



UNITED STATES MARINE CORPS
MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NC 28542-0004

BO 12510.1A
CHRO-E
JUN 19 2009

BASE ORDER 12510.1A

From: Commanding Officer
To: Distribution List

Subj: POSITION MANAGEMENT REVIEW BOARD (PMRB)

Ref: (a) DoDI 5010.37
(b) SECNAVINST 12510.19

Encl: (1) Sample PMRB Request

1. Situation. To establish a Position Management Review Board (PMRB) in accordance with the policies and associated responsibilities contained in the references.

2. Mission

a. The PMRB is to be used to ensure the most efficient use of the Marine Corps Base (MCB) resources. The responsibility for the organization of work and management of the needed positions are explicitly assigned to management officials. Inherent in this responsibility is the firm commitment that civilian position descriptions will be properly classified, and positions are organized according to sound position management principles.

b. Summary of Revision. This Order has been revised and should be reviewed in its entirety.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. A PMRB will be established as the primary tool to administer and monitor the responsibilities set forth in the references.

(2) Concept of Operations. The cognizant management representative is responsible for presenting all requests before the PMRB. All requests shall be accompanied by a completed PMRB Request Form (enclosure (1)), and any advanced information that would facilitate review of the proposed action should be presented to the PMRB.

b. Coordinating Instructions

(1) Membership of the PMRB. The PMRB will consist of the Base Executive Officer; the Director, Base S-1; the Director, Civilian Human Resources Office-East; Comptroller and a non-voting member from the Equal Employment Opportunity (EEO) office.

(2) Frequency of Meetings. The PMRB will meet as requirements and/or situations dictate.

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(3) Functions Specific to the PMRB

- (a) Request new or additional position(s).
- (b) Accretion of duty requests.
- (c) Planned management action requests that may result in an upgrade.

4. Administration and Logistics. The Director, Base S-1 has overall staff cognizance of the PMRB.

5. Command and Signal

- a. Command. This Order is applicable to the MCB Headquarters.
- b. Signal. This Order is effective the date signed.


W. A. MEIER
By direction

DISTRIBUTION: A

JUN 19 2009

Sample PMRB Request

UNIT HEADING

12510
Office Code
Date

From:

To: Director, Base S-1

Ref: (a) BO 12510.1A

Subj: REQUEST FOR POSITION MANAGEMENT REVIEW BOARD (PMRB)

1. Per the reference, the following information is provided:

- a. Reason for Request:
- b. Title/Series/Grade/Pay Band:
- c. Type of Appointment:
- d. Table of Organization Change:
- e. Background/Rational for your request:
- f. Impact if request is not approved:

2. Provide the following along with your request:

- a. Cost to the command:
- b. Name of the presenter:
- c. Electronic copies of the Position description (PD); new, current and/pr re-written Organizational chart; line or wire diagram that reflects any changes to your organization; Point considerations the PMRB needs to be aware of.