



UNITED STATES MARINE CORPS
MARINE CORPS NATIONAL CAPITAL REGION COMMAND
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

IN REPLY REFER TO:
5300
B 01
20 Aug 03

From: Commanding General, Marine Corps National Capital Region Command
To: Director, Administration and Resources Division (AR)
Commanding Officer, Headquarters Battalion
Subj: MARINE CORPS NATIONAL CAPITAL REGION COMMAND ASSISTANT CHIEF OF STAFF G-1 IMPLEMENTATION PLAN
Ref: (a) MARADMIN 548/02
(b) Proposed MCNCRC ORDER 5310.1
Encl: (1) Plan of Action & Milestones

1. Purpose. To provide implementation instructions and guidance for establishment of the Marine Corps National Capital Region Command (MCNCRC) Assistant Chief of Staff, G-1.

2. Background. Reference (a), directed the CG MCB Quantico to coordinate the consolidation and regionalization of duplicative support functions within the National Capital Region (NCR). Reference (b) outlines the proposed Position Management Program for the MCNCRC. The CG MCNCRC has further delegated the Assistant Chief of Staff, G-1 MCB to be multi-tasked as the AC/S, G-1, MCNCRC.

3. Mission. Effective immediately, the MCNCRC AC/S, G-1 supports requirements for the MCNCRC, which include: coordination with Administration Resources Division, Headquarters Battalion Henderson Hall, and Marine Barracks, Washington, DC (ATFP only) on military and civilian personnel administration, development and/or modifications to Tables of Organization (T/O) and establishment and maintaining command records/directives.

4. Commander's Intent. Overall management of the administrative functions of the MCNCRC will be centralized through regionalization to provide greater flexibility and management of resources where applicable to increase efficiency and overall effectiveness.

5. Function. The MCNCRC G-1 functional area includes the following activities:

a. Military and Civilian Manpower Utilization. The MCNCRC AC/S, G-1 will oversee the ongoing management action of structuring civilian and military billets within line and staff

Subj: MARINE CORPS NATIONAL CAPITAL REGION COMMAND ASSISTANT
CHIEF OF STAFF G-1 IMPLEMENTATION PLAN

organizations in a manner that optimizes economy, productivity, and organizational effectiveness. Position management actions will be compatible with other Marine Corps policies controlling programs such as position classification, affirmative action, merit staffing, employee development/motivation/retention, and fiscal/manpower resource utilization.

b. T/O Manpower Requirements. The MCNCRC AC/S, G-1 will maintain and manage an optimum position structure throughout the Command in order to achieve a proper balance between efficiency and economy and to exceed the minimum requirements for position management per Department of Defense (DoD), Department of the Navy (DON), and Commandant of the Marine Corps (CMC) guidelines.

c. Letter of Allowance (LOA). The MCNCRC AC/S, G-1 will maintain and manage the MCNCRC LOA document, issued in conjunction with the budget cycle, which provides the MCNCRC (to include its subordinate organizations) an estimate of civilian personnel requirements and allocates civilian resources in terms of Full-Time Equivalent (FTE) and End-Strength.

d. Files and Directives Management. The MCNCRC AC/S, G-1 will ensure that directives established meet all administrative requirements for the MCNCRC.

e. Joint Force Headquarters and Regional Contingency Support. The MCNCRC AC/S, G-1 will support the CG, MCNCRC in exercising his authority as the Commander, Marine Corps Service Component of the Joint Force Headquarters-National Capital Region (JFHQ-NCR). This will include, but not be limited to providing subject matter expertise to the joint planning process, planning personnel support for Marine Corps forces assigned or attached to the JFHQ-NCR, and facilitating joint personnel reporting.

6. Organization, Roles, and Responsibilities

a. CG, MCNCRC. The CG, MCNCRC will establish policy and provide the resources necessary to maintain or improve Administrative support throughout the MCNCRC

b. AC/S, G-1, MCNCRC. The CG, MCNCRC delegates full authority for the conduct of the Position Management Program to the AC/S, G-1 (B 01). As the Position Management Officer, the AC/S, G-1 will:

(1) Act as the Position Management Officer for the Command.

(2) Assume responsibility for the development, coordination, and administration of the position management

Subj: MARINE CORPS NATIONAL CAPITAL REGION COMMAND ASSISTANT
CHIEF OF STAFF G-1 IMPLEMENTATION PLAN

program, including the establishment of necessary management controls, standards, and procedures designed to assist managers.

(3) Ensure that work organization and staffing arrangements form a sound and economical organization for the most efficient accomplishment of assigned missions. Recommend corrective action when the evaluated results of position management reviews indicate a need for improvement in position or staffing structure. Position Management/Wage and Classification Reviews on civilian positions will be coordinated and scheduled on a periodic basis. All positions will undergo this review at least once during a five-year period.

(4) Review military personnel allocations by coordinating with MMEA/MMOA to obtain approval for moves between individual commands within the MCNCRC, receiving requests from MPP/MEA/MMOA for Individual Augments (IA) for tasking within the MCNCRC, supervising staffing/slating, 5420 Bulletin/Assignments to Selection Boards, and coordinating reserve mobilization/Active Duty Special Work with the appropriate Reserve staff organizations/offices.

(5) Periodically (at least quarterly), analyze individual organizational strengths. If adverse trends in civilian end-strength, funding, or classification actions appear, initiate corrective action through coordination with commanders, directors, and special staff officers.

(6) Participate in commercial activity or efficiency review efforts that would have an impact on assigned military and civilian billets.

(7) Serve as a voting member of a MCNCRC Civilian Manpower Resource Review Board (CMRRB). Together with the Manpower Utilization Officer and Manpower Management Specialist, form the position management team that provides the administrative support to the CMRRB.

(8) Review, approve locally, and recommend to higher headquarters proposed T/O changes, organizational realignments and position changes.

c. Manpower Utilization Office. As staff assistants to the AC/S, G-1, the Deputy AC/S, G-1, and Manpower Management Specialist are delegated full position management program responsibility for day-to-day position management program requirements to include:

(1) Civilian Utilization Section

Subj: MARINE CORPS NATIONAL CAPITAL REGION COMMAND ASSISTANT
CHIEF OF STAFF G-1 IMPLEMENTATION PLAN

(a) Develop, administer, and conduct training in the concepts and techniques of position and resource management, to include T/O and LOA requirements, allocation, and execution of manpower authorizations per functional area, for military and civilian managers and supervisors. Refer civilian managers and supervisors to HROM for classification and staffing advice.

(b) Assist and provide guidance to management in planning and implementation of internal reorganizations or establishing new structural organizational components.

(c) Maintain and review T/Os to ensure that civilian grades, titles, MOSs and series codes are correct.

(d) Receive, maintain, and monitor assigned strengths against authorization and funding capability to ensure authorized manning levels are maintained subject to the implementation of alternative levels of hiring lapse.

(e) Consider any requests for internal adjustment to the MCNCRRC Letter of Allowance.

(f) Review and authenticate approval for the command on all proposed new positions; upgrading/downgrading requests; SF-52, Request for Personnel Action, to fill vacancies; and changes in the duties or organizational relationships of existing positions prior to classification.

(g) Recommend approval, disapproval, or modification of proposed changes in duties and responsibilities that will cause a change in the current classification or grade of established positions as determined by the Human Resources & Organizational Management (HROM).

(h) Although the Marine Corps is no longer subjected to high grade ceiling, the commander's intent is to continue to monitor the number of high-grade positions throughout the command. The MCNCRRC G-1 will make recommendations to maintain and control civilian grade escalation, position management reviews of all authorized positions, and the review of senior grade civil service billets (GS-14/15).

(i) Ensure that appropriate documentation against position management standards is applicable and retained in the record for existing and proposed GS-14 positions and above.

(j) Coordinate, in conjunction with staff specialists, the conduct of position management/classification surveys and reviews.

Subj: MARINE CORPS NATIONAL CAPITAL REGION COMMAND ASSISTANT
CHIEF OF STAFF G-1 IMPLEMENTATION PLAN

(k) Ensure that actions identified on and by position management/classification reviews are implemented and conform to sound principles of position management.

(l) Ensure that results of position management/classification reviews are made available to the Director, Comptroller Division for preparation of budget and ceiling requests.

(m) Serve as MCNCRC CMRRB Administrators. Coordinate with Chairman on the schedule of monthly meetings. Provide agenda and read ahead brief to members of the Board of those actions needing to be presented to the Board on a monthly basis. Provide manpower allocations to Board as required in support of requested actions. Process actions approved by the Board and notify requesting activities.

(2) Military Utilization/Operations Section

(a) Receive and assign all Individual Augmentation and 5420 Bulletin Selection Board Assignment tasking messages from MMOA for the MCNCR. Coordinate officer assignments for event support.

(b) Assist and provide guidance to management in planning and implementation of internal reorganizations or establishing new structural organizational components.

(c) Maintain and review the military portions of T/Os to ensure that military titles, MOSs and series codes are correct; coordinate with MMOA for staffing of commands within the MCNCRC.

d. Military Personnel Office (MILPERS)

(1) Coordinate enlisted personnel tasking and event support for the MCNCRC.

(2) MCNCRC commands will continue to maintain an on-site DEERS/RAPIDS ID Card Center and Passport/Visa Office. The application process for both functions requires pictures and/or sworn affidavits that cannot be accomplished using remote administrative support.

e. MCNCRC CMRRB. The MCNCRC CMRRB is to be established by the CG, MCNCRC to implement the Commander's intent through review of requested modifications to currently established policies and review of requests for recruitments, position re-descriptions, and requests for additional civilian personnel positions within the MCNCRC. The management of civilian positions shall be

Subj: MARINE CORPS NATIONAL CAPITAL REGION COMMAND ASSISTANT
CHIEF OF STAFF G-1 IMPLEMENTATION PLAN

responsive to the needs, policies, and goals of the Command. The Board is chartered to review and make recommendations on position management as related to authorized levels of resources for civilian positions. The CMRRB will:

(1) Review and make appropriate recommendations on behalf of the CG regarding civilian personnel actions to establish new full-time permanent and temporary hires, extensions of appointments, special act monetary incentive awards, and any other actions that involve the expenditure of monetary resources, not including the end of year performance based awards.

(2) Aid in the control of labor costs, ensure mandated reductions are achieved, and work organization and staffing to form a sound and economical organization for the most efficient accomplishment of assigned missions.

(3) Preside over the position management and merit staffing processes for all civilian personnel actions involving grade escalation or requiring expenditure of additional monetary resources.

(4) Review and recommend approval/disapproval of monetary awards; i.e., Special Act in excess of \$100, Time-off in excess of 40 hrs, etc.

(5) Maintain a membership comprised of representatives as follows:

C/S, MCNCRC - Chairman
Director, AR Division - Voting Member
CO, Headquarters Battalion, MCNCRC - Voting Member
MCNCRC Comptroller - Voting Member
AC/S, G-1 - Voting Member

Manpower Utilization Office, AC/S, G-1 -
Administrators
ARH - Advisor
Counsel - Advisor
Business Performance Office - Advisor

(6) Meet routinely on the 1st Thursday of each month, or as determined by the C/S, MCNCRC (Chairman of the CMRRB). At the direction of the Chairman, CMRRB, when feasible, actions on positions and awards may be submitted for board action electronically.

f. Command Adjutant

Subj: MARINE CORPS NATIONAL CAPITAL REGION COMMAND ASSISTANT
CHIEF OF STAFF G-1 IMPLEMENTATION PLAN

(1) Support regionalization of MCNCRC administrative operations by organizing and administering the Command Decorations and Awards Program.

(a) Draft and maintain a Command order regarding the preparation, submission, and processing of decorations and awards.

(b) Develop and administer awards board procedures as directed by the CG, MCNCRC.

(2) Coordinate the procurement of appropriate indoor flags to support the establishment of an official work space for the CG, MCNCRC.

(3) Coordinate between the Military Post Office (MPO), MCB, Quantico, and the AR Division post office to establish procedures for the handling of official mail addressed to the CG, MCNCRC, and the MCNCRC staff.

(4) Coordinate with appropriate personnel to identify, process, and publish all directives necessary for the implementation of MCNCRC operations and procedures.

(5) Create a guideline to clarify procedures for the processing of Freedom of Information Act requests and special correspondence.

(a) Differentiate between those requests applicable to MCNCRC versus those already processed in conjunction with the authority of the General Courts-Martial Convening Authority for the region.

(b) Receive and route all Congressional Interest (CONGRINT) correspondence for commands within the MCNCRC.

(6) The CG, MCNCRC will be an information addressee on all Personal Casualty Reports (PCR) in the region.

g. Security Branch. Personnel assigned to the MCNCRC will continue to be served under the present administrative and operational jurisdictions assigned. The MCNCRC Security Manager will advise the CG, MCNCRC on security issues, but will be guided in policy (and inspected) by HQMC Security Management personnel (Code AR), by virtue of their seniority and position.

h. MCNCRC Personnel Administration Center (PAC). The MCNCRC PAC will be implemented after implementation of the Quantico Installation PAC (Quantico IPAC). The MCNCRC PAC implementation plan will be published via a separate implementation plan.

Subj: MARINE CORPS NATIONAL CAPITAL REGION COMMAND ASSISTANT
CHIEF OF STAFF G-1 IMPLEMENTATION PLAN

i. Director, Administration and Resources (AR) Division

(1) Support regionalization of MCNCRC administrative operations by adhering to implementation tasks assigned and by coordinating with the MCNCRC AC/S, G-1 to ensure a smooth transition to the new organization.

(2) Identify an individual to serve as liaison for routine civilian personnel action requirements.

(3) Continue administrative support requirements for HQMC activities.

j. Commanding Officer, Headquarters Battalion, Henderson Hall

(1) Support regionalization of MCNCRC administrative operations through adhering to implementation tasks assigned and by coordinating with the MCNCRC AC/S, G-1 to ensure a smooth transition to the new organization.

(2) Identify an individual to serve as liaison for routine civilian personnel action requirements.

(3) Continue support requirements for HQMC activities.

(4) Continue personnel administration support through the HqBn CONAD. When directed, identify an individual to serve as a member of the MCNCRC PAC implementation team.

7. Staff Coordination. Coordination between the MCNCRC AC/S, G-1, the Director, AR Division, and the Commanding Officer, Headquarters Battalion is authorized, encouraged, and is critical to successful implementation of the regionalization initiative. Furthermore, direct liaison between the MCNCRC AC/S, G-1 and respective sections within AR Division and HqBn (Henderson Hall) to meet daily administrative requirements is encouraged.

8. Plan of Action & Milestones. Enclosure (1) lists specific actions to be taken to implement the MCNCRC AC/S, G-1 and ensure regionalized administration becomes fully operational.

9. Point of contact. The MCNCRC AC/S, G-1 point of contact is Ms. Barbara Corbin, Deputy, (703) 784-2407, or DSN 278-2407.


J. COMPOSTO