



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

IN REPLY REFER TO:
1080
MIO
25 AUG 2004

From: Commandant of the Marine Corps (MI)

Subj: MARINE CORPS TOTAL FORCE SYSTEM PERSONNEL REPORTING
INSTRUCTIONS USER MANUAL (Short Title: MCTFSPRIUM)

1. General. Marine Corps Total Force System Personnel Reporting Instructions User Manual (MCTFSPRIUM) establishes the guidance, procedures, and techniques for compliance of all Marines concerned in any aspect of active and reserve personnel reporting. MCO 1080.40_ establishes the contents of this User Manual as official Marine Corps doctrine for the conduct of personnel reporting. No additions or modifications to the procedures contained in the User Manual will be made without prior approval by the Deputy Commandant, Manpower and Reserve Affairs (DC M&RA) (MI Division). The revision of this Manual is effective immediately and will be utilized as the official reporting authority by all Marines concerned in personnel reporting.

2. Revisions. The updates and revisions to this User Manual will be posted to the Manpower Information System Support Activity (MISSA), Kansas City, MO web site.

3. Recommendations for Future Changes. Recommendations for changing the User Manual are invited from all Marine Corps Forces as well as from individuals. Submit all recommendations to the MISSA for approval by DC M&RA (MI). Submissions via chain of command is encouraged but not required.

4. Certification. Reviewed and approved this date.

A handwritten signature in black ink, appearing to read "P. D. Bennett".

P. D. BENNETT
By direction

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