



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

MCICOMO 12510.1  
G-1  
FEB 01 2018

MARINE CORPS INSTALLATIONS COMMAND ORDER 12510.1

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

Subj: TOTAL WORKFORCE MANAGEMENT

Ref: (a) MCO 12250.2

1. Situation. Marine Corps Installations Command (MCICOM) will perform an annual command-wide review of its table of organization in accordance with this Order and the reference.

2. Mission. MCICOM will conduct workforce planning, a systematic process to define command tasks and functions, at the Headquarters, Regions, and installations levels. The use of the Information Management System (IMS) Logistics Facility Services Application (LFS App) is designed to consolidate information from multiple authoritative data sources. This capability will account for decisions made and adjustments that shape MCICOM-enterprise total workforce with data driven decision making to support resourcing decisions to prioritized mission tasks.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Effective immediately, Region Commanders will develop and implement their own workforce review policy letters, tailored to reflect their needs and intent, in accordance with this Order.

(b) Region Commanders will brief IMS Action Plans on an annual basis when directed.

(2) Concept of Operations

(a) Assess total workforce structure and effort applied, in relation to missions, functions and tasks to establish a multi-year plan.

(b) Conduct position-by-position review of current and future workforce needs and realign Marine Corps resources with new

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military structure, fiscal constraints, and the Commandant's Planning Guidance.

(c) MCICOM will submit IMS workforce data for any higher headquarters taskers.

(d) Regions will ensure that IMS data is updated monthly.

b. Coordinating Instructions

(1) Region Commanders. Shall establish guidance ensuring consistent execution of this Order throughout their installations. Commanders should seek to:

(a) Develop, disseminate, and monitor workforce action plans in order to obtain a full sight picture of the civilian labor force by demographics, grade, series, and billet type.

(b) Implement workforce shaping flexibilities, e.g., career ladder (progression) billets, management directed reassignments, and details.

(c) Use position management boards, at a minimum quarterly, to determine if a vacated position should be backfilled at the current grade and/or job series, restructured to a lower grade and/or job series, or abolished.

(d) Maximize the use of IMS data to document decisions and validate imported authoritative data.

(2) MCICOM Headquarters Assistant Chief of Staff (AC/S), G-1. Is the lead for developing policy and procedures associated with this Order.

(a) Will ensure the MCICOM-enterprise and key stakeholders are trained on the use of the IMS.

(b) Perform analysis related to trends and anomalies of HQ/Region data found in the IMS.

(3) MCICOM Headquarters AC/S, G-8. Is the lead for developing manage-to-payroll policy and procedures associated with this Order.

(4) Regional AC/S, G-1. Is the primary point of contact for the Command for all manpower and personnel issues.

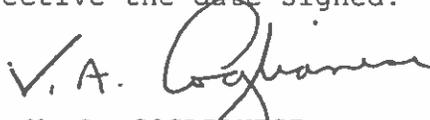
(5) Regional Human Resources Director/Human Resources Officer. Is the primary advisor on workforce shaping policies and procedures related to this Order.

4. Administration and Logistics. Recommendations concerning the contents of this Order may be forwarded to MCICOM G-1 via the appropriate chain-of-command.

5. Command and Signal

a. Command. This Order is applicable to MCICOM, the Regions and their installations.

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

  
V. A. COGLIANESE

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