

3155. OCCUPATIONAL FIELD 89, MISCELLANEOUS REQUIREMENT MOS1. MOS 8911, Billet Designator - Barracks and Grounds Marine (GySgt to Pvt) FMOS*

a. Summary. Barracks and Grounds Marines supervise the policing and minor maintenance of barracks and grounds; supervise or assist in the supervision of, training, routine administration; and employment of units.

b. Prerequisites. See requirements.

c. Requirements

(1) Not to be assigned to personnel either as a primary or additional MOS.

(2) To be used only as a billet designator in T/O's.

d. Duties

(1) Supervises working parties in maintaining barracks, buildings, and grounds in a clean, sanitary, and orderly condition.

(2) Makes periodic inspections of plumbing, electrical equipment, and other building components, and arranges for required repairs.

(3) Maintains a stock of tools, equipment, and housekeeping gear to supply working parties.

(4) Services buildings and materials such as light bulbs and towels.

(5) Services buildings and materials such as light bulbs and towels.

(6) Performs preventive maintenance and makes minor repairs to tools and equipment.

(7) Requisitions supplies and equipment.

(8) Accompanies inspecting officer on tours of inspection and prepares reports pertaining to unsanitary or faulty conditions.

(9) Assists in the supervision of a unit engaged in enforcing military regulations and guarding lives and property at a military installation.

(10) Inspects and determines condition of unit weapons and equipment.

(11) Initiates action to correct deficiencies.

(12) Supervises preparation of unit correspondence, reports, schedules, and rosters.

(13) Organizes and supervises the necessary housekeeping functions within the organization.

(14) Conducts or supervises subordinates conducting training in military subjects.

e. Related Standard Occupational Classification (SOC) Title and Code.
Residential Advisors 39-9041.

f. Related Military Skill. None.

2. MOS 8972, Aircrew Trainee (GySgt to Pvt) PMOS

a. Summary. Aircrew Trainees, under instruction or close supervision, train for one of the aircrew MOSs.

b. Prerequisites. Must be qualified in MOSs 6XXX and 73XX.

c. Requirements

(1) Complete an appropriate Enlisted Aviation Maintenance Training "A" School.

(2) Volunteer for aircrew training.

(3) Meet the requirements of reference (ah), and reference (ai), the U.S. Navy Medical Department Manual.

d. Duties. Performs routine aircrew duties under instruction and/or close supervision.

e. Related Standard Occupational Classification (SOC) Title and Code.
Enlisted Military Training/Reporting/Special Duty Code (no related SOC) 00-0001.

f. Related Military Skill. None.

3. MOS 8991, Sergeant Major of the Marine Corps (SgtMaj) PMOS

a. Summary. Assists the CMC as Senior Enlisted Marine in the Marine Corps. Advises the CMC in matters pertaining to enlisted personnel and assists the CMC in the performance of his duties. Performs such specific duties as member of the CMC's enlisted performance board, member of the permanent Marine Corps uniform board, and member of the CMC's party on all visits and inspection trips to Marine Corps installations when enlisted personnel are involved. When directed by the CMC, assists staff agencies in matters pertaining to enlisted Marines. Represents the CMC at the Staff Noncommissioned Officers symposium.

b. Prerequisites

(1) Possess sufficient training, schooling (formal or OJT) to act independently as principal enlisted assistant in all administrative, technical, and tactical matters in a unit.

(2) Possess exemplary qualities of leadership.

(3) Possess to an exemplary degree initiative, sound judgment, industry, and dignity of demeanor.

c. Requirements. See prerequisites.

d. Duties

(1) Communicates ideas effectively at all levels.

(2) Possesses to the highest degree the faculty for working in harmony with officers, other Noncommissioned Officers, and civilians.

(3) Demonstrates a comprehensive understanding of Marine Corps organizations, missions, and staff procedures.

(4) Possesses a comprehensive understanding of staff procedures and inter-organization relationships including inter-service organization and relationships at the highest levels.

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

f. Related Military Skill. Administrative Specialist, 0111.

4. MOS 8999, Sergeant Major-First Sergeant (SgtMaj/1stSgt) PMOS

a. Summary. Assists the commander as Senior Enlisted Marine in the unit. Acts as principal enlisted assistant to the commander. Keeps apprised of all policies of the commander. Disseminates information to the unit's enlisted personnel regarding such policies. Reports to the commander on the status of matters pertaining to the efficient operation of the command. Counsels' subordinate unit Noncommissioned Officers as required to improve the general effectiveness of the command. Interviews and counsels enlisted personnel on pertinent professional and personal matters that may affect the efficiency of the command. Assists the commander in the conduct of office hours, requests mast, and meritorious mast. Participates in ceremonies, briefings, confer commander. Assists in supervision of clerical and administrative matters; training functions and the employment of the command in garrison and in the field; logistic functions such as billeting, transportation, and messing; inspections and investigations; personnel management; and daily routine. Assumes other duties designated by the commander.

b. Prerequisites

(1) Must have requested to be considered for 1stSgt on latest fitness report by typing an "F" in block 2.g.

(2) Possess those qualities of leadership that tend to elicit from subordinates unquestioned cooperation and obedience under any circumstances or situations.

(3) Possess sufficient training, schooling (formal or OJT) to act independently as principal enlisted assistant in all administrative, technical, and tactical matters in a unit.

(4) Possess an exemplary degree initiative, sound judgment, industry, and dignity of demeanor.

(5) Exhibit strong ability to read and interpret regulations, communicate verbally and in writing, and research all matters affecting personnel.

(6) Have exhibited a consistent and exemplary standard of military appearance, physical fitness, and personal discipline.

(7) PME requires completion of the career course (either residency or non-residency) and advance course (residency and non-residency), as well as, the war fighting skills program.

(8) Have demonstrated ability to lead groups of Marines of at least squad size.

(9) Have demonstrated ability to function in an independent environment or have successfully completed a tour in a "B" billet (e.g., DI, Recruiting, MSG).

c. Requirements. See prerequisites.

d. Duties

(1) SgtMaj and 1stSgt:

(a) Communicates ideas effectively at all levels.

(b) Possesses to the highest degree the faculty for working in harmony with officers, other Noncommissioned Officers, and civilians.

(c) Possesses a comprehensive understanding of Marine Corps organization, missions, and staff procedures in units of company level.

(2) SgtMaj:

(a) Possesses an extensive knowledge of Marine Corps staff procedures, organizations, and missions of units higher than company level.

(b) Possesses a comprehensive understanding of staff procedures and inter-organization relationships including inter-service organization and relationships at the highest levels.

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.