



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS COMMAND  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:

5311

G-1

DEC 21 2012

MARINE CORPS INSTALLATIONS COMMAND ORDER 5311.1

From: Commander, Marine Corps Installations Command  
To: Distribution List

Subj: TABLE OF ORGANIZATION AND EQUIPMENT CHANGE REQUEST  
(TOECR) STANDARD OPERATING PROCEDURES

Ref: (a) MCO 5311.1D  
(b) MARADMIN 512-12  
(c) MCICOMO 5311

Encl: (1) TOECR Checklist  
(2) PBDD Worksheet Format  
(3) Sample of Administratively Correct TOECR

1. Situation. To provide policy and procedures for the submission and processing of Marine Corps Installations Command (MCICOM) TOECRs, in accordance with the references.

2. Mission. Marine Corps Installations Command implements standard operating procedures related to the submission and processing of all TOECRs in order to reduce errors and improve timeliness.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Since January 2011, the Command has been required to submit myriad TOECRs related to the standup and reorganization of the Headquarters, the three Regions, and the National Capital Region and Marine Corps Base Quantico. Due to a lack of existing comprehensive procedures related to the processing of TOECRs, many had to be returned to the respective originators due to administrative errors. The standard operating procedures contained in this MCICOM Order are designed to provide subordinate commanders with the flexibility they need in terms of designing and maintaining command structure in accordance with assigned missions, functions, and tasks, while also supporting Managing to Payroll functions for their civilian labor force requirements.

(2) Concept of Operations

(a) A TOECR must be submitted for any change to the grade/rank, title, or series of a Billet Identification Code (BIC). All TOECRs will be processed electronically through the Total Force Structure Management System. Each TOECR will include a cover page from the originator explaining the requested change in detail and will be endorsed by each Commander in the chain of command. Enclosure (1) is a checklist of the required documentation to be included in both military and civilian TOECRs.

(b) Prior to submission, any TOECR affecting 30 or more BICs must be discussed in detail with the MCICOM Assistant Chief of Staff, G-1, who will then coordinate the submission with Total Force Structure Division (TFSD). When compensation is identified from outside of the unit for a TOECR requiring new structure or a grade/rank increase, the originator of the TOECR must gain approval in writing from the losing Commander in order to prevent delays in processing. Finally, when a TOECR is submitted for the creation of or change to a reimbursable billet, the originator must submit a memorandum of agreement from the Command or Service providing the funds for the billet.

(c) For all TOECRs related to new civilian structure or increases in existing billet grades, full compensation for each requested change must be clearly articulated on a Program Budget Development Database (PBDD) worksheet [Enclosure (2)]. Compensation does not simply refer to the funds available to pay for the billet, however. For every new billet requested, the Commander must not only provide documentation through the PBDD worksheet demonstrating that he can afford the structure change, but must also provide a "like" BIC to be used to create the billet on the Table of Organization. Only existing civilian structure can be used as compensation for new civilian requirements, and Navy structure cannot be converted to Marine structure. Military to civilian and civilian to military conversions are not authorized. Further, sources of funding must match for compensation purposes (i.e.: a reimbursable billet cannot be used as compensation for a new General Schedule position requirement).

(d) TOECRs related to new civilian positions or grade changes must also include position descriptions classified by the respective Human Resources office. In all cases, subordinate Commanders exhaust all means of identifying

compensation for the new requirements before seeking assistance from the MCICOM Headquarters G-1. If compensation from within cannot be identified, the military manpower representatives from the subordinate commands must coordinate with the MCICOM Headquarters military manpower section before a TOECR is submitted.

(3) Tasks

(a) Region/Marine Corps Base Quantico Commanders

1. Direct the implementation of quarterly Position Management Boards at every echelon of Command in keeping with reference (c) to ensure all new structure requirements are fully substantiated and prioritized, and that compensation is identified prior to the submission of the respective TOECRs to the MCICOM G-1.

2. Ensure that manpower and comptroller personnel are included in all planning sessions and discussions related to structure changes.

3. Ensure manpower planning is conducted in keeping with the tenets of Manage to Payroll and Strategic Workforce Planning.

4. When hiring new civilian personnel, make every effort to leverage the state of the economy by hiring at the lowest grade and step possible.

5. Act as the sole approval authority for the creation of new General Schedule (GS) 14 and 15 positions at the Region/Marine Corps Base Quantico (MCBQ) levels.

6. Delegate the responsibility to hire GS 14s and 15s at below the Region to the respective base or installation commander. Such delegation must be made in writing, and may not be further delegated below the base or installation level.

(b) G-1s/S-1s

1. In accordance with the guidance contained in reference (c), assist in the execution of quarterly Position Management Boards.

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2. Coordinate with the comptroller for the formulation of PBDD data for all requested increases in civilian grades using the format in Enclosure (2), and provide the worksheet as an enclosure to the TOECR.

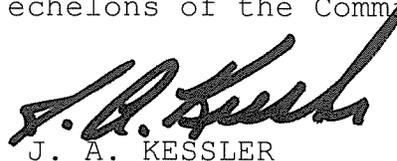
3. Ensure that compensation is identified.

4. Submit all TOECRs utilizing the Total Force Structure Management System (TFSMS) via the chain of command and ensure each TOECR package includes a copy of Enclosure (1) signed by the senior G-1/S-1 representative who last reviewed the package for accuracy. Enclosure (3) is provided as an example of an administratively correct TOECR. All documentation must be included in each TOECR submission or it will be returned for correction in TFSMS.

5. Review the monthly MCICOM Headquarters TOECR tracking report to ensure that all TOECRs have been properly submitted via TFSMS (Region/MCBQ G-1s only). Contact the MCICOM G-1 Military Manpower section if corrections to the report are required.

4. Administration and Logistics. The TOECR tracking report will be disseminated to the Regions/MCBQ by the MCICOM Headquarters G-1 (Military Manpower) on the 15th of each month.

5. Command and Signal. This order is effective on the date signed, and is applicable to all echelons of the Command.



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