



UNITED STATES MARINE CORPS
MARINE CORPS RECRUITING COMMAND
3280 RUSSELL ROAD
QUANTICO, VA 22134-5103

IN REPLY REFER TO:
1300
G-1
5 AUG 2002

COMMANDING GENERAL'S POLICY LETTER 10-02

From: Commanding General
To: Distribution List

Subj: RECRUITER ASSIGNMENT POLICY

Ref: (a) MCO P1326.6D, SDAMAN
(b) Volume III, Guidebook for Recruiting Station Operations
(c) MCRCO 1020.1, Monthly Personnel Situation Report

1. Situation. The Commandant of the Marine Corps (M&RA) is responsible for ensuring that the Marine Corps Recruiting Command (MCRC) is staffed with Marine recruiters in sufficient numbers to allow accomplishment of the Commandant's recruiting mission for the Marine Corps. Reference (a) provides guidance for selecting, screening and preparing Marines for special duty assignments, including recruiting duty. Reference (b) provides guidance concerning the initial assignment of Recruiters School graduates. Graduates are assigned to Districts by the CG, MCRC, based on projected vacancies in authorized 8411/8412 billets. District Commanders make assignments to Recruiting Stations (RS) based on vacancies in authorized manning levels at the RSs. RS Commanding Officers make assignments to Recruiting Substations (RSS), Permanent Contact Stations (PCS) and Temporary Recruiting Facilities (TRF).

2. Mission. Commanders at all levels will ensure that recruiters are assigned in the most efficient and effective manner, that they plan effectively to fill projected recruiter vacancies, and that recruiters are assigned in a manner that is consistent with the needs of the Marine Corps, the Recruiting Command, and the individual Marine.

3. Execution

a. Commander's Intent. My intent is to ensure recruiters are assigned where they are needed to accomplish the recruiting mission and that volunteers are assigned to the District of their choosing, consistent with the needs of the Marine Corps and the recruiting mission. End state: Required numbers of recruiters assigned to

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Districts and RSs, according to the MCRC manning plan, to accomplish the recruiting mission.

b. Concept of Operations/Guidance

(1) The numbers of recruiters that should be assigned to individual RSs are determined by mission requirements. Population analysis provides the data required to support structure requirements. District COs must ensure recruiters are assigned to RSs in numbers that support required structure determinations.

(2) Recruiter manning levels (ML) will be determined by District mission share; they are the same as the percentage of the overall MCRC fiscal year (FY) recruiting mission. For example, if a District is tasked to achieve 15 percent of the FY MCRC recruiting mission, sufficient numbers of canvassing recruiters (AMOS 8411) and Career Recruiters (PMOS 8412) will be assigned to ensure that 15 percent of available recruiters are assigned to the District. In addition, canvassing and Career Recruiters will be assigned in sufficient numbers to ensure each District is manned at the same relative percentage (e.g., 105 percent) of all recruiters assigned to MCRC at the District level and below. Manning levels will be published before every FY and will be changed, as required, based on changes in District mission shares.

(3) The Recruiters School graduates six classes of canvassing recruiters yearly. Initial assignments of Recruiters School graduates will be made by the CG, MCRC (G-1), based on projected vacancies, as reported per reference (c), and the individual recruiter's desires. Marines will indicate their top three District assignment choices while they are at Recruiters School. Volunteers will be assigned to the district of their choice. To the greatest extent possible, District Commanders will assign graduates to an RS of their choice. The following additional, unprioritized assignment criteria will be considered when making initial assignments: reenlistment, former recruiters, joint household, exceptional family members, single parents, home ownership in a district, and by-name requests.

c. Tasks

(1) RS COs. RS COs must closely monitor the status of their recruiters to ensure they adequately prepare to replace recruiters who are scheduled to transfer due to normal rotation or anticipated transfer to another RS. Submit data to District Personnel Officers, as required, for inclusion in the Monthly Situation Report.

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(2) District COs. Assign recruiters per the guidance in this letter and reference (b). Ensure Monthly Situation Reports are submitted to respective Region CGs per reference (c).

(3) Region CGs. Region CGs will review and consolidate Monthly Situation Reports and submit them to the CG, MCRC (G-1) by COB on the fifth working day of each month. Ensure District COs follow the guidance in reference (c) for preparation of the reports and assign recruiters per the guidance in this letter and reference (b).

(4) AC/S, G-1, MCRC

(a) Maintain staff cognizance over recruiter assignment issues on behalf of the CG, MCRC. Publish a Fiscal Year Manning Plan that allocates recruiter MLs based on mission share. Maintain effective liaison with the CMC (MM) on related matters. Ensure MLs are adequate to support the recruiting mission and maintained equitably across Districts.

(b) Coordinate with Recruiters School personnel concerning the assignment of graduates. Assign recruiters per the guidance in this letter and reference (b).

4. Administration and Logistics. References (b) and (c) will be changed to effect this policy. All other provisions of these references that do not conflict with this policy remain in effect.

5. Command and Signal

a. Command Relationships

(1) The CMC (MM) is responsible for establishing policies concerning assignment of Marines to recruiting duty and for directing their assignment to Recruiters School. The CMC exercises approval authority for requests to extend tours on recruiting duty.

(2) The CG, MCRC is responsible for establishing recruiter assignment policies that apply to MCRC. Region CGs are responsible for ensuring recruiters are assigned per MCRC policies. District COs exercise administrative control over assigned recruiters. Operational control of recruiters is exercised by RS COs.

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b. Signal. None.



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Distribution: A/D