

- (5) Material Clerk 222.387-034.
- (6) Property Custodian 222.387-042.
- (7) Stock Clerk 222.387-058.
- (8) Storekeeper 222.387-062.
- (9) Order Filler 222.487-014.
- (10) Parts-Order-and-Stock Clerk 249.367-058.
- (11) Distribution Accounting Clerk 210.362-010.
- (12) Bookkeeper 210.382-014.
- (13) Collection Clerk 216.362-014.
- (14) Budget Clerk 216.382-022.
- (15) Entry Clerk 203.582-054.
- (16) Office Manager 169-167-034.
- (17) Budget Analyst 161.267-030.

f. Related Military Skill. Aviation Supply Clerk, 6672.

3. MOS 3044, Basic Contingency Contract Specialist (MGySgt to Sgt) PMOS #

a. Summary. MOS 3044 is a lateral move MOS which requires basic Contingency contract specialists perform various duties incident to the acquisition of supplies and nonpersonal services purchased via open market from commercial and government sources. Marines in this MOS must have the ability to interact with DoD civilians, civilians in the private sector, and/or work independently. Marines must also have the ability to be objective in applying procurement laws, regulations and policies, and apply best business practices in performance of daily duties.

b. Prerequisites

- (1) Must possess a GT score of 110 or higher.
- (2) Must be interviewed and recommended by the Regional Contracting Officer or OccFld sponsor.
- (3) Must be at least a sergeant with 1 year or less time-in-grade. Grades above the rank of Sergeant are not waiverable. Sergeants with time-in-grade in excess of 12 months may be waived up to 18 months.
- (4) No convictions by court-martial, civilian courts, or nonjudicial punishment of any act involving larceny, fraud, or theft.
- (5) Must demonstrate excellent communicative skills as determined during an initial screening interview with the Procurement Chief and submission of a 1 page essay on a business related topic with package.
- (6) Must have a minimum of 48 months of obligated service upon completion of OJT and assignment of MOS 3044. Marines must request an extension of obligated service in order to comply.

(7) Must be able to use the Marine Corps standard office software suite, and basic office machines.

c. Requirements

(1) Marines who lateral move into MOS 3044 will be assigned MOS 3000 with an intended MOS of 3044. Marines will be assigned to a Regional Contracting Office for a period of 12 months for OJT. In the event a Marine that is assigned to a station where no RCO exists, the MOS monitor shall coordinate assignment of the Marine via coordination with the OccFld sponsor (HQMC Code LB). After successful completion of OJT (Based on demonstrated performance per the T&R Manual) and Marine Corps Contingency Contracting Specialist Course at MCSSS, Camp Johnson, and upon the recommendation of the Regional Contracting Officer, these Marines shall be assigned MOS 3044. The Contracting Officer shall submit a letter to the Marine's administration section requesting diary entry and assignment of MOS 3044.

(2) Sergeants must complete Level I DAWIA standards to be eligible for certification in the contracting career field at Level I. Upon obtaining Level I certification, the contracting officer may request the Marine be assigned MOS 3046 by submitting a letter to the Marine's local administration section for diary entry.

(3) A Marine's OJT period begins the day the Marine reports for duty at an appropriate level contracting office and runs consecutive with attendance of the Marine Corps Contingency Contracting Specialist Course.

d. Duties. For a complete listing of duties and tasks, refer to NAVMC Dir 3500.109, Training and Readiness Manual.

e. Related DOT Classification/DOT Code

- (1) Contract Specialist 162.117-018.
- (2) Buyer 162.157-018.
- (3) Purchasing Agent 162.157-038.
- (4) Procurement Services Manager 162.167-022.
- (5) Contracts Manager 163.117-010.
- (6) Contract Administrator 162.117-014.

f. Related Military Skill. None.

MOS 3044 NOTE: Waivers may be granted for only one prerequisite on a case-by-case basis. Waiver requests for time-in-grade requirements exceeding the 12-18 months listed herein will not be granted. The following prerequisites may be considered for waiver: GT score, MOS, Corporals and minor NJP offenses. All requests for waiver and LATMOVE (Preferred MOS 3043) must be approved by the OccFld sponsor (LBP). GT score may be waived 1-point for every 3 hours of business related college course (official transcript required). Marines without college credit hours may be waived a maximum of 3 GT score points. The total GT score waived may not exceed 7 points.

4. MOS 3046, Intermediate Contingency Contract Specialist (GySgt to Sgt) NMOS 3044

a. Summary. Intermediate contingency contract specialist performs various duties incident to the acquisition of supplies and nonpersonal services purchased via the open market from commercial and government sources.

Marines in this MOS must have the ability to interact with DoD civilians, civilians in the private sector, and/or work independently. Marines must also have the ability to be objective in applying procurement laws, regulations and policies, and apply best business practices in performance of daily duties.

b. Prerequisites

(1) Must possess MOS 3044.

(2) Sergeants through Gunnery Sergeants must be DAWIA Level I certified. Upon obtaining Level I certification, the contracting officer shall request the Marine be assigned MOS 3046, by submitting a letter to the Marine's local administration section for diary entry. There is no grade restriction for possessing MOS 3046.

c. Requirements. See prerequisites.

d. Duties. For a complete listing of duties and tasks, refer to NAVMC Dir 3500.109, Training and Readiness Manual.

e. Related DOT Classification/DOT Code

(1) Contract Specialist 162.117-018.

(2) Buyer 162.157-018.

(3) Purchasing Agent 162.157-038.

(4) Procurement Services Manager 162.167-022.

(5) Contract Manager 163.117-010.

(6) Contract Administrator 162.177-014

f. Related Military Skill. None.

5. MOS 3048, Advanced Contingency Contract Specialist (MGySgt to SSgt) NMOS 3044

a. Summary. Advanced Contingency Contract Specialist performs various duties incident to the acquisition of supplies and nonpersonal services purchased via the open market from commercial and government sources. Marines in this MOS must have the ability to interact with DoD civilians, civilians in the private sector, and/or work independently. Marines must also have the ability to be objective in applying procurement laws, regulations and policies, and apply best business practices in performance of daily duties.

b. Prerequisites

(1) Must possess MOS 3044.

(2) Master Gunnery Sergeants through Gunnery Sergeants must be DAWIA Level II certified. Upon obtaining Level II certification, the contracting officer shall request the Marine be assigned MOS 3048, by submitting a letter to the Marine's local administration section for diary entry. There is no grade restriction for SNCOs possessing MOS 3048. Sergeants meeting DAWIA Level II requirements must have a minimum 4 years of total contracting experience before being assigned MOS 3048.

c. Requirements. See prerequisites.

d. Duties. For a complete listing of duties and tasks, refer to NAVMC Dir 3500.109, Training and Readiness Manual.

e. Related DOT Classification/DOT Code

- (1) Contract Specialist 162.177-018.
- (2) Buyer 162.157-018.
- (3) Purchasing Agent 162.157-038.
- (4) Procurement Services Manager 162.167-022.
- (5) Contracts Manager 163.117-010.
- (6) Contract Administrator 162.117-014.

f. Related Military Skill. None.

6. MOS 3051, Warehouse Clerk (MGySgt to Pvt) PMOS

a. Summary. Warehouse clerks perform various duties which include receiving, inspecting, locating, storing, rotating, safekeeping, issuing, preparing, shipping, material return and disposal of supplies and equipment as relates to ground supply operations. These clerks maintain personal computer and mainframe locator systems, conduct inventories, maintain records of subcustody principal end items, monitor shelf life items through CD ROM and the mainframe support systems, and input data entry transactions and retrieval of historical records. They maintain hand held optical character recognition scanners, devices, and multimedia retrieval systems. These Marines are licensed to operate MHE (forklifts, tractors, etc.) and operate bulk and small parts conveyer systems used in warehousing operations. They identify packaging requirements and ensure items are maintained as required; comply with fire and safety regulations; use protective measures for items in storage, including open storage lots and hazardous materials storage areas; establish field supply support areas. Use detailed technical data from the Federal Logistics System in the care and storage program; develop storage space requirements; and store materiel per weight, cube, and clearance factors by categories of supply.

b. Prerequisites

- (1) Must possess a CL score of 90 or higher.
- (2) No convictions by court-martial, civilian courts, or nonjudicial punishment of any act involving larceny or theft.

c. Requirements. Complete the Enlisted Warehouseman Basic Course at the MCSSS, Camp Lejeune, NC.

d. Duties. For a complete listing of duties and tasks, refer to MCO 1510.73, Individual Training Standards.

e. Related DOT Classification/DOT Code

- (1) Merchandise Distributor 219.367-018.
- (2) Space and Storage Clerk 219.387-026.
- (3) Stock Control Clerk 219.387-030.