MCRC FROST CALL 025-01 DATED 13 JULY 2001

From: Commanding General, Marine Corps Recruiting Command

Subj: AUTOMATED RECRUIT MANAGEMENT SYSTEM (ARMS) MILITARY OCCUPATIONAL SPECIALITY (MOS) VERIFICATION FOR QUOTA SERIAL NUMBERS (QSN's)

Ref: (a) Meeting btwn MCRC and RAP

1. Purpose. To notify all levels within the Marine Corps Recruiting Command, of the requirement to verify the MOS of all QSN's in ARMS.

2. Background. The Reserve Affairs Plans (RAP) section of M&RA, inputs MOS's for QSN's into the Enlisted Quota Management (EQM) module of ARMS. The EQM module interfaces with the By Name Assignment (BNA) system. Schoolhouses use the BNA system to review the training track for inbound and onboard Marine students. RAP has changed the MOS's of over 350 existing QSN's in EQM for the current FY and FY02. This is due in part to RS requests for MOS changes, MOS deletions/changes directed by MM, and the closing/moving of Reserve Units. The problem that exists is RS's are enlisting applicants into QSN's in the Enlisted Accessions (EA) module that require a manual input of the MOS for the QSN, that have been previously changed in EQM module. Hence, when the Marine arrives at MCRD, SOI/MCT or MOS Schoolhouse and this MOS mismatch is discovered, we have a Breach of Contract scenario. The Marine has enlistment documents, i.e. DD1966, Reserve SOU's, and MEPS Orders with a MOS from the EA module, which is different from the EQM module, and the conflict cannot be easily rectified. This causes T2P2 problems, lost mandays, additional travel expense and the possible discharge of the Marine Reservist.

3. Information. The above scenario can be rectified. It requires verification of the Enlisted Accession (EA) and the Enlisted Quota Management (EQM) modules of ARMS to verify the correct MOS for the assigned QSN at the Recruiting Station level prior to shipping. These requirements cannot be currently accomplished automatically in ARMS and require manual manipulation. For those MOS mismatches discovered at MCRD, SOI/MCT or MOS Schoolhouses, liaisons will coordinate with RAP and MCRC for resolution.

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4. Action. Effective **23 July 2001** the following guidance will be utilized for all Reservists:

a. Recruiting Stations (RS): Operations Sections will verify the MOS of all Reservists QSN's who are awaiting Initial Active Duty for Training (In-DEP) in the EQM module within 72 hours of shipping to recruit training.

(1) If the MOS of the QSN enlisted for in the EA module **matches** the MOS in the EQM module, make the following entry in the Remarks Section of the DD1966:

"RESERVE MOS _____HAS BEEN VERIFIED IN THE EQM MODULE OF ARMS FOR QSN _____, BY RS OPS/MEPS PERSONNEL"

_____

Name Grade Billet

(2) If the MOS of the QSN enlisted for in the EA module **does not match** the MOS in the EQM module, inform the reservist of the correct MOS for the QSN. If the enlisted reservist agrees to the change, and is qualified for the new MOS, follow verification entry in paragraph 4.a.(1) above. If the reservist is not in agreement with the MOS change of the original QSN, either assign a mutually agreed upon new QSN or send a request for modification of MOS of the original QSN to RAP via the District in ARMS.

(b) Recruit Liaison Sections/ELTA Rep: Verify the MOS of the QSN for the recruit in the EQM module of ARMS. If the MOS listed in EQM matches the MOS on the Reserve SOU and MEPS Transfer Orders, no further action is required. If the MOS on the Reserve SOU and MEPS Transfer Orders of the QSN enlisted for **does not match** the MOS in the EQM module, inform the reservist of the correct MOS for the QSN, and follow these guidelines:

(1) If the enlisted reservist agrees to the change, is qualified for the new MOS, notify CMC(RAP) and MCRC G-3, and then make the proper annotations on the Page 11 of the recruits SRB.

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(2) If the reservist is not in agreement with the MOS change of the original QSN, either assign a mutually agreed upon new QSN or request modification or resolution instructions for the QSN/MOS of the original QSN to CMC(RAP), notify MCRC G-3, then make the proper annotations on the Page 11 of the recruits SRB.

(c) SOI Liaisons/ELTA Liaisons: Verify the QSN MOS of the Marine Reservist in the By Name Assignment (BNA) of MCTFS. If the MOS listed matches the MOS on the Reserve SOU and MEPS Transfer Orders, no further action is required. If the MOS on the Reserve SOU and BNA for the QSN the Marine Reservist enlisted for, **does not match** the MOS, inform the reservist of the correct MOS of the QSN, and follow these guidelines:

(1) If the enlisted reservist agrees to the change, is qualified for the new MOS, notify CMC(RAP) and MCRC G-3, and then make the proper annotations on the Page 11 of the recruits SRB.

(2) If the reservist is not in agreement with the MOS change of the original QSN, either assign a mutually agreed upon new QSN or request modification or resolution instructions for the QSN/MOS of the original QSN to CMC(RAP), notify MCRC G-3, then make the proper annotations on the Page 11 of the recruits SRB.

5. Point of contact is Capt E. S. Knox, Ass't Operations Officer, Reserve Procurement, MCRC G-3, at commercial (703) 784-9466 DSN 278-9466.

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By direction