



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

IN REPLY REFER TO:  
5320  
G-1  
APR 20 2018

MARINE CORPS INSTALLATIONS COMMAND POLICY LETTER 5-18

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

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

Ref: (a) MCO 5311.1E  
(b) MCO 12250.2  
(c) MARADMIN 163/18

Encl: (1) Command Memo Template  
(2) TOECR Checklist  
(3) Civilian TOECR Matrix  
(4) Funding Data Sheet  
(5) HRO Validation Template

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. Cancellation. MCICOMO 5311.1.

3. Mission. MCICOM will provide the optimal allocation of resources in accordance with COMMCICOM priorities to provide a balanced and capable force. The standard operating procedures for submission of all TOECRs in order to reduce errors and improve timelines will allow planning and implementation of future force structure changes to build capability-based organizations which fulfill regional Commanders' and subordinate commands' requirements.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The procedures in this policy will provide subordinate Commanders with flexibility necessary to design and maintain command structure in accordance with assigned missions, functions, and tasks.

(2) Concept of Operations

(a) A TOECR must be submitted for any change to a Billet Identification Code (BIC) attribute or any BIC realignment. A list of billet attributes can be found on the Total Force Structure Management System (TFSMS) Main Form. All TOECRs must be processed electronically through the TFSMS. Each TOECR must include a Command letter providing the details of the requested change. Endorsements by each Commander in the chain of command are required. Enclosure (1) provides a Command Memo template. Enclosure (2) is a TOECR Checklist of the required documentation for both military and civilian TOECRs. Enclosure (3) is a requirements matrix for civilian change requests.

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

(b) TOECRs containing more than 30 BIC changes must be discussed with the MCICOM Assistant Chief of Staff, G-1, who will coordinate the submission with Total Force Structure Division, per reference (a).

(c) The completion of a Position Designation Tool (PDT) is necessary for changes to security clearance levels and is required to be included in the TOECR package documentation. The PDT may be found at: <https://www.opm.gov/investigations/background-investigations/position-designation-tool/pdt/home/index>. A statement in the cover memo signed by the Commander is also required to justify the clearance level requested.

(d) The originator of the TOECR must include written approval from the losing Commander when compensation is identified from another command and attach that as an enclosure to the TOECR package.

(e) TOECRs to establish or change a reimbursable billet must include a current Memorandum of Agreement or Understanding from the command or service providing funding for the billet.

(f) For all TOECRs establishing civilian structure or increasing an existing billet grade, each requested change must be clearly articulated on a Funding Data Sheet (FDS), enclosure (4), to identify civ-y funding elements. A classified Position Description and Human Resource Office letter, enclosure (5), must be included to validate the attributes of each billet by the servicing Civilian Human Resources Office. Military-to-civilian and civilian-to-military conversions are not authorized. Navy structure cannot be converted to Marine structure. Funding must match for compensation purposes, i.e. a reimbursable billet cannot be used as compensation for a chargeable billet.

(g) A Command may retain a limited number of vacant, unfunded BICs on its T/O, not to exceed ten percent (10%) of the total organizational structure to enhance hiring flexibility.

(h) In all cases, subordinate Commanders must exhaust all means of identifying compensation for new requirements before seeking assistance from HQ, MCICOM G-1, Operations Section.

(3) Tasks

(a) Region Commanders

1. Direct the implementation of Total Force Management Boards (TFMB) to ensure new structure requirements are fully substantiated and prioritized. A different naming convention can be utilized for subordinate commands, such as, but not limited to Position Management Boards or Strategic Position Management Boards. This will ensure compensation is identified prior to TOECR submissions.

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

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

(b) G-1 Directorates / S-1 Departments

1. In accordance with the guidance contained in reference (b), assist in the execution of TFMBs.

2. Coordinate with the Command comptroller for completion of enclosure (4) to be included with the TOECR.

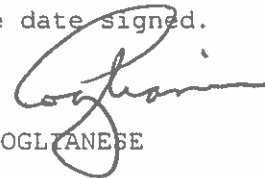
3. Submit all TOECRs utilizing the TFSMS via the chain of command and ensure the senior G-1/S-1 representative reviews the package for accuracy. TOECRs missing required documentation will be returned without action.

5. Administration and Logistics. The TOECR Tracker report will be disseminated to the Regions by HQ, MCICOM G-1 on the 15th of each month.

6. Command and Signal

a. Command. This policy is applicable to MCICOM and all subordinate commands.

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

V. A.   
V. A. COGLIANESE

DISTRIBUTION: C

5311  
G1/  
Date

From: Commanding Officer/Commander, <Organization, location when needed>  
To: Deputy Commandant for Combat Development and Integration  
(Attention: Total Force Structure Division), 3300 Russell  
Rd., Quantico, VA 22134  
Via: (1) <Title, name of organization, location when needed>  
(2) Same as Via (1) above  
Subj: TABLE OF ORGANIZATION & EQUIPMENT CHANGE REQUEST (TOECR) FOR  
<ORGANIZATION> - TOECR XXXXXX  
Ref: (a) MCO 5311.1E  
(b) MCICOM Policy letter XX-18  
Encl: (1) All required documents per civilian process matrix for  
specific TOECR action(s) should be listed as individual  
enclosures  
(2) Multiple documents of the same type (i.e., multiple Position  
Descriptions) should be grouped together as one enclosure  
1. In accordance with the references, TOECR XXXXXX is forwarded for  
approval.  
2. Describe the actions being requested by BIC. Provide purpose,  
background and rationale as warranted. For TOECRs affecting more than  
ten BICs, summarize the types of actions requested in this paragraph,  
attach a spreadsheet, and ensure that the spreadsheet details BIC  
attribute change values and/or add a remarks column to elaborate on the  
changes being made.  
3. For security clearance code changes, confirm coordination and  
concurrence of command security manager. A separate endorsement, added  
as an enclosure is acceptable, but not required.  
4. Point of contact is <First Last>, <email>, (XXX) XXX-XXXX.

<COMMANDING OFFICER/COMMANDER>

ENCLOSURE ( 1 )

## TOECR CHECKLIST

### CIVILIAN CHANGES

- ADEQUATE COMPENSATION OR CURRENT FY MOA/MOU FOR REIMBURSABLE BILLETS
- POSITION DESCRIPTION (PD) WITH CLASSIFICATION SUMMARY
- SECURITY CLEARANCE VALIDATION (DOES THE CLEARANCE LEVEL IN TFSMS MATCH THE PD)
- ORGANIZATIONAL CHART (HIGHLIGHT MODIFIED BILLET AND DETAIL CHAIN OF COMMAND)
- FUNDING DATA SHEET (FDS) WITH G-8 CONCURRENCE
- HRO VERIFICATION LETTER (CONFIRM HIRING ACTIONS AND BILLET CHANGES)
- PROPER ENDORSEMENTS
- TOECR SPREADSHEET (HIGHLIGHT ALL CHANGES TO EACH BIC AND STATE PRECISELY WHAT CHANGES ARE REQUESTED)
- CCC/PEN/EAC CROSSWALK VALIDATED (IF CODES DO NOT ALIGN, SUBMIT REQUEST TO HQMC, P&R VIA MCICOM G-8)
- MISC SUPPORTING DOCUMENTATION (POSITION DESIGNATION TOOL (PDT) FOR ALL CLEARANCE CHANGES, MROC DECISION MEMOS, VERA/VSIP APPROVAL MEMOS, AUTHORIZED STAFFING PLANS, ETC)

### MILITARY CHANGES

- ADEQUATE COMPENSATION (LIKE GRADE AND MOS)
- EXTERNAL UNIT CONCURRENCE (REQUIRED FOR BILLETS OUTSIDE MCICOM UICs)
- TOECR SPREADSHEET (HIGHLIGHTING ALL CHANGES TO EACH BIC AND STATING PRECISELY WHAT CHANGES ARE REQUESTED)
- CHANGE EFFECTIVE 3 YEARS OUT / JUSTIFICATION FOR IN-YEAR CHANGE (MUST SPECIFY IN ALL CASES WHY THE CHANGE IS MISSION CRITICAL)
- PROPER ENDORSEMENTS
- MISC SUPPORTING DOCUMENTATION (SECURITY MANAGER CLEARANCE LEVEL CONCURRENCE, DECISION MEMOS, AUTHORIZED STAFFING PLANS, CURRENT FY MOA/MOU, ETC)

\_\_\_\_\_  
Originator Signature / Date

\_\_\_\_\_  
Email or Phone

COMMAND IDENTIFIES CHANGE TYPES (BELOW) AND ATTACHES REQUIRED DOCUMENTATION, AS NEEDED (COLUMNS RIGHT) TO THE TOECR IN TFSMS	TOECR REQUEST FORM		ORGANIZATIONAL CHANGE DOCUMENTATION		POSITION DOCUMENTATION	FISCAL DOCUMENTATION		
	TOECR Letter (Standard Naval Letter Format) endorsed through chain of command	HIRO Endorsement	Org Chart	TOECR opened in TFSMS, all structure changes inputted (if keypunch, pre-coordinate with TFSO)		T/O in Excel spreadsheet format, changes annotated (required for 30 or more total attribute changes)	Fiscal Supporting Documentation (Agency Paying)	MDA (Non-appropriated funded)
<p>TYPE OF TABLE OF ORGANIZATION CHANGE REQUEST</p> <p>TFSD ACTIONS UPON RECEIPT AND REVIEW OF TOECR</p> <p>CHANGES PROCESSED AT TFSO / NO ADDITIONAL HQMC STAFFING REQUIRED</p>	X	X		X				
	X	X		X				
	X	X		X				
	X	X	X	X				
	X	X		X				
	X	X		X				
	X	X		X				
	X	X		X				
	X	X		X				
	X	X		X				
	X	X		X				
	X	X		X				
	X	X		X				
	X	X		X				
	X	X		X				
ANY Change to a GS14/GS15/SES Billet	X	X	as needed	X	NOTE 4	as needed	as needed	as needed
Add a Chargeable Billet	X	X	X	X				X
Add a TERM Billet	X	X	X	X				X
Extend a TERM Billet	X	X	X	X				X
Add a Reimbursable Billet	X	X	X	X				X
Billet Status code change from A to R (i.e., Direct to Reimbursable funded)	X	X		X				X
Billet Status code change from R to A	X	X		X				X
Change a PEN, CCC, EAC or MCPC (NOTE 2)	X	X		X				X
Move a Billet to a different UIC	X	X	X	X				X
Security Clearance Code, (TS and TS/SCI only)	X	X		X				X
ANY Change - MCLE Job Series 0083, 0080, 1811	X	X	as needed	X	as needed	as needed	as needed	as needed
Security Clearance Code, (TS/SCI only)	X	X		X				X
ANY Change - DCIPS Personnel	X	NOTE 5	as needed	X				as needed

NOTES:

NOTE 1: Billets with a Sponsor Code (i.e. MCLE for Job Series 0083, 0080, 1811) must be staffed to the Billet Sponsor for concurrence

NOTE 2: CCC for NAF and X Coded BICs = 000000. Complete MCPC Field on all NAF BICs.

NOTE 3: Excel Spreadsheet is Optional (if less than 30 total attribute changes-or-provide on request by TFSO)

NOTE 4: Include Factor Sheets, Position Management Checklist, etc.

NOTE 5: Servicing HIRO: Navy CIPO, Philadelphia PA

FUNDING DATA SHEET

BIC	APPN	D/R	U	PE	CCC	CCC DESC	MRI	WCI	EAC	TH	PS	COMMENTS
FROM (-)												
TO (+)												
FROM (-)												
TO (+)												
FROM (-)												
TO (+)												
FROM (-)												
TO (+)												
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FROM (-)												
TO (+)												

5320  
HRO/M  
Date

From: Director/Satellite Manager, Civilian Human Resources  
Office, <Location>  
To: Office of the Director, Civilian Human Resources  
Manpower Plans and Policy Division, Manpower & Reserve  
Affairs Department (M&RA)  
Via: Total Force Structure Division, Marine Corps Combat  
Development Command  
Subj: HR ENDORSEMENT OF TABLE OF ORGANIZATION & EQUIPMENT  
CHANGE REQUEST (TOECR) FOR <ORGANIZATION> - TOECR XXXXXX  
Ref: (a) MCO 5311.1E

1. In accordance with the reference, TOECR XXXXXX is forwarded for consideration.
2. This office verifies that the position descriptions associated with the billet identification codes contained in this TOECR request are valid and established in the appropriate pay plan, series, and grade level.
3. Point of contact is <First Last>, <email>, (XXX) XXX-XXXX.

<HR DIRECTOR/SATELLITE MANAGER>

**ENCLOSURE ( 5 )**