



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
1600 HENDERSON AVENUE SUITE 238
SAN DIEGO, CALIFORNIA 92140-5001

DepO 5311.1C

1

DEC 10 1999

DEPOT ORDER 5311.1C

From: Commanding General
To: Distribution List

Subj: TABLE OF ORGANIZATION (T/O) MANAGEMENT PROCEDURES

Ref: (a) MCO 5311.1 (NOTAL)
(b) DepO 5310.5D

Encl: (1) Sample T/O Page
(2) T/O Terms
(3) Sample T/O & E Change Request

1. Purpose. To establish procedures for reviewing, coordinating, and submitting changes to T/O's and T/O mission statements.

2. Cancellation. DepO 5311.1B

3. Summary of Revision. This revision contains changes in the T/O change submission format.

4. Information

a. The Manpower Analysis Office, Assistant Chief of Staff, Manpower (G-1) is responsible for managing the following T/Os of the Marine Corps Recruit Depot, San Diego:

- (1) 7211: Headquarters and Service Battalion
- (2) 7221: Support Battalion, RTR
- (3) 7222: Recruit Training Battalions, RTR
- (4) 7240: Weapons and Field Training Battalion

b. A T/O mission statement (T/O cover page) describes the mission and tasks, organization, concepts of organization and employment, and administrative and logistic capabilities of the organization. These statements are in letter format and are approved by CMC. Modifications to an existing T/O start with an expression of the unit's mission in terms of functions that must be accomplished to fulfill that mission.

~~DES 10 REGO~~

c. A T/O describes the organizational structure and manpower requirements of an organization in terms of grade, MOS, series, weapon code, and billet title for both military and civilian personnel to accomplish the mission assigned in the mission statement. Assignment of both military and civilian personnel is made based on the current authorized T/O. A number of factors may affect an individual's assignment to a billet, therefore, staffing may not always match T/O requirements. Enclosure (1) provides a sample T/O page. An explanation of terms shown on the T/O is listed in enclosure (2).

d. Official updates are made by Total Force Structure Division, Marine Corps Combat Development Command (MCCDC), three times a year: April, August, and December, however, bases and stations may submit proposed changes at any time.

e. Marine Corps current authorized T/Os for the Depot are available either through the Manpower Analysis Office, Pendleton Hall (Building 31), Room 216, or in Outlook, G1 Public Folders, Manpower Analysis folder. All HQMC authorized T/Os are also available on the Internet, MCCDC Total Force Process address: <http://138.156.112.14/tfsd/page 2.html>.

5. Action

a. Assistant Chief of Staff, Manpower (G-1) Department (Manpower Analysis)

(1) Review submissions for T/O and/or mission changes based on sound position management and organization principles. Conduct appropriate analysis as necessary to determine if the request is valid.

(2) Recommend to the AC/S, Manpower and Commanding General approval or disapproval of the proposed T/O change request(s).

(3) Submit T/O or mission change requests to Total Force Structure Division for approval.

(4) Coordinate with HQMC and Total Force Structure on all matters pertaining to the T/O.

(5) Publish and distribute the latest authorized T/Os to Depot organizations each year.

(6) Monitor all actions from Total Force Structure Division, HQMC, and Depot initiatives that affect manpower strength and the T/O.

(7) Maintain historical data on all T/O changes and request for changes.

b. Commanding Officers and General Staff Officers

(1) Provide request(s) in the format show in enclosure (3). The NAVMC form is available in FormFlow on the "K" drive. Go to K:\fflow2.22\forms\mc folder\mc 11355.frl. Two questions will appear, just answer yes to both questions and the form will appear on your screen.

(2) If the request is for a new billet or position, proper identification of billet compensation should be provided. The compensation must be of the same type (i.e., officer for officer, enlisted for enlisted, civilian for civilian), and grades must be of equal or higher grade than the desired change. For any request(s) affecting civilian positions, the request must be submitted to the Depot's Position Management Board. Reference (b) explains the Position Management process.

(3) T/O Mission statements. Provide in letter format the desired change and justification for the change. All changes will be approved by the Commanding General and submitted to HQMC by the T/O Manager.

(4) Copies of correspondence from MOS or Structure Sponsors at HQMC concerning T/O validation, possible reduction/consolidation, and/or mission changes should be provided to the T/O Manager upon receipt.

(5) Submit requests for proposed T/O and/or mission changes to Assistant Chief of Staff, Manpower (G-1) Department (Attn: Manpower Analysis Office, Pendleton Hall (Building 31), Room 216.


JOHN B. SOLLIS
Chief of Staff

DISTRIBUTION: A

LINE NO.	ENGLISH DESCRIPTION	BLT ALPHA CRD GRADE	MOS	B T S R Y T N P A	MARINES OFF ENL CIV	OTHER SERVICES OFF ENL CIV	NON-CHARGEABLE ENL CIV	C P C N C	E S P C	SERV SCH	FTN
1	OFFICE OF THE CMDG GENERAL										
2	COMMAND SUPPORT GROUP										
2A	COMMANDING GENERAL	BGEN	9903 MO		1						
3	AIDE-DE-CAMP	LT	9910 MO		1						
4 *	DEPOT SERGEANT MAJOR	SGTMAJ	9999 ME		1						
5	SECRETARY		8511 D								
6	DRIVER	GS10	0318 CG		1						*A
7A	COOK, SPECIALIST	SGT	3531 ME		1						*A
8	COMMAND SUPPORT STAFF	SSGT	3372 ME		1						
9	CHIEF OF STAFF										
10	STAFF SECRETARY	COL	9910 MO		1						
10A	PROTOCOL OFFICER	CAPT	9910 MO		1						
11 *	MMIL EO ADV TO CG	GYSGT	9916 ME								
12	ADMINISTRATIVE ASSISTANT	GS 7	0303 C								.8534. Eff.00/10)
13	ADMIN CLERK	LCPL	0151								
14	DEPOT MEDICAL OFFICER	CAPT									1
	DEPOT DENTAL OFFICER	CAPT									1
	SECTION TOTALS				5	5					2
	MARINE										
	US CIVILIAN										
15	RELIGIOUS MINISTRIES DEPT										
16	AC/S RELIG. MINISTRIES	CAPT	4100 NO								
17	ASST DEPOT CHAPLAIN	CDR	4100 NO								1
18	REL PROG MANAGER	RPCS	2401 NE								1
19	REL PROG SPEC	RP2	2401 NE								1
20A *	ADMIN SUPPORT ASSISTANT	GS 6	0303 CG								1
21 *	CHAPLAIN	LT	4100 NO								1
22 *	REL PROG SPEC	RP3	2401 NE								1
	SECTION TOTALS										3
	MARINE										
	US CIVILIAN										1
	NAVY										
27	PUBLIC AFFAIRS DEPARTMENT										
28	PUBLIC AFF OIC	MAJ	4302 MO		1						
28B *	PUBLIC AFFAIRS CHIEF	GYSGT	4341 ME								1 (Grade change to E8.Eff.01/01)
28C	DEPUTY PAO	MAJ	4302 RO A								1
28D	MEDIA OFFICER	CAPT	4302 RO A								1

SAMPLE

DEC 10 1999

T/O TERMS

1. Headings on T/O Checklist

a. Line No. A four-digit sequential number for section and billet records. A-Z letter suffixes may be used to insert new line numbers between existing line numbers.

b. English Description. Section titles or billet titles.

c. Blt Spn (Billet Sponsor). A designated HQMC principal who is solely responsible for a single or block of billets vice the entire T/O.

d. Alpha Grade. Abbreviated alpha grade of billets.

e. MOS. Military Occupational Specialty for military billets or series numbers for civilian positions.

f. BRN (Branch). Branch of service (M=Marine, N=Navy, and C=Civilian).

g. TYP (Type). Type of billet (O=Officer, E=Enlisted, G=Graded civilian (GS/GM), and U=Ungraded civilian (WG, NF, etc.).

h. STA (Billet Status). A code in this column indicates that the billet will not be staffed. Usually there will be an explanatory footnote. The quantity shown on this line will not be counted in section totals, nor in the Recapitulation.

i. Marines, Off/Enl. The quantity of Marine officers and enlisted billets.

j. Civ. The quantity of civilians (includes both graded and ungraded).

k. Other Services, Off/Enl. The quantity of Navy (for MCRD) officer and enlisted billets.

l. Non-Chargeable, Off/Enl/Civ. The number reflected in this column is not chargeable to our T/O, therefore, the billet is not staffed. Non-chargeable billets are reflected with an "X" or "S" in the status column on the T/O.

ENCLOSURE (2)

DEC 10 1999

m. SCC (Special Category Code). Not used locally.

n. WPN (Weapon). The authorized weapon for this billet. Primarily, P (Pistol) for officers and SNCOs; M (rifle) for sergeants and below. Column is left blank for civilians.

o. EDU (Education, SEP (Special Education Program), SC (Security Clearance), LNG (Language) and Serv Schol (Services School). Not used locally.

p. FTN (Footnote). An asterisk (*) in this column indicates that there is a corresponding explanatory footnote at the end of that T/O. An '*A' indicates this billet as an additional duty of another billet. An '*B' indicates this billet has an additional duty of another billet.

2. Section Totals. Totals all quantities of that section, both chargeable and non-chargeable.

3. Organization Totals (at the end of T/O). Totals for the whole T/O.

4. Footnote Section. Lists all footnotes for that T/O in line number order.

5. Individual Weapons. Summarizes the number requiring pistol and rifle.

6. Recapitulation by MOS. Summarizes totals by MOS and grade for officers, enlisted, and civilians.

7. Mobilization T/O. Mobilization billets are located at the end of the T/Os and are only staffed in the event of war. Basically this is the regular (peacetime) T/O with additional military billets and civilian positions required to accomplish the wartime mission.

ENCLOSURE (2)

T/O & E CHANGE REQUEST

NAVMC 11355 (1-98) (EF)

SN: 0109-LF-071-0000

Ref: MCO P5311.1C

Complete A Separate Change Request for EACH T/O & E

DATE:

T/O & E TO BE MODIFIED (List both T/O and T/E Number)	UNIT IDENTIFICATION CODE (UIC) OF UNIT	ACTIVITY ADDRESS CODE (AC) OF UNIT
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DOES THIS CHANGE IMPACT UNIT MISSION? _____ IF YES, EXPLAIN BELOW. (Provide brief narrative of change and attach revised mission statement to this request.)

DOES THIS CHANGE IMPACT BILLET REQUIREMENTS? _____ IF YES, COMPLETE BELOW. (List current billet line detail information, then proposed detailed changes per codes listed in the T/MR users manual. Identify compensation by T/O and line number only. Repeat for every line change desired. Information may be attached as a spreadsheet, modified electronic copy of the T/O, or inserted into this area of the form. At a minimum, the following elements must be included.)

LNNR	BILLET DESCRIPTION	GRADE	MOS	BILLET STATION	QTY	MCC	RUC	COMPENSATION
SAMPLE								

DOES THIS CHANGE IMPACT EQUIPMENT ALLOWANCE QUANTITY? _____ IF YES, EXPLAIN BELOW. (Repeat all information required below for each item.)

ITEM DESCRIPTION: (Repeat the item description and information provided below for each item. Either expand space in this area as necessary or submit the information listed below in a separate format. Identify compensatory adjustments by T/E and TAMCN.)

TAMCN (Complete TAMCN required to include Supply Class)	NSN	NOMENCLATURE (Complete Nomenclature to include Model Number)	ALLOWANCE QUANTITY		
			AUTHORIZED	ON-HAND	RECOMMENDED

JUSTIFICATION

(Justification must be detailed enough to specify the change to unit doctrine, mission, organization, concept of employment, or demonstrated deficiency of present T/O & E necessitating change request. Each billet or item change must be addressed in the narrative.)