

MCO 1200.15B

**MOS SYSTEM
MODIFICATION
PROCESS**



Signed 31 Jan 02
EDWARD HANLON, JR.
By direction



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO 1200.15B
C 472
31 Jan 02

MARINE CORPS ORDER 1200.15B

From: Commandant of the Marine Corps
To: Distribution List

Subj: MOS SYSTEM MODIFICATION PROCESS

Ref: (a) MCO P1200.7W
(b) MCO 1200.13F
(c) MCO 5311.1C
(d) MCO P1000.6G

Encl: (1) Glossary of Terms
(2) Sequence of the MOS System Modification Process and Staff Agency Responsibilities

1. Purpose. To establish standard procedures to be followed by Service-Level agencies responsible for developing and managing manpower, training, and force structure requirements in making MOS system modifications and the coordinating actions necessary to update T/Os and manpower and training management plans, documents, and automated systems.

2. Cancellation. MCO 1200.15A.

3. Background

a. Modification to the MOS system is a dynamic process that affects the Total Force Structure, Human Resources Development, and Training Development Processes. MOS system modification requires a clear understanding of the process to produce timely and coordinated staff actions which in turn prevent erroneous classifications and assignment of personnel and unsynchronized modifications to T/Os, manpower and training plans. MOS system modification, force structure changes, and manpower and training management are calibrated annually. Enclosure (1) explains terms used in the MOS system modification process.

b. Figure (0-1) in the introduction to reference (a) provides direction for submitting proposed MOS system modifications.

(1) CG, Training Command (TRNGCOM), MCCDC (C 472) is the single point of contact for submitting all requests for MOS system

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changes. MOS system modifications result from changes to organizational requirements, identification of new or additional skill requirements, or as an outcome of the Marine Corps Front-End Analysis (FEA) Process outlined in reference (b). It is important to note that requests to change the MOS Manual are separate from T/O change requests (TOCR). However, MOS Manual changes that also require a change to the T/O must be submitted separately to CG TRNGCOM (C 472) after the T/O change request has been fully developed by Dir, Total Force Structure Division (TFSD), MCCDC (C 53). As described elsewhere in this Order, an identical TOCR as provided to TFSD (C 53) must also be included in requests for MOS Manual revision to CG TRNGCOM (C 472).

(2) Annual revision of the MOS Manual will reflect coordinated changes to the T/MR from which the Troop List is generated. It permits accurate manpower and training planning and management to occur. The complexity of related processes requires changes be initiated in out-years rather than the current year. Complex changes affecting T/Os, manpower and training planning require no less than 12-24 months. As stated in reference (c), TOCRs that change grade and MOS are normally made using future T/Os (three years out) to allow adjustment to manpower plans. Enclosure (2) provides a timetable for modifications.

c. Per references (a) and (c), proposed primary MOSs must identify compensatory reductions in structure and personnel requirements by grade. Operating Forces and the HQMC Advocates must concur with changes.

d. Enclosure (2) depicts the sequence of the MOS system modification process and staff action required to implement MOS system modifications. It illustrates the complexity, coordination, and detailed planning needed to successfully complete MOS system modifications. Discipline of the sequence must be maintained to obtain the desired result. Because of the significant time required to coordinate MOS Manual changes, all requests from OccFld managers, including supporting documentation as itemized in figure (0-1) of reference (a), must be submitted in final and fully developed form by 1 September.

e. CG TRNGCOM (C 472) will staff proposed changes to the HQMC agencies that will determine supportability of personnel requirements generated by proposed modifications. The agencies will also evaluate personnel management changes projected to occur when the proposed modifications are implemented. Year of implementation will be determined during this time.

f. Coordination between TRNGCOM (C 472), TFSD (C 53), Deputy Commandant (DC), M&RA, OccFld managers, and other responsible HQMC agencies is essential for successful MOS system modifications. Coordination is improved by prior liaison by OccFld managers with TRNGCOM (C 472), TFSD (C 532), and M&RA. Once submitted, proposed modifications are reviewed against authorized strength levels, related T/O changes, overall structure requirements, manpower plans and policies, and training requirements and capacity.

g. Per reference (a), TOCRs submitted to TFSD (C 53) must also be requested through TRNGCOM when an MOS Manual change is necessary. TFSD must be assured that what is being requested and staffed as an MOS Manual change is identical to any TOCR sent separately to TFSD. The identical TOCR should be submitted to TRNGCOM as part of the MOS Manual change request. No MOS Manual change request will be processed without a necessary TOCR. TFSD will not execute a TOCR directly from a requester until CG TRNGCOM (C 472) either routes the MOS Manual change request to them with the identical TOCR, or until TRNGCOM concurs that no MOS Manual change is necessary. This procedure is critical to ensure that the MOS Manual will agree completely with the T/MR.

h. When significant or nonconcurring responses are generated, CG TRNGCOM (C 472) will forward or return staffing comments to the appropriate agencies for additional comments. When cognizant agencies disagree on a proposed modification, if necessary, CG TRNGCOM (C 472) will chair a meeting of concerned parties to resolve differences. If differences cannot be resolved, CG MCCDC will make a final decision.

i. This Revision describes the complicated MOS System Modification Process and is presented in its original format for ease of identifying process changes.

4. Action

a. CG TRNGCOM (C 472)

(1) Maintain the MOS System and the MOS System Modification Process.

(2) Publish reference (a).

(3) Solicit and receive annual changes to the MOS Manual.

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(4) Forward T/O structure changes received during the revision cycle directly to TFSD (C 53) when the changes do not require a change to the MOS System and MOS Manual.

(5) Staff proposed MOS modifications to appropriate HQMC staff agencies for review.

(6) After staffing is complete, send approval letters to requestors with copies to TFSD and M&RA.

(7) Coordinate and monitor the MOS System Modification Process, as presented in enclosure (2) and described herein, to ensure that all procedures are initiated and completed by the responsible agencies in a timely manner to keep the MOS Manual on its revision schedule.

(8) Coordinate conversion guidance required for the MOS Manual update prior to actual publication.

(9) Ensure internal staffing is conducted to reflect skill and service school requirements, including update of the Training Resource Requirements System (TRMMS), are in keeping with Marine Corps needs, and that training pipelines and overhead costs are maintained at the most efficient level.

b. Dir TFSD (C 53)

(1) Receive and develop TOCRs in support of MOS Manual changes for proposed changes, additions, and deletions to T/Os.

(2) Make final determination on the realignment of structure requirements and reallocation of structure savings, if applicable.

(3) Staff initial TOCRs that also require MOS modification to CG TRNGCOM (C 472) for information. TRNGCOM must be aware of such changes so that they may perform necessary staff actions with the requestor on behalf of the other HQMC agencies involved.

(4) Prior to final validation of T/O changes in the system, obtain confirmation that corresponding MOS Manual change requests from OccFld managers have either been staffed by TRNGCOM or are not required.

(5) Provide MOS conversion/edit guidance to M&RA (MIF) for inclusion in the Marine Corps Total Force System (MCTFS), Tables 01 and 04.

(6) Modify the T/MR file to reflect MOS conversions.

(7) Support OccFld managers by providing MOS runs from the T/MR database upon request for reviews of force structure.

c. DC M&RA

(1) During staffing of proposed MOS modifications, provide comments to include information about the impact of proposed modifications on personnel assignments, indications of sufficiency of qualified personnel to staff new MOSs based on established requirements, compliance with grade shaping standards, and significance of proposed compensatory reductions of personnel billets from other MOSs. (MP and MM)

(2) Modify reference (d) as necessitated by approved MOS system modifications. (MI)

(3) Analyze MOS modifications and take appropriate administrative action for MOS conversions. (MI)

(4) Take actions to implement MOS Manual changes including updating the MCTFS and MOS tables. (MI)

d. OccFld Managers

(1) Submit TOCRs in advance to TFSD (C 53) for development to support proposed MOS Manual changes.

(2) Submit formal requests to change the Marine Corps Occupational System to CG TRNGCOM (C 472) as indicated in paragraph 0004 of reference (a) including identical supporting TOCRs as previously submitted to TFSD (C 53) that have been fully developed with TFSD oversight.

(3) Submit requests for modifications to the MOS System including fully developed TOCRs by 1 September.

(4) Monitor approved MOS modifications after they are implemented to ensure they accomplish stated objectives.

(5) Maintain liaison with all involved in approved MOS modifications to ensure accurate and timely dissemination of information to all concerned.

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5. Change Cycle. Reference (a) will be effective annually on 15 April. Changes to records of individual Marines will be announced by separate message from DC M&RA to include implementation dates, usually 1 October. Recommended modifications may be submitted at any time but no later than 1 September to enable actions necessary for approval and publication in the next revision of reference (a). Implementation of modifications will occur through the manpower planning cycle.

6. Reserve Applicability. This Order applies to the Marine Corps Reserve.

EDWARD HANLON, JR.

By direction

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GLOSSARY OF TERMS

1. Accession Plan. A manpower plan developed by DC M&RA (MP) and executed by CG MCRC. It identifies entry-level recruiting requirements by fiscal year for program (to) enlist for (PEF), gender, regular, and reserve.
2. Front-End Analysis (FEA). Conducted by CG TRNGCOM. A systematic process based on direct input from individual billet holders in which MOSs are analyzed regarding validity, structure, and training.
3. Human Resources Development Process (HRDP). Process owner is DC M&RA. The overall process of building and maintaining a sufficient inventory of Marines to meet Marine Corps organizational requirements.
4. Marine Corps Total Force System (MCTFS). Managed by DC M&RA (MI). The single, integrated, automated personnel and pay system supporting both Active and Reserve components of the Marine Corps.
5. MOS Manual. MCO P1200.7, Military Occupational Specialties Manual, sponsored by CG TRNGCOM. Presents the occupational system and information that enables the Marine Corps to carry out its assigned mission to organize, classify, train, assign, and manage the force.
6. MOS Specialist. MOS specialists are designated and support the OccFld manager. As a technical advisor to the OccFld manager, the MOS specialist's skill and knowledge are critical in providing accurate and productive information to effectively classify, train, and establish the billet requirements for an assigned MOS.
7. MOS System. The system of four digit numbers found in the MOS Manual. Each MOS describes the skills, prerequisites, and training for billets requiring the unique capabilities of that MOS as found on T/Os; also an identifying number used by manpower planners and managers to describe and identify the skills and duties of a particular Marine or group of Marines capable of performing to the standard required by rank of a corresponding billet.

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8. MOS Tables. Tables of valid MOSs and grade ranges in MCTFS that filter all unit diary entries to ensure accuracy.

9. Occupational Field (OccFld) Manager. Manages groups of MOSs as organized and identified in the MOS Manual under an OccFld. Distinguished from MOS specialists who generally work individual MOSs.

10. Primary MOS (PMOS). Identifies the primary occupational classification of a Marine. Marines are promoted in their PMOS, and changes are not authorized to an individual Marine's PMOS without approval from CMC (MM).

11. Table of Manpower Requirements (T/MR). The T/MR is an automated system that captures and displays approved Marine Corps T/Os, T/O mission statements, and other associated data. The current year (staffing year) plus six out years are depicted. Definitions of codes resident in the T/MR are available in the T/MR Users Manual produced by CG MCCDC (TFSD).

12. Table of Organization (T/O). A T/O describes the organizational manpower requirements in terms of grade, MOS, weapon for military personnel, and series and billet title for civilian. It is a basic document that describes, in billet line detail, the composition of every Marine Corps organization.

13. Table of Organization Change Request (TOCR). Change request to an organization's manpower equipment.

14. Training Development Process (TDS). The Marine Corps application of the Systems Approach to Training (SAT). Training needs are assessed for validity. If validated, the need is analyzed and a training requirement is developed. Training solutions are then designed and developed to meet the requirement. As training is implemented, it is evaluated for effectiveness and efficiency to achieve improvements and to determine if it is producing the stated requirement.

SEQUENCE OF THE MOS SYSTEM MODIFICATION PROCESS
AND STAFF AGENCY RESPONSIBILITIES

The following describes the flow of the MOS System Modification Process within the context of the Human Resources Development Process (HDRP) and Total Force Structure Process (TFSP) for one complete cycle without duplication for overlapping cycles. The final coordinating deadline, 1 September, is emphasized to ensure all MOS Manual changes that also require T/O changes must be submitted to CG, Training Command (TRNGCOM)(C 472). The request must include fully developed supporting documentation as shown in figure (0-1) of the Introduction to the MCO P1200.7W. No T/O change request (TOCR) will be approved in the system until it has been coordinated and approved or concurred in as appropriate by TRNGCOM.

July

1. **CG TRNGCOM (C 472)** solicits and reminds OccFld managers of the **1 September** deadline for submitting recommended MOS system modifications.
2. **Dir TFSD (C 53)** closes T/MR.

August

1. **Dir TFSD (C 53)** publishes a Troop List.

September

1. **OccFld Managers** - 1 September - deadline to submit proposed MOS system modifications for the next MOS Manual April revision to CG MCCDC (C 472). Instructions for submitting modifications are contained in paragraph 0004.2 of MCO P1200.7W.
2. **CG TRNGCOM (C 472)** reviews proposed modifications ensuring that:
 - a. The proposal is complete including justification and a fully developed TOCR (if needed).
 - b. The proposed MOS Manual data elements are accurate.
3. **Dir TFSD (C 53)** reopens the T/MR for changes.

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October

1. **CG TRNGCOM (C 472)** staffs the proposed MOS system modifications including fully developed TOCRs (if needed) for comments and/or concurrence internally and externally as appropriate to CG MCCDC (C 53), cognizant OccFld manager for information or when recommended change is submitted from outside HQMC, DC M&RA (MM/MP).

November

1. **CG TRNGCOM (C 472)**

a. Reviews the staffing comments and resolves conflicts and/or nonconcurring responses.

b. Provides approval letters with extract of draft MOS Manual showing the modifications - copies to DC M&RA (MM/MP); Dir TFSD (C 53); and within the various branches of TRNGCOM as appropriate.

December

1. **CG TRNGCOM (C 472)** provides the MOS conversion table and guidance to TFSD for review - coordinating copy to DC M&RA (MIF and MPP) for information.

2. **Dir TFSD (C 53)** returns the MOS conversion table and guidance and provides recommended revisions to CG TRNGCOM (C 472) - coordinating copy to MIF and MPP.

January

1. **CG TRNGCOM (C 472)** prints and distributes the draft MOS Manual to HQMC staff agencies for final review. Comments and/or concurrence are returned to CG TRNGCOM (C 472).

2. **Dir TFSD (C 53)** closes T/MR.

February

1. **Dir TFSD (C 53)**

a. Publishes a Troop List and Authorized Strength Report (ASR).

b. Opens T/MR.

c. Provides information to M&RA to update the MCTFS Table 01.

ENCLOSURE (2)

2. **CG TRNGCOM (C 472)**

- a. Conducts final coordination meeting for MOS Manual.
- b. Submits final change to MOS Manual to DC M&RA so that MM, MIF, and MP can make the necessary program changes.

3. **DC M&RA (MI)** provides MCTFS data to the Dir, MCSA Kansas City, MO 64197-0501.

March

1. **CG TRNGCOM (C 47)**

- a. Signs revised MOS Manual.
- b. Submits MOS Manual and MOS Chart to CMC (ARDE).

2. **CMC (ARDE)**

- a. Receives the approved MOS Manual and MOS Chart and prepares both for final printing/publication.
- b. Forwards the approved MOS Manual and MOS Chart to CG MCLB Albany, for distribution.

April

1. **CG MCLB Albany**, prints and distributes approved MOS Manual and MOS Chart to field commands. Users must receive prior to 1 May.
2. **CG TRNGCOM (C 472)** submits required DoD report of MOS system modifications to Defense Manpower Data Center, 1600 Wilson Blvd., Suite 400, Arlington, VA 22209-2593. A copy is also sent to DC M&RA (MIF). Marine Corps Report Control Symbol DD-1200-02 [External RCS PR(AR)959] applies. MCO P1200.7 provides specific instruction.

3. **DC M&RA (MP)**

- a. Publishes MOS changes warning message.
- b. Prepares manpower plans.

May

1. **CG TRNGCOM (C 475)** conducts Training Input Plan (TIP) conference.

ENCLOSURE (2)

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July

1. **CG TRNGCOM (C 475)**

- a. Submits USMC quota requirements for other Service schools.
- b. Publish Training Quota Memoranda (TQM) for visibility of school seats in the By-Name-Assignment (BNA) System.

August

1. **DC M&RA (MP)** publishes MARADMIN with instructions implement MOS changes.

September

1. **DC M&RA (MI)** updates MCTFS.

October

1. **CG MCRC** executes Accession Plan.
2. Changes from MARADMIN become effective.

March

1. **CG TRNGCOM** - First possible opportunity for formal schools to receive students to support new entry-level MOSs.

ENCLOSURE (2)