

3124. OCCUPATIONAL FIELD 30, SUPPLY CHAIN ADMINISTRATION AND OPERATIONS

1. Introduction. The Supply Administration and Operations OccFld includes personnel in the areas of ground supply administration and operations, warehousing, preservation and packaging, hazardous materials storage operations handling, fiscal accounting and purchasing, and contracting procedures pursuant to the Federal Acquisition Regulations. Duties involve administrative procedures, familiarization with all state, Federal, and Department of Defense regulations, and the use of material handling equipment in the movement and storage of supplies and equipment. In all MOSs within the OccFld, technical skills are required regarding military and commercial specifications on supplies and equipment being procured, stored, and maintained. These skills and duties must be performed in garrison, contingency and combat environs. These Marines are required to have an operational understanding of various multimedia, data scanning, and retrieval devices; office and warehouse management procedures; automated information services data entry and external systems interface procedures; asset accounting functions; financial budget formulation; management and analysis; and the proper handling, storage, and disposal of hazardous material. Formal schooling is provided to Marines entering the OccFld. Types of entry-level jobs include work as automated information services supply stock control clerk (retail and wholesale), warehouse clerk, packaging specialist, fiscal clerk, contract specialist and personal computer operator.

2. MOS 3043, Supply Chain Administration and Operations Specialist (MGySgt to Pvt) PMOS

a. Summary. Supply Chain Administration and Operations Specialist perform every facet of ground supply administration and operations. These Marines must be able to accomplish the technical duties in retail and wholesale supply accounting within every Marine Corps activity and unit. In addition to requisition and procurement processing, they operate personal computers, multimedia data entry, scanning and retrieval systems, generate routine reports, and perform technical research for customer inquiries. They maintain and prepare necessary inventory control; maintain custody records; perform reconciliations; and administer and expend unit allocated funds. They must use critical thinking skills to identify and take timely corrective action to solve data output and supply administration problems. Make recommendations to the Supply Officer on supply related issues.

b. Prerequisites

(1) Must possess a CL score of 105 or higher.

(2) No convictions by court-martial, civilian courts, or non-judicial punishment of any act involving larceny or theft.

c. Requirements. Complete the Enlisted Supply Basic Course, MCSSS Camp Lejeune, NC.

<u>CID</u>	<u>TITLE</u>	<u>LOCATION</u>
M0330V1	Enlisted Supply Basic Course	Camp Lejeune, NC

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

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

- (1) Stock Clerks and Order Fillers 43-5081.
- (2) Logisticians 13-1081.
- (3) Procurement Clerks 43-3061.
- (4) File Clerks 43-4071.
- (5) Order Clerks 43-4151.
- (6) Data Entry Keyers 43-9021.
- (7) Word Processors and Typists 43-9022.

f. Related Military Skill. Aviation Supply Clerk, 6672.3. MOS 3044, Contingency Contract Specialist (MGySgt to Sgt) PMOS

a. Summary. MOS 3044 is a lateral move MOS that integrates highly qualified enlisted Marines into the acquisition field whose mission is to deploy in support of contingency operations and other operations of the Department of Defense. Marines are selected to serve in this MOS from a Contingency Contracting Specialist Selection Board. Marines will submit an application for approval to lateral move into MOS. Board convening shall be published via MARADMIN. Marines selected to serve in this MOS are part of the Defense Acquisition Workforce governed by reference (co). Every 3044 billet in the Marine Corps is a part of the Contingency Contracting Force (CCF), within the Acquisition Workforce for the Department of Defense in accordance with reference (cp). These policies mandate required fundamental training standards for the CCF across the Department of Defense. A Contingency Contracting Specialist is equipped with the contracting fundamentals required to procure necessary supplies and services for operations, exercises, contingencies, natural disasters, foreign training events, garrison environments, and advise senior leaders in business solutions and concepts. The supplies and services are sought in accordance with governing regulations, orders and directives, from a variety of venues; i.e. commercial markets, host nation markets, or other government agencies. Marines in this MOS must have the ability to communicate effectively to interact with other branches of the DoD, civilian and military workforces, the commercial sector, host nations and their workforces. Overall, Marines are expected to be able to operate independently, self-manage work-loads and maintaining Marine Corps training requirements and commitments.

b. Prerequisites

- (1) Must possess a GT score of 110 or higher.
- (2) Must be screened and approved by a Contingency Contracting Specialist Selection Board.
- (3) Must be a Sergeant with 1 year or less time-in-grade. Grades above or below the rank of Sergeant may not be waived.
- (4) No convictions by court-martial, civilian courts, or non-judicial punishment of any act involving larceny, fraud, or theft.

(5) Must have a minimum of 36 months of obligated service upon completion of OJT and assignment of MOS 3044. Marines must request an extension of obligated service in order to comply.

(6) Must be able to use the Marine Corps standard office software suite, and basic office machines.

(7) Security Requirement: Secret security clearance eligibility.

c. Requirements

(1) When Marines lateral move into the MOS 3044 they will be initially assigned MOS 3000 for on-the-job (OJT) training period with an intended MOS of 3044 while awaiting training. After successful completion of Mission Ready Airman Course at Joint Base San Antonio Texas, these Marines shall be assigned MOS 3044. As previously mentioned, MOS 3044 Marines fill professional acquisition billets governed by DODI 5000.66, which outline the required training for personnel serving in Government Acquisition billets. By this order, the Marine Corps has further outlined the required training for accreditation as appropriate to the military rank structure. The Defense Acquisition University (DAU) is the agency mandated to provide the required professional education to all government agencies.

(2) Marines without business college credit hours or without college credit hours may be waived a maximum of 3 GT score points.

(3) Requirements for continued qualification and progression are:

(a) Must maintain Secret security clearance eligibility.

(b) All CCF Marines will be screened to ensure that all DAWIA training standards for their grade/position are maintained.

(c) All CCF Marines are required to complete 24 semester credit hours of business related college courses within two years of attaining the 3044 MOS.

<u>CID</u>	<u>TITLE</u>	<u>LOCATION</u>
M03EB21	Contingency Contracting Specialist Course DAU Level I	Camp Lejeune, NC

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

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

(1) Contract Specialist 162.117-018.

(2) Buyer 162.157-018.

(3) Purchasing Agent 162.157-038.

(4) Procurement Services Manager 162.167-022.

(5) Contracts Manager 163.117-010.

(6) Contract Administrator 162.177-014.

f. Related Military Skill

- (1) Supply Administrations and Operations clerk.
- (2) Aviation Supply Administrations and Operations clerk.
- (3) Supply Warehouse clerk.

4. MOS 3051, Warehouse Clerk (MGySgt to Pvt) PMOS

a. Summary. Warehouse Clerks perform various duties within supply chain management to include receiving; inspecting; locating; storing; rotating; safekeeping; issuing; preparing; shipping; material return; care in storage; and disposal of supplies and equipment. These clerks maintain personal computer and mainframe locator systems in order to conduct inventories, maintain records of sub-custodied principal items, monitor shelf life items, input data entry transactions, and retrieval of historical records. All records must be maintained according to NARA-approved dispositions per references (cb) and (bp). They maintain hand held optical character recognition scanners, devices, and multimedia retrieval systems. These Marines are licensed to operate MHE (forklifts, tractors, etc.) and operate bulk and small parts conveyer systems used in warehousing operations. They identify packaging requirements and ensure items are maintained as required; comply with fire and safety regulations; use protective measures for items in storage, including open storage lots and hazardous materials storage areas; establish field supply support areas. They will use detailed technical data from the Federal Logistics System for the development and execution of a care and storage program to include the development of storage space requirements; per weight, cube, and clearance factors by categories of supply.

b. Prerequisites

- (1) Must possess a CL score of 90 or higher.
- (2) No convictions by court-martial, civilian courts, or non-judicial punishment of any act involving larceny or theft.

c. Requirements. Complete the Enlisted Warehouseman Basic Course at the MCSSS, Camp Lejeune, NC.

<u>CID</u>	<u>TITLE</u>	<u>LOCATION</u>
M03SCM1	Enlisted Warehousing Basic Course	Camp Lejeune, NC

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

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

- (1) Shipping, Receiving, and Traffic Clerks 43-5071.
- (2) Stock Clerks and Order Fillers 43-5081.

f. Related Military Skill. None.

5. MOS 3052, Packaging Specialist (MGySgt to Pvt) PMOS

a. Summary. Packaging Specialists plan, supervise, train, and perform various duties pertaining to the preparation and packaging of various types of material for movement or shipment by common carriers. Tasks include cleaning, drying, preserving, wrapping or cushioning, unit packing, blocking, bracing, weatherproofing, marking, materiel consolidation, and unitization. Through additional training received at formal and follow-on training schools and on-the-job training. Packaging Specialists become proficient in facilities management, materiel management processes, and procedures applicable to the protection of material from deterioration and/or physical damage. They are further instructed in the use of motorized material handling equipment and the operation of labor saving devices and machinery to accomplish packaging operations. Administrative activities involve the establishment of quality control functions to be used to meet materiel-processing requirements, and processing forms used in the packaging, warehousing, and transportation operations. Packaging Specialists are required to know or be familiar with all State, Federal, and DOD regulations governing the preparation and transportation of all classes of material (to include the preparation of associated forms and certifications) for shipment by contract carrier.

b. Prerequisites. Must possess a CL score of 90 or higher.

c. Requirements. Complete the Basic Preservation and Packaging Course at MCSSS, Camp Lejeune, NC.

<u>CID</u>	<u>TITLE</u>	<u>LOCATION</u>
M03C0Y1	Basic Preservation and Packaging Course	Camp Lejeune, NC

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

e. Related Standard Occupational Classification (SOC) Title and Code. Packers and Packagers, Hand 53-7064.

f. Related Military Skill. None.

MGySgt	3043	3044	3051	3052
MSgt	3043	3044	3051	3052
GySgt	3043	3044	3051	3052
SSgt	3043	3044	3051	3052
Sgt	3043	3044	3051	3052
Cpl	3043		3051	3052
LCpl	3043		3051	3052
PFC	3043		3051	3052
Pvt	3043		3051	3052

MOS	Title
3043	Supply Administration and Operations Specialist (PMOS)
3044	Contingency Contract Specialist (PMOS)
3051	Warehouse Clerk (PMOS)
3052	Packaging Specialist (PMOS)

Figure 3-16.--Supply Chain Administration and Operations

MOS 3043, Supply Administration and Operations Clerk (PMOS)

MGYSGT	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	 OPFOR: MARFOR HQ/MEF/Div HQ/MQW/MLGs SE: Joint Staffs/DLA/HQMC/MCLBs/MCBs

MSGT	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	 Enlisted Supply independent Duty Course (M03SAF1) Enlisted Supply Chiefs Course (M0330A1) OPFOR: MARFOR HQ/MEF/Div HQ/MQW/MLGs SE: Joint Staffs/DLA/HQMC/MCLBs/MCRDs/MCBs/MCDs/I-I**

GYSGT	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	 Enlisted Supply independent Duty Course (M03SAF1) Enlisted Supply Chiefs Course (M0330A1) OPFOR: MARFOR HQ/MEF/Div HQ/MAW/MLGs/Regt/MAG/MMEU/SRIG/Bn SE: Joint Staff/DLA/HQMC/MCLBs/MCBs/MCRDs/MCDs/I-I##

SSGT	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	 Enlisted Supply Chiefs Course (M0330A1) Enlisted Supply Intermediate Course (M0330G1) Enlisted Supply Independent Duty Course (M03SAF1) OPFOR: MARFOR HQ/MEF/Div HQ/MAW/MLGs/Regt/MAG/MEU/SRIG/Bn SE: Joint Staffs/DLA/HQMC/MCLBs/MCASs/MCBs/RS/I-I##/MCSF Bn##/MARCORSYSCOM

SGT	Required Training: Skill Progression: Skill Enhancement:	 Enlisted Supply Basic Course (M0330V1) Enlisted Supply Intermediate Course (M0330G1) Enlisted Supply Independent Duty Course (M03SAF1) Enlisted Supply NCO Course

Figure 3-16.--Supply Chain Administration and Operations

MOS Assignment:	OPFOR: MARFOR HQ/MEF/Div HQ/MAW/MEU/SRIG/Bn SE: MCLBs/MCBs/MCDs/RS/I&I/MCSF Bn MCSF Co

CPL	Required Training: Enlisted Supply Basic Course (M0330V1) Skill Progression: Skill Enhancement: MOS Assignment: OPFOR: MARFOR HQ/MEF/Div HQ/MAW/MEU/SRIG/Bn SE: MCLBs/MCBs/MCASs/MCSF Bn

LCPL	Required Training: Enlisted Supply Basic Course (M0330V1) Skill Progression: Skill Enhancement: MOS Assignment: OPFOR: MEF/Div HQ/MAW/MLGs/Regt/MAG/MEU/SRIG/Bn SE: MCBs/MCASs

PFC	Required Training: Enlisted Supply Basic Course (M0330V1) Skill Progression: Skill Enhancement: MOS Assignment: OPFOR: MEF/Div HQ/MAW/MLGs/Regt/MAG/MEU/SRIG/Bn SE: MCBs/MCASs

PVT	Required Training: Enlisted Supply Basic Course (M0330V1) Skill Progression: Skill Enhancement: MOS Assignment: OPFOR: MEF/Div HQ/MAW/MLGs/Regt/MAG/MEU/SRIG/Bn SE: MCBs/MCASs

MOS 3044, Contingency Contract Specialist (PMOS)

MGYSGT	Required Training: Skill Progression: Skill Enhancement: MOS Assignment: OPFOR: MEF SE: HQMC (I&L)

MSGT	Required Training: Skill Progression: Skill Enhancement: MOS Assignment: OPFOR: MEF/MLG/MARFORSOC SE: HQMC (I&L)/MCLC/MCB JAPAN/MARFORRES

GYSGT	Required Training: Skill Progression: Skill Enhancement: MOS Assignment: OPFOR: MEF/MLG/MARFORSOC SE: MARFORPAC/MARFORCOM/MCLC/MCB JAPAN/MAGTFTC 29 PALMS/MARFORRES

Figure 3-16.--Supply Chain Administration and Operations (continued)

SSGT	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	MC Advanced Contingency Contracting Specialist Course Level II (M03EB21) OPFOR: MEF/MLG/MARFORSOC SE: HQMC (LB)

SGT	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	MC Contingency Contracting Specialist Course Level I (M03EB21) Minimum 24 semester credit hours in business-related field OPFOR: MEF/MLG SE: MCB QUANTICO/MCRD PI/MCLC/ MCB JAPAN/MAGTFTC 29 PALMS/MARFORRES

<u>MOS 3051, Warehouse Clerk (PMOS)</u>		
MGYSGT	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	Enlisted Supply Chiefs Course OPFOR: MEF/MLG SE: HQMC/MCLB/MCB

MSGT	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	Enlisted Supply Chiefs Course OPFOR: MEF/MAW/MLG SE: HQMC/MCLB/MCRD/MCB/I-I**

GYSGT	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	Enlisted Supply Chiefs Course OPFOR: MEF/MAW/MLG/Regt/MAG/MEU/BN SE: Joint Staff/DLA/HQMC/MCLB/MCB/MCRD/I-I##

SSGT	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	Enlisted Supply Chiefs Course Enlisted Supply NCO Course OPFOR: MARFOR HQ/MEF/Div HQ/MAW/MLG/Regt/MAG/MEU/SRIG/Bn SE: Joint Staff/DLA/HQMC/MCLB/MCAS/MCB/RS/I-I

SGT	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	Enlisted Supply NCO Course OPFOR: MARFOR HQ/MEF/Div HQ/MAW/MEU/SRIG/Bn SE: MCLB/MCB/MCD/RS/I&I/MCSF Bn MCSF Co

Figure 3-16.--Supply Chain Administration and Operations (continued)

CPL	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	Enlisted Supply Basic Course OPFOR: MARFOR HQ/MEF/Div HQ/MAW/MEU/ SRIG/Bn SE: MCLB/MCB/MCAS/MCSF Bn

LCPL	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	Enlisted Warehousing Basic Course (M03SCM1) OPFOR: MEF/Div HQ/MAW/MLG/Regt/MAG/ MEU/SRIG/Bn SE: MCB/MCAS

PFC	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	Enlisted Warehousing Basic Course (M03SCM1) OPFOR: MEF/Div HQ/MAW/MLG/Regt/MAG/ MEU/SRIG/Bn SE: MCB/MCAS

PVT	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	Enlisted Warehousing Basic Course (M03SCM1) OPFOR: MEF/Div HQ/MAW/MLG/Regt/MAG/ MEU/SRIG/Bn SE: MCB/MCAS

MOS 3052, Packaging Specialist (MGySgt to Pvt) PMOS

MGYSGT	Required Training:	Pack 1A/1B Pack 2 Defense Packaging of Hazardous Materials for Transportation Course (Refresher)
	Skill Progression: Skill Enhancement: MOS Assignment:	SEPME OPFOR: SE:

MSGT	Required Training:	Pack 1A/1B Pack 2 Defense Packaging of Hazardous Materials for Transportation Course (Refresher)
	Skill Progression: Skill Enhancement:	SEPME

Figure 3-16.--Supply Chain Administration and Operations (continued)

	MOS Assignment:	OPFOR: SE:

GYSGT	Required Training:	Pack 1A/1B Pack 2 Defense Packaging of Hazardous Materials for Transportation Course (Refresher)
	Skill Progression:	
	Skill Enhancement:	SEJPME
	MOS Assignment:	OPFOR: SE:

SSGT	Required Training:	Pack 1A/1B Pack 2 Defense Packaging of Hazardous Materials for Transportation Course (Refresher)
	Skill Progression:	
	Skill Enhancement:	SEJPME
	MOS Assignment:	Defense Hazardous Materials/Waste Handling OPFOR: SE:

SGT	Required Training:	Pack 1A Defense Packaging of Hazardous Materials for Transportation Course
	Skill Progression:	
	Skill Enhancement:	Pack 1B
	MOS Assignment:	OPFOR: SE:

CPL	Required Training:	Pack 1A
	Skill Progression:	
	Skill Enhancement:	Pack 1B
	MOS Assignment:	Defense Packaging of Hazardous Materials for Transportation Course OPFOR: SE:

LCPL	Required Training:	Basic Preservation and Packaging Course (M03C0Y1)
	Skill Progression:	
	Skill Enhancement:	Pack 1A
	MOS Assignment:	OPFOR: SE:

PFC	Required Training:	Basic Preservation and Packaging Course (M03C0Y1)

Figure 3-16.--Supply Chain Administration and Operations (continued)

	Skill Progression:	
	Skill Enhancement:	Pack 1A
	MOS Assignment:	OPFOR: SE:

PVT	Required Training:	Basic Preservation and Packaging Course (M03C0Y1)
	Skill Progression:	
	Skill Enhancement:	Pack 1A
	MOS Assignment:	OPFOR: SE:

Figure 3-16.--Supply Chain Administration and Operations (continued)