

## CHAPTER 1

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## CHAPTER 1

# MARINE CORPS PERSONNEL SYSTEM

### PART A: GENERAL

#### 1000 MARINE CORPS PERSONNEL SYSTEM

1. The Marine Corps Personnel System embraces all functions relative to personnel management.

2. The Marine Corps Personnel System does not embrace matters relating to the administration of affairs, commonly known as general administration.

#### 1001 PERSONNEL MANAGEMENT

1. Personnel management is the process of planning, organizing, directing, and supervising the procurement, development, utilization and administration of personnel.

#### 1002 PERSONNEL PROCEDURES

1. Personnel procedures are the essential methods by which personnel management is effected. They include procurement (recruiting and induction), classification, assignment and reassignment, promotion, separation, personnel record keeping, morale and welfare processes, and personnel administrative training. With the exception of procurement and separation, they are continuous processes which operate throughout the career of the individual officer or enlisted person. The procedures are treated in detail in subsequent chapters of this manual.

#### 1003 COMMANDER'S PERSONNEL MANAGEMENT RESPONSIBILITIES

1. Personnel management is a function of all echelons of command. Commanders must implement personnel procedures in accordance with direc-

tives promulgated by the Commandant of the Marine Corps that will:

a. Place the right person on the right job through proper job analyses, efficient classification, and careful assignment.

b. Stimulate the individual's desire to perform his duties efficiently through incentives, such as timely leaves, fairness in award of promotions and decorations, preferred assignments, effective personal relations, and other morale and welfare services.

c. Utilize the individual's intelligence, preferences, and aptitudes through advanced training in courses which he is most likely to complete.

d. Provide the individual with opportunities for professional development through intelligently planned and progressive assignments and effective self-study education and training programs.

#### 1004 PERSONNEL ADMINISTRATION

1. Personnel administration is concerned with the mechanics of maintaining personnel records and the preparation of correspondence, forms, etc., pertaining to personnel matters.

#### 1005 CONTROL OF PERSONNEL RECORDS

1. Officer and enlisted service records are considered to be confidential except to persons properly and directly concerned. For this reason the release of information from such records will be rigidly controlled. For guidance pertinent to the control, production, access to, and release of information from personnel records, see paragraph 1070, Marine Corps Manual.

**1006 OPERATION OF THE MARINE  
CORPS PERSONNEL SYSTEM**

1. The operation of the Marine Corps Personnel System is a function of command.

2. The Director of Personnel, Marine Corps, under the direction of the Commandant, is responsible for the procurement and administration of officers and enlisted personnel of the Marine Corps; the distribution, appointment, promotion, retirement, discipline and discharge of commissioned officers, warrant officers and enlisted personnel, and for their welfare; adjudication of personal claims; casualty processing; maintenance of officer and enlisted personnel records; and for coordination of requirements for data from the

Personnel Accounting System which are needed for personnel operations.

3. In lower echelons the adjutants of commands and such assistants as may be assigned for specific duties as personnel officers, classification and assignment officers, etc., under the direction of responsible commanders, are charged with the supervision and operation of the Marine Corps Personnel System, in accordance with announced policies of the Commandant of the Marine Corps. In effecting the policies the following principles should be strived for:

- a. Simplification of administration.
- b. Accomplishment of speed, flexibility, and uniformity of administration.
- c. Efficient use of machine records.

## PART B: PERSONNEL SECTIONS

### 1050 GENERAL

1. The personnel section is that component of an organization which conducts personnel administration. Where a separate section to conduct matters relating to general administration is not authorized, as in the case of smaller commands, the personnel section also conducts such matters.

2. The Commandant of the Marine Corps will determine those echelons at which personnel sections will be established. These echelons are known as administrative commands.

3. The provisions of subparagraph 2, above, will not prohibit the temporary establishment of provisional personnel sections for the purpose of expediting the conduct of personnel administration in small nonadministrative commands when the requirement therefor is incident to field operations.

### 1051 BASIC PERSONNEL SECTION

1. This is the section established at the lowest administrative echelon of a particular command. When the echelon is the company, or its equivalent, company administration is said to be in effect; when the echelon is the battalion, or its equivalent, battalion administration is said to be in effect.

### 1052 PERSONNEL ADMINISTRATION IN HEADQUARTERS OF HIGHER ECHELONS

1. To secure coordination of personnel administration the headquarters of the echelon immediately above the basic personnel section level will:

a. Act as a coordinating agency for all personnel matters between elements of the command and the next higher administrative echelon.

b. Supervise the work of personnel sections to ensure accuracy, uniformity, and promptness in the preparation and submission of records, reports, orders, and correspondence on personnel matters.

c. Maintain locator records and personnel statistics, as required.

d. Designate consolidating echelons of reports if such is not already prescribed.

### 1053 ADMINISTRATION CENTER

1. Personnel sections may be grouped in one locality under the coordination and supervision of the highest administrative echelon of a command; such a grouping will be known as an administrative center.

### 1054 PERSONNEL ADMINISTRATION IN ATTACHED ORGANIZATIONS

1. The conduct of personnel administration in attached organizations, to which personnel sections are not organic, will be in accordance with one of the following:

a. The personnel section of the organization to which attached will assume responsibility for it, or

b. The original parent organization, if distances are not too great, will retain responsibility for it, or

c. The parent organization will furnish administrative personnel from its personnel section to its detached elements and the parent organization will retain responsibility.

2. Under the condition prescribed in subparagraph 1a, above, it will be assured that the identity of the attached organization and the relation of the personnel assigned thereto is not lost.

## PART C: GRADE STRUCTURE AND PRECEDENCE

### 1100 DEFINITIONS

1. **RANK.** Rank means order of precedence among members of the Armed Forces (10 U.S.C. 101).

2. **GRADE.** Grade means a step or degree in a graduated scale of office or military rank, that is established and designated as a grade by law or regulation (10 U.S.C. 101).

3. **PRECEDENCE.** Right to come before others, based especially on grade, and also on date of appointment and office.

4. **COMMISSIONED OFFICERS.** Officers appointed to their military grade by a commission. All Marine Corps officers are commissioned with the exception of those serving in the grade of warrant officer, W-1.

5. **WARRANT OFFICERS.** Officers serving in the grades of chief warrant officer, W-4, W-3, or W-2, and warrant officer, W-1.

6. **TEMPORARY OFFICER.** An officer serving in the grade of second lieutenant or above, whose permanent grade is warrant officer, W-1 through chief warrant officer, W-4 or enlisted grade. A chief warrant officer or warrant officer whose permanent grade is an enlisted grade is also considered to be a temporary officer.

7. **STAFF NONCOMMISSIONED OFFICERS.** Those enlisted personnel serving in the grade of staff sergeant or higher.

8. **NONCOMMISSIONED OFFICERS.** Those enlisted personnel serving in the grade of corporal or higher.

### 1101 OFFICER GRADE STRUCTURE

1. Officer grades in order of seniority are:

	<u>Grade</u>
General	O-10
Lieutenant General	O-9
Major General	O-8
Brigadier General	O-7
Colonel	O-6
Lieutenant Colonel	O-5
Major	O-4
Captain	O-3
First Lieutenant	O-2
Second Lieutenant	O-1
Chief Warrant Officer, W-4	W-4
Chief Warrant Officer, W-3	W-3
Chief Warrant Officer, W-2	W-2
Warrant Officer, W-1	W-1

### 1102 OFFICER PRECEDENCE

1. The date of rank of an officer is that stated in his commission or warrant, and when no commission or warrant for his current grade has been issued to him, the date established by the Secretary of the Navy will determine the date of rank.

2. Usually, officers of the same grade take precedence with each other according to their respective dates of rank, but when such officers have the same dates of rank, or have lost or gained numbers through due process of law, their precedence shall be indicated in the Combined Lineal List of Officers on Active Duty in the Marine Corps.

3. Any designation of officers which causes them to be restricted in the performance of duty has no effect on their precedence as determined by their dates of rank in grade and position in the Combined Lineal List.

1103 ENLISTED GRADE  
STRUCTURE

## 1. Grade Structure

▶ a. Enlisted grades in order of seniority are:

<u>Grade</u>	
Sergeant Major Master Gunnery Sergeant	E-9
First Sergeant Master Sergeant	E-8
Gunnery Sergeant	E-7
Staff Sergeant	E-6
Sergeant	E-5
Corporal	E-4
Lance Corporal	E-3
Private First Class	E-2
Private	E-1

b. In addition to the above, the Secretary of the Navy has authorized a special enlisted grade of Marine Aviation Cadet.

## 1104 ENLISTED PRECEDENCE

- ▶ 1. Sergeants major, master gunnery sergeants, first sergeants and master sergeants take precedence among themselves according to the precedence number assigned by the Commandant of the Marine Corps on the Lineal List maintained at Headquarters Marine Corps, the lowest number taking precedence. Sergeants major, regardless of date of rank, take precedence over all master gunnery sergeants. First sergeants, regardless of date of rank, take precedence over all master sergeants.
- ▶ 2. Gunnery sergeants and staff sergeants with the same date of rank, within their respective grades, take precedence among themselves according to the precedence number assigned by the Commandant of the Marine Corps, the lowest number taking precedence.
3. Other enlisted personnel of the same grade take precedence among themselves according to the date of rank assigned or prescribed by the Commandant of the Marine Corps, the earliest date taking precedence.

▶ PART D: CORRESPONDENCE

1150 REGULATORY INSTRUCTIONS

1. The basic regulations governing preparation and forwarding of Marine Corps correspondence are contained in the U. S. Navy Regulations and the Navy Correspondence Manual. The instructions contained herein are supplementary thereto.

1151 CIVILIAN CORRESPONDENCE

1. When a commander receives correspondence from a civilian source he shall make a prompt, courteous, and complete reply, subject to security regulations. Accuracy and correctness in such replies cannot be overemphasized.

2. When information requested is not readily available, the correspondence should be acknowledged stating that the information will be forwarded upon becoming available. In the event that doubt arises as to whether information should be furnished, the correspondence should be transmitted to higher authority for action.

3. An exception may be made in regard to civilian correspondence obviously lacking sincerity and courtesy or endeavoring to provoke controversy. Such may merely be acknowledged, filed without reply, or referred to higher authority as considered appropriate.

1152 CONGRESSIONAL CORRESPONDENCE

1. When replies are made to correspondence from members of the U. S. Congress or cabinet officers, copies of replies together with a copy of the basic correspondence will be forwarded to the Commandant of the Marine Corps (Code ABK). Letters of transmittal are not required.

1153 OFFICIAL CORRESPONDENCE

1. Official correspondence endorsed and forwarded without comment shall be construed to mean full concurrence with all matter contained in the basic correspondence and preceding endorsements.