



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
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WASHINGTON, DC 20350-3000

IN REPLY REFER TO:  
MCO 1130.76B  
MCRC  
JUN 01 2008

MARINE CORPS ORDER 1130.76B

From: Commandant of the Marine Corps  
To: Distribution List

Subj: CONDUCT OF RECRUITING OPERATIONS

Ref: (a) MCO 1130.56C  
(b) MCO P1100.71A  
(c) MCO P1100.72C  
(d) MCO P1100.73B  
(e) MCO P1100.75C

1. Situation. To publish instructions and information on the utilization of procedural guidebooks for the recruiting command. References (a) through (e) contain the policies to be used in the conduct of Marine Corps personnel procurement.

2. Cancellation. MCO 1130.76A.

3. Mission. Recruiters shall supplement the policies of the references by using the instructions, information, and procedures which are published in the following procedural guidebooks:

VOLUME	TITLE
I	Guidebook for Recruiters
II	Guidebook for Officer Selection Officers
III	Guidebook for Recruiting Station Operations
V	Guidebook for Marine Corps District Operations
VI	Guidebook for Recruiting Region Operations
VII	Guidebook for Tattoo Screening
PSR VOL I	Systematic Recruiting Operations
PSR VOL II	Affiliation/Reenlistment Procedures
PSR VOL III	Automated Leads Management Reporting System (ALMRS) User Guide
PSR VOL IV	Billet Descriptions and Administrative Duties

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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4. Executiona. Commander's Intent and Concept of Operations

(1) Commander's Intent. My intent is to provide recruiting leadership and personnel ready references for achieving the assigned Marine Corps Total Force Recruiting Mission.

(2) Concept of Operations. The procedural guidebooks are effective upon publication and will be used for the daily conduct of recruiting operations.

b. Subordinate Element Missions. The Commanding General, MCRC is responsible for the publication, content, and revision of the procedural guidebooks. Additions or modifications to the procedures contained in the guides will not be made without the prior approval of the Commanding General, MCRC.

5. Administration and Logistics. Recruiting activities are encouraged to submit recommended revisions to the Commanding General, MCRC (G-3) for inclusion into the guidebooks.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.



R. E. MILSTEAD JR.  
By direction

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