



UNITED STATES MARINE CORPS
MARINE CORPS RECRUITING COMMAND
2 NAVY ANNEX
WASHINGTON DC 20380-1775

MCRCO 1020.1
A
19 Feb 96

MARINE CORPS RECRUITING COMMAND ORDER 1020.1

From: Commanding General
To: Distribution List

Subj: MONTHLY PERSONNEL SITUATION REPORT

Encl: (1) Monthly Personnel Situation Report Format
(2) Monthly Personnel Situation Report Instructions

1. Purpose. To promulgate the policy for submission of monthly personnel situations reports (SITREPs).
2. Background. Accurate and timely reporting of our personnel situation is critical if we are to ensure that we have the necessary personnel assets to accomplish our mission. Reporting of that information will be accomplished via the monthly SITREP.
3. Information. Enclosure (1) is the SITREP format. The report has been streamlined to eliminate extraneous information and keep preparation as simple as possible. Enclosure (2) contains detailed instructions for the completion of each section of the report. All data submitted via the SITREP will be as of the last day of the month. Reports will be due to this headquarters no later than close of business on the third working day of the following month.
4. The enclosures reference an electronic spreadsheet which can be utilized to complete the monthly SITREP. To obtain a copy of that spreadsheet, contact MCRC (A) and one will be provided.
5. Action. District commanding officers will prepare and submit SITREPs utilizing the format set forth in this Order.


J. W. KLIMP

DISTRIBUTION: B

MARINE CORPS DISTRICT SITREP

MONTH OF: FEB

DISTRICT TOTALS

M/L O/B

1. RECRUITERS (TOTAL)	288	207	71.9%
a. 8411 (REG)	123	9	7.3%
b. 8412	77	99	128.6%
c. 8411 (EAD)	88	99	112.5%
2. NONPRODUCTION RECRUITERS	0	0	
a. AOP CHIEF (8412)	0	0	
b. OPS CHIEF (8412)	0	0	
c. RES PROC CHIEF (EAD)	0	0	
d. MEOP RCTR (8411)	0	0	
e. QUAL CTRL CHIEF (8411)	0	0	
f. CONTACT TEAM (8412)	0	0	
g. POOL COORDINATOR (8411)	0	0	
h. MEPS LIAISON (8412)	0	0	
i. OSO ASSISTANT	0	0	
3. APR RECRUITERS	288	207	
4. INEFFECTIVE APR RECRUITERS	0		
a. RELIEFS PENDING	0		
b. HOSPITAL/MEDICAL	0		
c. OTHER	0		
5. TOTAL EFFECTIVE APR RECRUITERS	207		
6. CURRENT MONTH LOSSES & GAINS	0		
a. END OF TOUR (REG)	0		
b. RELIEFS (RFC & GOS, REG)	0		
c. EAS (REG)	0		
d. OTHER LOSSES (REG)	0		
e. TOTAL LOSSES (REG)	0		
f. GAINS (REG)	0		
g. EAD LOSSES	0		
h. EAD GAINS	0		

7. PROJECTED RECRUITER STATUS

OUT MONTH	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
a. O/B TOTAL (PAR1)	207	207	207	207	207	207	207	207	207
b. END OF TOUR (REG)	0	0	0	0	0	0	0	0	0
c. RELIEFS (RFC & GOS, REG)	0	0	0	0	0	0	0	0	0
d. EAS (REG)	0	0	0	0	0	0	0	0	0
e. OTHER LOSSES (REG)	0	0	0	0	0	0	0	0	0
f. TOTAL LOSSES (REG)	0	0	0	0	0	0	0	0	0
g. GAINS (REG)	0	0	0	0	0	0	0	0	0
h. EAD LOSSES	0	0	0	0	0	0	0	0	0
i. EAD GAINS	0	0	0	0	0	0	0	0	0
j. O/B PROJ	207	207	207	207	207	207	207	207	207

MARINE CORPS DISTRICT SITREP (CONTINUED)

8. RACE BREAKDOWN (8411,8412&EAD) 207 (FROM PAR 1)
a. WHITE 0
b. AFRICAN AMERICAN 0
c. HISPANIC 0
d. OTHER 0
0 (THIS NUMBER MUST EQUAL PAR 1)

9. GENDER BREAKDOWN
a. MALE 0
b. FEMALE 0

10. "A" BILLETS M/L O/B
a. OFF(INCL OSO) 0 0
b. ENL(USMC) 0 0
c. ENL(NAVY) 0 0
d. CIV 0 0

11. INTRA-DISTRICT PCS MOVES EXECUTED MONTH
FY

12. BREAKDOWN OF PAR RANK LASTNAME INT SSN BRIEF EXPLANATION

MONTHLY PERSONNEL SITUATION REPORT INSTRUCTIONS

1. The following instructions are provided for use on the Monthly Personnel Situation Report.
2. All data will be as of the last day of the month.
3. Specific information for each paragraph is as follows:

a. Paragraph 1: RECRUITERS (TOTAL). The total of all recruiters permanently assigned to the district. Each category is treated separately. Include recruiters at the district headquarters in this number.

(1) Paragraphs 1a and 1b -- 8411 (REG) and 8412. Total number of regular 8411's and all 8412's to include ineffective APR recruiters listed in paragraph 4.

(2) Paragraph 1c -- 8411 (EAD). Total number of EAD recruiters to include ineffective recruiters listed in paragraph 4.

b. Paragraph 2 -- NONPRODUCTION RECRUITERS. The total of all recruiters assigned to the billets listed. For accounting purposes at this headquarters, these are the only authorized nonproduction billets to which recruiters may be assigned. Marines assigned as "NCOIC not on production" are treated as such only at the recruiting station and/or district level, but they will be chargeable as production recruiters within paragraph 3 of the report. Do not include "A" billet personnel who may be assigned to these billets.

c. Paragraph 3 -- APR RECRUITERS. Total of all recruiters in paragraph 1 less nonproduction recruiters listed in paragraph 2 of this report. This cell is automatically calculated by the spreadsheet program.

d. Paragraph 4 -- INEFFECTIVE APR RECRUITERS. This cell is automatically calculated by the spreadsheet program.

(1) Paragraph 4a -- RELIEFS PENDING. The total of all pending reliefs to include relief for cause (RFC) and good of the service (GOS). Include only reliefs for which the signed relief package is at the district headquarters or further along in the relief process.

(2) Paragraph 4b -- HOSPITAL/MEDICAL. The total number of all recruiters hospitalized or on convalescent leave in excess of 30 days. This number will include any EAD recruiters falling into this category.

(3) Paragraph 4c -- OTHER. Catch-all for other ineffective recruiters that were unable to perform their duties, e.g. TAD in excess of 30 days, in hands of civilian authorities, terminal leave, etc. This number will include any EAD recruiters falling into this category.

e. Paragraph 5 -- TOTAL EFFECTIVE APR RECRUITERS. Production recruiters listed in paragraph 3 less the ineffective listed in paragraph 4. This cell is automatically calculated by the spreadsheet program.

f. Paragraph 6 -- CURRENT MONTH LOSSES AND GAINS. Total number of recruiter losses and gains for the reporting month.

(1) Paragraphs 6a through 6d -- Number of recruiter (REG) losses during the reporting month.

(2) Paragraph 6e -- Total of paragraphs 6a through 6d. This cell is automatically calculated by the spreadsheet program.

(3) Paragraph 6f -- Total number of recruiter (REG) gains during the reporting month.

(4) Paragraph 6g -- Total number of EAD recruiter losses during the reporting month.

(5) Paragraph 6h -- Total number of EAD recruiter gains during the reporting month.

g. Paragraph 7 -- PROJECTED RECRUITER STATUS. For each of the nine months subsequent to the month of the report, enter the number of personnel in each category listed in paragraphs 7b through 7i.

(1) Paragraph 7a -- O/B TOTAL. Total number of recruiters expected to be on board at the beginning of the month. This cell is automatically calculated by the spreadsheet program.

(2) Paragraph 7b through 7f -- Number of recruiters (REG) who are projected losses by category for each of the nine months following the month of the report. In paragraph 7d, ensure you enter only the number of REGULAR recruiters that DO NOT intend to extend or reenlist. Note: Paragraph 7c includes all reliefs listed in paragraph 4a.

(3) Paragraph 7g -- GAINS. Include projected gains from Recruiters School.

(4) Paragraph 7h -- EAD LOSSES. Projected EAD losses only. Ensure any Marine listed in this category does not intend to extend on the program.

(5) Paragraph 7i -- EAD GAINS. Projected EAD gains only.

(6) Paragraph 7j -- O/B PROJECTION. Projected strength at the end of each month (O/B, less total losses (REG/EAD), plus gains (REG/EAD)). Paragraph 7j for a given month will equal paragraph 7a for the following month. This cell is automatically calculated by the spreadsheet program.

h. Paragraph 8 -- RACE BREAKDOWN (8411, 8412 & EAD). Enter the total number of recruiters by race, e.g. Caucasion, African American, Hispanic, and Other. Ensure the total of these numbers is equal to the sum of paragraph 1, O/B strength.

i. Paragraph 9 -- GENDER BREAKDOWN (8411, 8412 & EAD). Enter the total number of recruiters by gender. Ensure the total of these numbers is equal to the sum of paragraph 1, O/B strength.

j. Paragraph 10 -- "A" BILLETS. Utilize paragraphs 10a through 10d to report the number of "A" billet personnel on board.

k. Paragraph 11 -- INTRA-DISTRICT PCS MOVES EXECUTED. List the rank, name, and social security number of each Marine that executed an intra-district PCS move during the month.

l. Paragraph 12 -- BREAKDOWN OF PARAGRAPHS 7B - 7E. List all losses in paragraphs 7b - 7e by rank, last name, initials, social security number, and a brief explanation of the loss (i.e., not recommended for reenlistment, denied reenlistment, or end of tour with no request for extension).



MARINE CORPS RECRUITING COMMAND

ASSISTANT CHIEF OF STAFF

ADMIN/PERS

Date: 14 Feb 96

From: Maj Webb

To: CG

Via: C/S

Subj: MONTHLY PERS SITREP

1. Attached is a MCRC order for CG's signature. It contains: the requirement to submit a monthly report, the format for that report, and an explanation of what each paragraph should cover.

2. This requirement had been previously mandated by a letter, see TAB A.

Respectfully,

Jem Webb
Maj Webb

960214

In
The order looks good.
It materializes the
personnel reporting
to your area /
changes / signature.
C. Webb



UNITED STATES MARINE CORPS
MARINE CORPS RECRUITING COMMAND
2 NAVY ANNEX
WASHINGTON DC 20380-1775

IN REPLY REFER TO
1000

MRA

21 FEB 1995

From: Commanding General, Marine Corps Recruiting Command

Subj: MONTHLY PERSONNEL SITUATION REPORT

Encl: (1) Monthly Personnel Situation Report Format
(2) Monthly Personnel Situation Report Instructions

1. Accurate and timely reporting of our personnel situation is critical if we are to ensure that we have the necessary personnel assets to accomplish our mission. Enclosure (1) is an updated version of the Monthly Personnel Situation Report. The report has been streamlined with the goal of making it simpler for you to prepare. Extraneous information has been deleted. Enclosure (2) contains detailed instructions on the type of information that will be reported on each line. Beginning with the February Situation Report, only the format shown in enclosure will be utilized within this command. All data will be as of the last day of the month. Reports will be due by close of business on the 5th working day of the following month.


S. C. DECOTEAU
Chief of Staff

Distribution:
CO, ea MCD

DISTRICT TOTALS

	ML	O/B	PCT						
1. RECRUITERS (TOTAL)	0	0							
a. 8411 (REG)	0	0							
b. 8412	0	0							
c. 8411 (EAD)	0	0							
2. NONPRODUCTION RECRUITERS	0	0							
a. MEPS LIAISON NCO	0	0							
b. OSO ASST	0	0							
c. MCD CONTACT TM	0	0							
d. RES PROC CHF	0	0							
e. MCD QUAL CNTRL CHF	0	0							
f. MCD CONT TM (OSO)	0	0							
g. POOL COORD/QUAL CNTRL CHF	0	0							
h. MEOP RCTR	0	0							
3. APR RECRUITERS	0	0							
4. INEFFECTIVE APR RECRUITERS	0								
a. RELIEFS PENDING	0								
b. HOSPITAL/MEDICAL	0								
c. OTHER	0								
5. TOTAL EFFECTIVE APR RECRUITERS	0								
6. CURRENT MONTH LOSSES & GAINS	0								
a. END OF TOUR (REG)	0								
b. RELIEFS (RFC & GOS, REG)	0								
c. EAS (REG)	0								
d. OTHER LOSSES (REG)	0								
e. TOTAL LOSSES (REG)	0								
f. GAINS (REG)	0								
g. EAD LOSSES	0								
h. EAD GAINS	0								
7. PROJECTED RECRUITER STATUS									
OUT MONTH	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
a. O/B TOTAL (PAR1)	0	0	0	0	0	0	0	0	0
b. END OF TOUR (REG)	0	0	0	0	0	0	0	0	0
c. RELIEFS (RFC & GOS, REG)	0	0	0	0	0	0	0	0	0
d. EAS (REG)	0	0	0	0	0	0	0	0	0
e. OTHER LOSSES (REG)	0	0	0	0	0	0	0	0	0
f. TOTAL LOSSES (REG)	0	0	0	0	0	0	0	0	0
g. GAINS (REG)	0	0	0	0	0	0	0	0	0
h. EAD LOSSES	0	0	0	0	0	0	0	0	0
i. EAD GAINS	0	0	0	0	0	0	0	0	0
j. O/B PROJ	0	0	0	0	0	0	0	0	0

MARINE CORPS DISTRICT SITREP (CONTINUED)

RACE BREAKDOWN (8411,8412&EAD)

0 (FROM PAR 1)

a. WHITE

0

b. AFRICAN AMERICAN

0

c. HISPANIC

0

d. OTHER

0

0 (THIS NUMBER MUST EQUAL PAR 1)

9. GENDER BREAKDOWN

a. MALE

0

b. FEMALE

0

10. "A" BILLETS

ML

O/B

a. OFF(INCL OSO)

0

0

b. ENL(USMC)

0

0

c. ENL(NAVY)

0

0

d. CIV

0

0

INSTRUCTIONS FOR THE MONTHLY PERSONNEL SITUATION REPORT

1. The following instructions are provided for use on the Monthly Personnel Situation Report.
2. All data will be as of the last day of the month.
3. Specific information for each paragraph is as follows:

a. Paragraph 1-- RECRUITERS (TOTAL). The total of all recruiters permanently assigned to the district. Each category is treated separately. Include recruiters at the district headquarters in this number.

(1) Paragraphs 1a and 1b -- 8411 (REG) and 8412. Total number of 8411's and 8412's to include ineffective APR recruiters listed in paragraph 4.

(2) Paragraph 1c -- 8411 (EAD). Total number of EAD recruiters to include ineffective recruiters listed in paragraph 4.

b. Paragraph 2 -- NONPRODUCTION RECRUITERS. The total of all recruiters assigned to the billets listed. For accounting purposes at this Headquarters, these are the only authorized nonproduction billets to which recruiters may be assigned. Marines assigned as "NCOIC not on production" are treated as such only at the recruiting station and/or district level, but they will be chargeable as production recruiters within paragraph 3 of the report. Do not include "A" billet personnel who may be assigned to these billets.

c. Paragraph 3 -- APR RECRUITERS. Total of all recruiters in paragraph 1 less nonproduction recruiters listed in paragraph 2 of this report. (Automatic calculation)

d. Paragraph 4 -- INEFFECTIVE APR RECRUITERS (Automatic calculation)

(1) Paragraph 4a -- RELIEFS PENDING. The total of all pending reliefs to include reliefs for cause (RFC) and good of the service (GOS).

(2) Paragraph 4b -- HOSPITAL/MEDICAL. The total number of all recruiters hospitalized or on convalescent leave in excess of 30 days. (To include EAD recruiters)

(3) Paragraph 4c -- OTHER. Catch-all for other ineffective recruiters that were unable to perform their duties, e.g., TAD in excess of 30 days, in hands of civilian authorities, terminal leave, etc. (Include EAD Recruiters)

e. Paragraph 5 -- TOTAL EFFECTIVE APR RECRUITERS. Production recruiters listed in paragraph 3 less the ineffective listed in paragraph 4. (Automatic calculation)

ENCLOSURE (2)

f. Paragraph 6 -- CURRENT MONTH LOSSES AND GAINS. Total number of recruiter losses and gains for the reporting month.

(1) Paragraphs 6a through 6d -- Number of recruiter (Regular) losses during the reporting month.

(2) Paragraph 6e -- Total of paragraphs 6a through 6d. (Automatic calculation)

(3) Paragraph 6f -- Total number of recruiter (Regular) gains during the reporting month.

(4) Paragraph 6g -- Total number of EAD recruiter losses during the reporting month.

(5) Paragraph 6h -- Total number of EAD recruiter gains during the reporting month.

g. Paragraph 7 -- PROJECTED RECRUITER STATUS. For each of the nine months subsequent to the month of the report, enter the number of personnel in each category listed in paragraphs 7b through 7i.

(1) Paragraph 7a -- O/B TOTAL. Total number of recruiters expected to be on board at the beginning of the month. (Automatic calculation)

(2) Paragraph 7b through 7f -- Number of recruiters (Regular) who are projected losses by category for each of the nine months following the month of the report. Ensure you enter only number of regular recruiters. Note: Paragraph 7c includes all reliefs listed in paragraph 4a.

(3) Paragraph 7g -- GAINS. Include projected gains from Recruiters School.

(4) Paragraph 7h -- EAD LOSSES. Projected EAD losses only.

(5) Paragraph 7i -- EAD GAINS. Projected EAD gains only.

(6) Paragraph 7j -- O/B PROJECTION. Projected strength at the end of each month. (O/B, less total losses (REG/EAD), plus gains (REG/EAD)). Paragraph 7j for a given month will equal paragraph 7a for the following month (Automatic calculation)

h. Paragraph 8 -- RACE BREAKDOWN (8411, 8412 & EAD). Enter the number of total White, African American, Hispanic and Other. Ensure the total of these numbers is equal to the sum of paragraph 1, O/B Strength.

i. Paragraph 9 -- GENDER BREAKDOWN (8411, 8412 & EAD). Ensure the total of these numbers is the sum of paragraph 1 O/B strength.

j. Paragraph 10 -- "A" BILLETS. Paragraphs 10a through 10d -- Number of "A" billet personnel on board.