



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

MCICOMO 5311.1B  
G-1  
JAN 18 2018

MARINE CORPS INSTALLATIONS COMMAND ORDER 5311.1B

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

Subj: TOTAL FORCE MANAGEMENT PROGRAM

Ref: (a) SECNAVINST 12511.1  
(b) MCO 5311.1E  
(c) MARADMIN 044/14

Encl: (1) Business Rules  
(2) TFMB Template

1. Situation. To establish a Total Force Management Program (TFMP) in accordance with the references. The TFMP provides a framework to support consistent, deliberate, and informed decision making involving the Command's position management responsibilities. The TFMP is facilitated by the Total Force Management Board (TFMB), which is responsible for making recommendations to the Executive Director, MCICOM, regarding the most effective and efficient way to address workforce requirements based on Command priorities.

2. Cancellation. MCICOMO 5311.1A.

3. Mission. MCICOM implements standard operating procedures for the submission and processing of all total force manpower requests to support optimal use of government resources.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Establish the TFMP as the primary tool to administer and monitor the responsibilities set forth in the references. The TFMB will review the validity of and make recommendations for all new requirements and changes to positions that involve increased expenditures of Manage-to-Payroll (MTP) authority.

(2) Concept of Operations

(a) The TFMB will forward recommendations to the Executive Director for approval. Specifically, consider the potential impacts associated with:

1. Reorganizations.
2. New requirements.
3. Accretion of duties.

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(b) When hiring restrictions and/or budget reductions are imposed by a higher authority, the TFMB will review and submit recommendations for all requests to backfill positions.

## 5. Roles and Responsibilities

### a. Assistant Chiefs of Staff (AC/S)

(1) Annually review the Directorate table of organization (T/O) to ensure appropriate alignment of billets with current workload. Consider impacts of anticipated changes in workload as well as current and potential future vacancies. In accordance with reference (c), the review will:

(a) Remove excess layers and redundancies.

(b) Eliminate unnecessary organizational fragmentation.

(c) Correct inappropriate span of control, with an emphasis on delegation and decentralization of authority to the lowest appropriate working level.

### b. Manpower, AC/S G-1

(1) Receive manpower requests and determine if they can be processed without TFMB action. If TFMB approval is required, schedule a meeting.

(2) Develop and distribute the submissions, enclosure (2), prior to each meeting.

(3) Forward TFMB recommendations to the Executive Director.

(4) Ensure TFMB decisions are properly reflected in the Defense Civilian Personnel Data System and process Table of Organization and Equipment Change Requests as necessary.

(5) Oversee, review, update, and maintain both the official and local working versions of the T/O.

### c. Comptroller, AC/S, G-8

(1) Provide annual MTP ceilings and quarterly execution briefs.

(2) Ensure proper reporting of the organization codes within the financial systems.

6. TFMB composition. The TFMB is comprised of the Directors and Chief of Staff. Enclosure (1) provides business rules for the TFMB.

a. Meetings. The TFMB will meet as required.

### b. TFMB Members

(1) Make recommendations via enclosure (2) for final decision by the Executive Director on the following matters:

(a) New billets.

(b) Position and personnel actions that increase payroll costs or that decrease the ratio of employees to supervisors.

7. Administration and Logistics. Recommendations concerning the contents of this Order shall be forwarded to the AC/S, G-1.

8. Command and Signal

a. Command. This Order is applicable to all MCICOM Headquarters personnel.

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

  
V. A. COGLIANESE

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## Total Force Management Board (TFMB) Business Rules

MCICOM's TFMB is charged with the responsibility of determining the validity and priority of each proposed action brought before the board. The TFMB shall proceed in accordance with the business rules established in this enclosure as well as any additional guidance provided by the Executive Director.

1. The TFMB will convene, as required, to consider requests.

a. A Director requesting TFMB action will submit requirements to the G-1, see pages 2 and 3 of this enclosure to:

(1) Backfill a billet that has been vacant more than 60 days prior to 29 September 2017 or to restructure/repurpose a billet.

(2) Create a billet(s):

(a) If there is a current position description (PD) that can be used for the new position, the G-1 will request HROM classification to change the PD designation so that more than one person can be hired to it (known as IA'able).

(b) If approved, the G-1 will then add the billet on the next TOECR. Once completed and a Billet Identification Code assigned, Directors can petition the TFMB to expend MTP.

(3) Reconsider a previous request. Include the date of original submission and what information, if any, has altered the environment that might now cause the TFMB to approve the request.

b. G-1 will reconcile the Directors' ranking and forward recommendations to the Executive Director for a decision.

2. Criteria for requests NOT requiring TFMB review: Any billet encumbered 60 days prior to TFMB 1-18, which was approved on 29 September 2017, does NOT require TFMB approval to backfill at the same job series/grade.

**TFMB REQUEST FORM**

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**Billet Information**

Billet Identification Code (BIC): \_\_\_\_\_ (N/A for new requirements that require TOECRs)

Current Series/Grade and Title: \_\_\_\_\_

Prospective Series/Grade and Title: \_\_\_\_\_

Name of incumbent (backfills only): \_\_\_\_\_

**JUSTIFICATION**

1. What is the objective of/the requirement for the new billet or restructuring of a current position?

2. If applicable, what BIC is proposed as compensation for a new position? What is the impact to the Command if those functions are no longer performed?

3. What are the risks or consequences of disapproving this request?

4. What other relevant information supports this request?

## IN LIEU OF A POSITION DESCRIPTION

Introduction: State the primary purpose of the position and describe what work needs to be completed and its relationship to the Commander's Priorities.

1. Nature of assignment and level of responsibility: Outline the important, regular, and recurring duties and responsibilities assigned to the position.

2. Supervision: Describe how the work is assigned, the type of supervision and guidance received, and the kind of review to which the work is subjected either in progress or upon completion.

3. Special Qualification Requirements: State any knowledge, education, or certification required by the position.

