

3108. OCCUPATIONAL FIELD 01, MANPOWER AND ADMINISTRATION

1. Introduction. The Manpower Administration and Retention OccFld include the operation and management of administrative and clerical functions in the areas of general administration, personnel administration, operational administration and postal service. Qualifications required include basic clerical skills, and communication abilities. The duties involve administrative, managerial, and technical skills. Administrative Specialist are required to learn clerical and administrative procedures and processes, office management, personal computer skills (personnel and pay database retrieval and word processing), preparation and use of military publications and correspondence, preparation of orders and directives, and the use of filing systems and record keeping. Formal schooling is provided to Marines entering this OccFld. Types of entry-level jobs available include work as an Administrative Specialist and Postal Clerk. There are a wide variety of billets available in this OccFld assignment ranging from duty at the staff level in the operational, garrison, and joint duty assignments to the opportunity to serve on independent duty in support of the Selected Marine Corps Reserve. Marines entering this OccFld will receive MOS 0100 and will participate in routine personnel and administrative functions while training for 0111 MOS within the OccFld. The mission essential task list is used by formal schools and unit commanders to determine proficiency, evaluate individual training, and maintain quality control.

2. MOS 0111, Administrative Specialist (MGySgt to Pvt) PMOS

a. Summary. Administrative Specialists perform personnel, general operational and manpower management administration at all levels.

b. Prerequisites

(1) Must possess a CL score of 100 or higher.

(2) Must be a U.S. citizen.

(3) Security requirement:

(a) Must have a favorably adjudicated National Agency Check/Local Agency Check (NACLAC).

(b) Secret security clearance eligibility.

(c) Marines who are reenlisting must possess an adjudicated secret security clearance or favorably adjudicated National Agency Check/Local Agency Check prior finalizing their reenlistment.

(d) Marines conducting lateral moves to the 0111 MOS must also possess a favorably adjudicated NACLAC.

c. Requirements. Complete the Administrative Specialist Course conducted at Camp Lejeune NC. MOS 0111 is assigned upon completion of the Administration Specialist Course.

<u>CID</u>	<u>TITLE</u>	<u>LOCATION</u>
M03AAX8	Administrative Specialist (ASC)	Camp Lejeune, NC

d. Duties. For a complete listing of duties and tasks, refer to reference (d), Personnel and Administration Training and Readiness Manual.

e. Related Standard Occupational Classification (SOC) Title and Code

(1) Human Resources Assistants, Except Payroll and Timekeeping, 43-4161.

(2) Office Specialist, General 43-9061.

f. Related Military Skill. None.

3. MOS 0147, Equal Opportunity Advisor (EOA) (MGySgt to SSgt) FMOS

a. Summary. Equal Opportunity Advisors (EOA) to the commanding general/commander are assigned to major Marine Corps installations. EOA's primary mission is to provide instruction, assistance, and advice on all equal opportunity (EO) matters to installation and tenant commanders. Primary responsibility and duty is the command EO Advisor. EO Advisors must exercise leadership and sound judgment in the performance of their duties. EO Advisors maintain administrative control of the Discrimination and Sexual Harassment (DASH) reporting system. Act as points of contact to the installation/tenant commanders on all EO matters and maintain liaison with HQMC (MPE). Duties include, assisting commands with investigations into allegations of discrimination, to include sexual harassment, as directed by cognizant authority; advise commanders and military personnel on complaint resolution procedures both formal and informal; conduct inspections of command equal opportunity program, as directed by cognizant authority; assist in unit EO climate assessment; assist the command's EO representatives with unit EO training, cultural events or celebrations on those days set aside for recognition of contributions of various groups; and provide input into EO policies and programs for both installation and tenant commands. EO advisors will assist commanders, at all level with monitoring organization EO climate, identifying trends and areas of concern, and suggesting methods for improving command EO climate. Monitor the effectiveness of command EO training; conduct quarterly training for unit EO representatives in their areas of responsibility. Manage the command's Training Information Resource (TIR) library. Emphasize the use of the Informal Resolution System (IRS) to resolve conflicts at the lowest level.

b. Prerequisites. Must meet the prerequisites prescribed in reference (b).

c. Requirements

(1) Demonstrate effective communication skills.

(2) Demonstrate a working knowledge of the Marine Corps standard computer Data Base and Software.

(3) Complete the DoD formal course for Equal Opportunity Advisors.

<u>CID</u>	<u>TITLE</u>	<u>LOCATION</u>
F20M3H1	Equal Opportunity Advisor CRS (Resident)	Patrick AFB, FL

d. Duties. For a complete listing of duties and tasks, refer to reference (b), Equal Opportunity Advisor.

e. Related Standard Occupational Classification (SOC) Title and Code. Human Resources, Training, and Labor Relations Specialists, All Other 13-1079.

f. Related Military Skill. None.

4. MOS 0149, Substance Abuse Control Specialist (MGySgt to SSgt) FMOS

a. Summary. Substance Abuse Control Specialists provide substance abuse education/prevention, urinalysis screening and assistance to the commander on substance abuse related matters. They also provide the Marine Corps units with basic individual Manpower PME and briefings.

b. Prerequisites. Must have six months experience in a full-time or additional duty substance abuse prevention billet.

c. Requirements

(1) Must complete the Unit Substance Abuse Program Management Course.

(2) This MOS will be assigned only as a FMOS. Authority to issue this FMOS will remain with the local command delegated to the unit level.

d. Duties. The duties and tasks will be as prescribed and designated in the current edition of reference (d).

e. Related Standard Occupational Classification (SOC) Title and Code. Mental Health and Substance Abuse Social Workers 21-1023.

f. Related Military Skill. None.

5. MOS 0161, Postal Clerk (MGySgt to Pvt) PMOS

a. Summary. Postal Clerks perform all duties necessary to the efficient operation of a Marine Corps Post Office. Mail handling duties can include, but are not limited to accepting, sorting, manifesting and dispatching all types of mail, to include official mail. Postal Clerks also issue and cash USPS money orders, sell stamps, apply postage to, and mail out parcels. They perform any other duties in connection with the proper running of a postal operation. Only Postal Marines receiving formal training as listed in the prerequisites and assigned to a military postal facility, may be given this MOS. Postal Clerks will not be assigned to unit mailrooms to conduct mail clerk/orderly functions.

b. Prerequisites

(1) Must possess a CL score of 100 or higher.

(2) Security requirement: Secret security clearance eligibility.

(3) Must have no record of derogatory information or unfavorable conduct that casts doubt on the Marine's trustworthiness and honesty.

(4) No history of psychiatric disorder, alcoholism, or drug abuse unless a medical evaluation determines the conditions no longer exist.

(5) No convictions by court martial, UCMJ punishment for postal related offenses within the last 3 years or civilian convictions other than minor traffic violations.

c. Requirements. Complete the Postal Operations Course, Ft Jackson, SC, or complete 6 months OJT to standard for grade per the Individual Training Standards.

<u>CID</u>	<u>TITLE</u>	<u>LOCATION</u>
A350151	Postal Operations	Ft Jackson, SC

d. Duties. For a complete listing of duties and tasks, refer to reference (d), Personnel and Administration Training and Readiness Manual.

e. Related Standard Occupational Classification (SOC) Title and Code

(1) Post Office Clerk 243.367-014.

(2) Supervisor, Mails 243.137-010.

f. Related Military Skill. None.

6. MOS 0171, Manpower Information Systems (MIS) Analyst (MGySgt to Cpl) NMOS (0111)

a. Summary. Manpower Information System Analysts serve as the functional managers of specific, fielded Manpower Information Systems in a regional jurisdiction. These Marines serve as critical management supervisors for the Marines Corps Total Force System (MCTFS) which impacts all active, reserve and retired personnel. MIS Analysts provide procedural assistance in the preparation, submission, retrieval and audit of records and reports within the MCTFS, the Diary/Marine Integrated Personnel System (UD/MIPS), the On-line Diary System (OLDS), SABRS Manpower Analytical Retrieval Tool System (SMARTS), and other automated manpower information systems. Typical duties of MIS Analyst include research, procedural or system problem solving for reporting units, monitoring completion of class I systems cyclic updates, Marine Online (MOL) issues, and conducting educational/training contact visits to both active and reserve reporting units within the regional jurisdiction. Duties of this magnitude require that they typically support over 100 reporting units and anywhere from 20,000 to 70,000 Marines within their respective geographical region. MOS 0171 can only be assigned upon completion of 12 months OJT in a Manpower Information System Support Office (MISSO) with approval of the Officer in Charge of MISSO and CMC (MIO). MOS 0171 should be considered more extensive than MOS 0111 requirements due to the broad spectrum of functional areas covered. This MOS will be assigned a NMOS only.

b. Prerequisites. Must possess MOS 0111.

c. Requirements

(1) Demonstrate qualification through performance during a 12 month tour in MISSA/MISSO.

(2) Assignments are made to qualified Marines who:

- (a) Demonstrate advanced proficiency of a window working environment.
 - (b) Demonstrate advanced proficiency of the Marine Corps standard word processing and database software.
 - (c) Demonstrate advanced knowledge of Local Area Network (LAN), Wide Area Network (WAN), and Deployed Local Area Network (DLAN).
 - (d) Demonstrate advanced knowledge and capabilities of Marine Corps Total Force System (MCTFS).
 - (e) Demonstrate advanced knowledge and capabilities of Unit Diary/Manpower Integrated Personal System (UD/MIPS).
 - (f) Demonstrate advanced knowledge of Terminal Areas Security Officer (TASO) responsibilities/duties.
 - (g) Demonstrate advanced knowledge of the Automated Pay System.
- d. Duties. For a complete listing of duties and tasks, refer to reference (d), Personnel and Administration Training and Readiness Manual.
- e. Related Standard Occupational Classification (SOC) Title and Code. Computer Systems Analysts 15-1051.
- f. Related Military Skill. Administrative Specialist, 0111.

MGySgt	0111 -----	0171	0147	0149	0161
MSgt	0111-----	0171	0147	0149	0161
GySgt	0111 -----	0171	0147	0149	0161
SSgt	0111 -----	0171	0147	0149	0161
Sgt	0111	0171			0161
Cpl	0111	0171			0161
LCpl	0111				0161
PFC	0111				0161
Pvt	0111				0161

MOS TITLE

0100 Basic Administrative Marine
 0111 Administrative Specialist (PMOS)
 0147 Equal Opportunity Advisor (EOA) (FMOS)
 0149 Substance Abuse Control Specialist (FMOS)
 0161 Postal Clerk (PMOS)
 0171 Manpower Information Systems Analyst (NMOS)

Figure 3-1.--Manpower and Administration

MOS 0111, Administrative Specialist (PMOS)

MGYSGT Required Training:
Skill Progression:
Skill Enhancement:
MOS Assignment: **OPFOR:** MEU/MEF/DIV/MAW/MLG/MARFOR HQ/MCSF
SE: MOBCOM/DFAS/HQMC/MCRD/MCD/Base/
Station/Joint Staff/Independent Duty (A
Billet)

MSGT Required Training:
Skill Progression:
Skill Enhancement: Reserve Administration Course MNET
MOS Assignment: **OPFOR:** MEU/MEF/Div/MAW;/MLG/MARFOR/ MCSF
SE: MOBCOM/DFAS/HQMC/MCRD/MCD/Base/Station/
Joint Staff/Independent Duty (A Billet)

GYSGT Required Training:
Skill Progression:
Skill Enhancement: Advanced Administrative Specialist Course
(AASC)

Reserve Administration Course MNET
MOS Assignment: **OPFOR:** MEU/MEF/DIV/MAW/MLG/MARFOR HQ/MCSF
SE: MOBCOM/DFAS/HQMC/MCRD/MCD/Base/Station/
Joint Staff/Independent Duty (A Billet)

SSGT Required Training: Advanced Administrative Specialist Course
(AASC)

Reserve Administration Course MNET
Skill Progression:
Skill Enhancement:
MOS Assignment: **OPFOR:** MEU/MEF/DIV/MAW/MLG/MARFOR HQ/MCSF
SE: MOBCOM/DFAS/HQMC/MCRD/MCD/Base/
Station/Joint Staff/Independent Duty (A
Billet)

SGT Required Training: Administrative Specialist Course (Lateral
Movers)

Intermediate Administrative Specialist
Course (IASC)
Skill Progression:

Figure 3-1.--Manpower and Administration

Skill Enhancement: Reserve Administration Course MNET
 Order Writing Clerk MCI 0138
 Legal Administration Clerk MCI 0143
 The Unit Mail Clerk MCI 0144
 Math for Marines MCI 1334
 Basic Pay and Entitlements MCI 3422
 Correspondence Procedures MCI 0131
 Marine Corps Publications and Directives MCI 0416
 Spelling MCI 0118
 Punctuation MCI 0119
 Legal Administration Clerk MCI 0143

MOS Assignment: **OPFOR:** MEU/MEF/DIV/MAW/MLG/MARFOR HQ/MCSF
SE: MOBCOM/DFAS/HQMC/MCRD/MCD/Base/Station/
 Joint Staff/Independent Duty (A Billet)

CPL Required Training: Administrative Specialist Course (Lateral Movers)
 Skill Progression:
 Skill Enhancement: Intermediate Administrative Specialist Course (IASC) (Recommended for Independent Duty (A Billet)
 Reserve Administration Course MNET
 Order Writing Clerk MCI 0143
 Legal Administration Clerk MCI 0143
 The Unit Mail Clerk MCI 0144
 Math for Marines MCI 1334
 Basic Pay and Entitlements MCI 3422
 Correspondence Procedures and Directives MCI 0416
 Spelling MCI 0118
 Punctuation MCI 0119

MOS Assignment: **OPFOR:** MEU/MEF/DIV/MAW/MLG/MARFOR HQ/MCSF
SE: MOBCOM/DFAS/HQMC/MCRD/MCD/Base/Station/
 Joint Staff/Independent Duty (A Billet)

Figure 3-1.--Manpower and Administration (continued)

LCPL	Required Training: Administrative Specialist Course Skill Progression: Skill Enhancement: Spelling MCI 0118 Punctuation MCI 0119 Correspondence Procedures MCI 0131 Order Writing Clerk MCI 0138 Reserve Administration Course MNET Math for Marines MCI 1334 Legal Administration Clerk MCI 0143 The Unit Mail Clerk MCI 0144 Basic Pay and Allowances MCI 3422 Marine Corps Publications and Directives MCI 0416 MOS Assignment: OPFOR: MEU/MEF/DIV/MAW/MLG/MARFOR HQ/MCSF SE: MOBCOM/DFAS/HQMC/MCRD/MCD/Base/ Station/Independent Duty (A Billet)

PFC	Required Training: Administrative Specialist Course Skill Progression: Skill Enhancement: Spelling MCI 0118 Punctuation MCI 0119 Correspondence Procedures MCI 0131 Order Writing Clerk MCI 0138 Reserve Administration Course MNET Math for Marines MCI 1334 Legal Administration Clerk MCI 0143 The Unit Mail Clerk MCI 0144 Basic Pay and Allowances MCI 3422 Marine Corps Publications and Directives MCI 0416 MOS Assignment: OPFOR: DIV/MAW/MEU/MEF/MLG/MARFOR HQ/MCSF SE: MCRD/DFAS/HQMC/MCD/Base/Station/ Independent Duty (A Billet)

Figure 3-1.--Manpower and Administration (continued)

PVT Required Training: Administrative Specialist Course
Skill Progression:
Skill Enhancement: Spelling MCI 0118

Punctuation MCI 0119

Correspondence Procedures MCI 0131

Order Writing Clerk MCI 0138

Reserve Administration Course MNET

Math for Marines MCI 1334

Legal Administration Clerk MCI 0143

The Unit Mail Clerk MCI 0144
MOS Assignment: **OPFOR:** DIV/MAW/MLG/MARFOR HQ/MCSF
SE: MCRD/MCD/Base/Station/Independent Duty
(A Billet)

MOS 0161, Postal Clerk, PMOS

MGYSGT Required Training:
Skill Progression:
Skill Enhancement:
MOS Assignment: **OPFOR:** MEU/MEF/Div HQ/MAW/FSSG/MARFOR
HQ
SE: HQMC/Base/Station

MSGT Required Training:
Skill Progression:
Skill Enhancement:
MOS Assignment: **OPFOR:** MEU/MEF/Div HQ/MAW/FSSG/MARFOR
HQ/
SE: None

GYSGT Required Training: Postal Supervisor Course

SNCO Advanced Course
Skill Progression:
Skill Enhancement:
MOS Assignment: **OPFOR:** MEU/MEF/Div HQMAW/FSSG/MARFOR
HQ
SE: HQMC/Base/Station

SSGT Required Training: Postal Supervisor Course
Skill Progression:
Skill Enhancement:
MOS Assignment: **OPFOR:** MEU/MEF/Div HQ/MAW/FSSG/MARFOR
HQ
SE: HQMC/Base/Station

Figure 3-1.--Manpower and Administration (continued)

SGT	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	Counseling for Marines MCI 0112 OPFOR: MEU/MEF/Div HQ/MAW/FSSG/ARFOR HQ SE: HQMC/Base/Station

CPL	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	Postal Operations Course Personal Financial Management MCI 3420 OPFOR: MEU/MEF/Div HQ/MAW/FSSG/MARFOR HQ SE: HQMC/Base/Station

LCPL	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	Postal Operations Course Math for Marines MCI 1334 The Unit Mail Clerk MCI 0144 OPFOR: MEU/MEF/Div HQ/MAW/FSSG/MARFOR HQ SE: HQMC/Base/Station

PFC	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	Postal Operations Course Math for Marines MCI 1334 The Unit Mail Clerk MCI 0144 OPFOR: MEU/MEF/Div HQ/MAW/FSSG/MARFOR HQ SE: HQMC/Base/Station

PVT	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	Postal Operations Course Math for Marines MCI 1334 The Unit Mail Clerk MCI 0144 OPFOR: MEU/MEF/Div HQ/MAW/FSSG/MARFOR HQ SE: HQMC/Base/Station

MOS 0171, Manpower Information Systems (MIS) Analyst NMOS (0111)

MGYSGT	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	Advanced Administrative Specialist Course (AASC) OPFOR: SE:

MSGT	Required Training: Skill Progression: Skill Enhancement:	Advanced Administrative Specialist Course (AASC)

Figure 3-1.--Manpower and Administration (continued)

	MOS Assignment:	OPFOR: SE:

GYSGT	Required Training:	Advanced Administrative Specialist Course (AASC)
	Skill Progression:	
	Skill Enhancement:	
	MOS Assignment:	OPFOR: SE:

SSGT	Required Training:	Advanced Administrative Specialist Course (AASC)
	Skill Progression:	
	Skill Enhancement:	
	MOS Assignment:	OPFOR: SE:

SGT	Required Training:	Advanced Administrative Specialist Course (AASC)
	Skill Progression:	
	Skill Enhancement:	
	MOS Assignment:	OPFOR: SE:

CPL	Required Training:	Intermediate Administrative Specialist Course (IASC)
	Skill Progression:	
	Skill Enhancement:	
	MOS Assignment:	OPFOR: SE:

Figure 3-1.--Manpower and Administration (continued)