



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

MCBO 5310.1A

B 01

28 JUN 1999

MARINE CORPS BASE ORDER 5310.1A W/Ch 1

From: Commander
To: Distribution List

Subj: TABLE OF MANPOWER REQUIREMENTS (T/MR) SYSTEM

Ref: (a) MCO 5311.1B

1. Purpose. To promulgate instructions for requesting changes to tables of organization (T/O).

2. Cancellation. MCBO 5310.1.

3. Responsibilities

a. The AC/S, G-1 Division is responsible for the maintenance of all internal Marine Corps Combat Development Command (MCCDC) T/O's. Personnel authorizations are allocated by program element numbers to specific entities as directed by the CMC.

b. Division directors, commanding officers, center directors, and school directors are responsible for the maintenance of a valid T/O structure/alignment and T/O mission statement to support their missions.

4. Information. The T/O for each Marine Corps Command is maintained by the CMC (MPC) and reflects the personnel allowances authorized. T/O's are promulgated, reviewed, and modified per the reference and the following procedures:

a. T/O Checklist. The Director, C4I Division will, during the T/MR update, produce a T/O checklist microfiche which will be furnished to the CMC (MPC) for redistribution. Each command/center/staff, upon MCB Manpower's receipt of updates (February and August annually), will receive a copy of those portions of the T/O checklist pertaining to their activity.

b. T/O Reviews. T/O reviews will be conducted annually by 1 November by activity heads; upon request of the CG MCCDC; or when required due to mission or function changes. Reviews will validate the current structure and identify requirements necessary to fulfill the unit's mission.

c. T/O Changes

(1) Requests for T/O changes will be submitted per the provisions of the reference to the Commander, MCB (B 01) for approval.

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(2) Any requests for additional billets, upgrading of existing billets, and/or changes to MOS's must be documented and fully justified. All authorized military and civilian manpower assets at MCCDC are allocated, therefore, requests to increase grades or to increase numbers of billets must be accompanied by a compensatory reduction from within the assets of the requesting activity. Requesting changes to civilian billets are subject to the same requirements as military billets, as well as budget constraints.

(3) Any reorganization or realignment(s) requiring a T/O change affecting military or civilian personnel must be approved by the Commander, MCB prior to implementation. Prior to implementation, any T/O change which will affect bargaining unit employees is subject to impact and implementation discussion with the AFGE local under the provisions of the Labor Relations Statute and changes must be based on structural design necessitated by new mission and/or functions and are normally submitted during the annual T/O review.

(4) Final approval of T/O changes rests with the CMC (MPC). T/O changes are considered approved for staffing and for record purposes only when contained in the T/O checklist updates. Effective dates of changes are the dates appearing on the T/MR updates.

5. Action. AC/S's, commanding officers, center directors, and school directors will ensure compliance with all provisions of this Order.



R. P. ROOK
Chief of Staff

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B 01

17 NOV 1998

MARINE CORPS BASE ORDER 5310.1A CH 1

From: Commander
To: Distribution List

Subj: TABLE OF MANPOWER REQUIREMENTS (T/MR) SYSTEM

1. Purpose. To direct pen changes to the basic Order.

2. Action

a. In subparagraph 3a change "Director, Manpower Division" to read "AC/S, G-1 Division".

b. In paragraph 5 change "Division directors" to read "AC/S's."

3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.

R. P. ROOK
Chief of Staff

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