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.** MCICOM 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. COGLANEBE

DISTRIBUTION: C
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
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 (FDT) 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
## CIVILIAN PROCESS MATRIX (MCO 5311.1E PG 9-17)

<table>
<thead>
<tr>
<th>TFSD ACTIONS UPON RECEIPT AND REVIEW OF TOECR</th>
<th>TYPE OF TABLE OF ORGANIZATION CHANGE REQUEST</th>
<th>TOECR REQUEST FORM</th>
<th>ORGANIZATIONAL CHANGE DOCUMENTATION</th>
<th>POSITION DOCUMENTATION</th>
<th>FISCAL DOCUMENTATION</th>
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<tr>
<td>Billet Description Change</td>
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<td>NOTE 3</td>
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<td>Grade (GS13 and below) Change</td>
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<td>Internal BIC Realignment (NO OTHER ATTRIBUTE CHANGES)</td>
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<td>Foreign/Local National (Eth/MLE) Billet Change (ANY)</td>
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<td>Add Security Clearance Code &quot;C&quot; or &quot;S&quot;</td>
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**STAFF TO DC M&A**

| ANY Change to a GS14/ES15/SES Billet          | X                                           | X                 | as needed                          | X                     | as needed            | as needed            |

**STAFF TO DC PBR**

| Add a Chargeable Billet                        | X                                           | X                 | X                                  | NOTE 3                | X                     | X                    |
| Add a TERM Billet                              | X                                           | X                 | X                                  | NOTE 3                | X                     | X                    |
| Extend a TERM Billet                           | X                                           | X                 | X                                  | X                     | X                    |
| Add a Reimbursable Billet                      | X                                           | X                 | X                                  | X                     | X                    |
| Billiet Status code change from A to R (i.e., Direct to Reimbursable funded) | X                                           | X                 | X                                  | X                     | X                    |
| Billiet Status code change from R to A        | X                                           | X                 | NOTE 3                            | x                     | X                    |
| Change a PEN, CCC, BAC or MCPC (NOTE 2)       | X                                           | X                 | NOTE 3                            | x                     | X                    |
| Move a billet to a different UIC              | X                                           | X                 | X                                  | X                     | X                    |

**STAFF TO DC PPBD**

| Security Clearance Code, (TS and TS/SCI only)  | X                                           | X                 | X                                  | NOTE 3                | X                     | X                    |
| ANY Change - MCLE Job Series 0089, 0080, 1811  | X                                           | X                 | as needed                          | X                     | as needed            | as needed            |

**STAFF TO DC 1 (DIR/NT)**

| Security Clearance Code, (TS/SCI only)         | X                                           | X                 | X                                  | NOTE 3                | X                     | X                    |
| ANY Change - DCIPS Personnel                   | X                                           | NOTE 5            | as needed                          | X                     | as needed            | as needed            |

**NOTES:**

1. Billets with a Sponsor Code (i.e., MCLE for Job Series 0089, 0080, 1811) must be staffed to the Billet Sponsor for concurrence.
2. CCC for NAF and X Coded BICs ≥ 300000. Complete MCPC Field on all NAF BICs.
3. Excel Spreadsheets are Optional (if less than 30 total attribute changes or provide on request by TFSO).
4. Include Factor Sheets, Position Management Checklist, etc.
5. Service HRD, Navy CIPD, Philadelphia PA.
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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>