



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

MCIEAST-MCB CAMLEJO 12510.1
G-1

MAR 05 2021

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 12510.1

From: Commanding General
To: Distribution List

Subj: POSITION MANAGEMENT REVIEW BOARD

Ref: (a) DoD Instruction 5010.37, "Efficiency Review and Resource
Requirements Determination," November 17, 1987
(b) MARADMIN 0409/09 of 8 July 2009

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. Cancellation. MCIEASTO 12510.1.

3. Mission

a. The PMRB is to be used to ensure the most efficient use of the Marine Corps Installations East-Marine Corps Installations (MCIEAST-MCB CAMLEJ) 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 from an MCIEASTO to MCIEAST-MCB CAMLEJO. This Order has been completely revised and should be read in its entirety.

4. 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

(a) The cognizant management representative is responsible for presenting all requests before the PMRB.

(b) 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.

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b. Coordinating Instructions

(1) Membership of the PMRB. The PMRB will consist of the MCIEAST Chief of Staff; The Assistant Chief of Staff, G-1; The Assistant Chief of Staff, G-8; The Director, Civilian Human Resources Office-East (non-voting member); and the MCIEAST-MCB CAMLEJ Manpower Officer (facilitator).

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

(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) Categorization. PMRB request will be categorized in three separate categories:

(a) Category I: Life, Health, and Safety (LHS) Billets. Billets with clearly identifiable and quantifiable impacts mission readiness and/or support provided.

(b) Category II: Other-than LHS Billets. Approved unfunded 'Other-than LHS' billets in support of mission critical functions.

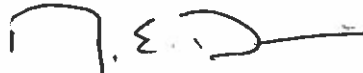
(c) Category III: Restructure. Enduring new requirements required in support of mission readiness and/or support provided.

5. Administration and Logistics. The Assistant Chief of Staff, G-1 has overall staff cognizance of the PMRB.

6. Command and Signal

a. Command. This Order is applicable to the MCIEAST-MCB CAMLEJ Headquarters.

b. Signal. This Order is effective the date signed.



N. E. DAVIS
Chief of Staff

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

12000
Office Cd
(Date)

From: XXXXX
To: Assistant Chief of Staff, G-1
Subj: REQUEST FOR POSITION MANAGEMENT REVIEW BOARD (PMRB)
Ref: (a) MCIEAST-MCB CAMLEJO 12510.1

1. In accordance with the reference and our department's Strategic Workforce Planning Efforts (SWP), it is requested that the PMRB authorize our department to fill a recently vacated position.
2. The position is needed to support mission critical functions. The position requested is of the same grade as the recently vacated position.
3. The below listed information is provided in support of this request:

Billet Identification Code (BIC):
Category:
Position Description (PD) Number:
PD Date:
Position Designation Record (PDR) Date:
Position Title:
Grade:
Series:
Organizational Code:
Cost Center Code:
Funding:
Vice:
Date Vacated:
Supervisor:
Hiring Manager:
SWP: (Yes/No)
Intended recruit/fill methodology:
PMRB Prioritization: (1 of__)

4. Point of contact is XXXX at email and phone number.

Signature

Enclosure (1)