article 15, UCMJ, the officer so determining will sign this item.

j. Item 10. Enter the date of notification to the Marine. This will normally be the same date as item 6 except where a formal investigation is used as a basis for the NJP or notification is done by mail.

k. Item 11. When NJP has been imposed, notify the Marine of the right to appeal. (See paragraph 7 of part V, MCM, 2012, and section 0116, JAGMAN.) The officer imposing NJP shall date and sign the item. This will normally be the same date as item 6 and will, in no case, be prior to the date in item 6.

l. Item 12. The Marine upon whom NJP is imposed shall date and sign this item indicating an understanding of the right to appeal the NJP imposed. When a Marine refuses to indicate an understanding of the right to appeal and/or refuses to sign item 12, note in item 12, "See item 16" and place the following entry in item 16: "Marine refuses to indicate intentions or sign item 12."

m. Item 13. Enter date of the appeal of the NJP. If not appealed, enter the words "Not Appealed."

n. Item 14. If an appeal is made, enter the final action and date thereof. Examples:

Appeal denied - 25 Jun 14.

Appeal granted, punishment set aside - 25 Jun 14.

Red set aside, no further relief granted - 25 Jun 14.

This item will be signed by the officer action on the appeal, or it may be signed "By direction" of the officer acting on the appeal.

o. Item 15. Enter the date the Marine was notified of the decision on the appeal. If the Marine has been transferred or discharged, enter the date of the endorsement forwarding the decision to the Marine's new command or to the Marine's permanent mailing address.

p. Item 16

(1) Entries are required in this item under the following conditions:

(a) If the Marine refuses to sign either item 2 or item 12, enter the following remark: "Marine refuses to indicate intentions or to sign item 2 and/or item 12" as applicable.

(b) When the offenses are forwarded to higher authority for disposition, a general or specific recommendation as to disposition may be entered. Examples:

General recommendation - "Fwd to BnCO recom NJP."

Specific recommendation - "Fwd to BnCO recom red."

(c) Enter any subsequent vacation of any suspended punishment included in item 7 and the date of vacation. Examples:

Forf or \$250 per mo for 1 mo imposed and susp on 10 Dec 14
vacated - 26 Dec 14.

Red to PFC, E-2, imposed on 10 Dec 98 and susp on 15 Dec 14
vacated - 26 Dec 14.

(d) A Marine who has appealed may be required to undergo any punishment imposed while the appeal is pending, except that if action is not taken on the appeal within 5 days after the appeal was submitted, and if the Marine so requests, any unexecuted punishment involving restraint or extra duty shall be stayed until action on the appeal is taken. (See paragraph 7 of part V, MCM, 2012.) An entry reflecting the stay of punishment will be made. Example:

7 Dec 14: Appeal submitted. Punishment of (here insert punishment) stayed.

(e) When an executed or unexecuted punishment is set aside. This entry will be place on the old UPB and the new UPB. If the old UPB is not held at the command, then enter on the new UPB only. Example:

7 Dec 14: Red to Cpl, E-4, is set aside. All rights, privileges and property affected will be restored.

(2) In addition to the aforementioned required entries, this item may be used to record other appropriate remarks or information.

q. Item 17. Upon completion of the required administrative action, the officer responsible for the action will initial this item. This item must be initialed by the commanding officer, officer in charge, or by an officer designated to sign "By direction" of the commander. Ensure completion of all SRB and unit diary entries.

r. Item 18. Enter the complete identification of the Marine's unit; e.g., company/battery/squadron/group/battalion.

s. Item 19. Enter last name, first name, and middle initial of the Marine.

t. Item 20. Enter grade and pay grade; e.g., LCpl, E-3.

u. Item 21. Enter social security number; e.g., 123 45 6789.

Non-punitive Letter of Caution

Reference: JAGINST 5800.7F, *Manual of the Judge Advocate General*

A non-punitive letter is not considered punishment; rather, the letter is issued to remedy a noted deficiency in conduct or performance of duty. A non-punitive letter will be kept a personal matter between the member and the superior issuing the letter. The letter may not be forwarded to the Commandant of the Marine Corps, quoted in or appended to fitness reports.

NONPUNITIVE LETTER OF CAUTION	
	Date _____
From: Commander, U.S. Pacific Fleet	
To: ENS _____ L. _____, SC, USN/3100	
Subj: NONPUNITIVE LETTER OF CAUTION	
Ref: (a) Report of investigation into discrepancies in the ship's store returns for the first quarter of fiscal year 20__, in USS _____ (_____)	
(b) R.C.M. 306, MCM	
(c) JAGMAN 0105	
1. Reference (a) is the record of an investigation by _____ to inquire into certain discrepancies in the ship's store returns for the first quarter of fiscal year 20__ in USS _____.	
2. [Here insert a precise statement of the relevant events and circumstances for which the letter of caution is issued.] From the foregoing, it is apparent that you performed your duties in a careless manner. Such carelessness contributed to the improper operation of the ship's store on board USS _____. Accordingly, you are hereby administratively cautioned pursuant to references (b) and (c).	
3. This letter, being nonpunitive, is addressed to you as a corrective measure. It does not become a part of your official record. You are advised, however, that in the future you will be expected to exercise greater care in the performance of your duties in order to measure up to the high standard of performance of duty required of all officers in the Surface Force. Commander, U.S. Pacific Fleet, trusts that the instructional benefit you will receive from the experience will cause you to become a more proficient Naval officer.	
[Signature]	

Deserter/Absentee

Reference: Information regarding absentee/deserters was provided in MCO P5800.16A, *Marine Corps Manual for Legal Administration*. This manual has since been cancelled by MCO 5800.16, *Legal Support and Administration Manual*, which omitted information on processing absentee/deserters. As of the date of this publication, the Deserter Information Point advises command to follow the procedures listed in the cancelled directive MCO P5800.16A until a change is published to MCO 5800.16.

The Deserter Information Point (DIP) mission is to investigate and cause the apprehension of military personnel administratively declared as deserter status, effecting their return back to their command or military jurisdiction. **The Deserter Information Point is operational 24 hours a day.**

Headquarters, U.S. Marine Corps

PSL Corrections

701 South Courthouse Rd

Suite 2000

Arlington VA 22204-2478

AMHS PLAD: CMC WASHINGTON DC PPO PSL

Organizational e-mail: Deserter_Information_Point@usmc.mil

Telephone/Fax: Comm: (703) 604-0395/3667

Gov Cell: (703) 795-3822

Fax: (703) 604-0769

Website: <https://www.hqmc.marines.mil/ppo/Units/Security-Division-PS/Law-Enforcement-Corrections-PSL/Corrections-PSL/DESERTER-INFORMATION-POINT/>

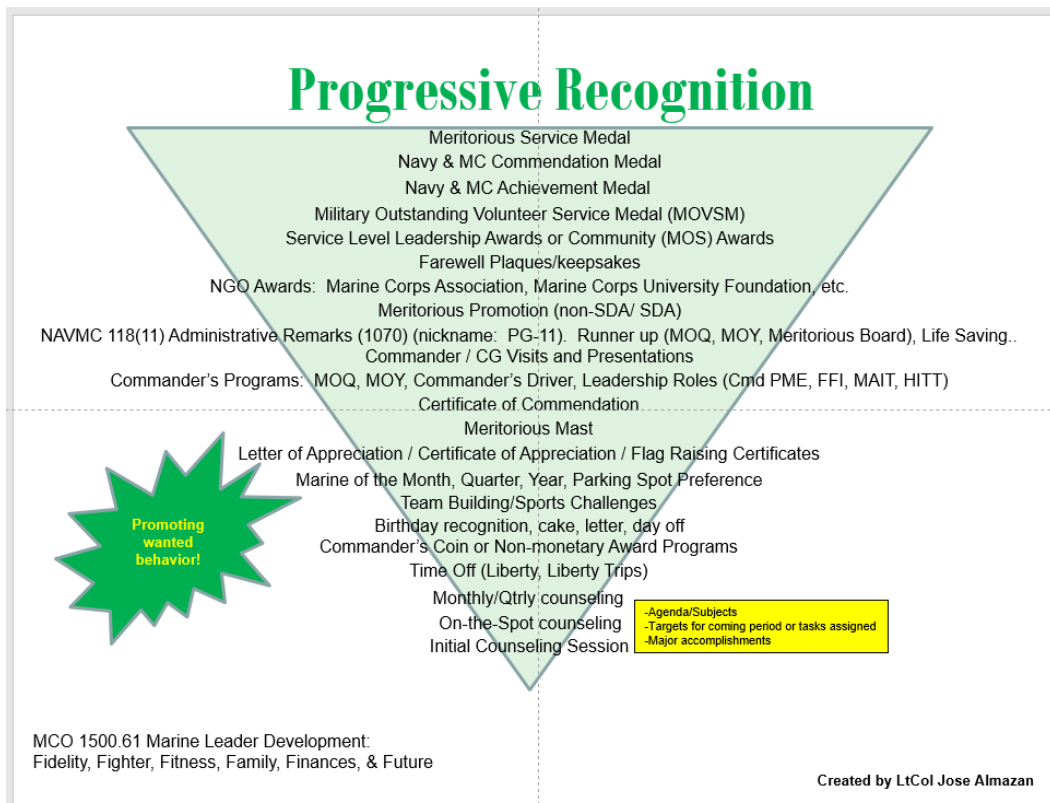
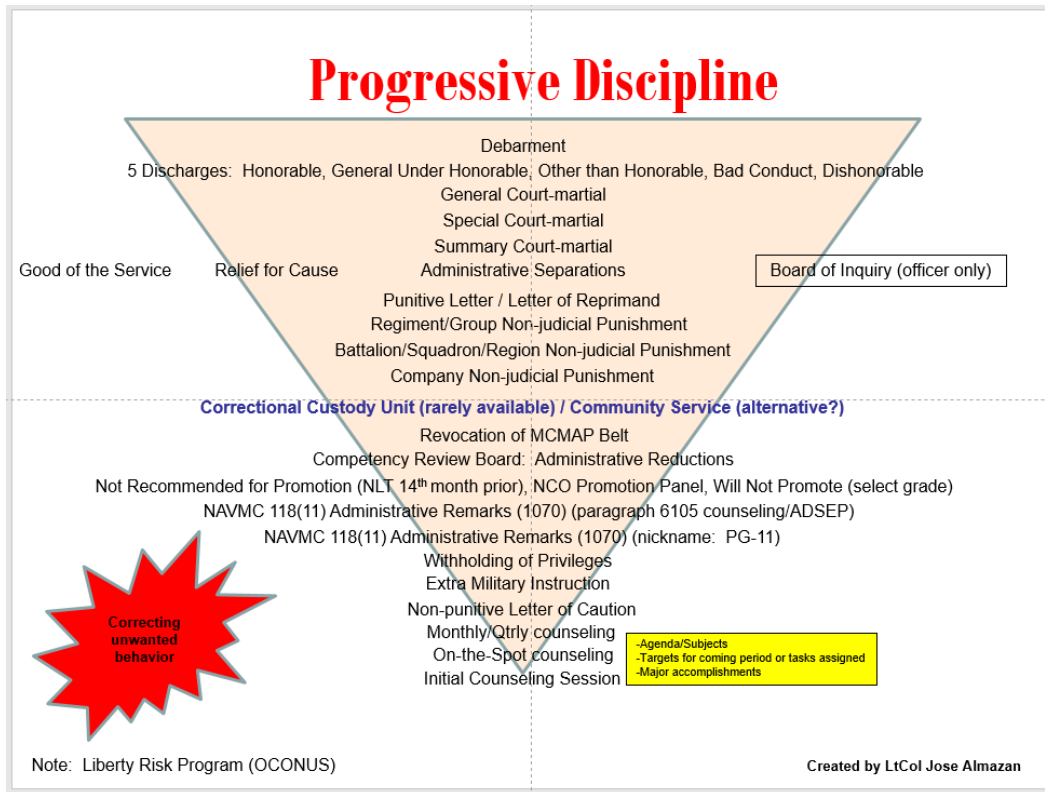
Review the "Frequently Asked Questions" section of the PSL website (link above)

To declare a deserter, submit DD Form 553 via email to PSLCorrectionsHQMC@usmc.mil or send a fax to 1-703-604-6666. A follow-up email is highly recommended. The most recent edition DD Form 553 (MAR 2015) is required, as all previous editions are obsolete. Annotate PENDING CHARGES from the command in the remarks section of the 553. DD Form 553 and instructions for completion can be downloaded from:

- [DD Form 553](#)
- [Instructions for Completing DD Form 553](#)

When a Deserter surrenders or is apprehended within your jurisdiction, contact this office at 703-604-3667/0395 and complete/submit a DD Form 616.

Progressive Discipline/Recognition



How to update your Official Military Personnel File

The OMPF is a collection of documents that serve as the record of service for a Marine from initial enlistment through final separation. The OMPF is divided into sections (folders and sub-folders), each with a specific purpose.

The OMPF, along with the MBS, serves as the Marine's advocate at Headquarters Marine Corps (HQMC) and is used for promotion, selection, and assignment purposes. It is your responsibility to ensure your record is accurate and complete. Please review your record thoroughly. This is especially important prior to any promotion or selection board for which you are eligible.

There are several ways to update your OMPF: We are unable to process documents that do not have an EDIPI or SSN placed DIRECTLY on each document.

1. Email (most preferred method). If you are sending in material for an upcoming board email to SMB.MANPOWER.MMRP-20@USMC.MIL

2. If you are submitting regular update material email it to SMB.MANPOWER.MMRP@USMC.MIL. To avoid duplicate documents in your OMPF do not send the email to both addresses

- Write your EDIPI on directly on the document in a location that can be clearly read and we will remove it during processing. Do not use the tool in adobe acrobat to place your EDIPI in as it does not transfer during processing.
- Every document submitted should be formatted as a single-sided black and white multi-page document and each document cannot not exceed 900 Kilobytes (KB).
- If you are sending multiple documents try to place as many documents into one .pdf. Each document cannot exceed 900 KB and the .pdf should not exceed 4 Megabytes.
- Do not name your attachments the same name.
- We are unable to process documents submitted using Microsoft Works software. Use only JPEG or PDF formats.
- Please allow up to (7) working days for your request to be processed.

2. In person – (we do not accept submissions of multiple service members from units. Use organizational mail box) update material may also be dropped off at our Customer Service Window located at 2008 Elliot Road, Room 136, Quantico, VA 22134

3. Mail - Mail update material to the address listed below. If you are board eligible, indicate on the outside of the envelope "Update material for the FYxx board name"

Headquarters U.S. Marine Corps (MMRP-20)
2008 Elliot Road
Quantico, VA 22134-5030
Request for documents to be removed from the OMPF

1. If you need remove documents in your OMPF, contact MMRP-20 via email (SMB.MANPOWER.MMRP-20@USMC.MIL) or telephone (703) 784-5640 or (703) 784-3906. If email, provide your full name, EDIPI and specifically identify the document(s) and the folders in which the documents reside that are in error.

2. Request to remove page 11's. MMRP-20 does NOT remove Page 11s from OMPFs. Request for removal of a Page 11 requires Board of Correction of Naval Records (BCNR) action. Marines need to submit a DD Form 149, with supporting documentation, directly to BCNR for adjudication. Commands requesting correction of the service record after NJP set aside should direct their inquiry to MMRP-10. These inquiries can be sent to: SMB.MANPOWER.MMRP@USMC.MIL.

If you have questions regarding corrections or material for promotion boards contact (703) 784-5640.

OMPF Content

Service Folder

Consists of contract information, discharge documents, general administrative and service documents used to compute service time for benefits, programs, or retirement.

Commendatory/Derogatory Folder

Contains documents on civilian and military education, personal awards, court-martial/nonjudicial punishments, and other material reflecting significant personal achievement or adversity that is pertinent to making decisions for purposes of selection, assignment, and retention.

Performance Folder

Contains fitness reports and standard addendum pages for all sergeants and above.

Field Record Folder

Upon separation from the Marine Corps, documents contained in the Service Record Book/Officer Qualification Record (SRB/OQR) are filed in the Field Record Folder.

Health Folder

Unless a Marine had broken service which ended prior to 1994, or is presently on the Temporary Disability Retired List (TDRL), no Health Folder is maintained. Since 1994, health and dental records are sent upon discharge to the Department of Veterans Affairs, Service Medical Records Center, St Louis, MO 63103.

Photo Folder

Contains the most recent digital photograph received. Photos are automatically replaced and are current for 12 months from the date taken.

A tour at Personnel Administration School

A successful tour at Personnel Administration School (PAScol) is both challenging and rewarding, and is a great way to enhance your competitiveness for promotion and retention in a highly competitive field.

APPLICATION PROCEDURES

- Meet screening requirements outlined in Chapter 9 of MCO 1326.6
- Complete NAVMC 11711, NAVMC 11713, and Security Clearance Certification Letter within 60 days of receipt of orders
- Provide biography and Master Brief Sheet to the Senior Enlisted Advisor at PAScol

ASSIGNMENT

Upon assignment to PAScol, Marines attend a 4-week Instructor Development Course (3 weeks non-resident and 1 week in residence at Train the Trainer School aboard Camp Johnson). Upon completion, Marines serve as Instructors for the Administrative Specialist Course, which consists of 37 training days and 12 individual training and readiness events from NAVMC 3500.3D (*Personnel and Administration Training and Readiness Manual*).

With an Instructor-to-Student ratio of 1:30, Instructors directly impact the intellectual agility, critical thinking, and problem-solving skills of entry level Marines to prepare them for rapid integration into the Fleet Marine Force (FMF) and Supporting Establishments. To be successful, Instructors must be physically fit and possess strong leadership, communication, time management, and organization skills.

RESPONSIBILITIES

In addition to providing quality instruction, Instructors are responsible for executing the Transformation Enhancement Program. This program is designed to reinforce the basics through application and sustained practice across five themes: core values, resilience, maneuver warfare, leadership development, and fitness. Through a continual presence in their Marines' lives, both inside and outside of the classroom, Instructors develop meaningful relationships that foster trust and mentorship. As a result of these relationships, Instructors are better able to identify potential issues before they become problems; and in turn, launch Marines to the FMF who are ready to plug in on day one vice one day.

EXPECTATIONS

- Monthly assignment to the Interior Guard
- Assignment of a collateral duty
- Satisfy professional military education, advanced military occupational specialty training, and annual training requirements (time will be afforded for each)
- Participate in the Staff and Faculty Development Program (courses provided by Coastal Carolina Community College and the University of North Carolina at Wilmington)

OPPORTUNITIES

- Master Instructor Certification
- Team Leader
- Director, Marines Awaiting Training
- Career Level Instructor
- Academics Curriculum Developer
- Variety of Faculty Support/Staff Billets

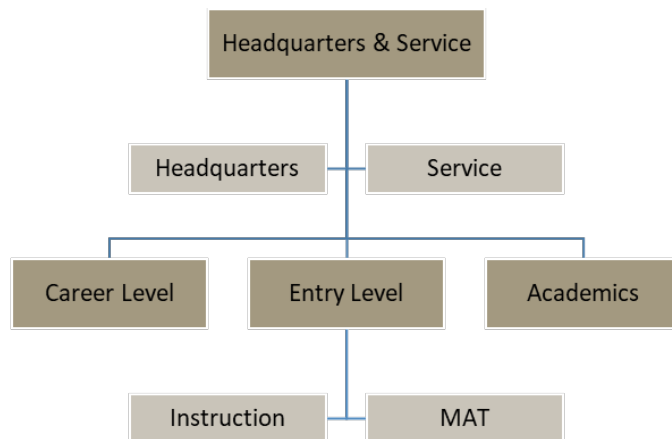
BENEFITS

- Personal pride gained from inspiring, motivating, and educating young Marines
- Invest in personal development, as well as in the future of the MOS by training the Marines with whom you are likely to serve
- Share your passion and expertise
- Lead, train, and mentor groups of Marines from platoon to company sized elements
- Earn education certifications through the Staff and Faculty Development Program
- Influence the future of the 01XX community by participating in Training Management Team Working Groups, Training and Readiness Conferences, and Course Content Review Boards
- Enhance professional resume by completing the Instructor Development Course, Curriculum Developers Course & Formal School Management Course
- Strengthen application for the Warrant Officer Program

Marines interested in discussing an assignment to PAScol should contact MGySgt Crawford at (910)450-1066 or via e-mail at shayne.crawford@usmc.mil.



Personnel Administration School Points of Contact



Billet	Contact
Commanding Officer	910-450-1167
Executive Officer	910-450-1168
Senior Enlisted Advisor	910-450-1066
First Sergeant	910-450-1169
Service Branch OIC	910-450-1062
Company Gunnery Sergeant	910-450-1793
Operations Chief	910-450-0761
S-1/Training Chief	910-450-1065
Registrar	910-450-1067
Career Level Instruction Branch OIC	910-450-1790
Career Level Instruction Branch SNCOIC	910-450-0038
Entry Level Instruction Branch OIC	910-450-1068
Entry Level Instruction Branch SNCOIC	910-450-1791
Academics OIC	910-450-0933
Academics SNCOIC	910-450-0819

For information regarding Marines attending the Administrative Specialist course, including graduation information, contact the Entry Level Instruction Branch.

For information regarding all other courses, contact the Career Level Instruction Branch.