

From: LtCol Shawn A. Harris, 3102 Occupational Field Sponsor

To: Distribution List

SUBJ: RECOMMENDED WARRANT OFFICER (DISTRIBUTION MANAGEMENT) CRITERIA

MOS: 3102

Title: Distribution Management Officer

Sponsor: LtCol Shawn A. Harris

Commercial: (703)695-6099/shawn.a.harris@usmc.mil

1. **Summary:** Distribution Management Officers (3102) are logisticians that serve as SMEs in commercial transportation, freight, expeditionary throughput, sustainment planners, transportation finance, ITV/RFID, and personal property and passenger transportation managers for the Marine Corps. They function at every level of the MAGTF and provide a highly technical foundation of commercial/expeditionary transportation and freight distribution expertise, and personal property and passenger travel contract, entitlement management, and transportation finance expertise at Distribution Management organizations within the MEU, MEB, MEF, CLB, Company/Battalion/Regiment, Installation/Air Station, MARCORLOGCOM, MARCORSSCOM, MARFORs, HQMC, COCOMs, and Joint organizations.
2. **Prerequisites:**
 - a. MOS Manual - **Any MOS may apply, but target is 3112s.** Must be Secret security clearance eligible.
 - b. *Occupational Field Sponsor - Show exceptional proficiency in a Distribution Management, Transportation, or Logistics role; ideally part of a MAGTF Material Distribution Company (MMDC), Installation DMO, MEU, MEB, SPMAGTF, MEU CLB, DLC, or JPPSO.
 - c. *Occupational Field Sponsor - **MOS 3112 Marines are specifically sought after, but not required. All new WOs attend MOS schools after WOBC.**
3. **Requirements:** Complete the Distribution Management Officer Course (DMOC) at MCCSSS, Camp Johnson, NC., upon completion of WOBC.
4. **Duties:**
 - a. **MAGTF Material Distribution Company, MEU, MEB, AND MEFs:**
 - i. Deploys w/MEUs and SPMAGTFs in order to facilitate cargo throughput and in-transit visibility of cargo in the Defense Transportation pipeline, conduct tactical/operational distribution operations, support Global Distribution Node Management for the MAGTFs.
 - ii. Plan, organize, train and control forward deployed distribution organizations for sustainment throughput management at logistics nodes via common user modes of transportation and the Defense Transportation System (DTS), as well as personnel/PAX distribution.
 - iii. Supervise the daily performance of surface, rail, motor, and air terminal operations, and are inherently responsible to ensure logistics nodes are operating efficiently/effectively.
 - iv. Supervise and perform Foreign Country Customs Clearance and Tariff Exemptions, and interface with Theater Support Providers for distribution throughput coordination and plans.
 - v. Establish, train, and deploy Distribution Liaison Cells (DLC), scalable to support expeditionary distribution logistics needs for all size MAGTFs, Major Exercises, Training and Deployments.
 - vi. Employ and maintain ITV/RFID Systems that provide consistent logistics data, and manage interfaces with DoD/Joint systems.
 - vii. Develop Distribution plans that support MAGTF Log CONOPS.
 - b. **Marine Corps Installation/Air Stations/JPPSOs:**
 - i. Responsible for the commercial transportation and distribution of supplies, equipment, personnel, units, and personal property for multi-regional support areas.
 - ii. Appointed in writing as Installation Transportation Officer (ITO), serve as CORs for Regional Transportation Finance Contracts, manage the shipment and storage of Household Goods, operate centralized freight shipping and

receiving warehouses, manage Installation Passenger Travel sections, and Third Party Payment Systems.

iii. Advises the Commanding Officer and the Installation Commander on all matters pertaining to transportation or distribution.

c. **Marine Corps Logistics Command/Systems Command and HQMC:**

- i. Coordinate with USMC MSCs, MARFORs, HQMC, USTRANSCOM, SDDC, and DLA on operational and strategic transportation and distribution issues.
- ii. Track, report on, and ensure the health of all logistics nodes that affect USMC equities, at both operational and strategic levels.
- iii. Coordinate and supervise the USMC deployment and distribution process.
- iv. Coordinate strategic and operational level deployment distribution support with higher and adjacent agencies in support of the USMC.
- v. Coordinate and supervise deployment, materiel movement, retrograde, and redeployment operations.
- vi. Coordinate with the Supporting Establishment, adjacent, and higher headquarters for USMC distribution support.
- vii. Manage Transportation and Distribution Information Systems (TDIS) Portfolio for LOG IT, supporting RFID/ITV programmatic functions for USMC.
- viii. Manage TDIS training, system upgrades, and joint interfaces.
- ix. Provide HQMC Systems SME guidance for Defense Acquisitions and future contractual development supporting TDIS sustainability.
- x. Create and influence enterprise level shaping actions for USMC distribution capacity, capability, and logistics innovations.

Desirable Schools (sample):

Distribution Management Basic Course	MCCSSS, Camp Johnson, NC
Distribution Management Intermediate Crs	MCCSSS, Camp Johnson, NC
Distribution Management Advanced Course	MCCSSS, Camp Johnson, NC
Freight/Cargo Operations	Army Logistics University, Fort Lee, VA
Defense Transportation	Army Logistics University, Fort Lee, VA
Air/Surface Transportability Course	Army Logistics University, Fort Lee, VA
Defense Advanced Traffic Management	Army Logistics University, Fort Lee, VA
Strategic Deployment Planning Course	Army Logistics University, Fort Lee, VA

Desirable Past Assignments (sample):

DMO Formal School Instructor
MEU Distribution Chief
MEB Distribution Chief
SPMAGTF Distribution Chief
MAGTF Material Distribution Company
Installation/Air Station Distribution Management Office
Instructor, Marine Corps Logistics Operations Group (MCLOG)
Instructor/Liaison, NAVSUP Fleet Logistics Center (FLC)
Joint Personal Property Shipping Office (JPPSO)

Distribution Management Officer Criteria: Distribution Management Officers will be a source of expertise on all aspects of commercial and expeditionary transportation, freight distribution, and personal property and passenger travel contract and entitlement management, and must be able to communicate that knowledge to others. Enlisted Marines from outside the 3112 community are sometimes selected for the 3102 MOS, and historically make excellent Distribution Management Officers. Experience in the deployment and distribution, supply, finance, mobility, or logistics communities is a significant enabling attribute when making the transition. Marines who have shown a high technical aptitude, and have excelled in the 3102 MOS as new WOs, are typically SNCOs, experienced in supply, distribution, and finance operations, and have a demonstrated ability to surpass their peers in other areas (fitness report relative value, formal school rankings, and other performance based indicators). All MOS's are welcomed and trained after WOBC, but the target remains 3112s.

MOS Manual

1. MOS 3102, Distribution Management Officer (II/III) (LtCol to Capt) and (CW05 to WO) PMOS

a. Summary. Distribution Management Officer (DMO) is a unique MOS which encompasses broad responsibilities for the distribution, transportation, financial accounting, contracting, and traffic management requirements governing throughput of supplies, equipment, personnel, and personal property. Distribution Management Officers are technical experts who are trained, certified, and appointed in writing as Installation Transportation Officers (ITO) within the Supporting Establishment (SE) and Distribution Management Officers (DMO) within the Operating Forces (OPFOR) in accordance with the Defense Transportation Regulations (DTR), Joint Travel Regulations (JTR), Defense Transportation System (DTS), Marine Corps Distribution Manual, and Marine Corps Personal Property Transportation Program Order. DMO's plan and manage organizational requirements for Sustainment Distribution, Freight Conveyance and Sustainment Throughput, Supply and Logistics Chain interfaces, Transportation Finance and Third Party Payment Systems (TPPS) related automated information systems, Second Destination Transportation (SDT) funding management, Personal Property and Household Goods (PPTY/HHG) Total Force Program Execution, Passenger Travel and Commercial Travel Office (CTO) Management oversight, In-Transit-Visibility Systems (ITV) and Radio Frequency Identification (RFID) Infrastructure Program Management, Marine Corps Installation Distribution Management Office/Traffic Management Office (DMO/TMO) procedural oversight and secretarial governance for Transportation Funding and fiduciary accountability of legal Transportation Contracts and Commercial Conveyance authorized for the Marine Corps. DMO's serve in each part of the MAGTF, HQMC, Joint organizations, Supporting Establishments, and COCOMs. DMO/ITOs manage the transportation, accounting, and storage of Household Goods, operate centralized freight shipping and receiving, manage installation passenger travel sections, lead and operate MAGTF Material Distribution Centers (MMDC), manage distribution operations within Marine Expeditionary Units (MEUs), Marine Expeditionary Forces (MEF) and Marine Special Operations Command (MARSOC), and are the Subject Matter Experts (SME) for distribution, transportation, financial accounting and contracting of traffic management requirements within an organization. DMO's also serve as Joint Distribution Logistics Officers at the Defense Logistics Agency (DLA) as SME representatives for Marine Corps Distribution interface actions with other Joint organizations and COCOMs. As Restricted Officers, through years of required training and experience, DMO's use numerous Federal, DoD, Joint, Service regulations, Defense Transportation System (DTS), and Commercial Industry modes and means of transportation knowledge and distribution logistic expertise to enable optimal selection and appropriate procurement of commercial and government-operated land, air, and water transportation services. DMO's make management decisions facilitating the execution of travel/transportation entitlements for military members, dependents, and civilian employees; and act as the Contracting Officer Representative (COR) for various Commercial Travel Office (CTO), Household Goods and Freight Conveyance contracts. DMO's are responsible for multiple procurement actions, financial documentation and payment processes for transportation services as governed within authorized policies and applicable U.S. Government Contracting Laws.

CWO to LDO Accession. Because Distribution Management is a unique and highly diverse MOS, Officers who apply for appointment to MOS 3102 Limited Duty Officer (LDO) must hold the 3102 MOS as Chief Warrant Officers.