



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

5311
G-1
07 FEB 2014

COMMANDING GENERAL'S POLICY LETTER 05-14

From: Commander
To: All Commanders, Marine Corps Installations East-Marine Corps Base, Camp Lejeune and General, Special Staff Department Heads

Subj: CIVILIAN TABLE OF ORGANIZATION AND EQUIPMENT CHANGE REQUEST (TOECR)

Ref: (a) MCIEAST-MCB CAMLEJO 5311.1
(b) MCO 5311.1D
(c) MARADMIN 229/13 of 30 Apr 13
(d) Title 5, U.S.C., part 335.103
(e) CG MCIEAST-MCB CAMLEJ Policy Letter 007-13

1. Purpose. To publish interim guidance on civilian TOECR requirements process. This process will be incorporated into the next revision of reference (a).

2. Information. Civilian manpower requirements are a component of the total force and are essential to the accomplishment of the Marine Corps' mission. Reference (b) governs Table of Organization and Equipment management and requires the effective use of manpower structure. Reference (c) publishes the approved revised process for determining and changing civilian manpower requirements within the Marine Corps.

3. Action

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Manpower and Table of Organization management must be responsive to the needs of the organization. Civilian position management will be compatible with command policies concerning position classification, merit staffing, employee development and retention, and manpower determinations regarding the optimum workforce mix. The goals of this process are to determine the optimal use of manpower resources, provide a balanced and capable force, and to plan and

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implement force structure changes to meet mission requirements while achieving economy and efficiency of operations.

(2) Concept of Operations

(a) TOECRs to create/add new direct billets must result in a zero sum gain; i.e., compensation (both structure and funding) from the requesting unit must be provided. Billet Identification Codes must have been filled at a minimum, for a period of six consecutive months within the last two fiscal years to be considered funded.

(b) TOECRs to accrete or increase a billet to a higher pay grade do not require structure compensation. However, offsetting labor decreases must be identified in order to sustain a balanced civilian workforce within manage to payroll authority.

b. Subordinate Element Missions. Installation Commanders, Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) Executive, Special, and General Staff shall:

(1) Commanders must manage to payroll and must not exceed your civilian labor budget.

(2) Operational and maintenance funds cannot be used towards new civilian structure.

(3) Billets identified for compensation must be from the same funding type; non-appropriated funded billets cannot be used as compensation for appropriated funded billets.

(4) Funding for initiatives directed by higher headquarters (Office of the Secretary of Defense (OSD) and Department of the Navy (DON)) external to the Marine Corps will be addressed by the Deputy Commandant, Program and Resources as part of the programming and budgeting process. Additionally, these billets will be appropriately coded in Total Force Structure Management System to reflect the billets are requirements directed by OSD/DON.

(5) TOECR changes shall be submitted as they occur.

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(6) G/S-1 and G/S-8 must coordinate on all civilian manpower TOECRs in order to validate program element numbers, budget line items, cost center codes, and employee activity codes.

(7) All supporting documentation must match what is being requested in the TOECR. The following documentation must be included with all TOECRs requesting changes to grade, series or creating/adding new structure:

(a) Manpower spreadsheet.

(b) Funding data/Programming and Budgeting Documentation Database spreadsheet.

(c) An organizational chart. If position is a supervisory position, the organizational chart must show positions being supervised.

(d) Position management assessment to include adjustments to mission, function, and tasks statements.

(e) A fully classified/signed position description to include a signed factor evaluation statement for the full performance level of the position.

(f) Verification from the serving Human Resources Office detailing how the action meets the criteria specified in reference (d).

(g) Position Management Review Board approval as specified in reference (e).

4. Administration and Logistics

a. Commanders are directed to carry out the mission and intent of this Policy, and to publish amplifying guidance and/or directives, as may be necessary to ensure efficient and effective use and oversight of our human capital.

b. Directives issued by this headquarters are published and distributed electronically. Electronic versions of MCIEAST-MCB CAMLEJ directives can be found at:
<http://www.mcieast.marines.mil/StaffOffices/Adjutant.aspx>

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5. Point of contact is MCIEAST-MCB CAMLEJ Assistant Chief of
Staff, G-1 at (910) 451-2203.



J. W. CLARK, JR.
Acting