

3129. OCCUPATIONAL FIELD 41, MARINE CORPS COMMUNITY SERVICES

1. Introduction. The Marine Corps Community Services OccFld includes the operations, management, and supervision of Marine Corps exchanges and clubs. The functional areas include contracting, expeditionary operations, financial management, basic management, and business operation. Qualifications include the knowledge and understanding of retail business, financial management, inventory and cost controls, hospitality business, and general correspondence. This is a lateral move MOS with the grade structure starting at Sergeant. The duties involve a combination of technical skills in addition to administrative skills. Training for the MOS is provided through MOJT and formal schools. Types of initial assignments available for MOS 4133 include Assistant Store Manager and Assistant Club Manager in a retail store or club. Marines entering this OccFld receive MOS 4100, Basic Marine Corps Community Services Marine. They participate in routine exchange or club administrative and operational duties while training. The skill enhancement courses located in the Marine Corps Community Services Career Structure Chart can be located in the MCCA Training Catalog that is updated annually.

2. MOS 4133, Marine Corps Community Services Marine (MGySgt to Sgt) PMOS

a. Summary. Marine Corps Community Services Marines are responsible for myriad of MCCA duties as outlined in the Introduction section above. They also provide direct customer service and support; perform daily administrative tasking; provide managerial and custodial supervision of personnel, funds, property and merchandise; conduct inventories, purchasing, receiving, storage and issuing inventory/merchandise; and setting up and managing tactical Field Exchanges and other MCCA support services in a deployed environment.

b. Prerequisites

(1) Must have a GT score of 110 or higher.

(2) Must be interviewed by a 4130/4133 prior to approval of lateral move into MOS and must have six months of MOJT.

c. Requirements. See prerequisites.

d. Duties. For a complete listing of duties and tasks, refer to reference (aw), Marine Corps Community Services Training and Readiness Manual.

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

(1) Retail Salespersons 41-2031.

(2) Stock Clerks and Order Fillers 43-5081.

f. Related Military Skill. None.

MGySgt	4133
MSgt	4133
GySgt	4133
SSgt	4133
Sgt	4133

4100 Basic Marine Corps Community Services Marines (Basic MOS)  
4133 Marine Corps Community Services Marine (PMOS)

MOS 4133, Marine Corps Community Services Marine (PMOS)

MGYSGT      Required Training:  
              Skill Progression:  
              Skill Enhancement:      Advanced Club Management Operations Course

   Strategic Retail Management (RT117),  
    5-day Course

   MCCS Senior Leader's Course

   Senior Executive Management

   Retail Training/Conference

             MOS Assignment:      **OPFOR:** FSSG  
    **SE:** MCB

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MSGT        Required Training:  
              Skill Progression:  
              Skill Enhancement:      Executive Skills Development Course

   Strategic Retail Management (RT117),  
    5-day Course

   Retail Training/Conference

   Strategic Business Planning II

   Executive Change Management

             MOS Assignment:      **OPFOR:** FSSG  
    **SE:** MCLB/MCB/MCAS/MCRD

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GYSGT       Required Training:  
              Skill Progression:  
              Skill Enhancement:      Business Programs Managers Course

   Loss Prevention Conference

   Strategic Business Planning I

   Non-appropriated Fund Contracting  
    Course Advanced

   Contract Law Course

   Marketing Managers' Course

             MOS Assignment:      **OPFOR:** FSSG  
    **SE:** MCLB/MCB/MCAS/MCRD

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SSGT        Required Training:  
              Skill Progression:

Skill Enhancement:	Full Service Culinary Skills Course Snack Bar Management Course Catering professionals' Course Catering Culinary Skills Course PIC Club Management Skills Course MCCA Managers' Course Applied Financial Planning Course Leadership Skills for Managers' Course Food and Beverage Management Course# Mid-Management University of Arkansas Course Non-appropriate Fund Contracting Course-Basic Advanced Retail Math <b>OPFOR:</b> FSSG <b>SE:</b> MCLB/MCB/MCAS/MCRD
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SGT	Required Training: Skill Progression: Skill Enhancement:
	MOJT World Class Customer Service Course Leadership Skill for Managers (LSFM) 5-day Course (LM10021), held at various installations. HR Workers' Compensation Return-to- Work (RTW) Training Inventory Management Training Retail Math <b>OPFOR:</b> FSSG <b>SE:</b> MCLB/MCB/MCAS/MCRD
	MOS Assignment:
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Figure 3-21.--Marine Corps Community Services (continued)