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CD&I
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MARINE CORPS ORDER 5311.1D

From: Commandant of the Marine Corps
To: Distribution List

Subj: TOTAL FORCE STRUCTURE PROCESS (TFSP)

Ref:
(a) 10 U.S.C. 5042
(b) MCO 3900.15B
(c) CJCSI 3170.01F, "Joint Capabilities Integration and Development System," May 1, 2007
(d) CJCSM 3170.01C, "Operation of the Joint Capabilities Integration and Development System," May 1, 2007
(e) CJCSM 3150.24C, "Type Unit Characteristics Report (TUCHAREP)," March 30, 2007
(f) MCO 4000.56
(g) DODI 4151.20, "Depot Maintenance Core Capabilities Determination Process," January 5, 2007
(h) CJCSI 2300.02E, "Coordination of Overseas Force Structure Changes," February 29, 2008
(i) MCO 5320.12F
(j) MCBul 5320 (Canc: Sep 09)
(k) MCBul 3501 (Canc: Mar 09)
(l) MCWP 3-40.1
(m) MCBul 3000 (Canc: Jan 10)
(n) DOD 7045.7-H, "Future Years Defense Plan Program Structure Handbook," April 4, 2004
(o) Marine Corps Requirements Oversights Council Decision Memorandum (MROC DM) 55-2007
(p) MCRP 5-12
(q) SECNAV M-5214.1
(r) MCO 1200.17
(s) MCO P4400.150E
(t) SECNAVINST 4550
(u) SECNAVINST 5700.9
(v) MCO 3000.17A
(w) MCO P1300.8R

Encl: (1) Total Force Structure Process Procedural Manual

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Report Required: Billets External to the Marine Corps Questionnaire (NAVMC 11644) (Report Control Symbol EXEMPT), encl (1), Appendix N

1. Situation

a. To provide policy and procedural guidance on the Total Force Structure Process, per references (a) through (w). The Deputy Commandant for Combat Development and Integration (DC CD&I) is the MAGTF Integrator, with the authority, responsibility, and accountability for Capabilities Based Planning (CBP). Reference (b) establishes policy for the conduct of CBP via the Expeditionary Force Development System (EFDS) in accordance with references (c) and (d). The TFSP is a process within the EFDS.

b. This Order establishes DC CD&I as the Total Force Structure Process Owner (TFSPO) and defines the policy, procedures, roles, responsibilities, and integration points across the enterprise for the management of the TFSP.

2. Cancellation. MCO 5311.1C, MCO 4400.192A, MCO 4490.1, MCO 5320.16, Marine Administrative Messages (MARADMIN) 621/05 and 547/07

3. Mission. DC CD&I, in conjunction with the Advocates, operating forces, and other Marine Corps agencies, develops and maintains the Marine Corps force structure, establishes the optimal allocation of resources in accordance with the Commandant's priorities to provide a balanced and capable force, and plans and implements future force structure changes in order to build capability-based organizations that fulfill the Marine Corps requirements and accomplish its Mission Essential Tasks (METs) in accordance with reference (a).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The TFSP will integrate decisions pertaining to billet (active, reserve, Navy, and civilian) and equipment requirements (Approved Acquisition Objective (AAO)) in order to develop and document force structure for the Marine Corps. The force structure will initiate both the Human Resource Development and Materiel Total

Life Cycle Management (TLCM) processes, which will provide the Marine Corps with the capabilities required for each unit to perform its wartime mission, provide for strategic pre-positioning of assets, and ensure sustainability of the total force.

(2) Concept of Operations

(a) The Expeditionary Force Development System (EFDS), is a deliberate, four-phased process that is executed cyclically and is synchronized with the Planning, Programming, Budgeting, and Execution System (PPBES) and the Defense Acquisition System. Specific details of the four-phased process are described within reference (b).

(b) Additionally, the Capabilities Based Assessment (CBA) is a 24 month process, captured within Phases I and II of the EFDS. During this process, a Functional Area Analysis produces the list of MAGTF capabilities (MAGTF Capabilities List - MCL) which utilizes the Marine Corps Task List (MCTL) and contains the Core Mission Essential Tasks (MET). These METs drive capabilities generation, and therefore drive the TFSP. Much like the Rapid Reaction Planning Process (R2P2) abbreviates the Marine Corps Planning Process (MCPP), the TFSP utilizes the same CBA tools as the EFDS, but is most often forced to react outside of the EFDS' deliberate assessment (chapter 1 of enclosure 1 describes the TFSP in depth).

(c) After the MCL is published, a Functional Needs Analysis produces the list of gaps (MAGTF Gap List - MGL) the Marine Corps cannot accomplish. Then, a Functional Solutions Analysis (FSA) is conducted in order to find solutions to the gaps contained in the MGL. Solutions (either materiel or non-materiel) to fill these gaps are identified through exploration of all the combat development pillars (Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel and Facilities - DOTMLPF) in order to identify integrated solutions. The FSA's Subject-Matter-Expert level DOTMLPF assessment produces solutions issued in the Solution Planning Directive (SPD).

(d) A final, integrated, DOTMLPF implementation assessment is required before solutions are presented to the Marine Requirements Oversight Council (MROC) in the form of the MAGTF Requirements List (MRL). In order to effect reference (o), MROC Decision Memorandum 55-2007's direction to provide DOTMLPF supportability assessments of all force structure

initiatives, a standing DOTLMPF Working Group (WG) was established. As Chair, DC CD&I will assess the supportability of the Solution Planning Document (SPD) across all DOTMLPF pillars. This is the final step in capabilities development integration. DC CD&I has tasked the Director of Total Force Structure Division with chairing the standing DOTMLPF Working Group in order to provide this final assessment of supportability to the MROC. If a DOTMLPF assessment results in force structure adjustments, those changes will be captured within TFSMS at the Unit Identification Code (UIC) level for both manpower and equipment, and published on Tables of Organization and Equipment (T/O&E).

(e) Force structure represents the total requirement for the number of billets and items of equipment necessary to accomplish the Marine Corps METs. Core METs are the tasks essential to the accomplishment of a unit's mission. Following approval of Core MET changes, all Advocates shall review their respective units TO&Es to identify necessary force structure changes (to include mission statements). For those units not affected by changes of the Core METs, a review of TO&Es and mission statements is required every four years to ensure the stated requirements can lead to the accomplishment of the unit's mission.

(f) Total Force Structure Management System (TFSMS) is the single, authoritative source which documents all force structure requirements and authorizations, to include: unit descriptive and geographic hierarchy data; billet descriptive and unit relationship data; Principal End Item (PEI) attributes, including AAOs, and Unit AAOs; Manning and Staffing Precedence Levels established by reference (i); unfunded requirement quantities; and planned procurement quantities.

(g) For Materiel solutions, Unit AAO's (UIC level) will be developed for each Principal End Item (PEI), based upon the concept of employment of that item and arrayed across the force structure through the FYDP. Unit AAO's are categorized into the following elements: Operating Forces and Reserves, Supporting Establishment, Marine Corps Prepositioning Ships (MPS) less fly-in-echelon (FIE), Marine Corps Prepositioning Program - Norway (MCPPN), Depot Maintenance Float Allowance (DMFA), and Net War Reserve Materiel Requirement (Net-WRMR). The aggregate total of all six elements produces a total Marine Corps materiel requirement (AAO) for a particular PEI. Within the Marine Corps, the AAO is the quantity of an item authorized for peacetime and

wartime requirements to equip and sustain the Marine Corps per current DOD policies and plans.

(h) The AAO is a living number. It can and does change. Development of the AAO is very much an iterative process, inextricably linked to the development of the equipment itself and as such, must be regularly reviewed and revalidated to ensure the AAO continues to reflect the concept of employment given the projected force structure and the changes in capability which may be realized as the program develops. Accordingly, it is anticipated that all AAOs for equipment, particularly that equipment in the acquisition cycle, will be reviewed and validated every 2 years in support of the development of the Program Objectives Memorandum (POM), the Guidance for Development of the Force, Guidance for Employment of the Force, Defense Planning Scenarios (DPS), and Joint and Analytic Agenda studies which the Marine Corps is required to support.

(i) Materiel procurement is subject to fiscal constraints. In any year, only a certain portion of the total materiel requirement (AAO) for an item may actually be funded based upon Program Objectives Memorandum (POM) guidance. The reduced acquisition quantities (procurement objectives), while not reducing the AAO, may be recommended based on the need to balance risk, capability, and affordability.

(j) Operating force units with identical missions will have mirror-imaged force structure in order to enhance the Marine Corps capability to globally source forces for combatant commanders.

(k) Reserve units will be identical to their Active Component (AC) counterparts with the same mission, except that varying numbers of billets will be coded as Active or Reserve, depending on the site, to allow for effective integration of the Reserve Component (RC) into the total force. Additionally, Reserve units may have a reduced portion of their AAO designated as Training Allowances (TA) for situation where they are constrained due to facilities or manpower. In these cases the remainder of the unit's AAO is maintained as Long Term Storage (LTS).

(l) Supporting establishment units, to include reserve site support, will be designed into standard configurations and naming conventions based on reference (l) for the requirements of units that they support. Those functions

common to all bases, stations, and independent sites will be organized similarly. Differences based on geographic location and number of units supported will be determined by quantifying the number of personnel required to support specific functions.

(m) Requests to increase manpower requirements above and beyond the published force structure in TFSMS will not be approved without being vetted through the Uncompensated Review Board (URB), the standing DOTMLPF WG, and approval from the CMC. Organizations with pressing needs for additional structure are encouraged to look within the force structure of all the units within their purview, or seek assistance from their respective Advocate, to identify appropriate structural compensation. Initiatives that do not identify structural compensation must be signed by either a Deputy Commandant or three-star Marine Force Commander (no 'By direction' signatures accepted) and briefed by the requestor (or a representative) to the URB. Uncompensated initiatives submitted by Commander MARFORSOC, Commander MARFORSOUTH, Commander MARFOREUR, Director Intelligence, or Director C4 must be signed by DC CD&I. Uncompensated initiatives submitted by Commander Marine Corps Systems Command, Director Judge Advocate Division, or Director Public Affairs must be signed by Director Marine Corps Staff. The URB's prioritized list of uncompensated structure requests and recommended compensation, along with the standing DOTMLPF WG's estimate of supportability, will be presented to DC CD&I. DC CD&I will bring this analysis to the MROC for CMC's decision. CMC approved requests will be added to TFSMS prior to the August Authorized Strength Report (ASR) with an effective date three fiscal years from the current fiscal year. The URB will be conducted annually, unless otherwise directed by the CMC. Additionally, policies and procedures for each URB will be promulgated with the release of a MARADMIN message.

(n) Human resource or equipment inventory management policy will not serve as a basis for redefining force structure requirements.

(o) The Commandant's priorities for manning and staffing will be published in reference (i) and documented within TFSMS.

(p) External billets (billets that result in the assignment of a Marine outside of the Marine Corps) will not be added, changed, moved or deleted without prior coordination with TFSD. All approved external Marine Corps billets are necessary and of significant benefit to the Marine Corps. Briefings will

be provided by billet sponsors to officers and selected senior enlisted personnel ordered to external assignments. Such briefings will be conducted prior to reporting to their new billets and on a continuing basis thereafter. The Advocate desiring to establish additional external billets will identify the compensation.

(q) In response to requirements imposed by higher authority or urgent, un-programmed requirements, Marines may be assigned in excess of an organization's structural requirement. These requests, or "overstaffs," are approved by DC M&RA to accomplish short-term requirements and will be executed only after every other available means of staffing have been exhausted. An overstaff Table of Organization will be provided by DC M&RA to DC CD&I prior to each Authorized Strength Report publication in order to account for endstrength allocation. Overstaff requests in excess of three years will necessitate the generation of a TOECR by the requestor to establish a new permanent requirement.

b. Subordinate Element Missions

(1) Deputy Commandant for Combat Development & Integration (DC CD&I) (SUPPORTED AGENT)

(a) As the Total Force Structure Process Owner (TFSPO) and AAO process owner, own and manage Marine Corps total force structure by coordinating the interests of all TFSP participants and facilitating the development and documentation of force structure for the Marine Corps.

(b) In order to effect reference (o) direction to provide DOTMLPF assessments of all force structure initiatives, chair the standing DOTLMPF Working Group (WG). As Chair, integrate materiel and non-materiel solutions to capability gaps across all of the DOTMLPF pillars. Your additional responsibilities during DOTMLPF assessments, as the Commandant's expert on the "Doctrine," "Organization," "Training," "Materiel," and "**m**ateriel" (the "small **m**" pillar - increases, re-allocates, or decreases existing equipment) combat development pillars are assigned in appendix A to enclosure (1) of this Order. Present the solutions and their implementation implications to the MROC for decision. Additionally, provide the final implementation assessment of the results of the annual URB to the MROC.

(c) Serve as the focal point for all force structure-related adjudication, planning, development and evaluation including Navy billets in support of the Marine Corps, and force structure initiatives directed by Congress, the OSD, or Secretary of the Navy (SECNAV).

(d) Publish all orders and directives pertaining to the TFSP, specifically:

1. MCO 5311.1 Total Force Structure Process.

2. MCO 5320.12 Precedence Levels for Manning and Staffing

3. MCBul 5400 (announce the activation, deactivation, re-designation, or relocation of units).

4. FY Assignment of Advocates, Occupational Field Managers, and Military Occupational Specialty Specialists (reference (j)).

5. Maritime Prepositioning Force List (reference (k)).

6. In concert with the other members of the Commandant's staff, provide the prioritization of Marine Corps units through publication of reference (i) Manning and Staffing Precedence Level (the Commandant's priorities for distributing planned endstrength, and manpower inventory across the force).

7. The Authorized Strength Report (the optimal allocation of planned or authorized endstrength across the force structure based upon the priorities captured in reference (i)).

8. Organization of Marine Corps Forces (reference (p)).

(e) Standardize manpower and equipment requirement criteria to establish auditable metrics as a basis for Marine Corps requirements. Auditable metrics will ensure that all existing and planned requirements are evaluated for supportability within the current and planned force structure. Analyses will include the assessment of criteria established by the Navy for Navy-funded requirements.

(f) Standardize unit naming conventions, establish Unit Identification Codes (UICs), and, in accordance with reference (p), standardize unit organizational constructs.

(g) Own and manage TFSMS.

1. Provide primary Database Administration support for the development of an enterprise wide database for use by worldwide Marine and Joint user community of 6000+ users that access and use TFSMS.

2. Provide application design, application maintenance, and programming support for a world wide user community that accesses and uses TFSMS. This may consist of but is not limited to: analyzing and refining systems requirements; translating system requirements into application prototypes; planning and designing systems architecture; and developing plans for phased installation and implementation of system updates and changes.

3. Provide primary system administration for TFSMS through planning and scheduling the installation of new or modified hardware, operating systems and applications software, managing accounts, network rights, and access to systems and equipment, managing system resources including performance, capacity, availability, serviceability and recoverability.

4. During the continuous development of TFSMS, function as a systems/business analyst ensuring smooth integration of all system components such as procedures, databases, table structures, policies, software, and hardware. Develop overall functional and systems requirements and specifications, perform needs analyses to define opportunities for new or improved business process solutions, consult with customers to identify and specify requirements, and define system scope and objectives. This may include TFSMS' interface with other primary systems to support a seamless end-to-end process that supports the overall mission of combat development.

(h) Chair the Total Force Management Executive Steering Group (TFM ESG) in order to ensure the Marine Corps has fully integrated and documented processes, policies, and information systems that govern our reference (a) responsibility to man, train, and equip our warfighters as it relates to TFM related issues. In this role, continuously evaluate processes, policies, and information systems across all enterprise functional areas as they relate to force management; identify

the integration gaps and provide recommendations to modify those processes and policies found to be deficient; and provide governance over the integration of information systems required by Headquarters Marine Corps in fulfillment of our reference (a) responsibility, as well as our internal reporting and information management requirements that involve force structure management.

(i) Chair the URB in order to annually prioritize, and find compensation for, all uncompensated, active-duty, Marine, and Navy, structure requests. The URB will consist of the following voting members: DC CD&I, DC PP&O, DC I&L, DC AVN, Commander MARFORCOM, and Commander MARFORPAC. Voting members will provide colonel-level (or higher) representation to the board who must be able to make decisions on behalf of their general officer. The following non-voting members must also provide colonel-level (or higher) representation to the URB: DC M&RA, DC P&R, Commander MARFORSOC, Director Intelligence, and Director Command, Control, Communications, Computers (C4). Once the URB's prioritized list of uncompensated initiatives is produced, along with compensation and the standing DOTMLPF WG's estimate of supportability, present the results to the MROC for a CMC decision.

(j) As the Advocate for the Command Element, the Marine Corps Combat Development Command, and Science and Technology, assist each element in identifying capabilities, deficiencies and issues, and ensure those issues are advanced through various processes within the EFDS and the DON. The Advocate acts as a conduit between the Operating Forces/Supporting Establishment and the various process owners within the EFDS, as well as those external to the Marine Corps, to ensure that Element's interests are properly addressed. The Advocate is both the single point of contact in the NCR for oversight of that Element's issues and the single voice, absent the Commander or his designee, in representing those issues to the Marine Corps leadership.

(k) As the Marine Corps Core METs change, either through an adjustment to the MCTL or a commander's assessment, assign new or re-designated tasks to the appropriate MAGTF Advocate. This will ensure proper troop-to-task analysis and may initiate force structure changes.

(l) Coordinate with DC I&L and MCSC to determine the phase-out plan which includes phase-out procedures for current TAMCN inventory and / or replacement TAMCN phase-in process.

(m) Upon receipt of the coordinated phase-out plan from MCSC, process the TOECRs to phase-out the AAO.

(n) Provide DC P&R, by Program Element Number (PEN), the Manpower Marine Corps (MPMC) and Reserve Marine Corps (RPMC) endstrength allocation for the FYDP.

(o) Provide DC P&R, as necessary, new or updated Memorandums of Agreement between combatant commanders and / or reimbursable agencies as changes occur in Program Decision Memorandums (PDM).

(p) Annually validate manpower and equipment requirements data generated by the Office of the Secretary of Defense that supports the Future Forces Database.

(q) Review, comment, and provide structure increases / decreases for PDMs and Program Budget Decisions (PBDs) that may be tasked for review by DC P&R.

(r) Provide oversight of the Approved Acquisition Objective Process ensuring accurate Unit AAOs are entered into TFSMS.

(s) Manage all item exit dates within TFSMS for each TAMCN and ensure coordination is made with MCSC for the development of phase out plans.

(t) Sign all uncompensated structure requests for organizations under your cognizance.

(u) Ensure TFSMS Node Managers, are assigned at all appropriate levels within your Department and nodes are set up with the proper receivers, forwarders and submitters to support the automated chain of command and functional direct workflow functionality within the TFSMS.

(v) Provide oversight for all external billets in coordination with the billet sponsors to ensure each billet is necessary and of significant benefit to the Marine Corps.

(w) Update billet sponsor information in TFSMS.

(x) Sponsor all billets external to the Marine Corps assigned to you via the billet sponsor code within TFSMS.

(2) Deputy Commandants, Headquarters Marine Corps Directorates, Marine Force Commanders, and Supporting Establishment Commanders (SUPPORTING AGENTS)

(a) Participate in the EFDS process by identifying capabilities, gaps, and solutions related to force structure. Ensure force structure initiatives and changes presented to the DC CD&I in accordance with TFSP policies and procedures directed in this Order.

(b) Review and execute respective action and interaction responsibilities as described below:

1. Deputy Commandant for Plans Policies and Operations (DC PP&O)

a. Provide Occupational Field (OccFld) Manager and Military Occupational Specialty (MOS) Manager expertise on the occupational skills assigned to DC PP&O in accordance with reference (j).

b. Develop and review every four years mission statements for all organizations that DC PP&O is assigned MAGTF Advocacy as contained in reference (j).

c. Sponsor all Ground Combat Element, Chemical/Biological Incident Response Force, Marine Corps Security Forces, and Marine Corps Embassy Support force structure initiatives.

d. Participate in all force structure DOTMLPF Assessments to include the development of detailed implementation plans for DOTMLPF solutions.

e. Provide subject matter expertise to various force structure related working groups, and colonel-level (or higher) voting members to the yearly URB, the standing DOTMLPF WG, and the Total Force Management Council of Colonels / Executive Steering Group.

f. Provide the Joint Action Control Office (JACO) expertise for all joint and external manpower requirements.

g. Per reference (e) register all Type-Unit Characteristics data generated by DC CD&I (Unit Identification Codes and Unit Type Codes) into the Joint Operational Planning

and Execution System (JOPES) and the Status of Resources and Training System (SORTS).

h. Provide readiness risk assessments on force structure implementation plans.

i. As the Advocate for the Ground Combat Element, Chemical/Biological Incident Response Force, Marine Corps Security Forces, and Marine Corps Embassy Support, assist each element in identifying capabilities, deficiencies and issues, and ensure those issues are advanced through various processes within the EFDS and the Department of the Navy (DON). The Advocate acts as a conduit between the Operating Forces/Supporting Establishment and the various process owners within the EFDS, as well as those external to the Marine Corps, to ensure that Element's interests are properly addressed. The Advocate is both the single point of contact in the National Capital Region (NCR) for oversight of that Element's issues and the single voice, absent the Commander or his designee, in representing those issues to the Marine Corps leadership.

j. As an organization charged with devising Service policy, ensure any proposed organizational change to your headquarters staff is submitted to the Director, Administration and Resource (AR) Division in order to affect the Management Headquarters oversight directed by the Office of the Secretary of Defense (OSD).

k. Assist DC CD&I in establishing and validating the force structure necessary to support the development or change of a unit's, supporting establishment, installation or facility Core Mission Essential Task List (METL).

l. Review proposed changes to the Maritime Prepositioning Force (MPF) Force List (reference (k)), as provided by DC CD&I.

m. Provide DC CD&I with that portion of the Approved Acquisition Objective required for prepositioning (Prepositioning Objective (PO)) to include Maritime Prepositioning Force and Marine Corps Prepositioning Program - Norway assets.

n. Coordinate with DC CD&I to ensure the structure implications of any strategic plan for the future of the Ground Combat Element are fully integrated across the

DOTMLPF pillars prior to presentation to the MROC or ESG for decision.

o. Direct Ground Board results that bear force structure implications to DC CD&I for DOTMLPF assessment prior to Executive Off-Site (EOS) or MROC decisions.

p. Review and provide comments / concurrence / non-concurrence to all pertinent Table of Organization & Equipment Change Requests (TOECRs) and MCBul 5400s.

q. Ensure TFSMS Node Managers are assigned at all appropriate levels within your Department and nodes are set up with the proper receivers, forwarders and submitters to support the automated chain of command and functional direct workflow functionality within the TFSMS.

r. Review, sign and forward all uncompensated structure requests from agencies under your cognizance you wish to have considered in the URB in accordance with this Order.

s. Sponsor all billets external to the Marine Corps assigned to you via the billet sponsor code within TFSMS.

t. Coordinate with DC CD&I and DC I&L and determine all principal end items that are to be considered core as per references (f) and (g). Provide listing of TAMCNs designated as core to DC I&L annually.

u. Should your staffing guidance for force rotation and global requirements conflict with the long-term resource allocation priorities published in reference (i), coordinate with DC CD&I to ensure the manpower inventory of the future is not departing drastically from the demand signal of the Combatant Commanders.

v. In coordination with DC, CD&I, initiate the host nation notification process to the state department for all force structure actions affecting units residing in areas outside the United States in accordance with reference (h).

2. Deputy Commandant for Aviation (DC AVN)

a. Provide Occupational Field Manager and MOS Manager expertise on the occupational skills assigned to DC AVN in reference (j).

b. Develop and review every four years mission statements for all organizations that DC AVN is assigned MAGTF Advocacy for in reference (j).

c. Sponsor all Aviation Combat Element (ACE) force structure initiatives.

d. Participate in all force structure DOTMLPF Assessments to include the development of detailed implementation plans for DOTMLPF solutions.

e. Provide subject matter expertise to various force structure related working groups, and colonel-level (or higher) voting members to the yearly URB, the standing DOTMLPF WG, and the Total Force Management Council of Colonels / Executive Steering Group.

f. As the Advocate for the ACE, assist each element in identifying capabilities, deficiencies and issues, and ensure those issues are advanced through various processes within the EFDS and the DON. The Advocate acts as a conduit between the Operating Forces/Supporting Establishment and the various process owners within the EFDS, as well as those external to the Marine Corps, to ensure that Element's interests are properly addressed. The Advocate is both the single point of contact in the NCR for oversight of that Element's issues and the single voice, absent the Commander or his designee, in representing those issues to the Marine Corps leadership.

g. As an organization charged with devising Service policy, ensure any proposed organizational change to your headquarters staff is submitted to the Director, Administration and Resource (AR) Division in order to affect the Management Headquarters oversight directed by the Office of the Secretary of Defense (OSD).

h. Assist DC CD&I in establishing and validating the force structure necessary to support the development or change of a unit's, supporting establishment, installation or facility Core Mission Essential Task List (METL).

i. Review proposed changes to the Maritime Prepositioning Force (MPF) Force List (reference (k)), as provided by DC CD&I.

j. Coordinate with DC CD&I to ensure the structure implications of any strategic plan for the future of the ACE are fully integrated across the DOTMLPF pillars prior to presentation to the MROC or ESG for decision.

k. Direct Air Board results that bear force structure implications to DC CD&I for DOTMLPF assessment prior to Executive Off-Site (EOS) or MROC decisions.

l. Review and provide comments / concurrence / non-concurrence to all pertinent Table of Organization & Equipment Change Requests (TOECRs) and MCBul 5400s.

m. Ensure TFSMS Node Managers, are assigned at all appropriate levels within your Department and nodes are set up with the proper receivers, forwarders and submitters to support the automated chain of command and functional direct workflow functionality within the TFSMS.

n. Review, sign and forward all uncompensated structure requests from agencies under your cognizance you wish to have considered in the URB in accordance with this Order.

o. Sponsor all billets external to the Marine Corps assigned to you via the billet sponsor code within TFSMS.

3. Deputy Commandant for Installations and Logistics (DC I&L)

a. Provide Occupational Field Manager and MOS Manager expertise on the occupational skills assigned to DC I&L in reference (j).

b. Develop and review every four years mission statements for all organizations that DC I&L is assigned MAGTF Advocacy for in reference (j).

c. Sponsor all Logistics Combat Element, Installations, and Marine Corps Logistics Command force structure initiatives.

d. Participate in all force structure DOTMLPF Assessments, to include the development of detailed implementation plans for DOTMLPF solutions. Your responsibilities during DOTMLPF assessments as the Commandant's expert on "Facilities" are assigned in Appendix A. In addition to facilities expertise, a thorough DOTMLPF assessment will also require your plan for materiel inventory distribution.

e. Provide subject matter expertise to various force structure related working groups, and colonel-level (or higher) voting members to the yearly URB, the standing DOTMLPF WG, and the Total Force Management Council of Colonels / Executive Steering Group.

f. As the Advocate for the Logistics Combat Element, Installations, and Marine Corps Logistics Command, assist each element in identifying capabilities, deficiencies and issues, and ensure those issues are advanced through various processes within the EFDS and the DON. The Advocate acts as a conduit between the Operating Forces/Supporting Establishment and the various process owners within the EFDS, as well as those external to the Marine Corps, to ensure that Element's interests are properly addressed. The Advocate is both the single point of contact in the NCR for oversight of that Element's issues and the single voice, absent the Commander or his designee, in representing those issues to the Marine Corps leadership.

g. Maintain and provide to DC CD&I the list of TAMCNs that require non-zero Combat Active Replacement Factors (CARFS).

h. Maintain and provide to DC CD&I the CARFS.

i. Coordinate and approve changes in the methodology for determining WRMR and DMFA requirements.

j. Inform DC CD&I, MCSC, and MCLC on DOD, DON, or Marine Corps policy changes that affect WRMR/DMFA computations for possible adjustments to AAOs.

k. As an organization charged with devising Service policy, ensure any proposed organizational change to your headquarters staff is submitted to the Director, AR Division in order to affect the Management Headquarters oversight directed by OSD.

l. Assist DC CD&I in establishing and validating the force structure necessary to support the development or change of a unit's, supporting establishment, installation or facility Core Mission Essential Task List (METL).

m. Review proposed changes to the MPF Force List (reference (k)), as provided by DC CD&I.

n. Review quarterly the TAMCNs with a TAMCN Status Code of planned (PL) or in-service (IS) in TFSMS to identify those that should be included in, or deleted from, the Type-Unit Characteristics File (TUCHA) data, and submit Table of Organization and Equipment Change Requests (TOECR) via TFSMS to update the TUCHA indicator flags.

o. Review annually all PL or IS TAMCNs in TFSMS to identify the TAMCNs to be included in, or deleted from reference (m). Submit Table of Organization and Equipment Change Requests (TOECR) via TFSMS to update the readiness reportable flags.

p. In coordination with CG MCSC, determine the need for a weapon system code, weapon system group code, and weapon system designator in order to support the Weapon System Support Program.

q. Submit TOECRs in TFSMS to update the TAMCNs with readiness reportable codes of "R", "N", or "M" once a weapon system code is assigned.

r. Upon receipt of a TAMCN's phase-in or phase-out plan, make a determination if the readiness reportable flag needs to be changed. If so, release an update to reference (m) notifying the Marine Corps of changes affecting readiness reportable TAMCNs.

s. Coordinate with DC CD&I to ensure the structure implications of any strategic plan for the future of the Logistics Combat Element are fully integrated across the DOTMLPF pillars prior to presentation to the MROC or ESG for decision.

t. Direct Logistics Operational Advisory Group results that bear force structure implications to DC CD&I

for DOTMLPF assessment prior to Executive Off-Site (EOS) or MROC decisions.

u. Review and provide comments / concurrence / non-concurrence to all pertinent Table of Organization & Equipment Change Requests (TOECRs) and MCBul 5400s.

v. Ensure TFSMS Node Managers, are assigned at all appropriate levels within your Department and nodes are set up with the proper receivers, forwarders and submitters to support the automated chain of command and functional direct workflow functionality within the TFSMS.

w. Review, sign and forward all uncompensated structure requests from agencies under your cognizance you wish to have considered in the URB in accordance with this Order.

x. Sponsor all billets external to the Marine Corps assigned to you via the billet sponsor code within TFSMS.

4. Deputy Commandant for Programs and Resources (P&R)

a. Provide Functional Advocate, Occupational Field Manager and MOS Manager expertise on the occupational skills assigned to DC P&R in reference (j).

b. Sign, and provide costing data for, memorandums of agreement establishing Marine Corps manpower requirements within other defense agencies / departments and combatant commands. Staff to the appropriate agency for comptroller signature and return the signed copy to TFSD for inclusion into TFSMS.

c. Participate in all force structure DOTMLPF Assessments to include the development of detailed implementation plans for DOTMLPF solutions.

d. Provide subject matter expertise to various force structure related working groups, and colonel-level (or higher) non-voting members to the yearly URB, the standing DOTMLPF WG, and the Total Force Management Council of Colonels / Executive Steering Group.

e. As an organization charged with devising Service policy, ensure any proposed organizational change to your headquarters staff is submitted to the Director, Administration and Resource (AR) Division in order to affect the Management Headquarters oversight directed by the Office of the Secretary of Defense (OSD).

f. Review proposed changes to the MPF Force List (reference (k)), as provided by DC CD&I.

g. Provide annual budgetary controls to DC M&RA for endstrength determination across the Future Years Defense Plan (FYDP).

h. As required, develop and register new Program Element (PE) codes to support the reporting of Marine Corps manpower capabilities by function. Provide Marine Corps Project Codes (MCPC) and Line Item Numbers (BLINs) to MCSC for associating TAMCN AAOs in support of the Program Planning Budgeting and Execution (PPBE) process.

i. Upon receipt of the MPMC and RPMC allocation data from DC CD&I, upload to the Comptroller Information System to support OSD and Presidential Budget reporting.

j. Review and provide comments / concurrence / non-concurrence to all pertinent Table of Organization & Equipment Change Requests (TOECRs) and MCBul 5400s.

k. Ensure TFSMS Node Managers, are assigned at all appropriate levels within your Department and nodes are set up with the proper receivers, forwarders and submitters to support the automated chain of command and functional direct workflow functionality within the TFSMS.

l. Review, sign and forward all uncompensated structure requests from agencies under your cognizance you wish to have considered in the URB in accordance with this Order.

m. Sponsor all billets external to the Marine Corps assigned to you via the billet sponsor code within TFSMS

5. Deputy Commandant for Manpower and Reserve Affairs (M&RA)

a. Provide Functional Advocate, Occupational Field Manager and MOS Manager expertise on the occupational skills assigned to DC M&RA in reference (j).

b. Develop and review every four years mission statements for all organizations that DC M&RA is assigned Functional Advocacy for in reference (j).

c. Sponsor all Marine Corps Recruiting Command (MCRC) force structure initiatives.

d. Participate in all force structure DOTMLPF Assessments to include the development of detailed implementation plans for DOTMLPF solutions. Your responsibilities during DOTMLPF assessments, as the Commandant's expert on the "Personnel" combat development pillar, are assigned in Appendix A.

e. Provide subject matter expertise to various force structure related working groups, and colonel-level (or higher) non-voting members to the yearly URB, the standing DOTMLPF WG, and the Total Force Management Council of Colonels / Executive Steering Group.

f. As the Advocate for the MCRC, assist each element in identifying capabilities, deficiencies and issues, and ensure those issues are advanced through various processes within the EFDS and the DON. The Advocate acts as a conduit between the Operating Forces/Supporting Establishment and the various process owners within the EFDS, as well as those external to the Marine Corps, to ensure that Element's interests are properly addressed. The Advocate is both the single point of contact in the NCR for oversight of that Element's issues and the single voice, absent the Commander or his designee, in representing those issues to the Marine Corps leadership.

g. As an organization charged with devising Service policy, ensure any proposed organizational change to your headquarters staff is submitted to the Director, Administration and Resource (AR) Division in order to affect the Management Headquarters oversight directed by the Office of the Secretary of Defense (OSD).

h. Provide oversight and direction for Inherently Governmental and Commercial Activity (IHCA) coding of manpower requirements.

i. Provide DC,CD&I with FYDP endstrength controls semi-annually for the production of the Authorized Strength Report and annual end strength reporting based on the approved budget.

j. Update and maintain the Patients, Prisoners, Training, and Transients (P2T2) Table of Organization within TFSMS semi-annually, to include Program Element breakdown by Billet Identification Code (BIC) in accordance with reference (n) prior to each ASR production run.

k. Provide DC CD&I with new Monitored Command Codes (MCC) and associated Reporting Unit Codes (RUC) upon request.

l. Staff all requests for MCC changes to DC CD&I prior to modifying tables 01.

m. Update and maintain the overstaff Table of Organization within TFSMS prior to each ASR production run. Brief results to MROC post ASR.

n. Review and provide comments / concurrence / non-concurrence to all pertinent Table of Organization & Equipment Change Requests (TOECRs) and MCBul 5400s.

o. Provide estimates of supportability for all in year force structure change requests.

p. Ensure TFSMS Node Managers, are assigned at all appropriate levels within your Department and nodes are set up with the proper receivers, forwarders and submitters to support the automated chain of command and functional direct workflow functionality within the TFSMS.

q. Review, sign and forward all uncompensated structure requests from agencies under your cognizance you wish to have considered in the URB in accordance with this Order.

r. Develop and maintain position descriptions for all General Officer Billets via the General Officer Management Office (GOMO).

s. Sponsor all billets external to the Marine Corps assigned to you via the billet sponsor code within TFSMS.

t. Provide a copy of the orders of officers en route to external billets to the billet sponsor.

u. Designate which general officers being sent to external billets require briefings, and develop and conduct the briefings.

6. Director Intelligence (I)

a. Provide Functional Advocate, Occupational Field Manager and MOS Manager expertise on the occupational skills assigned to Director Intelligence in reference (j).

b. Participate in all force structure DOTMLPF Assessments to include the development of detailed implementation plans for DOTMLPF solutions.

c. Provide subject matter expertise to various force structure related working groups, and colonel-level (or higher) non-voting members to the yearly URB, the standing DOTMLPF WG, and the Total Force Management Council of Colonels / Executive Steering Group.

d. As an organization charged with devising Service policy, ensure any proposed organizational change to your headquarters staff is submitted to the Director, Administration and Resource (AR) Division in order to affect the Management Headquarters oversight directed by the Office of the Secretary of Defense (OSD).

e. Review and provide comments / concurrence / non-concurrence to all pertinent Table of Organization & Equipment Change Requests (TOECRs) and MCBul 5400s.

f. Ensure TFSMS Node Managers, are assigned at all appropriate levels within your Department and nodes are set up with the proper receivers, forwarders and submitters to

support the automated chain of command and functional direct workflow functionality within the TFSMS.

g. Forward any uncompensated requests for Force Structure to DC CD&I for signature.

h. Sponsor all billets external to the Marine Corps assigned to you via the billet sponsor code within TFSMS

7. Director Command, Control, Communications, Computers (C4)

a. Provide Functional Advocate, Occupational Field Manager and MOS Manager expertise on the occupational skills assigned to Director C4 in reference (j).

b. Participate in all force structure DOTMLPF Assessments to include the development of detailed implementation plans for DOTMLPF solutions.

c. Provide subject matter expertise to various force structure related working groups, and colonel-level (or higher) non-voting members to the yearly URB, the standing DOTMLPF WG, and the Total Force Management Council of Colonels / Executive Steering Group.

d. As an organization charged with devising Service policy, ensure any proposed organizational change to your headquarters staff is submitted to the Director, Administration and Resource (AR) Division in order to affect the Management Headquarters oversight directed by the Office of the Secretary of Defense (OSD).

e. Review and provide comments / concurrence / non-concurrence to all pertinent Table of Organization & Equipment Change Requests (TOECRs) and MCBul 5400s.

f. Ensure TFSMS Node Managers, are assigned at all appropriate levels within your Department and nodes are set up with the proper receivers, forwarders and submitters to support the automated chain of command and functional direct workflow functionality within the TFSMS.

g. Forward any uncompensated requests for Force Structure to DC CD&I for signature.

h. Sponsor all billets external to the Marine Corps assigned to you via the billet sponsor code within TFSMS.

8. Staff Judge Advocate to the Commandant (SJA)

a. Provide Functional Advocate, Occupational Field Manager and MOS Manager expertise on the occupational skills assigned to the SJA in reference (j).

b. Participate in all force structure DOTMLPF Assessments to include the development of detailed implementation plans for DOTMLPF solutions.

c. Provide subject matter expertise to various force structure related working groups, and colonel-level (or higher) members to the standing DOTMLPF WG, and the Total Force Management Council of Colonels / Executive Steering Group.

d. As an organization charged with devising Service policy, ensure any proposed organizational change to your headquarters staff is submitted to the Director, Administration and Resource (AR) Division in order to affect the Management Headquarters oversight directed by the Office of the Secretary of Defense (OSD).

e. Review and provide comments / concurrence / non-concurrence to all pertinent Table of Organization & Equipment Change Requests (TOECRs) and MCBul 5400s.

f. Ensure TFSMS Node Managers, are assigned at all appropriate levels within your Department and nodes are set up with the proper receivers, forwarders and submitters to support the automated chain of command and functional direct workflow functionality within the TFSMS.

g. Forward any uncompensated requests for Force Structure to the Director Marine Corps Staff for signature in accordance with this Order.

h. Sponsor all billets external to the Marine Corps assigned to you via the billet sponsor code within TFSMS.

9. Director Public Affairs (PA)

a. Provide Functional Advocate, Occupational Field Manager and MOS Manager expertise on the occupational skills assigned to Director PA in reference (j).

b. Participate in all force structure DOTMLPF Assessments to include the development of detailed implementation plans for DOTMLPF solutions. Your responsibilities during DOTMLPF assessments, as the Commandant's expert on the "Leadership (Strategic Communications)" combat development pillar, are assigned in Appendix A to this enclosure.

c. Provide subject matter expertise to various force structure related working groups, and colonel-level (or higher) members to the standing DOTMLPF WG, and the Total Force Management Council of Colonels / Executive Steering Group.

d. Develop and execute public affairs' communication plans in support of force structure changes.

e. As an organization charged with devising Service policy, ensure any proposed organizational change to your headquarters staff is submitted to the Director, Administration and Resource (AR) Division in order to affect the Management Headquarters oversight directed by the Office of the Secretary of Defense (OSD).

f. Review and provide comments / concurrence / non-concurrence to all pertinent Table of Organization & Equipment Change Requests (TOECRs) and MCBul 5400s.

g. Ensure TFSMS Node Managers, are assigned at all appropriate levels within your Department and nodes are set up with the proper receivers, forwarders and submitters to support the automated chain of command and functional direct workflow functionality within the TFSMS.

h. Forward any uncompensated requests for Force Structure to the Director Marine Corps Staff for signature in accordance with this Order.

i. Sponsor all billets external to the Marine Corps assigned to you via the billet sponsor code within TFSMS

10. Director Administration & Resources (AR) Division

a. Provide Department of Defense (DOD) directed Management Headquarters policy input to the TFSP.

b. Ensure those organizations within the Marine Corps charged with devising policy (DCs, HQMC Directorates, and MARFOR HQ Staffs) remain within DOD Management Headquarters policy constraints.

c. Ensure officers reporting/transferring to external billets in the National Capital Region (NCR) check in/out with their billet sponsor.

11. Commander Marine Forces Command (MFC)

a. Participate in all force structure DOTMLPF Assessments to include the development of detailed implementation plans for DOTMLPF solutions.

b. Provide subject matter expertise to various force structure related working groups, and colonel-level (or higher) voting members to the yearly URB, the standing DOTMLPF WG, and the Total Force Management Council of Colonels / Executive Steering Group.

c. As an organization charged with devising Service policy, ensure any proposed organizational change to your headquarters staff is submitted to the Director, Administration and Resource (AR) Division in order to affect the Management Headquarters oversight directed by the Office of the Secretary of Defense (OSD).

d. Review proposed changes to the MPF Force List (reference (k)), as provided by DC CD&I.

e. Review and provide comments / concurrence / non-concurrence to all pertinent Table of Organization & Equipment Change Requests (TOECRs) and MCBul 5400s.

f. Ensure TFSMS Node Managers, are assigned at all appropriate subordinate units not lower than Bn/SQDN, and nodes are set up with the proper receivers, forwarders and submitters to support the automated chain of command workflow functionality within the TFSMS.

g. Review, sign and forward all uncompensated structure requests from agencies under your cognizance you wish to have considered in the URB in accordance with this Order.

h. Update and maintain all Inherently Governmental Coding (IHG) in TFSMS for all organizations under your purview.

12. Commander Marine Forces Pacific (MFP)

a. Participate in all force structure DOTMLPF Assessments to include the development of detailed implementation plans for DOTMLPF solutions.

b. Provide subject matter expertise to various force structure related working groups, and colonel-level (or higher) voting members to the yearly URB, the standing DOTMLPF WG, and the Total Force Management Council of Colonels / Executive Steering Group.

c. As an organization charged with devising Service policy, ensure any proposed organizational change to your headquarters staff is submitted to the Director, Administration and Resource (AR) Division in order to affect the Management Headquarters oversight directed by the Office of the Secretary of Defense (OSD).

d. Review proposed changes to the MPF Force List (reference (k)), as provided by DC CD&I.

e. Review and provide comments / concurrence / non-concurrence to all pertinent Table of Organization & Equipment Change Requests (TOECRs) and MCBul 5400s.

f. Ensure TFSMS Node Managers, are assigned at all appropriate subordinate units not lower than Bn/SQDN, and nodes are set up with the proper receivers, forwarders and submitters to support the automated chain of command workflow functionality within the TFSMS.

g. Review, sign and forward all uncompensated structure requests from agencies under your cognizance you wish to have considered in the URB in accordance with this Order.

h. Update and maintain all Inherently Governmental Coding (IHG) in TFSMS for all organizations under your purview.

13. Commander Marine Forces Reserve (MFR)

a. Participate in all force structure DOTMLPF Assessments to include the development of detailed implementation plans for DOTMLPF solutions.

b. Provide subject matter expertise to various force structure related working groups, and colonel-level (or higher) members to the standing DOTMLPF WG, and the Total Force Management Council of Colonels / Executive Steering Group.

c. As an organization charged with devising Service policy, ensure any proposed organizational change to your headquarters staff is submitted to the Director, Administration and Resource (AR) Division in order to affect the Management Headquarters oversight directed by the Office of the Secretary of Defense (OSD).

d. Review and provide comments / concurrence / non-concurrence to all pertinent Table of Organization & Equipment Change Requests (TOECRs) and MCBul 5400s.

e. Ensure TFSMS Node Managers, are assigned at all appropriate subordinate units not lower than Bn/SQDN, and nodes are set up with the proper receivers, forwarders and submitters to support the automated chain of command workflow functionality within the TFSMS.

f. Review, sign and forward all uncompensated structure requests from agencies under your cognizance you wish to have considered in the URB in accordance with this Order.

14. Commander Marine Corps Systems Command (COMDRMARCORSYSCOM)

a. Provide Functional Advocate, Occupational Field Manager and MOS Manager expertise on the occupational skills assigned to MCSC in reference (j).

b. Participate in all force structure DOTMLPF Assessments to include the development of detailed implementation plans for DOTMLPF solutions.

c. Provide subject matter expertise to various force structure related working groups, and colonel-level (or higher) members to the standing DOTMLPF WG, and the Total Force Management Council of Colonels / Executive Steering Group.

d. Use the Table of Allowance Materiel Control Number (TAMCN), Approved Acquisition Objective (AAO), and all supporting documentation provided by DC CD&I to assign a program manager and develop and execute the material requirement acquisition strategy.

e. In conjunction with the DC CD&I requirements and Integration officer, develop and execute procurement plans for each PEI down to the UIC level for all AAOs determined by DC CD&I and load into TFSMS. Maintain the TFSMS funded and unfunded quantities in accordance with the approved equipping precedence levels and the approved funding.

f. Maintain the association of TAMCNs to the appropriate MPMC and BLINs in TFSMS as provide by DC P&R. Provide estimated milestone information in support of the Program Objectives Memorandum (POM) process.

g. Enter and manage all PEI data attributes in TFSMS identified as your responsibility in accordance with the data responsibility matrix located at appendix H to enclosure 1 of this Order.

h. Create and submit Catalogue Action Request (CAR) TOECRS as required to support the cataloguing of all PEI within TFSMS.

i. In conjunction with the DC CD&I requirements and Integration officer, execute a disposal plan when a piece of equipment reaches its item exit date.

j. Upon receipt of the phase-out decision from DC CD&I, develop the phase-out plan by coordinating with DC I&L for reference (m) deletions, and Marine Corps Logistics Command (MCLC) for all catalogue actions and disposition instructions and DC, CD&I for the deletion of all requirements for that TAMCN. Release the phase-out plan to the Marine Corps, and change TAMCN status to phased-out (PO) with a TOECR (containing the phase-out plan) in TFSMS. Ensure widest dissemination of phase-out plan.

k. Once an item is depleted from Marine Corps inventory, process a CAR to de-catalogue the item and submit a TOECR to change the TAMCN status to archive.

l. Review and provide comments / concurrence / non-concurrence to all pertinent Table of Organization & Equipment Change Requests (TOECRs) and MCBul 5400s.

m. Ensure TFSMS Node Managers, are assigned at all appropriate levels within your command and nodes are set up with the proper receivers, forwarders and submitters to support the automated chain of command and functional direct workflow functionality within the TFSMS.

n. Forward any uncompensated requests for Force Structure to the Director Marine Corps Staff for signature in accordance with this Order.

o. Establish component TAMCNs in TFSMS as required to support the associations of PEI's within TFSMS.

p. Ensure all associations for PEI's are loaded within the associations tab within TFSMS.

q. Sponsor all billets external to the Marine Corps assigned to you via the billet sponsor code within TFSMS.

r. Ensure new materiel requirements generated through the EFDS will be evaluated for force structure (organizational) implications and those implications will be assessed through the TFSP prior to a milestone decision.

15. Commander Marine Corps Logistics Command (MCLC)

a. Participate in all force structure DOTMLPF Assessments to include the development of detailed implementation plans for DOTMLPF solutions.

b. Provide subject matter expertise to various force structure related working groups, and colonel-level (or higher) members to the standing DOTMLPF WG, and the Total Force Management Council of Colonels / Executive Steering Group.

c. Support MCSC with introducing new pieces of equipment to the Marine Corps inventory by processing cataloguing action requests to assign National Stock Numbers, Identification Numbers, and item names.

d. Support MCSC in phasing out legacy pieces of equipment by processing cataloging action requests and reporting inventory assets.

e. Provide technical assistance to the DC I&L with respect to any unusual aspects of equipment that may influence the value of the Combat Active Replacement Factor (CARF).

f. Provide support to the equipment prioritization and procurement process by providing export data for asset posture and technical data for use in TFSMS.

g. Provide DC CD&I with the Depot Maintenance Float Allowance (DMFA) requirement in the development of the AAO for principal end items.

h. Provide DC CD&I with the Net War Reserve Materiel (Net - WRMR) Requirement in the development of the AAO for principal end items.

i. Process Catalogue Action Requests (CAR) via TFSMS as required to support the cataloguing requirement for all PEI's.

j. Review and provide comments / concurrence / non-concurrence to all pertinent Table of Organization & Equipment Change Requests (TOECRs) and MCBul 5400s.

k. Ensure TFSMS Node Managers, are assigned at all appropriate levels within your Department and nodes are

set up with the proper receivers, forwarders and submitters to support the automated chain of command and functional direct workflow functionality within the TFSMS.

l. Forward any uncompensated requests for force structure to DC I&L for signature in accordance with this Order.

16. Commanding General Marine Corps Recruiting Command (MCRC)

a. Provide Occupational Field Manager and MOS Manager expertise on the occupational skills assigned to MCRC in reference (j).

b. Participate in all force structure DOTMLPF Assessments to include the development of detailed implementation plans for DOTMLPF solutions.

c. Provide subject matter expertise to various force structure related working groups, and colonel-level (or higher) members to the standing DOTMLPF WG, and the Total Force Management Council of Colonels / Executive Steering Group.

d. Review and provide comments / concurrence / non-concurrence to all pertinent Table of Organization & Equipment Change Requests (TOECRs) and MCBul 5400s.

e. Ensure TFSMS Node Managers, are assigned at all appropriate levels within your command and nodes are set up with the proper receivers, forwarders and submitters to support the automated chain of command and functional direct workflow functionality within the TFSMS.

f. Forward any uncompensated requests for force structure to DC M&RA for signature in accordance with this Order.

17. Commanding General Training and Education Command (TECOM)

a. Provide Functional Advocate, Occupational Field Manager and MOS Manager expertise on the occupational skills assigned to TECOM in reference (j).

b. Participate in all force structure DOTMLPF Assessments to include the development of detailed implementation plans for DOTMLPF solutions. Your responsibilities during DOTMLPF assessments, as the Commandant's expert on the "Training" combat development pillars, are assigned in appendix A to enclosure (1) of this Order.

c. Provide subject matter expertise to various force structure related working groups, and colonel-level (or higher) members to the standing DOTMLPF WG, and the Total Force Management Council of Colonels / Executive Steering Group.

d. Review and provide comments / concurrence / non-concurrence to all pertinent Table of Organization & Equipment Change Requests (TOECRs) and MCBul 5400s.

e. Ensure TFSMS Node Managers, are assigned at all appropriate levels within your command and nodes are set up with the proper receivers, forwarders and submitters to support the automated chain of command and functional direct workflow functionality within the TFSMS.

f. Forward any uncompensated requests for force structure to DC CD&I for signature in accordance with this Order.

c. Coordinating Instructions. Enclosure (1) describes the processes and procedures utilized to execute the policy contained in this Order. Additionally, the TFSMS web page contains all Marine Corps force structure as well as links to references and other TFSP activities and information. It can be accessed at https://tfsms.mccdc.usmc.mil/.

5. Administration and Logistics. This Order has been revised to reflect the assignment of DC CD&I as the MAGTF Integrator, and to describe the roles and responsibilities of the Marine Corps in the TFSP.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

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

GEORGE J. FLYNN
Deputy Commandant for
Combat Development and Integration

DISTRIBUTION: PCN 10207823500

Copy to: 8145001(1)

LOCATOR SHEET

Subj: TOTAL FORCE STRUCTURE PROCESS PROCEDURAL MANUAL

Location: _____
(Indicate the location(s) of the copy(ies) of this Order.)

TOTAL FORCE STRUCTURE PROCESS PROCEDURAL MANUAL

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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Chapter 1

The Total Force Structure Process Defined

1. General. This chapter provides the definition and scope of the Total Force Structure Process (TFSP).

2. Background. The TFSP will be executed in accordance with this Order. Chapters 2 through 8 provide detailed instructions on the sub-processes, participants, and roles of the TFSP.

3. Definition

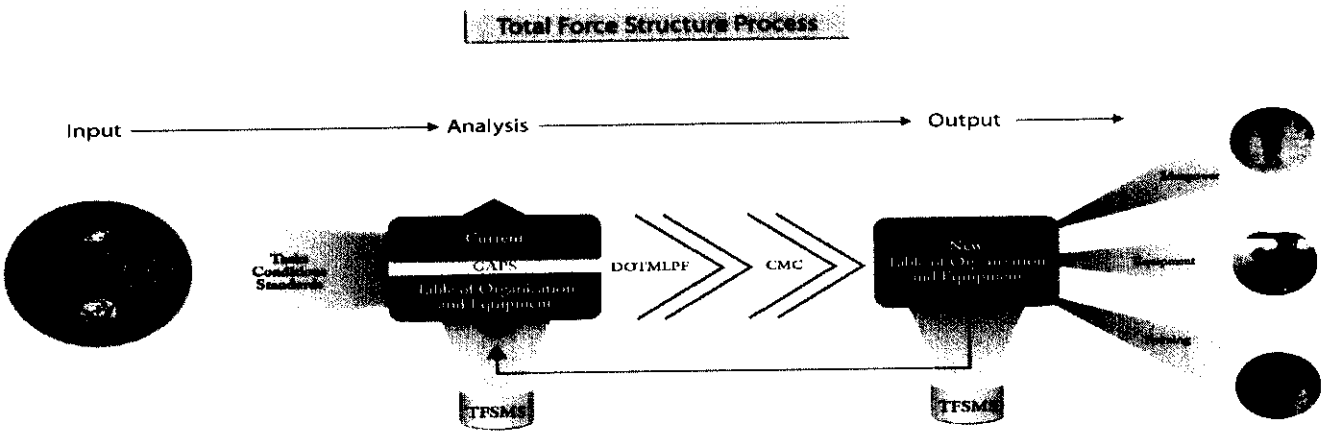


Figure 1-1.--The Total Force Structure Process

a. Overview. The focus of the TFSP is for the Commandant to translate needed organizational capabilities into force structure solutions, measure the costs providing those capabilities, and resource capabilities consistent with financial resources available to the CMC. The TFSP, utilizing products and by-products of the Expeditionary Force Development System (EFDS), transforms strategic guidance (top-down), policy constraints, and commander-generated (bottom-up) recommendations

into the integrated capabilities required to execute the Marine Corps Mission Essential Tasks (METs). The TFSP relies on a detailed, integrated examination of doctrine, organization, training, materiel, leadership, personnel, and facilities (the combat development pillars - DOTMLPF), when identifying how Marine Corps capabilities will be provided. Figure 1-1 is a pictorial representation of the process.

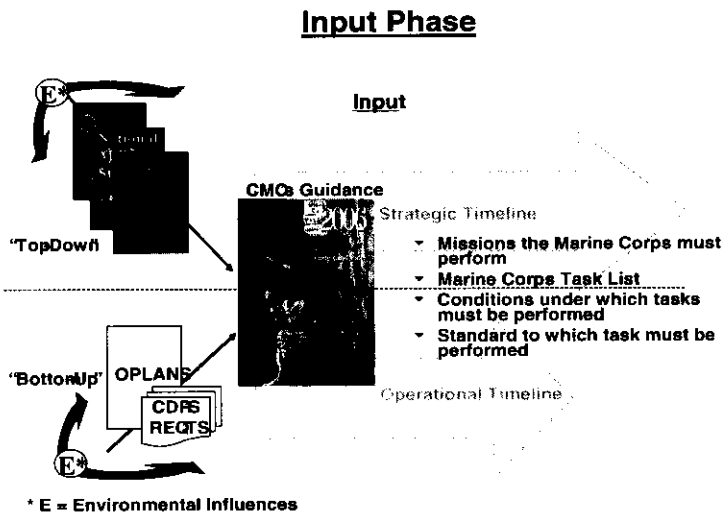


Figure 1-2.--Input Phase

b. Input Phase. To begin the TFSP, strategic guidance is introduced through the Commandant's staff's in-depth analysis of the National Security Strategy, National Defense Strategy, National Military Strategy, Joint Vision, and Commandant's Planning Guidance (top-down). Meanwhile, Combatant Commanders and Marine Forces (MARFOR) Commanders have a need to produce current operational results (bottom-up). Both aspects conjoin to produce the demand signal the TFSP must illustrate. An integrated interpretation of these requirements will begin the Input Phase of the TFSPs. The Input Phase produces tasks, conditions, and standards to be met in order for the Marine Corps to successfully accomplish its mission - the MAGTF Capabilities List (MCL). The MCL is based upon the Marine Corps Mission Essential Tasks (METs). These METs are the foundation of all force structure (Figure 1-2 illustrates), and therefore drive the TFSP.

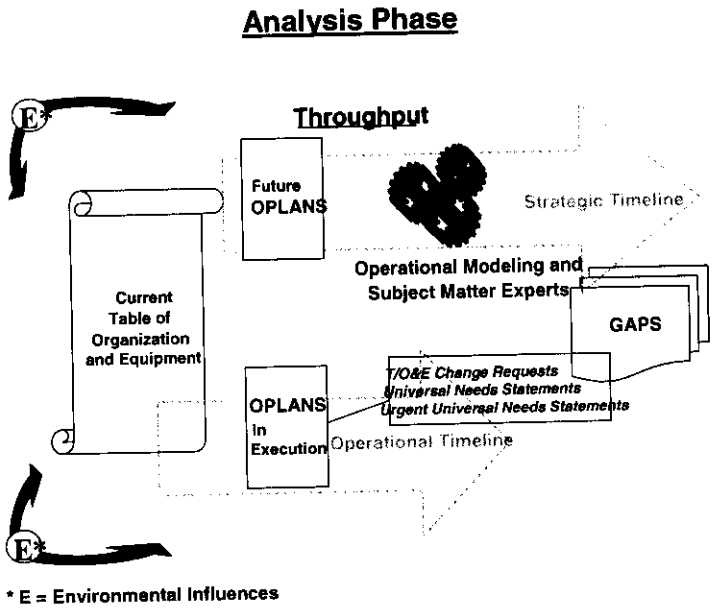


Figure 1-3.--Analysis Phase

c. Analysis Phase. If the Marine Corps is unable to perform METs to the conditions and standards warranted, gaps are identified during the Analysis Phase. The Analysis Phase is a subsystem within the deliberate, 24 month, service-level EFDS, which identifies possible needs to compete in the next Program Objective Memorandum (POM) cycle. As illustrated, needs normally take the form of Table of Organization and Equipment Change Requests (TOECR), Universal Need Statements (UNS), or Urgent UNS (UUNS). Additionally, the Analysis Phase incorporates the Uncompensated Review Board (URB) Process and changes to the Military Occupational Skill (MOS) Manual.

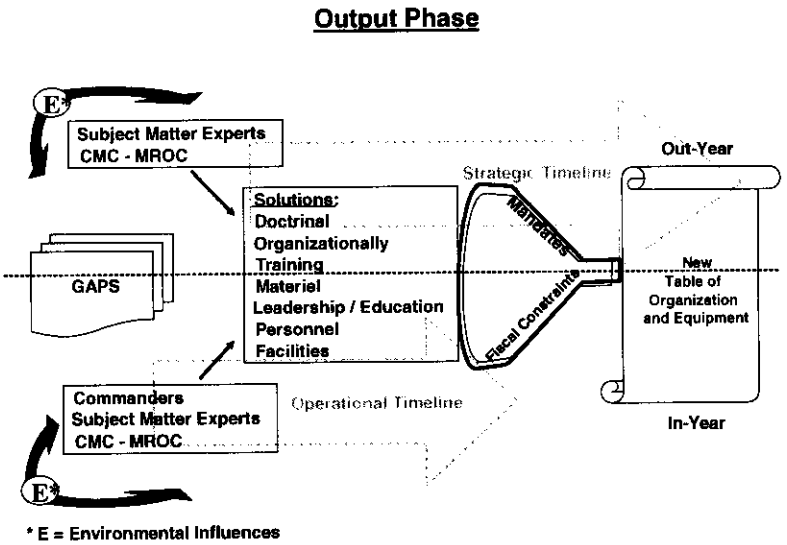


Figure 1-4.--Output Phase

d. Output Phase. After capability gaps are identified to the Commandant's staff through the Analysis Phase, the scale of the solution will drive the scale of the analysis executed by subject matter experts (representative of each element of the MAGTF and each of the combat development pillars) to identify DOTMLPF solutions and their implementation implications across the DOTMLPF spectrum. Courses of action and implications are then presented to the Commandant for an implementation decision (Figure 1-4). Recommended courses of action and implications are presented in the Solution Planning Directive and submitted to the MROC for approval. The SPD becomes the basis for documenting new initiatives and programs of record that will be proposed for inclusion in the next POM. The main product produced outlining the new requirements generated during the Output Phase of the TFSP is an updated TO&E.

Develop and Plan Force Structure

1. Introduction. The purpose of this chapter is to explain how direction from the Commandant of the Marine Corps (CMC), his staff, or agencies higher than CMC, combines with the operational assessments of force commanders in order to develop force structure.

2. Translate Tasks into Solutions

(a) The Universal Joint Task List (UJTL) is a library of Mission Essential Tasks (METs), which serve as a foundation for capabilities-based planning across the range of military operations. The UJTL, when augmented by individual Service tasks lists, supports all levels of the DOD in joint capabilities based-planning, joint force development, readiness reporting, experimentation, joint training and education, and lessons learned, in executing the National Defense Strategy and the Military Strategy.

(b) The Deputy Commandant for Combat Development and Integration (DC CD&I) manages, coordinates, maintains and serves as the primary review authority of the Marine Corps Task List (MCTL). The MCTL contains a lexicon of Marine Corps Mission Essential Tasks (METs) whereby a unit, supporting establishment or installation can develop their standardized individual Core METL, Named Operation or Assigned METL or Concept Plan/Operation Plan (CONPLAN/OPLAN) METL. The MCTL is a dynamic web-based list of tasks, conditions, and measures requiring sustainment through continual updating and modification to support operational reporting requirements. Marine Corps METs are periodically reviewed for relevancy by the communities to ensure the tasks are representative of all elements of the MAGTF. The MCCDC MCTL database is the authoritative source for the MCTL and supersedes all previously printed or electronic versions of the MCTL. Notice of approved modifications and new task additions to the MCTL will be issued via Naval Message. The MCTL authoritative database resides on https://www.mccdc.usmc.mil/MCTL.htm.

(c) As the Command Element Advocate, it is DC CD&I's responsibility to ensure that Mission Essential Tasks (METs) from the MCTL are adjudicated and validated by the respective Advocate. It is the MAGTF Advocates' responsibility to coordinate assigned METs to their appropriate units' mission statements in the Total Force Structure Management System (TFSMS). If the tasks, conditions, or standards change, the MAGTF Advocate will modify existing mission statements (or

create a new mission statement when a new unit is required) for each unit within its purview. Suggested task modifications or new tasks should be thoroughly analyzed for appropriate and suitable construct prior to submittal to CD&I for inclusion to the MCTL. The MAGTF Advocates will have one year from the date of the published MCTL to update their affected mission statements to reflect these changes, and will ensure the tasks listed in their mission statements correspond to the METs published in the Commanding General (CG) of Training and Education Command's (TECOM) T&R Manuals.

d. Since many non-materiel solutions, and all materiel solutions, will ultimately be recorded within the Marine Corps force structure, an explanation of how to modify the force structure of the Marine Corps follows.

3. Translate Solutions into Force Structure

a. Non-Materiel (Organizational) Solutions. A non-materiel solution is any solution not involving the development of a new piece of equipment (yet may include an increase, re-allocation, or decrease of existing equipment; known as the "small m" within the DOTMLPF pillars). The following sub-paragraphs describe how non-materiel (organizational) solutions are translated into force structure.

(1) Mission Statements. A change to the MCTL warrants a MAGTF Advocate's assessment of the impact on the MAGTF Advocate's existing mission statements. If warranted, a MAGTF Advocate will generate a new mission statement, or a new unit, in order to fill a gap created by the MCTL's change. Mission statement guidelines can be found in chapter 3. Guidelines for unit-level actions (activation, de-activation, etc) can be found in chapter 4.

(2) Manpower Requirements. After mission statements are established, DC CD&I, in concert with the MAGTF Advocates and Functional Advocates, will establish the force structure required to support them. In order to build the manpower portion of force structure (billets) necessary to accomplish a unit's METs, a troop-to-task analysis must be completed. A troop-to-task analysis is done by evaluating each mission essential task that the unit is charged with executing through the use of subject matter expertise (SME), and determining the right skills by grade and quantity needed to accomplish the prescribed tasks assigned (a template of a troop to task analysis can be found at Appendix L). The Military Occupational

Specialty (MOS) Manual is the annual publication of the skills being built and fielded to the Marine Corps as contained within reference (r). SMEs utilize the MOS Manual as the baseline of the troop-to-task analysis by matching the METs of the unit to the available core and above core tasks (per MCO 1200.17 - MOS Manual) available in the Marine Corps human resource development system. Guidelines for correct billet development can be found in chapter 5.

(3) Equipment Requirements. The development of the equipment necessary to accomplish the unit's METs should be concurrent with the development of the billets, as illustrated in the troop to task analysis template (Appendix L). Equipment requirements will be identified by Table of Authorized Materiel Control Numbers (TAMCNs). In TFSMS the TAMCN is used to identify one or more variants for an item of equipment. Each variant is distinguished by a different NSN, but shows the same AAO quantity. The current list of TAMCNs available to the Marine Corps is contained in TFSMS and is defined in reference (s). Equipment requirements are designated as individual, organizational or both (that equipment which may have both organizational and individual quantities). This refers to the methodology of how the requirement is determined.

(a) Individual Equipment. Equipment assigned individually and directly tied to the number of chargeable billets for each unit to include contingency billets, and is indicated on the equipment display in TFSMS as "Ind." These requirements are calculated automatically within TFSMS based upon the items that are required by the unit's individuals in order to accomplish their METs. The logic for these calculations are captured within TFSMS in business rules called X-78 expressions. An example of an X-78 expression is: "As per T/O," or "4 per TAMCN E09607M." These business rules are held within a dropdown menu in TFSMS.

(b) Organizational Equipment. Equipment assigned organizationally is determined by the TAMCN's concept of employment within a unit in order to accomplish its METs. Organizational quantities are indicated on the equipment display in TFSMS as "Org."

(c) There are some cases where the METs for a unit call for an item to be assigned to a unit's individuals, yet the unit requires an additional amount assigned as "organizational". In these cases, the organization's unit AAO for the item includes both the individual and organizational quantities. For

example, pistols are assigned individual quantities based upon the approved concept of employment which states the M9 pistol is the primary weapon for Marine Officers (Col and above). A unit could have an additional requirement to maintain an organizational quantity of M9 pistols to distribute to personnel in addition to their assigned weapon. In this specific example, a unit's total AAO for M9 pistols would equal the organizational plus the individual quantities. Guidelines for changing the AAO of a TAMCN are captured in chapter 5.

(4) When the troop to task analysis (see Appendix L) is complete and billet and equipment ("small m") requirements can start being captured within the Total Force Structure Management System (TFSMS), specific guidelines in entering data must be followed in order to properly trigger the Human Resource Development Process, the Acquisition Process, and the Life Cycle Management Process. Those guidelines are identified in chapter 5. If the troop to task analysis illustrates the need for a new materiel requirement, follow the guidelines below.

b. Materiel Solutions. If the FSA recommends a new materiel solution as the best option for mitigating or eliminating a capability gap, the Approved Acquisition Objective (AAO) process is how a new materiel solution becomes a part of the Marine Corps force structure. DC CD&I is the AAO process owner and performs all executive oversight functions. It is the Director, Capabilities Development Directorate's (CDD) responsibility, as DC CD&I's representative, to develop the baseline Acquisition Objective (AO) via these steps:

(1) CDD's integration divisions' Capabilities Integration Officers (CIO) will draft and release Solution Planning Directives (SPD) to initiate the materiel requirements documentation process per references (b) and (c) to the Order. During the development of the Initial Capabilities Document (ICD), Capabilities Development Document (CDD), Capability Production Document (CPD), or Statement of Need (SON), a determination is made as to the commodity area the specific materiel solution will be assigned. This is a deliberate 18 to 24 month process. Reference (c) contains a more detailed description. Since TFSMS is the single authoritative source for all AOs throughout their lifecycles, the CIO will request TFSD create a TAMCN in TFSMS so the capability can be tracked -- thus beginning the TAMCN's lifecycle. The TAMCN will be entered into TFSMS by the CIO with a "PL" ("planned") status. While visible within TFSMS as a new capability, this item will not yet be passed to individual units' accounts in the Support Activities

Supply System (SASSY) after the item is fielded. The CIO's determination of an AO will be derived based upon:

(a) The Concept of Employment (COE) / Concept of Distribution (COD).

(b) Marine Corps force structure across the FYDP.

(c) Current policies and guidance pertinent to the six components of the AO [Operating Forces and Reserves, supporting establishment (SE), Maritime Prepositioning Ships (MPS), Marine Corps Prepositioning Program - Norway (MCPPN),Depot Maintenance Float Allowance (DMFA), Net War Reserve Materiel Requirement (Net-WRMR)].

(2) The AO is the required quantity of the new item, broken down by unit (to the UIC level of detail) based on the COE/COD, inclusive of the remaining six elements of the AO, and documented in TFSMS by the CIO as unfunded requirements in a pending request. This establishes the total requirement for a TAMCN across the FYDP and is briefed to the MROC for approval. Once the MROC Decision Memorandum (MROC DM) has been released, the CIO attaches the MROC DM to the TAMCN in TFSMS, and the pending request is approved.

(3) The second phase of new materiel requirement development takes place after the AO is approved by the MROC and becomes the AAO. This phase extends throughout the life cycle of an item and includes all tailoring due to a myriad of emergent requirements such as changes to force structure, mission, and programmatic modifications. It is anticipated that the AAO will change over the course of a program's development.

(4) Materiel procurement is subject to fiscal constraints. In any year, only a portion of the total materiel requirement (AAO) for an item may actually be funded based upon Program Objective Memorandum (POM) guidance. Fiscally reduced quantities called "procurement objectives", while not reducing the AAO, may be recommended based on the need to balance risk, capability, and affordability. In the event portions of the AAO are unfunded, the CIO's Capabilities Development - Integrated Product Team (CD-IPT) will make a recommendation to DC CD&I for prioritization of the procurement objectives. The CIO will present DC CD&I's decision to the designated Marine Corps Systems Command (MCSC) Project Officer or Integrated Logistics Support Officer (ILSO) to develop the procurement strategy and enter the procurement plan into TFSMS. The unfunded portion of

the requirement must be evaluated and considered at each resourcing opportunity. If it is determined, after unsuccessfully competing in two consecutive prioritization efforts, the requirement needs to be revalidated, DC CD&I will revalidate the concept of employment and may make modifications to the concept of employment, concept of distribution, or the AAO.

(5) Once the acquisition process has matured and MCSC is ready to deliver assets to the using units, MCSC must attach the completed fielding plan to the TAMCN within TFSMS and change the TAMCN status to "IS" indicating the capability is now "in service" within the Marine Corps.

(6) Procurement plans are developed by Marine Corps Systems Command (MCSC) and entered into TFSMS. The current Marine Corps on hand inventory is entered into TFSMS by Marine Corps Logistics Command (MCLC). In order to measure how well the Marine Corps is meeting its stated requirements, the amount of the AAO appropriated for plus the current on hand inventory is subtracted from the total requirement to determine the unfunded portion of the AAO. The unfunded portion of the requirement is captured in TFSMS and the CIO ensures this quantity re-competes for funding.

(7) CIOs will manage each AAO through its lifecycle. Each TAMCN is assigned an Item Exit Date by the CIO. Planning for a replacement capability as an item nears its exit date is the responsibility of the CIO. When an item has been determined to be obsolete, the CIO will inform MCSC the TAMCN will be reaching obsolescence in the near future, and will request MCSC begin development of a phase out plan. The CIO will change the TAMCN status to PO for "Phase Out" in TFSMS, MCSC will execute the phase out plan, and the CIO will remove the requirement from each element of the AAO from TFSMS. The TAMCN will stay within TFSMS with a zero requirement until the entire Marine Corps inventory has been depleted at which time MCLC will initiate a Catalogue Action Request (CAR) TOECR to archive the TAMCN and change the TAMCN status to AR for "Archive." This action removes it from the Marine Corps records and ends the TAMCN's life cycle.

c. Other (Doctrine, Training, Leadership and Education, Personnel, or Facilities) Non-Materiel Solutions. A non-materiel solution may involve changes in any of the other DOTMLPF pillars besides the O, "big M" (new materiel solution), or the "small m" (re-allocation of existing materiel). DC

CD&I's CIO will look to the Capabilities Development Directorate for doctrinal solutions, TECOM for training solutions, Director Public Affairs for Leadership and Education solutions (strategic communication and education of both internal and external stakeholders in the process), DC Manpower and Reserve Affairs (M&RA) for personnel solutions, or DC Installations and Logistics (I&L) for facility solutions. A DOTMLPF Change Request will be generated by the CIO and may become a part of the MAGTF Requirements List (MRL) to be presented to the MROC for approval.

Mission Statements

1. Introduction. As explained in chapter 2, a change to the MCTL warrants a MAGTF Advocate's assessment of the impact on the MAGTF Advocate's existing mission statements. The mission statement is a concise publication of the unit's responsibilities in relation to other organizations, and it describes the unit's role in support of MAGTF, Supporting Establishment, and Joint Operations. In addition, the mission statement drives the organization of the unit as well as the number of billets and essential equipment required. The following guidelines outline the development of a Mission Statement:

2. Guidelines

a. MAGTF Advocates will ensure every unit identified by a Unit Identification Code (UIC) has a mission statement. MAGTF Advocates are required to create and update mission statements for units within their purview and ensure each unit's METs correspond to the METL.

b. Mission statements are required at each UIC level to include "roll up UICs" that comprise multiple UICs. For example, an infantry battalion UIC in TFSMS has no associated structure, but an actual infantry battalion consists of a headquarters and service company, infantry companies, and a weapons company. The "roll-up" infantry battalion UIC requires a mission statement that covers the capability of the entire battalion.

c. Mission statements will be reviewed by the MAGTF Advocates every 4 years. DC CD&I (TFSD) will initiate the validation process by notifying the responsible advocate via appropriate correspondence.

d. Mission statements should be modified or validated whenever a unit is significantly modified, when a unit's list of mission essential tasks changes, or a major reorganization is initiated.

e. All mission statements and mission statement changes must be reviewed and endorsed by a general officer before submission to DC CD&I (TFSD) for processing. A standardized format is contained in Appendix B of this enclosure. If there are paragraphs within the mission statement that do not apply, insert "non-applicable" in those paragraphs.

f. Mission statements must be based upon doctrine and address mirror image units within the Marine Corps, including the Marine Corps Reserve.

g. Mission statements should be written to provide definition of how the unit is organized and employed in support of the MAGTF commander.

h. Mission statements should not be written in such specific form as to take away a commander's flexibility for employment of the given unit.

Unit Level Change
S: Activations, Deactivations, Reorganizations, Re-Designations, and the MCBUL 5400 Process

1. Definition. A unit-level change is defined as an activation, deactivation, re-designation, relocation, or reorganization of a unit (UIC designated organization).

2. Roles. DC CD&I (TFSD) will lead the DOTMLPF WG's assessment of all unit-level changes utilizing criteria found in Appendices A, C, and D. The results of the DOTMLPF WG's assessment will be briefed to the MROC for decision.

3. Guidelines. Advocates, MARFOR commanders, and base or station commanders via appropriate chain of command will submit requests to DC CD&I (TFSD) for all activation (establishment), deactivation (disestablishment), relocation, reorganization, and re-designation initiatives at least **eighteen months** prior to the desired implementation. As part of the request, the initiating command will prepare a Facts and Justification (F&J) sheet in accordance with Appendix G, but should not submit a draft 5400 bulletin (it is TFSD's responsibility for drafting and publishing 5400 bulletins, an example of which is found in Appendix F).

4. Host Nation Notifications. Force structure actions affecting units residing in areas outside of the United States requires DC PP&O, in coordination with DC CD&I, to initiate the Host Nation Notification (HNN) process in accordance with reference (h) of this Order. The HNN message release authority will reside with DC PP&O. The HNN process must occur prior to the publication of the MCBUL 5400. It is not desirable for units to notify foreign governments of force structure changes or their impacts.

5. Process. Unit-level changes will be enacted via the following MCBul 5400 process:

a. Implementation of a unit-level, capabilities-based force structure decision is directed via a DC CD&I-issued Marine Corps 5400 series bulletin. A Marine Corps 5400 series bulletin is required whenever modifications or changes to Marine Corps force structure result in a change to organizational title, capability, mission, or concept of employment. The establishment, disestablishment, or significant modification of supporting establishment (shore) activities always requires Secretary of the Navy (SECNAV) approval per reference (t),

(Establishment and Disestablishment of Shore [Field] Activities of the Department of the Navy) provides guidance.

b. Selected Marine Corps Reserve (SMCR) unit structure is included in the operating forces with the mission of augmenting and/or reinforcing the Active Component (AC). During consideration of unit-level changes, the ability of the unit to meet the SMCR's mission of augmenting and/or reinforcing the AC and recruiting and retention factors based on geographical location must be taken into account. When local demographic conditions are not capable of providing sufficient manpower to support the SMCR unit's requirements, combat capabilities will be maintained by realigning structure to similar units in different locations that can support the training of the Marine and support the requirements of the unit to which attached. This "site-lining" of individual billets requires a TOECR to ensure adequate accountability of all requirements at separate locations.

c. The location and organization of operating forces are primarily determined by operational factors. Additionally, any Congressional interest issues regarding operating force or supporting establishment organizations must be addressed. Guidance is provided in reference (u), (Congressional Notification and Public Announcement Procedures Concerning Base Closures, Contract Awards, and Other Actions Having Significant Economic/Personnel Impact).

d. Capability initiatives to establish, disestablish, or make significant structure changes to existing organizations require the drafting and submission of a fact and justification (F&J) letter as specified in SECNAVINST 5450.4 and SECNAVINST 5700.9 and in the format prescribed in Appendix G. The F&J letter has several purposes. It provides the means for requesting approval from the SECNAV, notifying lawmakers of impending actions, and is used in drafting the MCBul 5400.

e. The capability initiative must comply with the requirements of the National Environmental Policy Act of 1969 and other applicable federal, state, and local statutes and regulations. National Environmental Protection Act documents required for executing the force structure action will accompany the F&J.

f. DC CD&I will ensure F&J letters are finalized and submitted to the SECNAV for approval.

g. Although SECNAVINST 5700.9 provides the specific circumstances under which an F&J letter is required, care must be taken to determine if a proposed action that does not meet the established criteria will have legislative interest. Special consideration should be given to the potential for political or economic impact (e.g., moving a Reserve Center across state lines). In such cases, legislative interest should be presumed and F&J letters must be prepared and forwarded.

h. Office of Legislative Affairs (OLA), clears any release of information outside the Marine Corps concerning the identification of specific units or geographical locations affected by force structure changes prior to official release of appropriate implementation instructions.

i. DC CD&I will staff proposed F&J letters in conjunction with staffing Marine Corps 5400 series bulletins to all HQMC staff agencies for input through the HQMC ARDB Directives Management Section and the ARDB SharePoint Portal. This staff action informs OLA of pending actions requiring Congressional notification. When staffing is completed, DC CD&I will advise OLA when F&J letters are forwarded via CMC for Secretary of the Navy (SECNAV) approval. Once the F&J letter is signed by SECNAV, DC CD&I will forward approved F&J letters to OLA for notification action.

j. OLA will forward Congressional notification of structure actions to SECNAV for readdressal to the Secretary of Defense (SECDEF), Chairman of the Joint Chiefs of Staff (CJCS), and members of Congress prior to public release of information.

k. In those actions affecting bases or stations, DC CD&I will not release force structure bulletins until SECNAV approval is received, and, if required, OLA's congressional notification is complete. Regarding actions affecting Marine Corps operational units, bulletins will not be released until OLA confirms that Congressional notification has been completed.

l. DC PP&O (POC and PL), in coordination with DC CD&I, will draft the HNN messages for units located outside the continental United States for release by DC PP&O to the State Department. It is not desirable nor is it the responsibility of DC CD&I, or field commands to notify foreign governments of force structure changes or their impacts.

m. All unit-level force structure actions will be programmed to be effective the first month of a fiscal year (October). The

MARFOR, base, or station commander will determine the actual date of execution within the fiscal year of the programmed action. This provides the commander the opportunity to schedule the execution around operational commitments, training, and availability of facilities.

n. Reorganizations within the supporting establishment must maintain a construct compliant with the organizational hierarchy represented in reference (1) or their other like units. The majority of operating force units are mirrored - any reorganization actions must ensure these units maintain this mirror image.

o. In response to the MCBul 5400 published by DC CD&I (TFSD), the Marine Corps Forces, base, or station commander authorized unit-level changes will provide a Plan of Action and Milestones (POA&M) for accomplishing all tasks assigned within 30 days. The POA&M will be published via Genser message and an update will be provided every 30 days until all the tasks in the POA&M are complete.

Maintain Force Structure

1. Introduction. The Marine Corps uses the Total Force Structure Process (TFSP) to transform strategic guidance, policy constraints, and commander-generated recommendations into the integrated capabilities required to execute Marine Corps missions. The TFSP relies on a detailed, integrated examination of Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel, and Facilities (DOTMLPF), ensuring that no aspect of the enterprise is ignored when new requirements for the Marine Corps are identified – either from the top-down or from the bottom-up. While this process may appear linear, we never hesitate to look at ourselves in the mirror "mid-stream" and ensure that our organizational construct is in tune with strategic direction. Changing circumstances, new administrations, new Combatant Commanders, and the changing face of our enemies requires that we have a capability to inject changes into this process easily. This chapter explains the policies and procedures behind proposing a change to force structure.

2. Table of Organization and Equipment (T/O&E) Change Request (TOECR) Overview

a. The preferred method to submit a TOECR is electronically through TFSMS. Hard-copy-based TOECRs (e-mail, standard naval message or standard naval letter) will be entertained on a case by case basis if for some reason commands are not able to access TFSMS and process a change request electronically. All uncompensated, active-duty, Marine, and Navy manpower structure requests must be submitted separately, and in hard-copy format only, utilizing the templates found in Appendices J, K, and L to this enclosure. Uncompensated requests will not contain any compensated changes and vice-versa. Uncompensated request submission must follow the policies illustrated in this Order.

b. In order to produce synergetic TOECRs from the operating forces, TFSMS has been designed with an automated chain of command work flow which will inform commanders of affected mirror units, both internal and external to their chain of command, of proposed changes to a mirrored unit. This notification will go out at the Major Subordinate Command (MSC) level, Marine Expeditionary Force (MEF) level and MARFOR Commander level. The notification process will allow comments and concurrence to be appended to the TOECR as it is forwarded to DC CD&I (TFSD).

c. The Workflow process is comprised of Chain of Command and Functional Direct. The Chain of Command Workflow is the unit level workflow for units from the Battalion/Squadron Bases level through the Marine Forces level. Functional Direct Workflow is used within certain Headquarters Marine Corps Departments and Marine Corps Agencies.

d. The roles and responsibilities within TFSMS are broken into four groups comprised of Node Managers, Owners, Receivers, and Forwarder/Command Forwarders. The specific roles associated with each of these assignments can be found in the TFSMS Quick Reference Guide.

e. When a unit submits a TOECR via the chain of command, each reviewer in the chain must validate the request. Each reviewer will attempt to compensate any additional requirements from within their current force structure.

f. Upon completion of analysis and evaluation, the reviewer forwards the request to the next level in the chain of command and identifies any unfulfilled portion of the requirement.

g. Upon receipt of the change request, TFSD will staff the request to applicable agencies within the TFSP for concurrence or non-concurrence. When non-concurrence exists, the Director TFSD will weigh all comments and recommendations and provide a recommended solution to DC CD&I for final decision.

h. Follow the guidelines and procedures listed below when submitting TOECRs:

(1) Due to the complexities in our force structure, TOECRs initiating reorganizations or involving more than 30 billets must be coordinated with TFSD prior to beginning the TOECR. A TFSD analyst will be able to guide or complete the development of these complicated TOECRs. TOECRs submitted involving more than 30 billets not previously coordinated with TFSD will be deleted from the system.

(2) Mapping is an internal TFSD capability. Determination to map billets will be made at the HQMC level and be executed by TFSD only. Mapping allows TFSD to denote in TFSMS a BIC that is being temporarily loaned to another organization other than the parent UIC to which it belongs, typically in a different physical location. The BIC that is mapped will retain the manning precedence level of its parent UIC. The purpose of mapping is to allow for short term garrison

requirements to be met without permanently modifying the true wartime requirement by providing a mechanism for individuals to be staffed to Units other than the billets parent organization. In TFSMS, the BIC will carry some different attributes than the parent such as MCC and RUC. The MCC and RUC will be modified in the source to reflect the actual physical location of the billet. The grade and MOS of the billet being mapped may not change, however an alternate billet description can be displayed on the receiving units TO&E. In the parent UIC, the mapping indicator will reflect 'MT' -mapped to, and the receiving UIC mapping indicator reflects 'MF' -mapped from. Chargeability will always remain with the parent UIC, however the BIC will be displayed in both locations. No changes to billet status codes occur in TFSMS with respect to mapping. If a billet has been mapped to a unit, and the billet has been subsequently mapped to another unit, the billet in the 'middle' unit, the mapping indicator reflects 'MB' -both mapped from one unit and mapped to another. When pulling TO&E reports, the BIC that was mapped will be displayed on both the parent and the receiving TO&E and tagged with MT or MF. TFSD will have the ability to print out the report with or without their mapped billets depending on the required view. Individual equipment requirement will continue to be managed and calculated at the parent unit.

(3) Hard copy based TOECRs must contain, at a minimum, the affected UIC(s), effective date(s), affected Billet Identification Codes (BIC), TAMCNs, proposed changes, justification for the changes signed/or released by the unit commander or his representative. Proper endorsements from the Chain of Command are required up to and including the MARFOR Commander (with the exception of uncompensated requests which must be signed by either a MARFOR Commander or 3-star Advocate). TFSMS-based TOECRs must include a detailed explanation highlighting all proposed changes submitted as an attachment to the TOECR.

(4) Once a determination has been made on the requested changes, submitters will receive electronic approval or rejection notifications via workflow e-mail traffic. For TOECRs that have been submitted via hard copy, TFSD will send an approval/rejection letter informing the requestor their TOECR has been approved, and the effective date of the change(s), or why it was not approved and recommended courses of action.

(5) TOECRs containing complete unit reorganizations require prior coordination with TFSD and a proposed mission

statement in accordance with chapter 3 and Appendix B of this enclosure.

(6) The originator of a TOECR within TFSMS should not allow the TOECR to be in a "pending" status for more than 30 days to avoid possible conflict with other TOECRs associated with the same unit. TOECRs in a "pending" status in excess of 30 days will be deleted unless prior coordination with TFSD has occurred.

(7) TFSMS TOECR submissions must contain the following elements in the "TOECR Description" field:

(a) The description must start with the abbreviation of **MPR** (manpower changes) or **EQP** (materiel changes). If the TOECR contains both structure and equipment changes it will start with **MPEQ**.

(b) A brief summary of the requested changes will include as many affected UICs as possible without exceeding 100 characters. The following is a sample description: "MPR MS4105 DEF LOG AGENCY FY07: Chg grade of Operations SNCOIC fr SSgt/0369 to GySgt 0369."

(c) Additional information on proposed changes should be described in the "Reason" field.

3. Manpower TOECRs

a. Before submitting a manpower TOECR, the following concepts must be understood:

(1) Manpower TOECRs will be programmed for the out-years (no less than three years from current fiscal year). Requests for in-year changes will be considered on a case-by-case basis and staffed to DC M&RA for an estimate of supportability.

(2) Civilian manpower plays a critical role in mission accomplishment. Civilian billets will be added/modified via TOECRS based on the Commanders ability to fund the billet.

(3) Requirements for the Reserve Component (RC) can be divided into two main categories -- Selected Reserve and the Individual Ready Reserve (IRR). Selected Reserve includes the Selected Marine Corps Reserve (SMCR), Individual Mobilization Augmentees (IMA), and Active Reserve (AR). Both major categories have force structure associated with them, but

understanding how their inventories are managed is required in order to build proper requirements. Application of RC resources to structure can be summarized as follows:

(a) SMCR billets are manned at 100%, and the manning applied includes individual SMCR Marines in the training pipeline (labeled as "Category P" and "Category F" in the Marine Corps Total Force System).

(b) If there are more IMA structure requirements than resources, manning precedence levels are applied per the process described in chapter 6.

(c) AR structure is manned at 100% because AR requirements cannot exceed fiscal resources.

(d) Structure for the IRR is solely for contingency purposes, and therefore does not draw manning during resource allocation (see chapter 6).

(4) Manpower inventory will not drive manpower requirements. In other words, changes to manpower requirements will not be based on fluctuating manning / staffing levels, variations in the level of proficiency in individual skills within particular MOSs, or types and quantities of personnel on hand.

(5) The originator of the TOECR must examine the request to ensure:

(a) The unit's Mission Essential Task List (METL) is directly attributable to the Marine Corps Task List (MCTL).

(b) Work to be performed by each billet is directly attributable to the unit's mission essential task list (METL), and billets being deleted or re-organized do not decrement the unit's ability to accomplish its METL.

(c) Billet requirements reflect the minimum number of personnel needed to accomplish the unit's METL. This determination (troop to task analysis) must be based on the unit's Mission Essential Tasks (METs), other work measurement standards, experience data, and/or investigative studies. See Appendix L for details on how to conduct a troop to task analysis. For guidelines on billet specifics, see Appendix M.

(6) To the greatest extent possible, manpower TOECRs will result in a zero sum gain (i.e. adding billets to a unit will require compensation from within the requesting unit's force structure or from another source).

(7) The following rules will apply when submitting compensated structure changes:

(a) To use compensation from another organization, the TOECR must contain concurrence from the compensating unit. Documentation showing concurrence will be attached to the TOECR.

(b) With the exception of IMA billets, structure used as compensation should be like grade and MOS compensation. For example, if a GySgt 0369 billet is being added, the billet used as compensation should be a GySgt 0369 billet.

(c) With the exception of IMA billets, enlisted structure shall not be used as compensation for officer structure -- or vice versa.

(d) Officer billet compensation should be of the same category (i.e. restricted or unrestricted).

(e) Reserve component billets cannot be used as compensation for active component billets or vice versa.

(f) Civilian billets cannot be used as compensation for military billets.

(g) Navy billets cannot be used as compensation for Marine billets.

(h) Billets containing an "X" (collateral duty billets) or "C" (contingency billets) in the Billet Status field cannot be used as compensation for chargeable billets (those carrying an "A" or "R" in the Billet Status field).

(i) Billets used as compensation must be validated by the originator to ensure they are not slated for deletion during the Future Years Defense Plan (FYDP), or programmed for military to civilian conversion, etc.

(j) Billets requested for deletion cannot be restored once the request has been approved and the updated force structure is published. Once the new requirement is published (normally in Feb and Aug), requests to restore deleted

structure must follow the same policies and procedures as uncompensated requests.

(k) Compensation must be added and deleted in the same fiscal year.

(l) Special Education Program (SEP) and Enlisted College Level Education Prerequisite Billets. Billets requiring additional college or graduate level education will follow the same procedures as all other billet requirements with the additive requirement to attach a Billet Education Evaluation Certificate (BEEC) in the format contained in Appendix E to this enclosure. The following BEEC considerations apply:

1. Advocates or MARFORs determining manpower requirements necessitating SEP skills must coordinate with the OccFld manager, MOS manager, and TECOM (the lead for all educational requirements), to select the specific course of instruction, name and location of school(s), and the best grade and MOS desired for the billet requirement.

2. The completed BEEC and TOECR will be forwarded to DC CD&I (TFSD). TFSD will staff the BEEC to the MOS manager, and DC M&RA (MMOA-5 or MMEA-1) for concurrence.

3. Based upon the staffing comments, TFSD may approve the BEEC and forward a signed copy to the appropriate MOS manager.

4. MOS managers may recommend modifications to established billets or existing BEECs, and will include comments from affected commands with the request. The Director TFSD makes the final determination on establishing SEP billet requirements when a disagreement exists between the MOS manager, OccFld manager, Advocate, or requestor.

(m) General Officer Billets. Position descriptions are required for all general officer billet additions, deletions, or modifications. All requests for changes in general officer structure will be coordinated with the General Officer Matters Officer (GOMO) at M&RA.

(n) Joint and External Billets. A significant number of Marine Corps officers and enlisted personnel have traditionally been provided to various staffs, schools, and activities external to the Marine Corps. The increasing importance of the joint arena coupled with our declining

manpower resources requires us to be more astute in preserving our Marine Corps assets and demonstrating our viability as a force. To operate successfully in this crucial arena, where the Marine Corps roles, missions, and structure are negotiated, we must ensure our interests are properly represented. To aid in the process, coordination with the OccFld Manager and MOS Specialist is a critical step in this process. Proposed changes to Joint or External structure must be coordinated with TFSD. Regional Combatant Commanders (who have a Joint Table of Distribution or a Joint Table of Mobilization Distribution managed by the J-1) will submit changes through the J-1 to the Joint Action Control Officer (JACO) located within PP&O. OSD or DOD activities (who maintain a Marine Corps table of organization) submit their TOECRs directly to TFSD.

1. Establishment of New External Billets. The requirement to establish a new external billet can originate from the external activity itself, the billet sponsor, and internal or external higher authority (e.g., the Commandant or the Secretary of Defense).

2. Assignment of Billet Sponsorship. The external billets and their incumbents are linked to the Marine Corps via a system of billet sponsorship. Billet sponsors are reflected in the T/O billet Attribute section in TFSMS in accordance with reference (j). Billet sponsorship is assigned by DC CD&I (TFSD) based on functional responsibilities and interaction within the Marine Corps. The specific responsibilities for billet sponsors are found in chapter 7 of this enclosure.

3. Joint Duty Billets. Not all external billets are Joint Duty Assignment (JDA) or "joint" billets. A joint billet is a field grade billet that is listed on the Joint Duty Assignment List (JDAL). The JDAL is managed by the Joint Officer Matters Officer (JOMO) at M&RA. The JDAL number should be indicated in the JDAL# field in TFSMS and the Joint Assignment field should have a 'Y' indicated. Joint Critical billets should have a 'Y' indicated in the Joint Critical Field. The JDAL is a Secretary of Defense approved list of joint billets from all Services which are positions in multi-service or multi-national commands involved in the integrated employment or support of forces from at least two military departments. A critical Joint billet is one which is required to be filled by a joint Qualified Officer (a field grade officer who is especially trained and oriented toward joint matters). Critical joint billets are approved by the Secretary of Defense and are

documented as such in the JDAL. Joint billet criteria are reported in the Joint Requirements Section of the Total Force Structure Management System (TFSMS).

4. Non-Joint External Billet Examples. Examples of non-joint external billets are those with the Navy, Army, Air Force, or other Service schools, and non-DOD billets (billets outside of the DOD such as those with the State Department, White House, Justice Department, etc.).

(8) DC M&RA chairs the Headquarters Marine Corps Military-to-Civilian Billet Working Group. This group will coordinate all military-to-civilian conversion efforts driven by higher Headquarters. All higher Headquarters directed conversions will be funded by Headquarters Marine Corps. When authorized to convert, commands will be directed to submit a list of billets they wish to convert. Their submissions will be validated by TFSD, once validated they are submitted to the Working Group for further actions required for conversion. All TFSMS entries required for conversion will be accomplished by TFSD.

(9) Commanders may submit TOECRs for supporting establishment units, or Marine Expeditionary Force Command Elements and above, for individual military-to-civilian billet conversions. However, funding must be provided by the individual command. If a billet is converted, and the Marine structure is not required elsewhere in the command, it will be returned to Headquarters Marine Corps for reallocation to emerging requirements. If the Marine structure is required to fill a new requirement within the command, the commander will designate the new position within the TOECR.

(10) Navy Billets. DC CD&I owns the process of validating Navy billets in support of the Marine Corps (Director TFSD is the "Blue-in-Support-of-Green" advocate - N122). Navy and Marine Corps billets are funded separately. OPNAVINST 1000.16 (Manual of Navy Total Force Manpower Policies and Procedures) describes how Navy manpower is acquired and programmed.

(a) Activity Manpower Document (AMD) is the qualitative and quantitative expression of Navy manpower requirements or authorizations allocated to an activity to perform the assigned mission, function, and task. It is the single official statement of organizational manning and billets authorized. Billets authorized are the billets approved by the

Chief of Naval Operations (CNO) for current operating conditions and may, depending on the mission of the activity, represent full organization manning.

(b) TFSMS is the source document for all Navy manpower requirements listed on the AMD.

(c) Copies of AMDs can be obtained by contacting:

Deputy Commandant for Combat Development & Integration
Total Force Structure Division (Code C-187)
3300 Russell Road
Quantico, VA 22134-5001
DSN: 278-4731/8347 COML: (703) 784-4731/8347

(d) Navy billets will be submitted with the additional information listed below:

FROM NUIC	NBSC	NBIN	EFF DATE	TO NUIC	NBSC	NBIN
00001	01110	1234567	0710	00001	02110	9876543

(e) In order to change Navy force structure in support of the Marine Corps, submit a TOECR. Requests for uncompensated Navy in support of Marine structural growth follow the same procedures as Marine uncompensated requests. CMC approved submissions will then compete within the Navy POM to increase the Navy's endstrength.

(11) Civilian Billets. Like all other billets, define line-level detail for civilian billets whether these billets are funded by the activity or reimbursed from other sources. Changes to, or the addition of, civilian structure can be effective in the current fiscal year as long as the requesting command has funding available.

(12) Reserve Billets. Different legislative policies for the Reserve Component (RC), the responsibilities of the Deputy Commandant for Manpower and Reserve Affairs (DC M&RA) and the Commander of Marine Forces Reserve (COMMARFORRES), and the mission of the RC to augment and/or reinforce the Active Component (AC) require additional considerations and actions when determining reserve structure requirements. Should organizational solutions involve the modification or deletion of RC structure, the Reserve Branch Head at TFSD must be notified.

The following key points are provided to assist in correctly determining RC requirements.

(a) Active Reserve (AR) Billets. The AR Program authorizes full-time, active duty Reserve personnel to assist in organizing, administering, recruiting and retaining, instructing, and training members of the Marine Corps Reserve (MCR). AR billets are categorized by the functions they perform. In validating AR structure, the originator will determine if the billet(s): (1) provides one or more of these functions in order to be approved; (2) falls into the area of career or limited tour designation; and (3) meets current funding ceilings, grade authorizations, and compensation criteria (if required). Career Force billets allow a progression through positions of increasing responsibility and skill requirements, appropriate for the grade held, for possible military retirement after a minimum of 20 years of active Federal service (i.e., they have a career path). Limited tour billets do not have a career path. Like the AC, a limited number of field grade officers may be on active duty in the AR program at the end of the fiscal year.

1. These billets are established and located at the seat of the Government or within HQMC and at the headquarters of major commands where organizational missions include responsibility for Reserve affairs. These billets will be designated as additional staff with assigned duties preparing and administering the policies and regulations affecting the MCR.

2. These billets are established for organizing, administering, instructing, training, or recruiting the MCR component.

(b) Individual Mobilization Augmentee (IMA) Billets. The IMA Program authorizes individual military billets to augment AC structure of the Department of Defense (DOD) or other departments or agencies of the U.S. Government to support mobilization (including pre- and/or post-mobilization) requirements, contingency operations, or other specialized or technical requirements. The DC CD&I will validate, prioritize, and approve structure to support Marine Corps, Defense agency, and non-DOD IMA requirements. The Assistant Secretary of Defense for Reserve Affairs ensures that IMA requirements for the Secretary of Defense (SECDEF) and the Chairman of the Joint Chiefs of Staff (CJCS) are reviewed, validated, and approved before submitting the requirements to CMC for review and

resourcing options. The CJCS reviews, validates, and prioritizes unified combatant command IMA requirements before submitting those requirements to CMC for review and resourcing options. DC, CD&I will validate and prioritize each IMA billet request based upon the following criteria. Prioritization ensures that upon mobilization, those billets deemed critical are filled over a shorter time span. Priorities are:

1. Priority I (Warfighting). Augmentation of warfighting commands and force providers (e.g. combatant commands, Marine Forces, etc.) to meet critical, skill intensive or time sensitive requirements associated with mobilization or contingency operations.

2. Priority II (Contingency Support). Augmentation of Marine Corps, DOD, and other Government agencies to enable and enhance premobilization, mobilization sustainment, and demobilization capabilities.

3. Priority III (Peacetime Augmentation). Augmentation of Marine Corps, DOD, and other Government agencies to indirectly support capabilities or meet other specialized requirements that may be essential during times of mobilization.

(13) Inherently Governmental Commercial Activity (IGCA) coding must be changed if the billet MOS or billet description is changed. All command element, ground combat element, and aviation combat element billets will bear a Criteria Code of A and a Function Code of M410. All logistics combat element billets will bear a Criteria Code of A and a Function Code of M510. Military police units in the operating forces will bear the Criteria Code of A and a Function Code of M415. Billets resident in Joint organizations will use the IGCA codes identified by the Combatant Commands and the Joint Staff.

4. Equipment TOECRs. It is anticipated that the AAO of a materiel solution (see chapter 2 for AAO development) will change over the course of the program's life cycle in response to changing force structure, revised concepts of employment, and updated logistical and maintenance considerations. Procedures for changing the AAO of a TAMCN can be found below:

a. Changes to the AAO can be attributed to seven factors:

(1) Force structure adjustment, (e.g. the activation, deactivation, or modification of units).

(2) Policy changes within one of the components of the AAO that impacts the AAO determination process.

(3) Pre-positioning objective changes as a result of Maritime Pre-positioning Force (MPF) and Marine Corps Pre-positioning Program - Norway (MCPP-N) tailoring conferences.

(4) Changes in the criteria or values of the criteria used to calculate the Depot Maintenance Float Allowance (DMFA) and War Reserve Materiel Requirement (WRMR).

(5) Principal End Items (PEI) identified as components to other principal end items (i.e. MRC-145, HMMWV is a class VII component to the radio).

(6) Changes made during milestone reviews that have an affect on the concept of employment.

(7) Requirement changes for structure and equipment.

b. It is the Capability Integration Officer's (CIO) responsibility, as DC CD&I's representative, to maintain overall cognizance of the requirements pertaining to the materiel solution assigned. As any one of the above listed factors changes, a request is submitted to DC CD&I outlining the reason for the requested change. The CIO will evaluate the change and if deemed a valid requirement, the CIO will ensure the proper integration across the DOTMLPF pillars occur and submit the change to the AAO. This change will either increase the total requirement and be added as an unfunded requirement which the CIO's enters into the POM, or reduce the total requirement the CIO will validate. In both cases, the CIO will ensure the Concept of Employment remains valid and the proper AAO adjustments are made in TFSMS.

c. To propose a change, follow the guidance below:

(1) Individual Equipment. Within TFSMS, select the gear required by each of the unit's individuals, select the fiscal year the equipment is required, and select the appropriate X-78 expression for each item of individual equipment based upon the unit's METs.

(2) Organizational Equipment. Within TFSMS, select the quantity and type of organizational equipment required by the unit to accomplish its METs, and select the fiscal year the equipment is required.

(3) Items that require both organizational and individual quantities. A TAMCN with a "Type Allow" code of B is an item of equipment with both organizational and individual requirements. These TAMCNs contain both organizational quantities and individual X-78 expressions.

d. Programs of Record. Should the development of a new program of record be required, follow the AAO process steps captured in chapter 2.

e. Universal Needs Statements (UNS) and Urgent Universal Needs Statements (UUNS). If a UNS or UUNS is found, through the EFDS, to be a capability gap across the force, its solution may be proposed to become a program of record. Should it become an approved program of record, follow the AAO process steps captured in chapter 2.

Allocate Resources in Accordance with the Commandant's Priorities

1. Overview. Fiscal realities predicate the need to prioritize the force structure of the Marine Corps in order to properly allocate limited resources.

2. Prioritization. The prioritization of manpower requirements is specified in reference (i), Manning and Staffing Precedence Order and reflected within each organization's UIC attributes and each billet's attributes in the Total Force Structure Management System (TFSMS).

3. Allocation. An algorithm within TFSMS allocates the estimated or authorized Marine Corps endstrength (not the actual personnel inventory), against all chargeable active and reserve manpower requirements (force structure) captured in TFSMS. This process, known as "manning", occurs within the Authorized Strength Report (ASR) and is a reflection of how many billets the Marine Corps can afford to "buy". The ASR represents an ideal solution and the results of this process are published semiannually for the current year, the execution year, and the following five out-years. In order to do this:

a. Every Marine Corps Commandant will state the Marine Corps priorities for manning and staffing through a new MCO 5320.12. DC CD&I (TFSD) will ensure that these priorities are reflected within TFSMS.

b. One month prior to ASR production, DC M&RA will provide DC CD&I (TFSD) with the military (Active and Reserve) man-years ("manning") available for allocation based upon planned or authorized endstrength.

c. Utilizing the priorities set forth by the Commandant in reference (i) and the manning estimates from DC M&RA, DC CD&I (TFSD) runs the ASR algorithm.

d. The results of the ASR are published semiannually on or about February and August for the current year, the execution year, and the following 5 out-years (remainder of the Future Years Defense Plan - FYDP).

e. DC M&RA will utilize the most recently published ASR to compare current, assignable, military inventory with the authorized requirement to prepare unit-staffing goals. The report is simultaneously converted by DC M&RA to the Grade

Adjusted Recapitulation (GAR) for use in developing future military inventory.

f. Navy manning is provided to the Marine Corps by the CNO through N1. This manning is in the form of "funding" or "end-strength" as authorized in the FYDP. Funding shortfalls leave a significant number of "unfunded" requirements that will be filled only upon mobilization. The distribution of funded billets throughout the force is made based upon several factors, including the unit's mission, peacetime operating tempo, equipment allowances, and geographic location. Grade shaping, technical skill requirements, career development, and the ability of the Bureau of Navy Personnel to fill the billets are also considered. Every effort should be made to ensure equitable distribution of billets.

Responsibilities for Occupational Field Managers, MOS Managers, and Billet Sponsors

1. Occupational Field (OccFld) Managers. An OccFld manager is a Deputy Commandant (DC), division director of HQMC, CG Marine Corps Recruiting Command (MCRC), or CG Marine Corps Systems Command (MCSC). OccFld managers shall be assigned and those assignments published annually (O/A Sept) by DC CD&I via reference (j). Since OccFld managers are assigned purview over a grouping of Military Occupational Skills (MOS), they shall assign MOS managers and inform DC CD&I (TFSD), per the instructions contained in reference (j), of their assignments. In addition, OccFld Managers will:

a. Serve as the principal point of contact between the TFSPO and the Marine Corps with regard to force structure requirements, intended structure changes, and unique operational considerations that may affect force structure and result in OccFld assignment actions.

b. Assist in the development, implementation, and revision of force structure initiatives by providing advice, information, proposals, and evaluations for assigned OccFlds and MOSs.

c. Review proposed TOECRs with appropriate MOS specialists, and provide comments and recommendations on supportability of proposed changes from commands, activities, and staff agencies directly related to assigned OccFlds.

d. Assist DOTMLPF analysis by providing OccFld expertise and assistance relating to manpower and equipment.

e. Revise applicable directives related to respective OccFlds to ensure that impacts on force structure are noted.

f. Advise DC P&R and the TFSPO on manpower and equipment initiatives relating to respective OccFlds for inclusion in POM submissions as necessary.

g. Review and approve formal school training requirements changes for the training input plan (TIP) that are submitted (via DC M&RA for entry level schools) by MOS specialists before forwarding the changes to the Commanding General Marine Corps Combat Development Command (CG TECOM). Changes to training plans that impact force structure will be coordinated with the TFSPO.

2. MOS Managers. The Subject-Matter-Expert (SME) for a specific MOS or a group of similar MOSs. MOS managers will be managed by OccFld managers. MOS managers will:

a. Serve as technical advisors to OccFld managers by assisting in the classification, training, and career progression of personnel within an MOS.

b. Refer MOS proposals from commands and activities to the TFSPO for appropriate action. The MOS manager will provide comments and recommendations on the proposals to the TFSPO via the OccFld manager.

c. Serve as the focal point of contact for training requirements and ensure that the TFSPO is involved in the initiative should the review of any training requirements result in force structure action.

d. Determine requirements for formal training that do not result in a new primary MOS and forward such requirements to Commanding General Marine Corps Combat Development Command (specifically, CG TECOM) during annual TIP solicitations.

e. Review and comment on all primary MOS training requirements (initial and skill progression) produced by DC M&RA (MPP) prior to sending the requirements to Commanding General Marine Corps Combat Development Command (specifically, CG TECOM) for inclusion in the TIP.

f. Review MOS training tracks to ensure program of instruction accuracy and efficiency and, if necessary, initiate change requests.

g. Participate in the development, review, and revision of individual training standards, course descriptive data, and programs of instruction.

h. Initiate and review requests to create new formal courses of instruction to support an MOS or OccFld.

i. Ensure current Marine Corps orders and bulletins accurately reflect MOS duties, tasks, and prerequisites. The MOS specialist will submit recommended MCBul 1200 (MOS Manual) additions or revisions to the Commanding General Marine Corps Combat Development Command (specifically, CG TECOM).

j. Review and submit specific non-primary MOS training requirements and training allocations to Commanding General

Marine Corps Combat Development Command (specifically, CG TECOM) for inclusion in the TIP.

k. Serve as the principal agent responsible for recommending MOS grade structure modifications as a result of grade structure management actions coordinated by DC CD&I (TFSD) and DC M&RA (MPP). MOS managers will ensure that parent Marine Corps Forces, base, or station commanders are afforded the opportunity to provide comments or recommendations on proposed changes prior to submission for approval. The TFSPO will adjudicate unresolved non-concurrences between MOS managers, HQMC agencies, and unit commanders.

l. Assist by providing MOS manager expertise and assistance to capability initiatives.

3. Billet Sponsors

a. By virtue of their respective assignments, Marines ordered to external billets often become isolated from the magnitude and scope of Marine Corps-wide activities. It is imperative, therefore, that they maintain a current awareness of Marine Corps policies, positions, and initiatives. In many cases, they represent the Marine Corps in a non-Marine Corps environment and, as such, what they say is often interpreted as the official Marine Corps position. We cannot afford to be misunderstood within the Department of the Navy, Department of Defense, Combatant Commands, foreign governments, or the public at large. As a minimum, officers serving in external assignments should know who their sponsor is, be familiar with current Marine Corps plans and applicable policies, and be cognizant of their responsibilities to the Marine Corps. It is the billet sponsor's responsibility to ensure this happens.

b. Assist external agencies identify compensatory reductions when new billets are sought. Coordinate with the affected command when a compensatory offset is provided from the sponsor's external billets. The Marine Corps cannot unilaterally delete a billet that comes under the cognizance of the CJCS. CJCS approval is required to establish a billet in a JCS controlled command; likewise, the deletion of a billet also requires JCS approval.

c. Direct the incumbent Marine officer and selected senior enlisted Marines (selection at the discretion of the sponsor) at each external activity to submit an evaluation of their external billet 1 year after assignment. The incumbent submits additional evaluations 1 year prior to rotation and on those

occasions that billet functions change or revalidation is apparent. The evaluation will include, as a minimum, a description of duties, an assessment of the importance of the billet to the Marine Corps, and a recommendation as to the retention of the billet. Recommended format for requesting this information is contained in Appendix N to this enclosure. Billet evaluations should be forwarded to the billet sponsor.

d. Conduct a continual assessment of external activities, with special emphasis on the Joint Staff and the Office of the Secretary of Defense, to target billets which would prove beneficial to the Marine Corps. Once identified, sponsors should work with the external activities, negotiating the Marine Corps into advantageous billets as they become available.

e. On an individual level, the billet sponsor will maintain continuous contact with the Marines assigned to external billets. Personal correspondence, telephone calls (security concerns permitting), personal visits, or briefing books are examples of how-this contact can be maintained. However the sponsor chooses to maintain contact, external billet incumbents should be provided with information on USMC policies, positions, and functional guidance to assist them in presenting the Marine Corps position in the external arena. Maintaining contact should ensure the Marine assigned to an external billet knows his/her sponsor and what the Marine Corps expects of him/her. It will also ensure that the billet sponsors are aware of the requirements being placed upon the billet holders. Specifically, the billet sponsor must be aware of:

(1) Billet description ("real" as well as published).

(2) Significant additional duties.

(3) TAD requirements, especially those which result in duty away from the normal reporting senior as well as significant travel.

(4) Quality of life status of the Marine and his/her dependents.

(5) Unusual problems.

f. Briefing responsibilities include the following:

(1) Develop a briefing schedule for their sponsored officer billets that are external to the Marine Corps. The

format and the location of the briefing will be determined by the billet sponsor and will be dependent upon the needs of the Marine Corps and the officer assigned to the external billet. Regardless of format (e.g., phone call, letter, personal visit, etc.), briefings should include instructions for the officer to maintain contact with the sponsor.

(2) Coordinate with DC M&RA (MM) to obtain copies of the external billet slate on a quarterly basis to facilitate scheduling of briefings.

(3) It is strongly recommended that briefings be conducted at specific intervals: upon assignment, one year in the assignment, upon changes in billet duties, and one year prior to the incumbent's rotation.

(4) Effect liaison with the billet incumbent and prospective in-bound officer to determine specific briefing requirements. If the billet sponsor desires to have the briefings conducted en route on PCS orders, the sponsor will provide the necessary itinerary and appropriation data to the assignment monitor prior to PCS orders being released on the Marine.

Definitions

1. Acquisition Objective (AO). During the development of the Joint Capabilities Integration and Development System (JCIDS) documents, an initial determination and documentation of acquisition objectives will consider the equipment's Concept of Employment (COE)/Concept of Distribution (COD), Marine Corps organization, and any other known or assumed operational parameters and constraints that may impact the quantity required. The derived quantity will provide the basis for the initial AO.

2. Activation. The establishment or reestablishment of an organization with its associated billet requirements and equipment allowances. Units are designated "activated" once reflected in TFSMS for a specified effective date and the MCBul 5400 is published authorizing the activation.

3. Activity Manpower Document (AMD) (Navy). The qualitative and quantitative expression of Navy manpower requirements or authorizations allocated to an activity to perform the assigned mission, function, and task.

4. Advocate. Assists each element in identifying capabilities, deficiencies and issues, and ensures those issues are advanced through various processes within the EFDS and the Department of the Navy. The Advocate acts as a conduit between the Operating Forces/Supporting Establishment and the various process owners within the EFDS, as well as those external to the Marine Corps, to ensure that Element's interests are properly addressed. The Advocate is both the single point of contact in the National Capital Region for oversight of that Element's issues and the single voice, absent the Commander or his designee, in representing those issues to the Marine Corps leadership.

a. MAGTF Advocate: The Commandant's primary point of contact on one of the five specific elements of the MAGTF (CE-DC CD&I, GCE-DC PP&O, ACE-DC AVN, LCE/SE-DC I&L) who is responsible for all organizational and functional matters pertaining to that MAGTF element.

b. Functional Advocate: Serve as the Commandant's primary point of contact for a specific Marine Corps function (Fires-DC PP&O, Maneuver-DC PP&O, Force Protection-DC PP&O, Logistics-DC I&L, Intelligence-Dir Intel, C4I-Director C4, Legal-SJA, Public Affairs-Dir PA, Fiscal-DC P&R, Personnel-DC M&RA, Acquisition-CG

MCSC, Training-CG TECOM,) that supports the elements of the MAGTF.

5. Approved Acquisition Objective (AAO). The authorized wartime requirements to equip and sustain Marine forces in accordance with current Department of Defense (DOD) policies and plans.

6. Authorization (Navy). A billet requirement that is funded by the Navy. Requires related end-strength to be defined before authorization can be applied.

7. Authorized Strength Report (ASR). A report publishing the portion of the force structure which, within budgetary constraints, is authorized to be filled -- utilized by DC M&RA for planning the future, and distributing the current, personnel inventory of the Marine Corps.

8. Aviation Combat Element (ACE). The MAGTF element consisting of reserve and active duty Marine Aircraft Wings and their subordinate units (not to include Marine Corps Air Stations), Presidential support, and training squadrons and units.

9. Billet. A specific manpower space that is assigned qualifiers that define the duties, tasks, and functions to be performed, and the specific skills and skill level required to perform the delineated functions.

a. Chargeable Billets. Billets in TFSMS designated for manning consideration throughout the Future Years Defense Plan (FYDP).

b. Non-Chargeable Billets. Billets in TFSMS not designated for manning consideration throughout the Future Years Defense Plan (FYDP).

10. Billets Authorized (Navy). A funded Navy manpower space that is authorized by CNO. (Authorized billets are identified in the Manpower Resource Code (MRC) block of the AMD).

11. Billet Coordinator. A billet coordinator is an agency or individual responsible for coordinating billets external to the Marine Corps or within the supporting establishment.

12. Billet Identification Code (BIC). A eleven-digit number in the Total Force Structure Management System (TFSMS) permanently assigned to each billet.

13. Billet Identification Number (BIN) (Navy). A seven-digit number in the Navy manpower system permanently assigned to each billet, header, or note within the Navy's Total Force Manpower Management System.

14. Billet Sequence Code (BSC) (Navy). A five-digit number assigned to organizationally structured billets, headers, and notes within an individual Navy AMD.

15. Capability. The ability to execute a specified course of action. It is defined by an operational user and expressed in broad operational terms in the format of an initial capabilities document or a DOTMLPF change recommendation.

16. Claimant (Navy). See Manpower Claimant.

17. Combat Active Replacement Factor (CARF). The estimated equipment attrition rate of a particular combat essential item. The factor is developed in 30-day increments.

18. Combatant Command (COCOM). A United States joint military command composed of forces from two or more services, has a broad and continuing mission, and is organized either on a geographical basis (known as "Area Of Responsibility", AOR) or on a functional basis.

19. Command Element (CE). The MAGTF Element consisting of reserve and active duty Marine Force Commander's (MARFOR) Headquarters, Marine Expeditionary Force (MEF) Headquarters Groups and Command Elements, and Marine Expeditionary Unit (MEU) headquarters; intelligence battalions, air/naval gunfire liaison companies, communications battalions, special operations training groups, and radio battalions.

20. Compensation. Billet(s) identified to offset proposed force structure increases.

21. Concept of Employment. Prepared by DC CD&I, this identifies anticipated users of the equipment, the mission which it will support, and how it will support the mission (AAO Determination and Management Document, June 1997).

22. Deactivation. Units are deactivated when their force structure is eliminated from TFSMS and equipment is redistributed or declared excess. These units are reflected with zero structure in TFSMS for the scheduled deactivation

year. Force structure for a deactivated unit is either eliminated or reallocated. Force structure disposition must be authorized by a MCBul 5400.

23. Depot Maintenance Float Allowance. A quantity of mission essential, maintenance significant equipment developed to permit the withdrawal of equipment from organizations for scheduled repair (performed at the depot level) without detracting from a unit's readiness condition).

24. Disestablishment. Used in place of the term "deactivation" for supporting establishment units and organizations. Disestablishment of bases and stations requires SECNAV approval. Refer to the definition of "deactivation" for implications for TFSMS and requirement for publication of a MCBul 5400.

25. Doctrine, Organization, Training, Materiel, Leadership and Education, People and Facilities (DOTMLPF). The combat development pillars of the EFDS framework. It provides a checklist for both solution identification and solution implementation.

26. Endstrength. The number of military personnel in the Navy and Marine Corps on the last day of the accounting period (30 September).

27. Enhanced Equipment Allowance Pool. Communications, Engineers, General Supply, Motor Transport, and Ordinance Equipment used by the Exercise Support Division (ESD) to manage, maintain, and issue safe, ready, and operable equipment to MAGTF units for 10 Combined Arms Exercises per year (I&L Exercise Support Division website: http://www.29palms.usmc.mil/dirs/inl/esd/).

28. Expeditionary Force Development System (EFDS). The EFDS will be used to develop future warfighting capabilities to meet national security objectives. The system will guide the identification, development, and integration of warfighting and associated support and infrastructure capabilities for the MAGTF. DC CD&I will lead the execution of this process and, in conjunction with MAGTF and functional advocates, Commanders, Marine Corps Forces (MARFORs), and Commander, MCSC , will conduct the integration tasks across the seven pillars of combat development and the six warfighting functions (WFF), and will also address the direct support provided to the MAGTF by the Supporting Establishment (SE), and the Department of the Navy

for afloat applications through the Naval Capabilities Development Process (NCDP).

29. Establishment. Used in place of the term "activation" for supporting establishment organizations. Establishment of bases and stations requires SECNAV approval. Refer to the definition of "activation" for implications for TFSMS and requirement for publication of a MCBul 5400.

30. External Billet. A billet requirement at an activity external to the Marine Corps which is considered chargeable Marine Corps force structure the Marine Corps is responsible for manning and staffing.

31. Fleet Marine Force Personnel Assistance Program (FAP). The use of operating forces military personnel to support the base or station commander in accomplishing workloads resulting from the presence of an operating forces unit. The number of supporting military billets filled by FAP reflects the support required from the tenant operating forces commander during periods of full occupancy. The base or station and the operating forces commander negotiate the authorized billets through a local, written agreement.

32. Force Structure. The number, size and composition of Marine Corps units required to perform the Marine Corps mission essential tasks.

33. Functional Area Analysis (FAA). The FAA begins Phase I (Capabilities Analysis) of the Expeditionary Force Development System (EFDS). It identifies current and future required capabilities and tasks to execute Marine Corps operating and enabling concepts, the conditions under which these tasks must be performed, and the performance standards that must be achieved.

34. Functional Needs Analysis (FNA). An ongoing series of studies that identify capability deficiencies in the programmed future force. The execution of the FNA process ensures the Marine Corps is in compliance with joint directives and that the Marine Corps has an analytic basis for the capability requirements generation process. The FNA is conducted through the use of modeling, simulation, spreadsheet analysis, and other analytic tools. This process identifies capability deficiencies that can be mapped against the Marine Corps and Advocate capability lists and campaign plans.

35. Functional Solutions Analysis (FSA). The FSA begins Phase II (Solutions Analysis) of the Expeditionary Force Development System (EFDS). The purpose of the FSA is to identify strategies for eliminating capability gaps; publication of a Solution Planning Document (SPD) detailing how the Marine Corps will implement the preferred solutions or pursue the capability through the NCDP; and a MAGTF Requirements List (MRL) prioritizing existing programs and new initiatives for consideration during the next Program Objective Memorandum (POM) cycle.

36. Funded Billet (Navy). Navy manpower as authorized in the Future Years Defense Plan (FYDP) with billet quantity assigned.

37. Future Years Defense Plan (FYDP). The official plan that summarizes the SECDEF-approved plans and programs for DOD. The FYDP is published at least once a year. The FYDP is also represented by a computer database which is updated regularly to reflect budget decisions and reprogramming actions.

38. Ground Combat Element (GCE). The MAGTF element consisting of active and reserve Marine infantry divisions and their subordinate elements.

39. Inherently Governmental Commercial Activity (IGCA). Under the Federal Activities Inventory Reform Act of 1998 (FAIR Act), federal agencies must develop an annual inventory of all commercial activities performed by federal employees, e.g., those activities that are not inherently governmental. All billets are coded by Criteria and Function codes. The Office of Management and Budget (OMB) reviews each agency's commercial activities inventory and consults with the agency on inventory content.

40. In-Stores Issue. The materiel approved for issue to an organization (or war reserves), which, due to manning levels, storage space, or other factors, is held or controlled by Marine Corps Logistics Command (MCLC) for later issue in peacetime or contingency execution.

41. Integrated Product Team (IPT). A multidisciplinary group of people who are collectively responsible for delivering a defined product or process.

Joint Capabilities Integration and Development System (JCIDS). An integrated, collaborative process to guide development of new capabilities through changes in joint DOTMLPF and policy.

Change recommendations are developed, evaluated and prioritized based on their contribution to future joint operations.

42. Joint Duty Billet. A joint billet is a field grade billet that is listed on the Joint Duty Assignment List (JDAL).

43. Letter of Allowance (LOA). The LOA is a document that provides activities a civilian personnel profile that includes their Full-Time Equivalent (FTE) targets. The LOA is compiled from activity input. Each activity is requested to provide its civilian personnel FTE profile prioritized, relative to the workload they can accommodate within their total available resources. It also displays current profiles and estimates through the FYDP, and the data are normally provided to each activity after each budget submission, normally three times a year.

44. Logistics Combat Element (LCE). The MAGTF element consisting of active and reserve Marine Logistics Groups and their subordinate elements.

45. Man-year. A man-year is a restatement of military end-strength, taking into account the difference between accessions, retention, and attrition based on the requirement to meet authorized end-strength on 30 September.

46. Manning. An optimized allocation of the planned or authorized endstrength (minus Patients, Prisoners, Transients, and Trainees - P2T2) by UIC, grade, BMOS, and manning precedence level across those billets in TFSMS designated for consideration throughout the Future Years Defense Plan (FYDP).

47. Manpower Claimant (Navy). In the Navy Resource Management System, the major commanders or bureaus that are authorized manpower resources directly by the CNO for accomplishment of the assigned missions and tasks. CMC is designated as Claimancy 27.

48. Marine Corps Prepositioning Program - Norway (MCPP-N). The MCPP-N includes selected items of equipment prepositioned for training and MAGTF contingency use.

49. Marine Requirements Oversight Council (MROC). Advises the Commandant of the Marine Corps on policy matters related to concepts, force structure, and requirements validation. The MROC is chaired by the Assistant Commandant of the Marine Corps and is composed of permanent (DC P&R, DC M&RA, DC AVN, DC PP&O,

DC I&L, DC CD&I) and associate members (assigned by the Chairman).

50. Maritime Prepositioning Force (MPF). The MPF is comprised of Maritime Prepositioning Ships Squadron-1 (MPSRON-1), MPSRON-2, and MPSRON-3. Each is configured with selected items of equipment and ammunition to sustain a MAGTF in combat for 30 days when augmented by the Fly-In Echelon (FIE).

51. Maritime Prepositioning Ships Squadron (MPSRON). A squadron comprised of 4 or 5 of the 13 civilian owned and operated ships, loaded with prepositioned Marine Corps and Navy combat equipment and supplies per reference (v).

52. Military Occupational Specialty (MOS) Manager. The Commandant's subject matter expert on a specific MOS who advises the Commandant on derivation of capabilities and force structure; and who serves as a technical advisor to an Occupational Field (OccFld) manager by assisting in the classification, training, and career progression of personnel within an MOS. MOS managers will be overseen by OccFld managers.

53. Mirror Image. While each unit has its own unique identifier (Unit Identification Code - UIC), units having the same mission statement, will contain the same composition of force structure. Mirror imaging enhances the Marine Corps capability to globally source forces for combatant commanders.

54. Mission Statement. A mission statement describes the mission and tasks, organization, concepts of organization and employment, administrative and logistic capabilities, and command and signal of a Marine Corps organization. A mission statement is a requirement for each Marine Corps organization and is contained in the T/O&E report.

55. Mobilization. The process by which the Armed Forces, or portions thereof, are brought to a state of readiness for war or other national emergencies. This includes the assembling and organizing of personnel, supplies and materiel for active military service.

56. Monitored Command Code (MCC). A code assigned by DC M&RA (MI) to each command, unit, activity, or individual billet to which military personnel are assigned.

57. Net-War Reserve Materiel Requirement (Net-WRMR). Net-WRMR = WRMR - MPF, considering all production models. Since WRMR may not be less than MPF quantity, Net-WRMR >=0

58. Occupational Field. Functional areas of similar skills, knowledge, or functional application requirements.

59. Occupational Field (OccFld) Manager. The principal point of contact between the Commandant and the total force with regard to capabilities and force structure, intended structure changes, training, and unique operational considerations pertaining to a specific Occfld. OccFld managers are assigned purview over a grouping of Military Occupational Skills (MOS) and their respective MOS managers.

60. Operating Forces. Operating forces include all elements of the MAGTF except for the Supporting Establishment.

61. Overstaff. Marines assigned in excess of an organization's T/O in response to urgent, un-programmed requirements, or requirements imposed by higher authority (CJCS).

62. Procurement Planned Qty. A unit's materiel requirement which has received appropriation, but has not yet been delivered.

63. Program Objective Memorandum (POM). A biennial document in which each military department and Defense agency recommends and describes its total resource and program objectives. Program objectives are fiscally constrained. To allow flexibility for each Service to develop balanced programs, reallocations of funds is permitted between major mission and support categories unless specifically stated otherwise in the SECDEF Fiscal Guidance Memorandum.

64. Reimbursable Structure. Marine Corps structure working external to the Service per a Memorandum of Agreement with the receiving unit identifying the grade and MOS of each billet and the dollar amount to be paid for that Marine.

65. Reorganization. The realignment of force structure.

66. Requirement. A capability needed to fill a gap in the Marine Corps ability to achieve specified or implied mission essential tasks.

67. Special Allowances. Special equipment allowances may be granted by MARFOR commanders to units that have a temporary need for non-controlled items when the current unit assets are insufficient to meet the need, or temporary in nature, and the unit has no assets available to perform the task required. Distribution of assets will be considered prior to special allowances being approved. Special allowances will be granted for a period of one year or less. Should a special allowance be required beyond this period, the unit will submit a request for MOA as per this Order. Special allowances are intended to be a temporary addition to unit materiel allowances. Special allowances also may be granted when a unit has received early fielding of a controlled item prior to publication of the materiel fielding plan. Upon publication of the ULSS, the allowance will be converted from planned to actual allowance and the special allowance will be deleted.

68. Staffing. DC M&RA's assignment of personnel to organizations based on the Authorized Strength Report, Commandant's Planning Guidance, and both budgetary and inventory constraints.

69. Supporting Establishment (SE). The MAGTF element which includes bases, stations, joint billets, external billets, civilian, and military billets that are not organized under the operating forces. The SE provides the development, procurement, training, administration, and logistics required to perform the Marine Corps mission.

70. Table of Authorized Materiel Control Number (TAMCN). The TAMCN is an alphanumeric designator which identifies an item of combat equipment. The TAMCN consists of three elements: the commodity designator, the item number, and the class and subclass of supply.

71. Total Force Structure Division (TFSD). A division within the Capabilities Development Directorate of the office of the Deputy Commandant for Combat Development and Integration who, in conjunction with the Advocates, operating forces, and other Marine Corps agencies, develops and maintains the Marine Corps force structure, establishes the optimal allocation of resources in accordance with the Commandant's priorities to provide a balanced and capable force, and plans and implements future force structure changes in order to build capability-based organizations that fulfill the Marine Corps Title 10 requirements and accomplish its Mission Essential Tasks (METs).

72. Total Force Structure Management System (TFSMS). TFSMS is the single, authoritative source for all force structure requirements and authorizations [includes unit descriptive and command hierarchy data; billet descriptive and unit relationship data; principal end item Approved Acquisition Objective (AAO), allowance, administrative characteristic, and procurement data]. TFSMS is available at https://tfsms.mccdc.usmc.mil.

73. Total Force Structure Process (TFSP). The TFSP is the Commandant's system to translate needed organizational capabilities into force structure solutions, measure the costs providing those capabilities, and resource capabilities consistent with financial resources available to the CMC. The TFSP, utilizing products and by-products of the Expeditionary Force Development System (EFDS), transforms strategic guidance (top-down), policy constraints, and commander-generated (bottom-up) recommendations into the integrated capabilities required to execute the Marine Corps Mission Essential Tasks (METs). The TFSP relies on a detailed, integrated examination of doctrine, organization, training, materiel, leadership and education, personnel, and facilities (the combat development pillars - DOTMLPF), when identifying how Marine Corps capabilities will be provided.

74. Total Force Structure Process Owner (TFSPO). The Deputy Commandant for Combat Development and Integration (DC CD&I), is designated as the process owner, and is responsible for the execution of all aspects of the TFSP.

75. Table of Organization and Equipment (T/O&E). A report which contains the organizational mission statement, manpower, and equipment requirements and authorizations for the organization to perform its mission.

76. T/O&E Change Request (TOECR). Request to modify any data element in TFSMS.

77. Unit

a. Any military element whose structure is prescribed by competent authority, such as a table of organization and equipment; specifically, part of an organization.

b. An organization title of a subdivision of a group in a task force.

c. A standard or basic quantity into which an item of supply is divided, issued, or used. In this meaning, also called unit of issue.

d. With regard to reserve components of the Armed Forces, denotes a Selected Reserve unit organized, equipped and trained for mobilization to serve on active duty as a unit or to augment or be augmented by another unit. Headquarters and support functions without wartime missions are not considered units.

78. Unit Identification Code. A six-character, alphanumeric code that uniquely identifies each Active, Reserve, and National Guard unit of the Armed Forces.

79. War Reserve Materiel Requirement (WRM Requirement). Equipment items needed to replace mission essential/critical assets expected to be destroyed as a direct result of combat operations. These losses typically cannot be readily replenished through normal supply means.

80. X-78 Expression. A business rule within the Total Force Structure Management System that calculates the amount of individual equipment required by a unit based upon the amount of chargeable billets or an association to specific TAMCNs. An example of an X-78 expression is: "As per T/O," or "4 per TAMCN E09607M."

APPENDIX A

DOTMLPF ASSESSMENT GUIDE

	SME	ACTION	SUBACTION	Infantry Bn 1	Infantry Bn 2	Lar Co (AC) x3	Lar Co (RC) x2	EOD Op Forces	Force Platoons x2	Fabric Repairmen	Small Craft Co	SPMAGTF-X	Food Svc MFR
				Initiatives						Contributors			
	ADVOCATE	Develop POA&M											
		Provide DC, CD (TFSD) with Weekly SITREP											
		Provide Comprehensive Cost Assessment (With DC, P&R)											
	DC, CD&I (MID)	Identify Doctrinal Gaps											
			Determine if Doctrine Exists										
			Determine if Doctrine is Current										
		Review Coalition Doctrine											
		Joint Publication Synchronization											

Figure A-1.--DOTMLPF Assessment Guide

		Determine OPLAN Impacts (With DC, PP&O)											
		Develop T/O&E											
		Develop 5400 Bulletin											
		Develop Mission Statement											
		Determine Command Relationships											
		Determine Additional Maintenance/Support Requirements											
		Determine "Mirror Imaging" Impacts											
	DC, CD&I (TFSD)	Determine Reserve Component (RC) Impact											
		Determine Navy Impact											
		Determine Joint Requirement Impact											
		Determine I&I Impacts											
		Determine New Unit Names											
		Determine CMS/EKMS Requirements											
		Determine New Unit Locations and Affiliated Higher HQs											
		Identify and Approve Offset											
		Determine Unit Impact (ID Bill Payers)											
		Determine NAVY Impact											

Figure A-1.--DOTMLPF Assessment Guide (Continued)

		Develop Any New Manpower Trng Requirements												
		Determine Staff Training Implications												
		Assess Training Throughput												
		T&R Manual Complete												
		Operating Procedures (Safety SOP/Test)												
		Determine Inter-Service Training Necessary												
	DC, CD&I (TEC OM)		Review Inter-Service Trng Agreements											
		Develop MOS Road-Maps												
		Determine MTT/NETT Requirements												
		Determine MOS Manual Impacts												
		MOS Related Certification												
			Determine Incidental Certifications											
		Determine Additional Annual Reserve Training												
		All Formal School Houses Curriculum in place												
		Determine Formal School Requirement												

Figure A-1.--DOTMLPF Assessment Guide (Continued)

	Determine Sourcing Plan for Equipment												
		Prioritize Sourcing with Other Sourcing Efforts											
		Develop Procurement/New Equip Fielding Plans											
		Develop Redistribution Plans											
	Develop Disposition Plan for Equipment												
		Develop Redistribution Plans											
		Develop Foreign Mil Sales and DRMO											
		Develop Inter-Service Transfer Plan											
	Determine AAO Impacts												
CD&I (MID)		Determine Operational Impacts (GWOT, MPF, etc.)											
		Determine Depot Level Impacts											
	Determine Intermediate Level Impacts												
	Determine New Cbt Development Issues												
	Determine Impacts/ Maintenance/Readiness												
	Determine Equipment Life Cycle Issues												
	Determine Impact on Classes of Supply												
	Develop T/Es												
		Determine Impact on Ammunition Requirement											
		Determine Impact on all classes of supply											
	Develop SORTS Assessment												

Figure A-1.--DOTMLPF Assessment Guide (Continued)

	DIR PA													
		Determine Strategic Communications plan												
	DC, M&RA	Determine OPTEMPO/PERSTEMPO Impacts												
		Determine Reserve Impacts												
		Determine Command Screening Issues												
		Determine E8/E9 Screening Issues												
		MOS Assignment and Conversion Policy												
		Maintenance and support MOSs (also with Organization)												
		FSRs In Place												
		Determine Accessions #s												
		Develop Mitigation Flow Plan for IFLEX Issues												
		Generate Grade Shaping Assessment												
		Develop Career Progression Opportunities Plan												
		Determine SRB/Lat Move Impacts												
		Determine ASVAB/GCT Needs Impact												
		Determine P2T2 Impact												
		Determine Rctg Impact												
			Determine Supportability of Non-Prior/Prior Service											
			Determine IMA Impact											
		Develop Staffing Plan Over Time												
		Determine Legislative Constraint Impact												
		Develop SORTs Assessment												
		Determine Civilian Impact												
		Determine retention/FTAP/STAP Impact												

Figure A-1.--DOTMLPF Assessment Guide (Continued)

FACILITIES	DC, I&L	Conduct Facilities Assessment													
			Determine MILCON Impacts and Timeframe												
			Determine Environmental Impact												
			Determine Building Conversion Impacts												
			Determine Training/Schoolhouse/Billeting Impact												
		Determine Base/Facilities Support Impact													
		Determine RTC Impact													

Figure A-1.--DOTMLPF Assessment Guide (Continued)

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:

12 PITCH; COURIER NEW

UNIT IDENTIFICATION CODE.....M3000

UNIT NAME, ORGANIZATIONAL HEIRARCHY (FOR WHOM DO THEY WORK)

1. PROMULGATION STATEMENT. This Mission Statement prescribes the organizational structure, billet authorization, personnel strength, and individual weapons for that unit.

2. ORGANIZATION. Identify the major sub-elements of the organization being defined. Organizational Elements should be consistent with those contained within the Table of Organization.

3. MISSION AND TASKS

a. Mission. The mission statement is a concise statement of the unit's war-fighting responsibilities in relation to other organizations and it describes the unit's role in support of the Marine Air-Ground Task Force (MAGTF), Supporting Establishment and Joint Operations. This paragraph should speak to such questions as "Who, What, When, Where and Why."

b. Tasks. These are specific statements that address the "how" part of the mission statement. It speaks to the wartime functions for which the unit is responsible for conducting. List tasks normally assigned to sub-elements in separate, numbered subparagraphs. Tasks must be delineated with enough specificity to ensure that all sub-elements of an organization are justified. Tasks will be listed in order of priority or accomplishment. Tasks must not be too detailed as to degrade commander's flexibility.

Figure B-1.--Format of a Sample Mission Statement

Tasks need to complement the unit's Mission Essential Task List (METLs), Training and Readiness Manuals, (if applicable) and doctrinal publications.

4. CONCEPT OF ORGANIZATION. Describe in detail how the unit is organized to accomplish its wartime mission. Provide a general description of how the unit will organize, deploy, employ, and sustain forces to accomplish the mission. It should include a narrative of actions the unit will likely perform. Include as appropriate task organization, detachments, required augmentation, reserve requirements, etc.

5. CONCEPT OF EMPLOYMENT. Document the operational capabilities of the unit in terms of the six major war-fighting functions: Maneuver, Intelligence, Fires, Logistics, Command and Control and Force Protection. Specify if those primary functions are performed by other organizations or not applicable to that unit. Emphasis is upon wartime capabilities, what the unit brings to the fight and how it meets the objectives of the Force Commander. As the fifth element of the MAGTF, all supporting establishment units will include the following statement under this paragraph: Provide individual augmentation to Marine Corps Operating Forces to meet operational contingencies.

6. ADMINISTRATIVE CAPABILITIES. State whether administration is organic or from what organization administrative support will be received. (For example: Personnel administration is conducted at the Consolidated Personnel Administrative Center (CPAC)).

7. LOGISTIC CAPABILITIES. This addresses internal logistic capabilities (to include aviation logistic capabilities) and a unit's ability to sustain itself. If a paragraph does not apply, put the word "None" after the paragraph title.

a. Maintenance. State whether maintenance is organic or from what organization maintenance support will be received. Ensure that level of maintenance authorized is specified.

Figure B-1.--Format of a Sample Mission Statement (Continued)

b. Supply. State whether supply is organic to the unit, or state from what organization supply support will be received.

c. Transportation. State whether transportation is organic to the unit, or state from what organization transportation support will be received.

d. General Engineering. State whether engineering is organic to the unit, or state from what organization engineering support will be received.

e. Health Services. State whether health services are organic to the unit, or state from what organization health service support will be received.

f. Services. State whether general services are organic to the unit, or state from what organization general services support will be received. For example, state whether Food Services is organic to the unit, or from what organization Food Services support will be received.

8. COMMAND AND SIGNAL

a. Command Relationships. Provide a general narrative describing the unit's command relationships and, if applicable, existing memorandums of understanding or those that require development.

b. Communications and Information Systems. Provide a general narrative describing the unit's concept for the communications and information systems. Highlight any communication or information system procedure or restriction requiring special emphasis.

9. SUPERSESSION. Insert the statement "This Mission Statement supersedes the previous Mission Statement of date and is effective upon receipt." or "This is a new Mission Statement and is effective upon receipt."

SIGNATURE BLOCK
General, U.S. Marine Corps
Commandant of the Marine Corps

Figure B-1.--Format of a Sample Mission Statement (Continued)

APPENDIX C

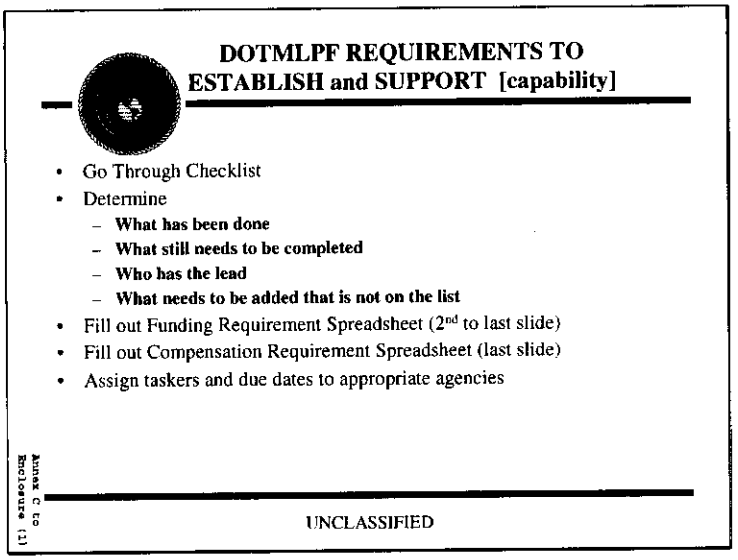


Figure C-1.--DOTMLPF Assessment Requirements

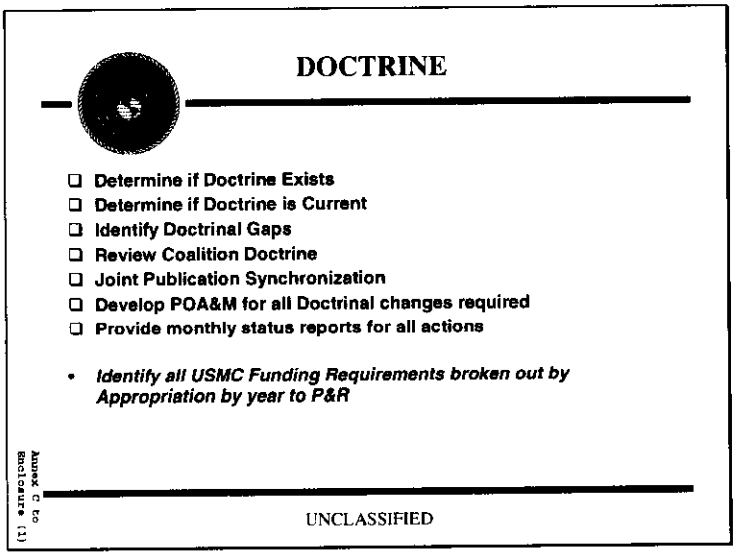
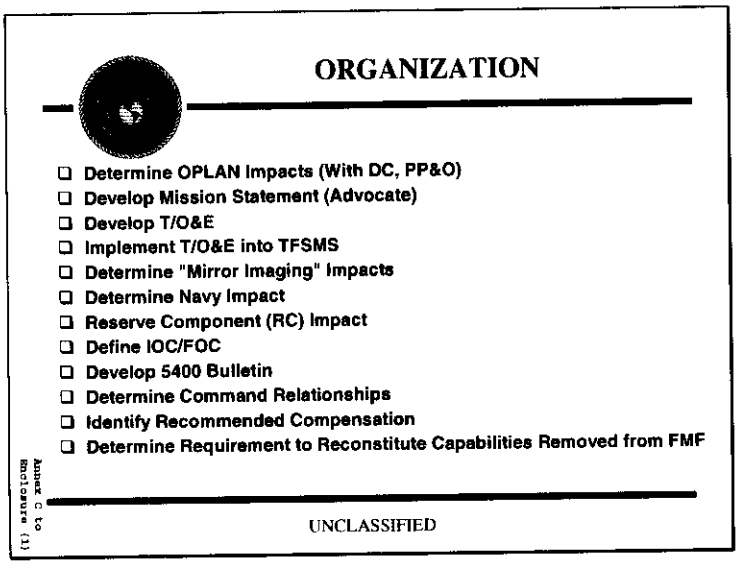


Figure C-2.--DOTMLPF Assessment Requirements



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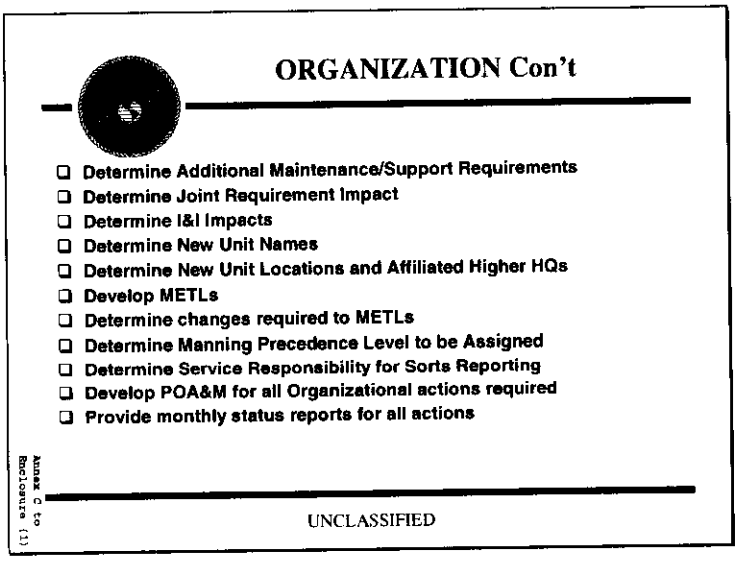

Figure C-4.--DOTMLPF Assessment Requirements

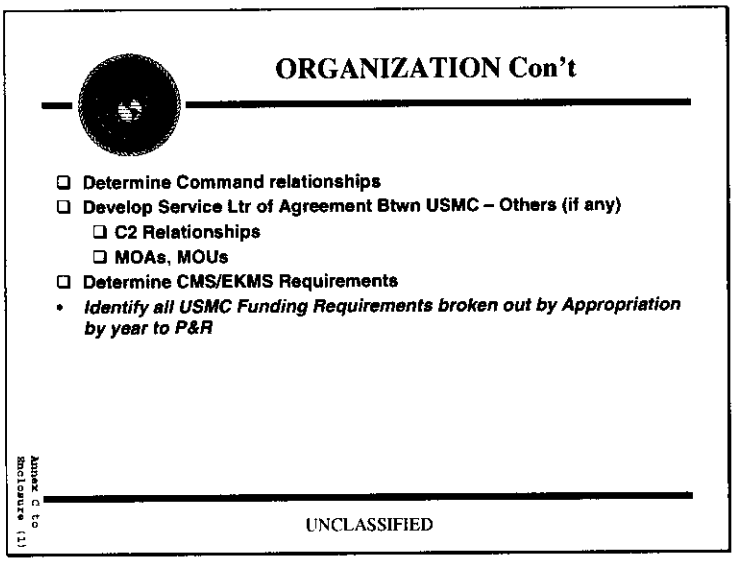

Figure C-5.--DOTMLPF Assessment Requirements

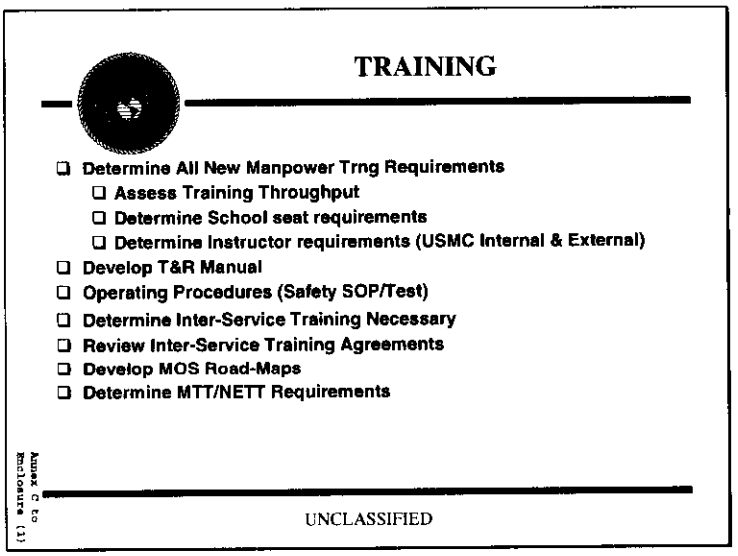

Figure C-6.--DOTMLPF Assessment Requirements

TRAINING Con't

- Determine MOS Manual Impacts
- Determine MOS Related Certification requirements
- Determine Incidental Certification requirements
- Determine Additional Annual Reserve Training requirements
- Validate, Develop and or Implement All Formal School House Curriculums
- Determine Formal School Requirement
- Develop POA&M for all Training Actions required
- Provide monthly status reports for all actions

- *Identify all USMC Funding Requirements broken out by Appropriation by year to P&R*

Annex C to Enclosure (1)

UNCLASSIFIED

Figure C-7.--DOTMLPF Assessment Requirements

MATERIEL

- Determine Sourcing Plan for Equipment
  - Determine cost and develop appropriate budget submissions
  - Prioritize Sourcing with Other Sourcing Efforts
  - Develop Procurement plans/ estimates of supportability (timeline)
  - Develop New Equipment Fielding Plans
  - Develop Redistribution Plans
- Develop Disposition Plan for Equipment currently on hand by units that may be used as compensation for this Activation
  - Develop Redistribution Plans
  - Develop Foreign Mil Sales and DRMO
  - Develop Inter-Service Transfer Plan
- Determine AAO Impacts
  - Determine Operational Impacts (GWOT, MPF, etc.)
  - Determine Depot Level Impacts

Annex C to Enclosure (1)

UNCLASSIFIED

Figure C-10.--DOTMLPF Assessment Requirements

MATERIEL Con't

- Determine Intermediate Level Impacts
- Determine New Combat Development Issues
- Determine Impacts on Maintenance/Readiness
- Determine Equipment Life Cycle Issues
- Determine Impact on Classes of Supply
  - Determine Impact on Ammunition Requirement
  - Determine Impact on all classes of supply
- Develop SORTs Assessment
- Develop POA&M for all Materiel Actions required
- Provide monthly status reports for all actions

- *Identify all USMC Funding Requirements broken out by Appropriation by year to P&R*

Annex C to Enclosure (1)

UNCLASSIFIED

Figure C-11.--DOTMLPF Assessment Requirements

LEADERSHIP

- Determine Strategic Communications plan
- Develop Change Management Plan
- Develop POA&M for all Leadership Actions required
- Provide monthly status reports for all actions

- *Identify all USMC Funding Requirements broken out by Appropriation by year to P&R*

Annex C to Enclosure (1)

UNCLASSIFIED

Figure C-12.--DOTMLPF Assessment Requirements

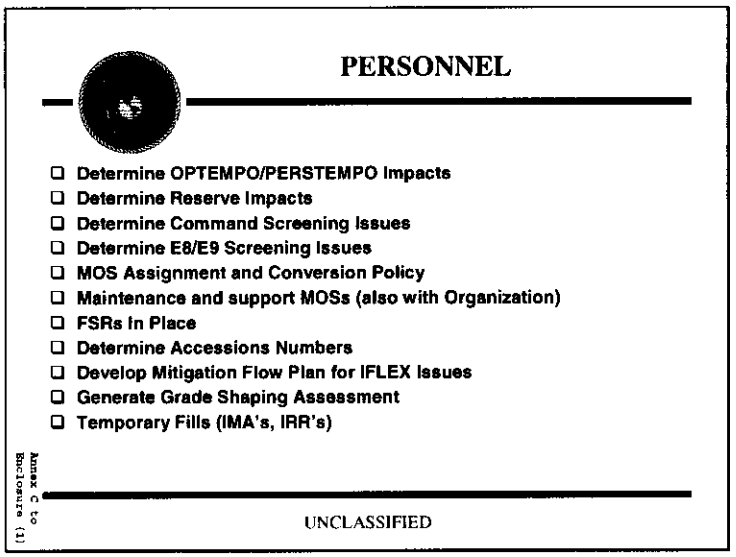

Figure C-13.--DOTMLPF Assessment Requirements

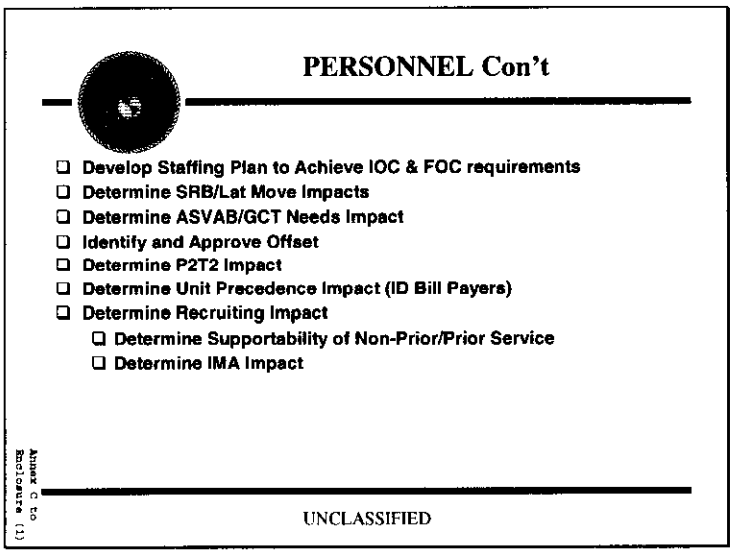

Figure C-14.--DOTMLPF Assessment Requirements

PERSONNEL Con't

- Determine Legislative Constraint Impact
- Develop SORTs Assessment
- Determine NAVY Impact
- Determine Civilian Impact
- Determine retention/FTAP/STAP Impact
- Develop POA&M for all Personnel Actions required
- Provide monthly status reports for all actions

- *Identify all USMC Funding Requirements broken out by Appropriation by year to P&R*

Annex C to Enclosure (1)

UNCLASSIFIED

Figure C-15.--DOTMLPF Assessment Requirements

FACILITIES

- Conduct Facilities Assessment
  - Determine MILCON Impacts and Timeframe
  - Determine Environmental Impact
    - NEPA Requirements
  - Determine Building Conversion Impacts
  - Determine Training/Schoolhouse/Billeting Impact
- Determine Base/Facilities Support Impact
- Determine RTC Impact
- Develop an integrated Facilities Plan that will meet IOC/FOC projected dates
- Develop Facilities addendum to Service Ltr of Agreement Btwn USMC – Others (if any)
- Develop POA&M for all Facilities Actions required
- Provide monthly status reports for all actions
- *Identify all USMC funding requirements broken out by Appropriation by FY to P&R*

Annex C to Enclosure (1)

UNCLASSIFIED

Figure C-16.--DOTMLPF Assessment Requirements

COMMON PITFALLS

- Ignoring Second and Third Order Effects
  - Examples: Armory Requirements, Training the Trainers
- Unrealistic Procurement and MILCON Timelines
  - Example: Not Accounting for Funding and Contractural Lead Time
- Using Best Case Scenerios
  - Example: All Materiel Funding Will Be Provided Through Supplemental
  - Provide Contigency Plan If Best Case Scenerio Falls Through
- Using Different Data Among DOTMLPF Pillars
  - Standardize Data Set Early On, i.e. Use the Same Fiscal Year Authorized Strength Report and Cost Assumptions Throughout Working Group
- Planning in a Vacuum Among DOTMLPF Pillars
  - Cross Pollinate Early and Often
- Forgetting about the Reserves

Annex C to Enclosure (1)

UNCLASSIFIED

Figure C-17.--DOTMLPF Assessment Requirements

FUNDING REQUIREMENTS

	ACTIVE		CIV	AR				NAVY			
PPO	O	E		O	E	O	E	NO	NE	ON	EN
	0	0						0	0		

		MPMC	RPMC	OMMC	OMMC/R	PMC	PANMC	MILCON	TOTAL	NOTES
IOC/FOC	FY06	$0	$0	$0	$0	$0	$0	$0	$0	
	FY07	$0	$0	$0	$0	$0	$0	$0	$0	
	FY08	$0	$0	$0	$0	$0	$0	$0	$0	
	FY09	$0	$0	$0	$0	$0	$0	$0	$0	
	FY10	$0	$0	$0	$0	$0	$0	$0	$0	
	FY11	$0	$0	$0	$0	$0	$0	$0	$0	
	FY12	$0	$0	$0	$0	$0	$0	$0	$0	
		$0	$0	$0	$0	$0	$0	$0	$0	

(1) MPMC:
(2) OMMC:
(3) PMC:
(4) PANMC:
(5) MILCON:
(6) LIMFAC:

Annex C to Enclosure (1)

Figure C-18.--DOTMLPF Assessment Requirements

COMPENSATION

	ACTIVE		CIV	AR		RESERVE		NAVY			
	O	E		O	E	O	E	NO	NE	ON	EN
MRA	0	0									

		MPMC	RPMC	OMMC	OMMC/R	PMC	PANMC	MILCON	TOTAL	NOTES
FOC	FY06	$0	$0	$0	$0	$0	$0	$0	$0	
	FY07	$0	$0	$0	$0	$0	$0	$0	$0	
	FY08	$0	$0	$0	$0	$0	$0	$0	$0	
	FY09	$0	$0	$0	$0	$0	$0	$0	$0	
	FY10	$0	$0	$0	$0	$0	$0	$0	$0	
	FY11	$0	$0	$0	$0	$0	$0	$0	$0	
	FY12	$0	$0	$0	$0	$0	$0	$0	$0	
		$0	$0	$0	$0	$0	$0	$0	$0	

IOC: /FOC:

(1) MPMC:

(2) OMMC:

(3) PMC:

(4) PANMC:

(5) MILCON:

(6) LIMFAC:

Annex C to Enclosure (1)

Figure C-19.--DOTMLPF Assessment Requirements

APPENDIX D

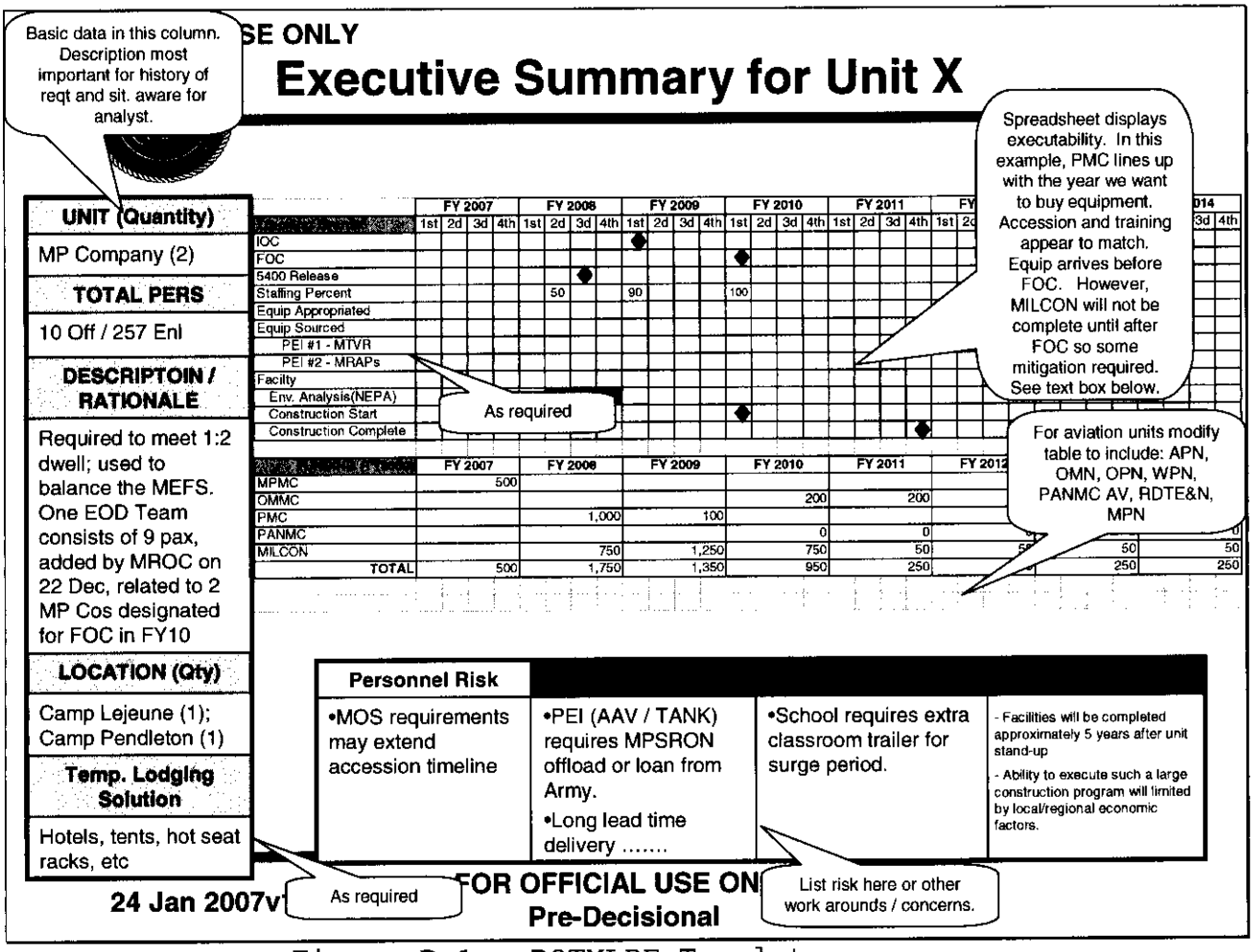

Figure D-1.--DOTMLPF Template

Need to explicitly address production-related concerns in the risk box, such as production line start-up required, production line re-tooling required, current max. production rate would not support initial fielding until FY..., X year backlog of undelivered equipment currently exists, low rate initial production ramp rate prohibits adding procurement quantities until FY..., impact of probable Army buy of similar equipment supporting its E/S acceleration unknown, etc.

If the team develops workarounds (i.e., cross-leveling, utilization of MPSRON or MCPP-N stocks, recovery of equipment from any units being stood down, etc.) we must ensure that the rationale for same is as carefully delineated to ensure that we have a consistent and defensible plan to pitch to external review authorities.

APPENDIX E

BILLET EDUCATION EVALUATION CERTIFICATE (1500)
NAVMC11345 (5-97)
SN: 0109-LF-069-0100

Ref: MCCP5311.1C

Complete a separate Certificate for EACH billet

T/O NUMBER	T/O LINE NUMBER	BILLET TITLE/ORGANIZATION LOCATION

GRADE	MOS	REQUIRED BY FY	OSD/JCS POSITION DESCRIPTION NO.
	96	19/20	

CURRICULUM SHOULD INCLUDE (List comprehensive area and/or electives required for this billet)*

JUSTIFICATION (Simple, brief narrative explaining why the occupant of this billet requires the special education described. What does he do with the knowledge? How does he employ it?)*

SPECIAL EDUCATION DISCIPLINE (Select the course of instruction and alternate to be attended which best fits the exact requirements of the billet.	RECOMMENDED LENGTH (years)
RECOMMENDED INSTITUTION AND LOCATION (Select school and location best suited for the exact educational requirements of this billet. List alternate institution, if applicable.)	EDUCATION PREREQUISITE (MCO 1500.5) ☐ NECESSARY ☐ DESIRABLE

SIGNATURE OF ADVOCATE or CCDF/LD Manager / CODE/DATE	SIGNATURE OF MOS Specialist/CODE/DATE

CG MCCDC DECISION

APPROVED:	DATE	DISAPPROVED:	DATE

FOOTNOTE :

* Continue on reverse if additional space is necessary. Preface each continuation with item caption, i.e., "Curriculum should include....." "Include...."

Designed Using FormFlow, HQMC/ARAE, May 97

Figure E-1.--Billet Education Evaluation Certificate

APPENDIX F

```
FM CMC WASHINGTON DC CDI//
TO (ALL UNITS INVOLVED IN THE ACTION/EXAMPLES PROVIDED BELOW)
DFAS KANSAS CITY MO
MISSA KANSAS CITY MO
COMMARFORPAC
COMMARFORPAC G1
COMMARFORPAC G2
COMMARFORPAC G3
COMMARFORPAC RLO
COMMARFORPAC PAO
CG III MEF G1
CG III MEF G1
CG III MEF G2
CG III MEF G3
CG III MEF RLO
CG III MEF PA
CG FIRST MAW
CG FIRST MAW G1
CG FIRST MAW G2
CG FIRST MAW G3
CG FIRST MAW G4
CG FIRST MAW G5
CG FIRST MAW G6
CG FIRST MAW RLO
CG FIRST MAW ALD
INFO (SECNAV, ADVOCATES, PRINCIPALS, AND AGENCIES AFFECTED BY
      ACTION)
CMC WASHINGTON DC
CMC WASHINGTON DC C4
CMC WASHINGTON DC I
CMC WASHINGTON DC L
CMC WASHINGTON DC LPO
CMC WASHINGTON DC MRA MMOA
CMC WASHINGTON DC MRA MI MIF
CMC WASHINGTON DC OLA
CMC WASHINGTON DC PA
CMC WASHINGTON DC PPO POE
CMC WASHINGTON DC PR
CMC WASHINGTON DC PR RFO
CMC WASHINGTON DC CDI TFS
CMC WASHINGTON DC CDI C2ID
CMC WASHINGTON DC CDI LID
CMC WASHINGTON DC CDI IID
CMC WAHSINGTON DC CDI MID
CMC WASHINGTON DC CDI SID
CMC WASHINGTON DC CDI CDD
CMC WASHINGTON DC CDI FMID
CMC WASHINGTON DC CDI FPID
```

Figure F-1.--MCBUL 5400 Template

CMC WASHINGTON DC CDI OAD
CG EDCOM PRES MCU QUANTICO VA
CMC WASHINGTON DC PPO POR
SECNAV WASHINGTON DC
CNO WASHINGTON DC
COMMARFORCOM
COMMARFORRES
CG I MEF
CG I MEF G1
CG I MEF G2
CG I MEF G3
CG I MEF G4
CG II MEF
CG II MEF G1
CG II MEF G2
CG II MEF G3
CG II MEF G4
CG SECOND MAW
CG SECOND MAW G3
CG THIRD MAW
CG THIRD MAW G3
CG FOURTH MAW
CG FOURTH MAW G3
CG THIRD MARDIV
CG THIRD MARDIV G3
CG FIRST MLG
CG FIRST MLG G3
CG SECOND MLG
CG SECOND MLG G3
CG THIRD MLG
CG THIRD MLG G3
CG COMMARCORSYSCOM QUANTICO VA
MARCORSYSCOM ALBANY GA
CG MARCORLOGCOM ALBANY GA
CG MCB CAMP LEJEUNE NC
CG MCB CAMP PENDLETON CA
CG MCB HAWAII KANEOHE BAY HI
CG MCB CAMP BUTLER JA
CG MCRD ERR PARRIS ISLAND SC
CG MCRD WRR SAN DIEGO CA
CG MCRC WASHINGTON DC
CG MCAGCC TWENTYNINE PALMS CA
CG MCRSC KANSAS CITY MO
MCI EAST
MCI WEST
NATIONAL CAPITAL REGION
MCAAT WC CAMP PENDLETON CA
MCAAT EC CAMP LEJEUNE NC
MARCORSYSCOM ALBANY GA

Figure F-1.--MCBUL 5400 Template (Continued)

```
CG MARCORMOBCOM KANSAS CITY MO
COMNAVSAFECEN NORFOLK VA
COMNAVRESFOR NEW ORLEANS LA
COMNAVAIRESFOR NEW ORLEANS LA
CO MCLB BARSTOW CA
BUPERS MILLINGTON TN
DLA FT BELVOIR VA
NAVICP NAVPUBFORMCEN PHILADELPHIA PA
MARCORCOMTELACT QUANTICO VA
MISSO CAMPEN CA
MISSO KANEOHE BAY HI
MISSO CAMP BUTLER JA
CG CAMP LEJEUNE NC MISSO
LOGMODTM EAST
LOGMODTM WEST
LOGMODTM WESPAC
BT
UNCLAS//N05400//
MSGID/GENADMIN/CMC WASHINGTON DC CDI/TFSD//
SUBJ/MCBUL 5400.  STATE DIRECTED ACTION AND AFFECTED
ORGANIZATIONS//
REF/A/DOC/CMC/APPR DOC DATE//
REF/B/DOC/CMC/APPR DOC DATE//
REF/C/DOC/CMC/01FEB1991//
REF/D/DOC/CMC/07FEB1985//
REF/E/DOC/CMC/21JUN1999//
REF/F/DOC/CMC/27MAR1984//
REF/G/DOC/CMC/19JUL1994//
REF/H/DOC/CMC/08MAY1992//
REF/I/DOC/CMC/15FEB2004//
REF/J/DOC/CMC/26NOV2002//
REF/K/DOC/CMC/14JAN1999//
REF/L/DOC/CMC/21JAN1986//
REF/M/DOC/CMC/30SEP2004//
REF/N/DOC/JAG/15MAR2004//
REF/O/DOC/SECNAV/31DEC2005//
REF/P/DOC/CMC/18APR2006//
REF/Q/DOC/CMC/23SEP1993//
REF/R/DOC/SECNAV/17MAR1999//
REF/S/DOC/CMC/17APR2002//
REF/T/DOC/CMC/17MAR1999//
REF/U/DOC/CMC/14JUL2000//
REF/V/DOC/CMC MI/24AUG2004//
REF/W/DOC/CMC/17AUG1987//
REF/X/DOC/COMNAVCOMTELCOM/01MAR2001//
REF/Y/DOC/COMNAVCOMTELCOM/06SEP2000//
REF/Z/DOC/COMNAVCOMTELCOM/01MAR2001
REF/AA/DOC/CMC/28FEB1992//
REF/AB/DOC/CMC/15SEP1989//
```

Figure F-1.--MCBUL 5400 Template (Continued)

REF/AC/DOC/SPAWARSYSCOM/AUG2000//
REF/AD/DOC/CMC/10JUL1998//
NARR/

REF	IDENTIFIER	SUBJECT
A	MSG HQMC	MAJOR INITIATIVE DIRECTING CHANGE
B	MCBUL XXXX	ANY PLANNING GUIDANCE FROM HQMC AGENCY
C	UM 4400-124	FMF SUPPORTED ACTIVITIES SUPPLY SYSTEM (SASSY) USING UNIT PROCEDURES
D	MCO P4400.82F	MARINE CORPS UNIFIED MATERIEL MANAGEMENT SYSTEM (MUMMS) CONTROLLED ITEM MANAGEMENT MANUAL
E	MCO P4400.150E	CONSUMER LEVEL SUPPLY POLICY MANUAL
F	MCO 8300.1C	MARCOR SERIALIZED CONTROL OF SMALL ARMS SYSTEM
G	MCO P4790.2C	MIMMS FIELD PROCEDURES MANUAL
H	MCO P10150.1	GARRISON PROPERTY POLICY MANUAL
I	MCO 3000.11D	MARCOR AUTOMATED READINESS EVAL SYSTEM (MARES)
J	MCO 3900.15A	MARINE CORPS EXPEDITIONARY FORCE DEVELOPMENT SYSTEM
K	MCO 5311.1C	TOTAL FORCE STRUCTURE PROCESS (TFSP)
L	MCO P11000.12C	REAL PROPERTY FACILITIES MANUAL VOL II FACILITIES PLANNING AND PROGRAMMING
M	MCO P11000.5G	FACILITIES PROJECTS MANUAL VOL IV
N	JAGINST 5800.7D	MANUAL OF THE JUDGE ADVOCATE GENERAL (JAGMAN)
O	SECNAV M-5210.1	DEPARTMENT OF THE NAVY NAVY RECORDS MANAGEMENT PROGRAM
P	MCO 5210.11E	MARINE CORPS RECORDS MANAGEMENT PROGRAM
Q	MCO P5600.31G	MARCOR PUBLICATION AND PRINTING REGULATION
R	SECNAVINST 5510.36	DEPARTMENT OF THE NAVY (DON) INFORMATION SECURITY PROGRAM (ISP) REGULATIONS
S	MCO P3000.13D	MARINE CORPS STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS) STANDARD OPERATING PROCEDURES (SOP)
T	MCO P3000.13E	READINESS STANDARD OPERATING PROCEDURES (SOP)
U	MCO P1070.12K	MARCOR INDIVIDUAL RECORDS ADMINISTRATION MANUAL (IRAM)
V	MCO 1080.40	MARINE CORPS TOTAL FORCE SYSTEMS PERSONNEL REPORTING INSTRUCTIONS USERS MANUAL (MCTFSDPRIUM)
W	MCO 4420.4H	DEPARTMENT OF DEFENSE ACTIVITY ADDRESS DIRECTORY (DODAAD)
X	NTP 3, SUPP-1(L)	ADDRESS INDICATING GROUP (AIG) AND COLLECTIVE ADDRESS DESIGNATOR (CAD) AND TASK ORGANIZATION (TASK) HANDBOOK

Figure F-1.--MCBUL 5400 Template (Continued)

Y	NTP 21, SUPP-1	DEFENSE MESSAGE SERVICE X.500 DIRECTORY DISTINGUISHED NAME AND MAIL LIST REGISTRATION PROCEDURES
Z	NTP 4 SUPP-2	PRE-FORMATTED (PERFORMA) MESSAGING HANDBOOK
AA	MCO P5750.1G	MANUAL FOR MARINE CORPS HISTORICAL PROGRAM
AB	MCO P10520.3B	MARINE CORPS FLAG MANUAL
AC	EKMS 1	NAVY ELECTRONIC KEY MANAGEMENT SYSTEM TIERS 2 AND 3
AD	MCO P5090.2A	ENVIRONMENTAL COMPLIANCE AND PROTECTION MANUAL//

POC/NAME/RANK/CODE/LOC: DC CDI TFSD QUANTICO/TEL: DSN 278-XXXX/TEL: COML (703) 784-XXXX/TEL: FAX DSN 278-XXXX//
GENTEXT/REMARKS/1. PURPOSE. TO DIR THE ACTIVATION/REORGANIZATION OF...
2. BACKGROUND. AMPLIFY EVENTS LEADING TO THE DIR ACTION CONTAINED IN REF (X) TO INCLUDE THE GAIN IN MARINE CORPS CAPABILITY. (EXAMPLE: BASED ON LESSONS LEARNED IN OIF, RECONNAISSANCE BNS DID NOT HAVE THE DEPTH TO SUPPORT ALL MISSIONS TASKED TO THE MARINE DIVISION. REF (A) REQ/DIR THE DEVELOPMENT OF AN INCREASED RECONNAISSANCE CAPABILITY FOR THE MARINE DIVISION).
3. GENERAL. DC CDI HAS VALIDATED AND APPROVED THE INCREASED XXXX CAPABILITY REQUESTED IN REF (X) AND HAS DETERMINED IT SUPPORTS THE OVERALL MARINE CORPS VISION AND STRATEGY OF EXPEDITIONARY MANEUVER WARFARE.

A. THE DOTMLPF PROCESS WAS USED TO FORMULATE A STRATEGY AND SOLUTION FOR FIELDING THIS CAPABILITY. BASED ON ADVOCATE AND COMMANDER, U.S. MARINE CORPS FORCE COMMAND (COMMARFORCOM) OR COMMANDER, U.S. MARINE CORPS FORCE PACIFIC (COMMARFORPAC), AN OVERVIEW OF THIS ASSESSMENT IS PROVIDED BELOW:

(1) DOCTRINE: THE ESTABLISHMENT OF THIS UNIT PROVIDES THE MARINE CORPS WITH ADDED XXXXX CAPABILITY IN SUPPORT OF THE EXPEDITIONARY MANEUVER WARFARE VISION FOR THE FUTURE.

(2) ORGANIZATION: THIS UNIT WILL BE PART OF THE XXXX BN UNDER THE OPERATIONAL CONTROL OF XXXXX. OR THIS UNIT IS UNDER THE ADMINISTRATIVE CONTROL OF MARFORXXX AND OPERATIONALLY SUPPORTS GWOT /THE DEPT OF HOMELAND SECURITY/SOCOM/PACOM/STATE DEPT. NORMAL MARINE CORPS UNIT HIERARCHICAL RELATIONSHIPS WILL APPLY. MISSION STATEMENT AND TABLE OF ORGANIZATION HAS BEEN / OR BEING DEVELOPED AND IMPLEMENTED INTO THE TOTAL FORCE STRUCTURE MANAGEMENT SYSTEM (TFSMS) TO ACTIVATE/DEACTIVATE THIS UNIT.

(3) TRAINING: NO UNIQUE TRAINING HAS BEEN IDENTIFIED FOR THE ACTIVATION/ REORGANIZATION OF THIS UNIT. OR A TRAINING PLAN HAS BEEN ESTABLISHED FOR UNIT PERSONNEL THROUGH THE XXXXX WHICH SUPPORTS THE DEFINED MISSION OF THIS UNIT.

(4) MATERIEL: A MATERIEL SOURCING SOLUTION IS NOT REQ FOR THIS UNIT AND HAS NOT BEEN FORMULATED TO SUPPORT THIS ACTIVATION/ REORGANIZATION. OR THE MATERIEL/EQUIPMENT REQUIREMENT HAS BEEN

Figure F-1.--MCBUL 5400 Template (Continued)

DETERMINED AND VALIDATED, PROGRAMMED, AND ACTIVE ACTION IS UNDERWAY TOWARDS COMPLETE ACQUISITION. TO MITIGATE THE NEAR TERM UNIT EQUIPMENT REQUIREMENTS, CROSS LEVELING OF EXCESS EQUIPMENT WITHIN THE OPERATING FORCES IS AUTHORIZED. HOWEVER, NEW ACQUISITIONS WILL SERVE AS THE PRIMARY EQUIPPING SOURCE.

(5) LEADERSHIP AND EDUCATION: THE COMMANDER AND SUBORDINATE COMMANDERS OF THIS UNIT ARE/ARE NOT A COMMAND SLATE BILLET.

(6) PERSONNEL: A MANNING/STAFFING PLAN DEVELOPED FOR THIS UNIT INDICATES KEY PERSONNEL ARE PLANNED TO ARRIVE STARTING FIRST QUARTER FY 06 AND ALL MANNING/STAFFING COMPLETED BY SECOND QUARTER FY07. THE STAFFING PRECEDENCE LEVEL FOR THIS UNIT HAS BEEN ESTABLISHED AS EXCEPTED / PRIORITY/ FAIR SHARE.

(7) FACILITIES: NO ADDITIONAL FACILITIES ARE NEEDED FOR THIS UNIT AS EXISTING FACILITIES PROGRAMMING AND PLANNING SUPPORTS THIS ACTIVATION/ REORGANIZATION. OR ADDITIONAL FACILITIES ARE REQUIRED TO SUPPORT THIS ACTIVATION/ REORGANIZATION. MILCON AND LOCAL FACILITY PROJECT FUNDING APPROPRIATIONS HAVE BEEN PROGRAMMED TO COMMENCE IN FY 07 AND COMPLETED IN FY09.

B. BASED ON THE COA SELECTED FROM THE FUNCTIONAL SOLUTION ANALYSIS (FSA) AND THE SOLUTION PLANNING DIRECTIVE (SPD), THE FOLLOWING TIMELINES ARE ESTABLISHED:

(1) THE ACTIVATION/REORGANIZATION PHASE OF THIS UNIT BEGINS XXXXX AND ENDS XXXXX. DURING THIS PHASE THE UNIT WILL ESTABLISH A UNIT ACTIVATION DATE TO STAND UP.

(2) INITIAL OPERATIONAL CAPABILITY (IOC): SOURCING IS PLANNED TO COMMENCE THE 1ST QTR, FY07, THE IOC PHASE COMMENCES 3D QTR, FY07 AND SCHEDULED TO MEET IOC BY 4TH QTR, FY07.

NOTE: IOC DEFINED: THE UNIT MEETS IOC WHEN A RIFLE COMPANY AND PROPORTIONAL ELEMENTS OF WEAPONS CO, AND H&S COMPANY IS ABLE TO ACCOMPLISH THE FOLLOWING METLS: FOR AN INFANTRY BN (I.E., PROVIDE PROVISIONAL SECURITY MISSION, DIRECT ACTION, And URBAN ASSAULT). REF METLS FOR UNIT.

(A) MANPOWER (NEW UNIT). IOC IS MET WHEN STAFFED AT 90% OF T/O IN AGGREGATE PER CPG.

(B) EQUIPMENT (NEW UNIT). IOC MET WHEN T/E SOURCED AT THE AGGREGATE AVERAGE OF ALL MARES REPORTABLE SAC 3 END ITEMS FOR LIKE TYPE UNITS.

OR

(C) MANPOWER (AVIATION FLYING UNIT). HQ AND 1 DET CAPABLE OF ACCEPTING AIRCRAFT AND CONDUCTING TRAINING.

OR

Figure F-1.--MCBUL 5400 Template (Continued)

(D) MANPOWER (AUGMENTATION OF EXISTING UNIT). IOC MET WHEN STAFFING BEGINS.

(3) FULL OPERATIONAL CAPABILITY (FOC): SOURCING IS PLANNED TO COMMENCE THE 4TH QTR, FY07, THE FOC PHASE COMMENCES DURING 3D QTR FY 09 AND MEET FOC BY 4TH QTR, FY09.

NOTE: FOC DEFINED: THE UNIT MEETS FOC WHEN BN IS ABLE TO ACCOMPLISH THE FOLLOWING METLS: FOR AN INFANTRY BN (I.E., PROVIDE PROVISIONAL SECURITY MISSION, DIRECT ACTION, URBAN ASSAULT), AND REPORT IN SORTS C-3 STATUS OR HIGHER.

(A) MANPOWER (NEW UNIT). FOC IS MET WHEN READY TO START PTP IF REQUIRED.

(B) EQUIPMENT (NEW UNIT). FOC FOR EACH UNIT IS MET WHEN THE COMPANY IS EQUIPPED AND AVAILABLE TO COMPLETE PREDEPLOYMENT TRAINING BLOCKS III AND IV.

OR

(C) MANPOWER (AUGMENTING EXISTING UNIT). FOC MET WHEN STAFFING COMPLETED PER STAFFING GOAL MODEL SOLUTION FOR PARENT MCC BASED ON THE THEN-CURRENT AUTHORIZED STRENGTH REPORT AND AVAILABLE INVENTORY.

C. REFS (X) THROUGH (X) PROVIDE GUIDANCE ON SPECIFIC ACTIONS REQUIRED FOR FORCE STRUCTURE MODIFICATIONS.

4. ACTION. THE INTEGRATED SOLUTION DEVELOPED FOR THIS ACTIVATION/REORGANIZATION IS DOCUMENTED IN A SOLUTION PLANNING DIRECTIVE ABOVE AND ALLOWS THE FIELDING OF THIS CAPABILITY TO MEET IOC/FOC TIMELINES. THIS TRANSITION PLAN REQUIRES CLOSE COORDINATION BETWEEN HQMC AGENCIES, DC CDI, MCSC, MCLC, AND THE MARFOR (ONE INVOLVED). TO ACCOMPLISH THIS THE FOLLOWING ACTIONS ARE REQUIRED:

A. DC MRA. IN SUPPORT OF THE IOC/FOC TIMELINE PROVIDE STAFFING UPDATES TO DC CDI (TFSD) VIA MSG WHEN STAFFING PLANS CHANGE FOR THIS ACTIVATION/ REORGANIZATION.

B. DC PPO. REGISTER THE UIC, UNIT NAME WITHIN THE SORTS AND GSORTS DATABASES PRIOR TO ACTIVATION/REORGANIZATION. IN SUPPORT OF THE IOC/FOC TIMELINE FOR THIS ACTIVATION/REORGANIZATION PROVIDE UPDATES TO DC CDI (TFSD), VIA MSG WHEN UNIT STARTS REPORTING IOC/FOC.

C. DC IL (MCLC). HAS ASSUMED THE ROLE AS THE DISTRIBUTION PROCESS OWNER (DPO) FOR THE MARINE CORPS. DISTRIBUTION OF EQUIPMENT FROM IDENTIFIED SOURCES AND ACQUISITIONS WILL BE EXECUTED BY THE DPO ISO THE CMC SOURCING PRIORITIES, BASED UPON IOC/FOC TIMELINE FOR THIS ACTIVATION AND/OR REORGANIZATION. THE DPO, ASSISTED BY THE APPROPRIATE HQMC DEPARTMENTS AND ACTIVITIES,

Figure F-1.--MCBUL 5400 Template (Continued)

WILL ESTABLISH AND MAINTAIN FULL SITUATION AWARENESS DURING EXECUTION, STATUS OF SHIPMENTS, AND PROVIDE REOCCURRING UPDATES TO DC CDI (TFSD) VIA MSG OF PROGRESS STATUS, ANY DEVIATIONS, AND WHEN SOURCING IS COMPLETED.

D. CG MCSC. IN SUPPORT OF THE IOC/FOC TIMELINE FOR THIS ACTIVATION/REORGANIZATION PROVIDE UPDATES TO DC CDI (TFSD), VIA MSG OF ANY MATERIEL SOURCING DEVIATIONS AND WHEN SOURCING IS COMPLETED BASED ON THE MATERIEL SOURCING PLAN. PROGRAM MANAGERS UPDATE TFSMS AS REQUIRED BASED UPON APPROVED MATERIEL SOURCING PLAN TO SUPPORT THE ACQUISITION AND PROCUREMENT FOR THIS ACTIVATION/ REORGANIZATION.

E. DC PR. IN SUPPORT OF THE IOC/FOC TIMELINE FOR THIS ACTIVATION/REORGANIZATION PROVIDE UPDATES TO DC CDI (TFSD), VIA MSG OF ANY RESOURCE FUNDING DEVIATIONS THAT WOULD AFFECT THE MATERIEL SOURCING PLAN.

F. CG TECOM. IN SUPPORT OF THE IOC/FOC TIMELINE FOR THIS ACTIVATION/REORGANIZATION PROVIDE UPDATES TO DC CDI (TFSD), VIA MSG OF ANY TRAINING CHANGES/DELAYS THAT WOULD AFFECT THE IOC/FOC DATES.

G. OFFICE OF LEGISLATIVE AFFAIRS. KEEP CONGRESS ADVISED OF ALL CHANGES ASSOCIATED WITH THIS ACTIVATION/REORGANIZATION, AS APPROPRIATE.

H. COMMARFORCOM OR PAC. ACCOMPLISH THE FOLLOWING SPECIFIC ACTIONS TO ASSIST IN THE INTEGRATION OF THIS CAPABILITY:

(1) FIRST QTR FY06, ACTIVATE XXXXX. OFFICIAL LONG NAME AND SHORT NAME FOR THIS UNIT HAS BEEN ESTABLISHED BELOW. COMMANDS ARE DIRECTED TO UPDATE CURRENT DATABASES WITH THE OFFICIAL LONG OR SHORT NAME TO ASSIST IN MIGRATION TO GLOBAL FORCE MANAGEMENT.

(A) UNIT UIC: M12014. UNIT LONG NAME: XXXX. UNIT SHORT NAME: XXXXX

(2) TABLE OF ORGANIZATION AND EQUIPMENT. UNIT FORCE STRUCTURE REQUIREMENTS HAVE BEEN ESTABLISHED WITHIN TFSMS TO COINCIDE WITH THE ACTIVATION/ REORGANIZATION/IOC/FOC DATES OF THIS UNIT. IDENTIFY ANY ADDITIONAL REQ TO SUPPORT OF THIS ACTIVATION/REORGANIZATION TO DC CDI (TFSD) WITHIN 30 DAYS OF THIS MESSAGE.

(3) FACILITIES. FACILITIES ARE AVAILABLE TO ACCOMMODATE THIS ACTIVATION/REORGANIZATION AND PLANNED BASED ON THE CURRENT INSTALLATION FACILITIES PLAN. SHOULD EXISTING FACILITIES BE UNABLE TO SATISFY ALL OF THE REQ, IDENTIFY ANY NECESSARY MODIFICATION, RENOVATION OR CONSTRUCTION NEEDED TO BE INCORPORATED INTO OVERALL INSTALLATION FACILITIES PROGRAMMING AND PLANNING IAW REF (X). IN SUPPORT OF THE IOC/FOC TIMELINE PROVIDE FACILITY AND MILCON STATUS UPDATES TO DC CDI (TFSD) VIA MSG IF PLANNED FACILITIES CHANGE FOR THIS ACTIVATION/REORGANIZATION. OR

(3) FACILITIES. ENSURE FACILITIES PLANNED AND/OR IDENTIFIED TO SUPPORT THIS ACTIVATION/REORGANIZATION ARE AVAILABLE TO MEET UNIT STAFFING TIMELINES OF PARA XX. COMMENCE O

Figure F-1.--MCBUL 5400 Template (Continued)

AND M AND MILCON FACILITY PLANNING AND DESIGN WITH FUNDING AUTHORIZATIONS FROM LIST APPROPRIATE AGENCIES SUCH AS LFL, NAVFAC AND/OR MFL. AWARD AND EXECUTE OPERATIONAL AND MAINTENANCE FACILITY PROJECTS WITH FUNDS COORDINATION/GUIDANCE FROM LIST APPROPRIATE AGENCIES SUCH AS MFL AND LFF. EXECUTE MILCON PROJECTS IAW FUNDS APPROPRIATION AND GUIDANCE FROM LIST APPROPRIATE AGENCIES SUCH AS MFL AND LFL. IN SUPPORT OF THE IOC/FOC TIMELINE PROVIDE FACILITY AND MILCON STATUS UPDATES TO DC, CDI (TFSD) VIA MSG IF PLANNED FACILITIES CHANGE FOR THIS ACTIVATION/REORGANIZATION.

(4) FISCAL. REPORT ALL OPERATIONAL AND MAINTENANCE COSTS ASSOCIATED WITH THESE FORCE STRUCTURE ACTIONS THROUGH THE APPROPRIATE CHAIN OF COMMAND TO CMC (RPPB). COSTS THAT CANNOT BE ACCOMMODATED WITHIN LOCAL RESOURCES SHOULD BE ROUTED THROUGH THE CHAIN OF COMMAND TO THE COMPTROLLER AND INPUT IN THE CURRENT YEAR DEFICIENCY (CYD) DATABASE FOR FUNDING CONSIDERATION BY CMC (RPPB). IDENTIFY UNPROGRAMMED COSTS (ADDITIONAL REQUIREMENTS) FOR TRANSPORTATION OR RETROGRADE OF GROUND SUPPORT T/E ITEMS TO CMC (LFT-5). CONTACT LOCAL BASE TRAFFIC MANAGEMENT OFFICE IF COMMERCIAL TRANSPORTATION ARRANGEMENTS ARE REQUIRED. LOW OR NO COST TRANSPORTATION WILL BE USED TO THE GREATEST EXTENT POSSIBLE. PACKING, PRESERVING, STORING, AND STAGING COSTS WILL BE BORNE BY THE APPROPRIATE MARFOR.

(5) PUBLIC AFFAIRS. MILITARY ORGANIZATION STRUCTURE CHANGES GENERATE CONSIDERABLE PUBLIC INTEREST. KEEP THE PUBLIC AND OUR MARINES INFORMED OF THIS FORCE STRUCTURE ACTION IN COORDINATION WITH HQMC PUBLIC AFFAIRS (NOTIFY HQMC PA BRANCH HEAD, DSN 224-4309).

(6) ENVIRONMENTAL. INITIATE ENVIRONMENTAL COMPLIANCE PLANNING AND COORDINATE WITH INSTALLATION COMMANDERS TO DETERMINE THE EXTENT OF ENVIRONMENTAL REQUIREMENTS. REFS (X) AND (X). OR INITIATE ENVIRONMENTAL COMPLIANCE PLANNING AND COORDINATION WITH MCI EAST (WEST) AND THE SUPPORTING INSTALLATION COMMANDER TO IMPLEMENT THE PROVISIONS OF THE NATIONAL ENVIRONMENTAL POLICY ACT (NEPA), FACILITIES PLANNING ACTIONS, AND PROJECT DOCUMENTATION IN A TIMELY MANNER TO SUPPORT UNIT DEACTIVATION, IAW REFS (X), (X), AND (XX).

(7) ADMINISTRATIVE INSTRUCTIONS

(A) MCTFSD PERSONNEL AND PAY UNIT DIARY (UD) REPORTING INSTRUCTIONS:

1. REPORT A UD ACTIVATION/ REDESIGN ATE/ RELOCATION ENTRY ON RUC XXXXX, MCC XXX, PER REF (X), PARA 60704.1(A) FOR ACTIVATION, PARA 60705.1 FOR REDESIGNATE AND PARA 60706 FOR RELOCATIONS. (NOTE: THERE IS NO REPORTING PARAGRAPH IN THE MCTFSDPRIUM FOR REORGANIZATIONS).

2. UPDATE EACH OQR/SRB AS APPLICABLE PER REF (X), PARA 4004.

3. NOTIFY YOUR LOCAL MISSO TWO WEEKS PRIOR TO REPORTING UD ENTRIES, FOR VERIFICATION OF UD SYSTEM TABLES 01 EDIT UPDATE.

Figure F-1.--MCBUL 5400 Template (Continued)

(B) ACTIVITY ADDRESS CODE. SUBMIT A REQUEST TO COMMANDER, MARINE CORPS LOGISTICS COMMAND, ALBANY, GA FOR ASSIGNMENT OF AN AAC FOR UNIT NAME PER REF (X). THIS WILL CREATE TAC 1 MAILING, TAC 2 SHIPPING AND TAC 3 BILLING ADDRESSES.

(C) DEFENSE MESSAGE SYSTEM (DMS)

1. SUBMIT DMS AND PLA ESTABLISHMENTS PER REFS (X), (X) AND (X).

2. REQUEST CHANGES TO ALL DMS MAIL LISTS IAW REF (X).

3. INFO ENTIRE CHAIN OF COMMAND ON ALL DMS ADDRESSING.

4. REQUEST CHANGES TO AIGS OR CADS IAW REF (X) (NTP 4, SUPP 2).

(D) HISTORICAL. ANNOTATE "ACTIVATION" ON ANNUAL HISTORICAL REPORTS TO TECOM (HD), 3079 MOREELL AVE, QUANTICO, VA 22134 PER REF (X). PROCUREMENT OF UNIT ORGANIZATIONAL STANDARD, BATTLE STANDARD, NATIONAL COLORS AND OTHER HERALDIC ITEMS WILL BE ACCOMPLISHED PER REF (X). OR

(D) HISTORICAL. ANNOTATE CHANGES RESULTING FROM THIS REORGANIZATION ON ANNUAL HISTORICAL REPORTS TO TECOM (HD), 3079 MOREELL AVE, QUANTICO, VA 22134 PER REF (X).

(E) PUBLICATIONS. ESTABLISH AN ACCOUNT IN THE ONLINE MARCOR PUBLICATIONS DISTRIBUTION SYSTEM PER REF (X). ENSURE THAT THE PUBLICATIONS LIST CONTAINS ONLY MISSION ESSENTIAL PUBLICATIONS. NOTIFY CMC (AREB) BY MESSAGE PRIOR TO THE EFFECTIVE ACTIVATION DATE. SUBMIT REQUEST FOR UNIT INDIVIDUAL ACTIVITY CODE TO CMC (ARDE) PER REF X. OR

(E) PUBLICATIONS. ENSURE THAT ADDRESSES REFLECTED IN THE ONLINE MARCOR PUBLICATIONS DISTRIBUTION SYSTEM ARE UPDATED PER REF (X). SUBMIT CHANGES TO UNIT INDIVIDUAL ACTIVITY CODES TO CMC (ARDE) PER REF (X). TRANSFER OR DISPOSE OF CLASSIFIED MATERIEL PER REF (X).

(F) SORTS. SORTS REPORTING WILL BE ACCOMPLISHED PER REF (X).

1. THIS UNIT IS UNDER OPERATIONAL CONTROL OF UNIT XXXXX, AND WILL REPORT SORTS READINESS UNDER ASSIGNED UNIT IDENTIFICATION CODE (UIC) MXXXXX /UNIT NAME. ONCE REGISTERED IN GSORTS, THE UNIT WILL BE INSTRUCTED TO REPORT C-5 UNTIL IT HAS RECEIVED ADEQUATE RESOURCES AS DEFINED BY REF (X).

2. MODIFY JOINT OPERATIONAL PLANS AND MISSIONS AT BOTH IOC AND FOC BEING ACHIEVED PER REF (X).

(G) CMS/EKMS. COORDINATE CMS/EKMS REQUIREMENTS WITH YOUR IMMEDIATE SUPERIOR IN THE CHAIN OF COMMAND, COMMARFORXXX, AND CMC (C4/IA), PER REF (X).

(H) CLASSIFIED MATERIAL. PRIOR TO ACTIVATION/ REORGANIZATION, COORDINATE WITH COMMARFORXXX SECURITY MANAGER, CLASSIFIED MATERIAL CONTROL CUSTODIANS, AND COMSEC MATERIAL SYSTEMS CUSTODIANS ON PERFORMING INVENTORY, TRANSPORTING, SAFEGUARDING,

Figure F-1.--MCBUL 5400 Template (Continued)

AND STORING OF CLASSIFIED DOCUMENTS AND MATERIAL PER REFS (X) AND (X).

(I) COMMARFORXXX PROVIDE IMPLEMENTATION PLANS IN PLAN OF ACTION AND MILESTONES FORMAT FOR THE ACTIONS SPECIFIED IN THIS BULLETIN TO DC CDI (TFSD) WITH AN INFO COPY TO DC AVN, DC MRA, DC IL, DC PR, AND DC PPO. SUBMIT PLANS VIA GENSER MESSAGE WITHIN 30 DAYS OF RECEIPT OF THIS MESSAGE.

1. IDENTIFY ALL ITEMS TO BE DECLARED EXCESS AND RETURN TO MCLB ALBANY. REDISTRIBUTION OF EXCESS MAJOR T/E ITEMS (TYPE I, STORES ACCOUNT CODE 3 ITEMS) IS NOT AUTHORIZED.

(J) COMMARFORXXX REPORT THE COMPLETION OF THE ACTIONS LISTED IN PARA 4.D. (OR WHATEVER PARA IT MAY BE) AND PROVIDE STATUS OF THE IMPLEMENTATION PROGRESS AT 90/60/30 DAY INTERVALS PRIOR TO PROJECTED DEACTIVATION. SUBMIT ALL REPORTS BY GENSER MESSAGES TO DC CDI (TFSD), WITH AN INFO COPY TO DC AVN, DC MRA, DC IL, DC PR, AND DC PPO.

I. DEFENSE FINANCE ACCOUNTING SERVICE AND FINANCIAL SUPPORT ACTIVITY, KANSAS CITY, MO. REQUEST SYSTEM TABLES 01 UD EDIT UPDATE FOR THE FOL INFORMATION: ADD RUC XXXXX, MCC XXX, (PRIMARY OR ADDITIONAL). UNIT TITLE: XXXXXXXXXXXXXXXXX, UNIT ADDRESS: XXXXXXXXXXXXXXXXX, CITY CODE XXXX, STATE/COUNTY XXXXX, COMD/JURIS DPI: XX, DSSN DXXXX, TCD X, TCF X, PEN XXXXXXXX, RCN XXXXXX, COMD RUC XXXXX, MCC XXX, FLAG X, CMD MCC XXX, GLC XXX, UPS FLAG X.

5. THIS BULLETIN IS APPLICABLE TO THE MARINE CORPS TOTAL FORCE. (USE ONLY IF RESERVES ARE AFFECTED IN BULLETIN)

6. THIS BULLETIN IS CANCELLED DD MMM YY.//

7. RELEASE AUTHORIZED BY BGEN X. X. XXXX, DIRECTOR, XXXX.

BT

#0001

Figure F-1.--MCBUL 5400 Template (Continued)

APPENDIX G

1. Fact Sheet on: _____
(Name of activity)

_____
(Unit Address)

2. Background and Mission

State mission as approved by appropriate authority. Additionally, provide any useful or significant historical information, state precisely the location of the unit either as in a major city or by distance and direction from a major city, and include any other matter of general interest or significance. Content of this paragraph will vary with the character of the action.

3. Nature of Action

This paragraph should briefly answer the questions, "What and When?". It should state the specific type of action(s), i.e., "To establish/activate (name of activity) on (effective date)"; "To disestablish/deactivate (name of activity) on (effective date)"; or "To relocate the (name of activity) from (enter present location) to (enter new location) on (enter effective date)".

4. Reason for the Action

This paragraph should explain briefly why the action is necessary. It should set forth the basic facts and outline the rationale and justification for the planned action(s). This paragraph will be useful only to the extent that it anticipates and answers all questions and objections. Indicate, when applicable, if the action(s) improve efficiency or generate savings.

5. Impact of the Action

The form and content of this paragraph will be determined by the nature of the action(s) and whether it affects doctrine, organization, training and education, equipment, facilities and support, or any combination thereof. Make appropriate adaptations to fit the actual situation.

a. Civilian Personnel

Number of authorized ceilings as of (insert date).

Figure G-1.--Facts and Justification Sheet

Number of permanent on-board employees as of (insert date).

Estimated annual total civilian salaries.

Number anticipated reduction-in-force separations.

Number anticipated attrition through (enter completion date).

Number of employees to transfer to other activities within the area.

Number of employees to transfer to other activities outside the area.

Number of employees to be increased.

b. Military Personnel (to include Marines and Navy both active and reserve)

Current T/O&E: Officers/Enlisted.

Current Authorized Manning: Officers/Enlisted.

Current On Board: Officers/Enlisted.

Number of billets to be retained as a result of action: Officers/Enlisted.

Number of billets to be transferred to other activities within the area: Officers/Enlisted.

Number of billets to be transferred to other activities outside the area: Officers/Enlisted.

Net manning increase/reduction: Officers/Enlisted.

c. Equal Employment Opportunity Impact

Total Number Permanent Work Force (On-board strength)

	Caucasian	Black	Hispanic	Other
Male/Female(M/F)	M/F	M/F	M/F	M/F

(Enter Numbers----------)

Total Number Affected

	Caucasian	Black	Hispanic	Other
Male/Female(M/F)	M/F	M/F	M/F	M/F

Figure G-1.--Facts and Justification Sheet (Continued)

(Enter Numbers----------)

d. Facilities and Support Data

When a physical installation is affected, the following information, as appropriate, should be included:

(1) Land area (including building sites) - (number of square feet)

(2) Value of plant account - Building(s) ($ amount)
- Equipment ($ amount)
- Total ($ amount)

(3) Maintenance and operating costs by FY: Present (FY____) and $ amount; last (FY____) and $ amount; and next (estimated (FY____) $ amount.

(4) Estimated curtailment or acquisition costs, by FY.

(5) Predominate type of building construction and whether permanent, semi-permanent, or temporary.

(6) Property disposition or acquisition plans or procedures.

(7) Occupy (insert number of square feet) space under a host-tenant agreement with the (name and location of host activity).

(8) Occupy (insert number of square feet) space under lease agreement with the (name and location of owner) and indicate amount of rent, or if no rent is charged, stipulate the reason for no costs being involved.

e. Operating Forces Data

(1) Numbers of officer and enlisted personnel involved.

(2) Estimated annual military salaries of personnel involved.

(3) Estimated number of dependent families at current location of unit involved, and identify number requiring movement as a result of action.

(4) Number and type of units at the losing and gaining locations after the completion date.

(5) Housing unit availability and occupancy rates at both the losing and gaining commands.

Figure G-1.--Facts and Justification Sheet (Continued)

(6) Bachelor officer and enlisted quarters availability and occupancy rates at both the losing and gaining commands.

f. Equipment. List Type I T/O&E equipment allowances required, either increases, decreases, and/or transfers with estimated costs associated with procurement or shipping. Identify source of funding for all associated equipment costs.

g. Funding. Anticipated savings versus cost of proposed action (show method of calculation).

6. Assistance to Affected Civilians. Identify efforts to assist displaced employees such as placement assistance, coordination with DOD Office of Personnel Management, liaison with the Department of Labor, state employment offices, and private industry.

7. Anticipated Congressional Interest. Provide a synopsis of any inquiries received by public officials pertaining to the force structure action.

8. Labor Organizations Affected. Identify any civilian labor or contractual business relations impacted and any concerns regarding union affiliation.

9. Anticipated environmental compliance impact. Given state and local statutes and regulations, provide an estimated timeline and cost of closing a location permanently.

10. Point of Contact: DSN and Commercial Telephone number and e-mail account.

Figure G-1.—Facts and Justification Sheet (Continued)

APPENDIX H

The TFSMS data element responsibilities below provide a guide for data entry, ownership and interface requests. These data elements are maintained within the TFSMS application and also viewable via the TFSMS reports interface. As system requirements change and data elements are added, deleted or updated this table will be modified. Advance notification of changes will be provided to allow data users adequate time to adjust their reports.

Data Element Name	Data Responsibility	Policy Owner	Level1	Level2	Level3	Level4	Level5
Acquisition Certification Type Code	MCCDC	MCCDC	Billet	Acquisition Requirements	Acquisition Certification Type Code		
Acquisition Position Indicator Code	MCCDC	MCCDC	Billet	Acquisition Requirements	Acquisition Position Indicator Code		
Acquisition Position Significance Code	MCCDC	MCCDC	Billet	Acquisition Requirements	Acquisition Position Significance Code		
Acquisition Career Field Type Code	MCCDC	MCCDC	Billet	Acquisition Requirements	Acquisition Career Field Type Code		
Additional Skill 1	MCCDC	MCCDC	Billet	Key Info	Additional Skill 1		
Additional Skill2	MCCDC	MCCDC	Billet	Key Info	Additional Skill 2		
ASD1 Qualification Code	MCCDC	MCCDC	Billet	Key Info	ASD1 Qualification Code		
ASD2 Qualification Code	MCCDC	MCCDC	Billet	Key Info	ASD2 Qualification Code		
Authorized Strength	MCCDC	MCCDC	Billet	Other	Authorized Strength		
Aviation Flight Status Code	MCCDC	MCCDC	Billet	Key Info	Aviation Flight Status		
BIC Mirror Code	MCCDC	MCCDC	Billet	Key Info	BIC Mirror Code		
Billet Description	MCCDC	MCCDC	Billet	Key Info	Billet Description		
Billet Education Evaluation Certification Date	MCCDC	MCCDC	Billet	Key Info	Billet Education Evaluation Certification Date		
Billet Identification Code	MCCDC	MCCDC	Billet	Key Info	BIC SEQ		
Billet Identification Code	MCCDC	MCCDC	Billet	Other	BIC SEQ		
Billet Identification Code Identifier	MCCDC	MCCDC	Billet	Compensation	Compensated Billet ID Code		
Billet Identification Code Identifier	MCCDC	MCCDC	Billet	Key Info	Billet Identification Code Identifier (BIC)		

Figure H-1.--TSMFS Data Responsibilities

Billet Occupational Specialty and Series Type Code	MCCDC	MCCDC	Billet	Key Info	Billet MOS (or Civilian Job Series)		
Billet Record Code	MCCDC	MCCDC	Billet	Key Info	Billet Record Code		
Billet Resource Identification Code	MCCDC	MCCDC	Billet	Key Info	Billet Resource Identification Code		
Billet Resource Identification Code	MCCDC	MCCDC	Billet	PEN Data	Billet Resource Identification Code		
Billet Sequence ID	MCCDC	MCCDC	Billet	Key Info	BILL SEQUENCE ID		
Billet Sponsor	MCCDC	MCCDC	Billet	Key Info	Billet Sponsor		
Billet Status Code	MCCDC	MCCDC	Billet	Key Info	Billet Status Code		
Billet Type Code	MCCDC	MCCDC	Billet	Key Info	Billet Type Code		
Branch Code	MCCDC	MCCDC	Billet	Key Info	Branch Code		
CFY	MCCDC	MCCDC	Billet	Measures	CFY		
CFY+1	MCCDC	MCCDC	Billet	Measures	CFY+1		
CFY+2	MCCDC	MCCDC	Billet	Measures	CFY+2		
CFY+4	MCCDC	MCCDC	Billet	Measures	CFY+4		
CFY+5	MCCDC	MCCDC	Billet	Measures	CFY+5		
CFY+6	MCCDC	MCCDC	Billet	Measures	CFY+6		
CFY+7	MCCDC	MCCDC	Billet	Measures	CFY+7		
Civilian Position Hire Category Code	MCCDC	MCCDC	Billet	Key Info	Civilian Position Hire Category Code		
Civilian Position Personnel Type Code	MCCDC	MCCDC	Billet	Key Info	Civilian Position Personnel Type Code		
Comp Billet Description	MCCDC	MCCDC	Billet	Compensation	Compensated Billet Desc		
Comp UIC	MCCDC	MCCDC	Billet	Compensation	Compensated UIC		
Comp UIC Description	MCCDC	MCCDC	Billet	Compensation	Compensated UIC Description		
Compensating BIC Sequence	MCCDC	MCCDC	Billet	Compensation	Compensating BIC SEQ		
Component Sequence ID	MCCDC	MCCDC	Billet	Other	Component Sequence ID		
Education Level Code	MCCDC	MCCDC	Billet	School/Edu Requirements	Education Level Code		
Education Qualification Code 1	MCCDC	MCCDC	Billet	School/Edu Requirements	Education Qualification Code 1		
Education Qualification Code 2	MCCDC	MCCDC	Billet	School/Edu Requirements	Education Qualification Code 2		
Education Requirement Code 1	MCCDC	MCCDC	Billet	School/Edu Requirements	Education Requirement Code 1		
Education Requirement Code 2	MCCDC	MCCDC	Billet	School/Edu Requirements	Education Requirement Code 2		
Financial Disclosure Statement Required Indicator Code	MCCDC	MCCDC	Billet	PEN Data	Financial Disclosure Statement Required Indicator		
Fiscal Year	MCCDC	MCCDC	Billet	Key Info	Fiscal Year		
Footnote Description Text	MCCDC	MCCDC	Billet	Key Info	Footnote Description		

Figure H-1.--TSMFS Data Responsibilities (Continued)

Foreign Language Code 2	MCCDC	MCCDC	Billet	Key Info	Foreign Language Code 1		
Foreign Language Code 3	MCCDC	MCCDC	Billet	Key Info	Foreign Language Code 2		
Foreign Language Qualifier Code 2	MCCDC	MCCDC	Billet	Key Info	Foreign Language Qualifier Code 1		
Foreign Language Qualifier Code 3	MCCDC	MCCDC	Billet	Key Info	Foreign Language Qualifier Code 2		
Gender	MCCDC	MCCDC	Billet	Key Info	Gender		
Geographic Location Code	MCCDC	MCCDC	Billet	Key Info	Geolocation Code		
Geographic Location Code	MCCDC	MCCDC	Billet	Key Info	Geolocation Code1		
Grade Title	MCCDC	MCCDC	Billet	Key Info	Alpha Grade		
Hierarchy Order Number	MCCDC	MCCDC	Billet	Other	Hierarchy Order Number		
Inherently Governmental Criteria Code	MCCDC	MCCDC	Billet	Key Info	Inherently Governmental Criteria Code		
Inherently Governmental Function Code	MCCDC	MCCDC	Billet	Key Info	Inherently Governmental Function Code		
Inventory Item ID	MCCDC	MCCDC	Billet	Other	Inventory Item ID		
JDAL Indicator	MCCDC	MCCDC	Billet	Joint Requirements	JDAL indicator		
Joint Billet Criticality Indicator	MCCDC	MCCDC	Billet	Joint Requirements	Joint Billet Criticality Indicator		
Joint Duty Assignment	MCCDC	MCCDC	Billet	Joint Requirements	Joint Duty Assignment		
Last Updated By	MCCDC	MCCDC	Billet	Other	Last Updated By		
Last Updated Date	MCCDC	MCCDC	Billet	Other	Last Update Date		
Legacy Line Identifier	MCCDC	MCCDC	Billet	Other	Legacy TO Line Identifier		
Manning Precedence Level	MCCDC	MCCDC	Billet	Other	Manning Precedence Level		
Manpower Program Element Number	MCCDC	MCCDC	Billet	PEN Data	Manpower Program Element Number		
Mapped From BIC Sequence	MCCDC	MCCDC	Billet	Key Info	Mapped From BIC SEQ		
Mapped From Billet Description	MCCDC	MCCDC	Billet	Key Info	Mapped Billet		
Mapped From UIC	MCCDC	MCCDC	Billet	Key Info	MAPPED_FROM_UIC		
Mapped To BIC Sequence	MCCDC	MCCDC	Billet	Key Info	Mapped To BIC SEQ		
Mapped To UIC	MCCDC	MCCDC	Billet	Key Info	MAPPED_TO_UIC		
Mobilization Monitor Command	MCCDC	MCCDC	Billet	Key Info	MMCC		
Monitor Command Code	MCCDC	MCCDC	Billet	Key Info	MCC		
NAVY Billet Identifier	MCCDC	MCCDC	Billet	Navy Requirements	NAVY Billet Identifier		
NAVY Billet Sequence Cd	MCCDC	MCCDC	Billet	Navy Requirements	NAVY Billet Sequence Cd		

Figure H-1.--TSMFS Data Responsibilities (Continued)

NAVY UIC	MCCDC	MCCDC	Billet	Navy Requirements	NAVY UIC		
P2T2 Individual Account Code	MCCDC	MCCDC	Billet	Key Info	P2T2 Individual Account Code		
Para Line Number	MCCDC	MCCDC	Billet	Joint Requirements	Para Line Number		
Parent BIC Sequence	MCCDC	MCCDC	Billet	Key Info	Parent BIC SEQ		
Pay Grade	MCCDC	MCCDC	Billet	Key Info	Pay Grade		
Pay Plan Grade ID	MCCDC	MCCDC	Billet	Key Info	Grade		
PEN Classification	MCCDC	MCCDC	Billet	PEN Data	PEN Classification		
Position Fill Category Code	MCCDC	MCCDC	Billet	Joint Requirements	Position Fill Category Code		
Position Manpower Type Code	MCCDC	MCCDC	Billet	Key Info	Manpower Type Code		
Position Pay Plan Code	MCCDC	MCCDC	Billet	Key Info	Pay Plan Code		
Primary MOS	MCCDC	MCCDC	Billet	Key Info	Primary MOS		
Pseudo Monitor Command Code	MCCDC	MCCDC	Billet	Key Info	PMCC		
Rated Aeronautical Expertise Position	MCCDC	MCCDC	Billet	Key Info	Rated Aeronautical Expertise Position Indicator Co		
Refresh Time	MCCDC	MCCDC	Billet	Other	REFRESH_TIME		
Reporting Unit Code	MCCDC	MCCDC	Billet	Key Info	RUC		
Reserve Type Code	MCCDC	MCCDC	Billet	Key Info	Reserve Type Code		
Security Clearance	MCCDC	MCCDC	Billet	Key Info	Security Clearance		
Service School Code 1	MCCDC	MCCDC	Billet	School/Edu Requirements	Service School Code 1		
Service School Code 2	MCCDC	MCCDC	Billet	School/Edu Requirements	Service School Code 2		
Service School Code Qualifier 1	MCCDC	MCCDC	Billet	School/Edu Requirements	Service School Code Qualifier 1		
Service School Code Qualifier 2	MCCDC	MCCDC	Billet	School/Edu Requirements	Service School Code Qualifier 2		
Staffing Goal	MCCDC	MCCDC	Billet	Other	Staffing Goal		
Unit Identification Code	MCCDC	MCCDC	Billet	Key Info	UIC		
Weapon Code	MCCDC	MCCDC	Billet	Key Info	Weapon Code		
Weapon Exception Code	MCCDC	MCCDC	Billet	Key Info	Weapon Exception Code		
Weapon Exception Justification	MCCDC	MCCDC	Billet	Key Info	Weapon Exception Justification		
AAO for MPSRON-1	MCCDC	MCCDC	Equipment	Equipment Measures	AAO Distribution	MPS-1 AAO	
AAO for MPSRON-2	MCCDC	MCCDC	Equipment	Equipment Measures	AAO Distribution	MPS-2 AAO	
AAO for MPSRON-3	MCCDC	MCCDC	Equipment	Equipment Measures	AAO Distribution	MPS-3 AAO	
AAO for Supporting Establishment	MCCDC	MCCDC	Equipment	Equipment Measures	AAO Distribution	Supt Establishment AAO	

Figure H-1.--TSMFS Data Responsibilities (Continued)

AAO for WRMR	MCCDC	MCCDC	Equipment	Equipment Measures	AAO Distribution	WRMR AAO	
AAO for WRMR DEP	MCCDC	MCCDC	Equipment	Equipment Measures	AAO Distribution	WRMR Deployed AAO	
AAO Quantity	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	AAO Quantity	
AAO Totals	MCCDC	MCCDC	Equipment	Equipment Measures	AAO Distribution	Total AAO	
AAO_FY0	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	AAO_FY0
AAO_FY1	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	AAO_FY1
AAO_FY2	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	AAO_FY2
AAO_FY3	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	AAO_FY3
AAO_FY4	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	AAO_FY4
AAO_FY5	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	AAO_FY5
AAO_FY6	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	AAO_FY6
AC Frequency Primary	MCSC	MCSC	Equipment	Power/POL	AC	AC Frequency Primary	
AC Frequency Secondary	MCSC	MCSC	Equipment	Power/POL	AC	AC Frequency Secondary	
AC Qty Per TAMCN1	MCSC	MCSC	Equipment	Power/POL	Environmental Control Unit Data	AC Qty Per TAMCN1	
AC Qty Per TAMCN2	MCSC	MCSC	Equipment	Power/POL	Environmental Control Unit Data	AC Qty Per TAMCN2	
Acq Program Element Number	MCSC	DC P&R	Equipment	Acquisition	Acq Program Element Number		
Acquisition Advice Code	MCSC	MCSC	Equipment	Acquisition	Acquisition Advice Code		
Acquisition Memo	MCCDC/MCSC	MCCDC	Equipment	Memo	Acquisition Memo		
Acquisition POC Email	MCSC/MCLC/MCCDC	MCSC	Equipment	Milestone/POC	TAM Acquisition Contacts	Point of Contact Email	
Additional Authorization List	MCLC TDMS Import	MCCDC	Equipment	Management	Additional Authorization List		
Air Conditioner Identification 1	MCSC	MCSC	Equipment	Power/POL	Environmental Control Unit Data	Air Conditioner Identification 1	
Air Conditioner Identification 2	MCSC	MCSC	Equipment	Power/POL	Environmental Control Unit Data	Air Conditioner Identification 2	
Air Conditioner Skid Mounted Indicator1	MCSC	MCSC	Equipment	Power/POL	Environmental Control Unit Data	Skid Mount Ind 1	

Figure H-1.--TSMFS Data Responsibilities (Continued)

Air Conditioner Skid Mounted Indicator2	MCSC	MCSC	Equipment	Power/POL	Environmental Control Unit Data	Skid Mount Ind 2	
Allowance Memo	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Allowance Memo	
Alternate Battery Nomenclature	MCSC	MCSC	Equipment	Power/POL	Battery Data	Battery Nomenclature Alternate	
Alternate Battery Quantity	MCSC	MCSC	Equipment	Power/POL	Battery Data	Battery Quantity Alternate	
Alternate Battery Type	MCSC	MCSC	Equipment	Power/POL	Battery Data	Battery Type Alternate	
Attack High Rate	DC I&L	DC I&L	Equipment	Replace Factor	Battery Types	Battery Type Attack High	
Attack Low Rate	DC I&L	DC I&L	Equipment	Replace Factor	Battery Types	Battery Type Attack Low	
Attack Medium Rate	DC I&L	DC I&L	Equipment	Replace Factor	Battery Types	Battery Type Attack Medium	
AUTH_ FY0	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	AUTH_FY0
AUTH_ FY1	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	AUTH_FY1
AUTH_ FY2	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	AUTH_FY2
AUTH_ FY3	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	AUTH_FY3
AUTH_ FY4	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	AUTH_FY4
AUTH_ FY5	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	AUTH_FY5
AUTH_ FY6	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	AUTH_FY6
Authorized Quantity	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Authorized Quantity	
Basic Issue Item	MCLC TDMS Import	MCCDC	Equipment	Management	Basic Issue Item		
Battery Nomenclature	MCSC	MCSC	Equipment	Power/POL	Battery Data	Battery Nomenclature	
Battery Quantity	MCSC	MCSC	Equipment	Power/POL	Battery Data	Battery Quantity	
Battery Type	MCSC	MCSC	Equipment	Power/POL	Battery Data	Battery Type	
Budget Line Item Number	MCSC via LOV import	DC P&R	Equipment	Acquisition	Budget Line Item Number		
CAGE Code	MCSC	MCSC	Equipment	CAGE Info	CAGE Code		
Cage Code	MCSC	MCSC	Equipment	Acquisition	CAGE Code		

Figure H-1.--TSMFS Data Responsibilities (Continued)

Calibration Indicator	MCSC	MCSC	Equipment	Acquisition	Calibration Indicator		
Cargo Category Cargo Type of Container	MCSC	MCSC	Equipment	Ship/Embark	Cargo Info	Cargo Category Type of Container	
Cargo Category Code	MCSC	MCSC	Equipment	Ship/Embark	Cargo Info	Cargo Category Code	
Cargo Category Code Type	MCSC	MCSC	Equipment	Ship/Embark	Cargo Info	Cargo Category Code Type	
Cataloging Action Request Memorandum	MCSC	MCSC	Equipment	CAR	Cataloging Action Request Memorandum		
CDTS Number	MCCDC	MCCDC	Equipment	CDTS Info	CDTS No		
Collateral Equipment Indicator	MCSC	MCSC	Equipment	Acquisition	Collateral Equipment Indicator		
Collateral Material	MCSC	MCSC	Equipment	Management	Collateral Material		
Colloquial Name	MCCDC/MCSC	MCCDC	Equipment	Management	Colloquial Name		
Combat Essentiality Code	MCCDC	MCCDC	Equipment	Management	Combat Essentiality Code		
Commodity Material	MCCDC	MCCDC	Equipment	Management	Commodity Material		
Commodity Type	MCCDC	MCCDC	Equipment	Management	Commodity Type		
Component of End Item	MCSC	MCSC	Equipment	Management	Component of End Item		
Connection Primary	MCSC	MCSC	Equipment	Power/POL	AC	Connection Primary	
Connection Secondary	MCSC	MCSC	Equipment	Power/POL	AC	Connection Secondary	
Consist of List Item	MCSC	MCSC	Equipment	Management	Consist of List Item		
Consolidated Weapon System Code	DC I&L	DC I&L	Equipment	Management	Consolidated Weapon System Code		
Contract Number	MCSC	MCSC	Equipment	Acquisition	Contract Number		
Contractor Logistics Support	MCSC	MCSC	Equipment	Acquisition	Contractor Logistics Support		
Controlled Inventory Item Code	MCSC	MCSC	Equipment	Management	Controlled Inventory Item Code		
Controlled Item Indicator Code	MCCDC	MCCDC	Equipment	Management	Controlled Item Indicator Code		
Criticality Code	MCSC	MCSC	Equipment	Management	Criticality Code		
DD61 Nomenclature	MCSC	MCSC	Equipment	TAM Header	DD61 Nomenclature		

Figure H-1.--TSMFS Data Responsibilities (Continued)

Defend High Rate	DC I&L	DC I&L	Equipment	Replace Factor	Battery Types	Battery Type Defend High	
Defend Low Rate	DC I&L	DC I&L	Equipment	Replace Factor	Battery Types	Battery Type Defend Low	
Defend Medium Rate	DC I&L	DC I&L	Equipment	Replace Factor	Battery Types	Battery Type Defend Medium	
Delay High Rate	DC I&L	DC I&L	Equipment	Replace Factor	Battery Types	Battery Type Delay High	
Delay Low Rate	DC I&L	DC I&L	Equipment	Replace Factor	Battery Types	Battery Type Delay Low	
Delay Medium Rate	DC I&L	DC I&L	Equipment	Replace Factor	Battery Types	Battery Type Delay Medium	
Demilitarization Code	MCSC	MCSC	Equipment	Management	Demilitarization Code		
Density Indicator Code	MCSC	MCSC	Equipment	Management	Density Indicator Code		
Description	MCSC	MCSC	Equipment	CAGE Info	Description		
Dimension: Height in Centimeters	MCSC	MCSC	Equipment	Ship/Embark	Dimensional Data	Dimension: Height in Centimeters	
Dimension: Height in Feet	MCSC	MCSC	Equipment	Ship/Embark	Dimensional Data	Dimension: Height in Feet	
Dimension: Height in Inches	MCSC	MCSC	Equipment	Ship/Embark	Dimensional Data	Dimension: Height in Inches	
Dimension: Lenght in Feet	MCSC	MCSC	Equipment	Ship/Embark	Dimensional Data	Dimension: Length in Feet	
Dimension: Length in Centimeters	MCSC	MCSC	Equipment	Ship/Embark	Dimensional Data	Dimension: Length in Centimeters	
Dimension: Length in Inches	MCSC	MCSC	Equipment	Ship/Embark	Dimensional Data	Dimension: Length in Inches	
Dimension: Lowest Reducible Height in Centimeters	MCSC	MCSC	Equipment	Ship/Embark	Dimensional Data	Dimension: Lowest Reducible Height in Centimeters	

Figure H-1.--TSMFS Data Responsibilities (Continued)

Dimension: Lowest Reducible Height in Feet	MCSC	MCSC	Equipment	Ship/Embark	Dimensional Data	Dimension: Lowest Reducible Height in Feet	
Dimension: Lowest Reducible Height in Inches	MCSC	MCSC	Equipment	Ship/Embark	Dimensional Data	Dimension: Lowest Reducible Height in Inches	
Dimension: Standard Package Cube	MCSC	MCSC	Equipment	Ship/Embark	Dimensional Data	Dimension: Standard Package Cube	
Dimension: Standard Package Square	MCSC	MCSC	Equipment	Ship/Embark	Dimensional Data	Dimension: Standard Package Square	
Dimension: Standard Package Weight Kilograms	MCSC	MCSC	Equipment	Ship/Embark	Dimensional Data	Dimension: Standard Package Weight Kilograms	
Dimension: Standard Package Weight Pounds	MCSC	MCSC	Equipment	Ship/Embark	Dimensional Data	Dimension: Standard Package Weight Pounds	
Dimension: Width in Centimeters	MCSC	MCSC	Equipment	Ship/Embark	Dimensional Data	Dimension: Width in Centimeters	
Dimension: Width in Feet	MCSC	MCSC	Equipment	Ship/Embark	Dimensional Data	Dimension: Width in Feet	
Dimension: Width in Inches	MCSC	MCSC	Equipment	Ship/Embark	Dimensional Data	Dimension: Width in Inches	
Dimensional Category	MCSC	MCSC	Equipment	Ship/Embark	Cargo Info	Dimensional Category	
Dimensional Data Certification Indicator	MCSC	MCSC	Equipment	Ship/Embark	Cargo Info	Dimensional Data Certification Indicator	
DMFA AAO	MCCDC	MCCDC	Equipment	Equipment Measures	AAO Distribution	DMFA AAO	
DMFA NAP	MCLC Import	DC I&L	Equipment	Equipment Measures	AAO Distribution	DMFA NAP	
Equipment Type	MCCDC	MCCDC	Equipment	Management	Equipment Type		
Exploit High Rate	DC I&L	DC I&L	Equipment	Replace Factor	Battery Types	Battery Type Exploit High	

Figure H-1.--TSMFS Data Responsibilities (Continued)

Exploit Low Rate	DC I&L	DC I&L	Equipment	Replace Factor	Battery Types	Battery Type Exploit Low	
Exploit Medium Rate	DC I&L	DC I&L	Equipment	Replace Factor	Battery Types	Battery Type Exploit Medium	
Facilities Requirement Code	MCSC	MCSC	Equipment	Acquisition	Facilities Requirement Indicator		
FIE_FY0	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	FIE_FY0
FIE_FY0	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	FIE_FY6
FIE_FY1	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	FIE_FY1
FIE_FY2	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	FIE_FY2
FIE_FY3	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	FIE_FY3
FIE_FY4	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	FIE_FY4
FIE_FY5	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	FIE_FY5
Fiscal Year	MCCDC	MCCDC	Equipment	Equipment Measures	AAO Distribution	FY	
Fiscal Year	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Fiscal Year	
Fuel (Gallons/Hour)	MCSC	MCSC	Equipment	Power/POL	POL Data	Fuel (Gallons/Hour)	
Fuel Tank Capacity Gallons	MCSC	MCSC	Equipment	Power/POL	POL Data	Fuel Tank Capacity Gallons	
Fuel Tank Capacity Liters	MCSC	MCSC	Equipment	Power/POL	POL Data	Fuel Tank Capacity Liters	
Fuel Type Alternate	MCSC	MCSC	Equipment	Power/POL	POL Data	Fuel Type Alternate	
Fuel Type Emergency	MCSC	MCSC	Equipment	Power/POL	POL Data	Fuel Type Emergency	
Fuel Type Primary	MCSC	MCSC	Equipment	Power/POL	POL Data	Fuel Type Primary	
Gear Oil Capacity in (Gal)	MCSC	MCSC	Equipment	Power/POL	POL Data	Gear Oil Capacity in (Gal)	
Gear Oil Capacity in (Liters)	MCSC	MCSC	Equipment	Power/POL	POL Data	Gear Oil Capacity in (Liters)	

Figure H-1.--TSMFS Data Responsibilities (Continued)

Gear Oil Consumption (Liters/Day)	MCSC	MCSC	Equipment	Power/POL	POL Data	Gear Oil Consumption (Liters/Day)	
Gear Oil in Consumption (Gallons/Day)	MCSC	MCSC	Equipment	Power/POL	POL Data	Gear Oil in Consumption (Gallons/Day)	
Gear Oil Maintenance Interval	MCSC	MCSC	Equipment	Power/POL	POL Data	Gear Oil Maintenance Interval	
High Amphibious Operation Rate	DC I&L	DC I&L	Equipment	Replace Factor	Battery Types	Battery Type Amphibious Operation High	
Hrs Per Day	MCSC	MCSC	Equipment	Power/POL	POL Data	Hrs Per Day	
I MEF AAO	MCCDC	MCCDC	Equipment	Equipment Measures	AAO Distribution	I MEF AAO	
I MEF NAP	MCLC Import	DC I&L	Equipment	Equipment Measures	AAO Distribution	I MEF NAP	
II MEF AAO	MCCDC	MCCDC	Equipment	Equipment Measures	AAO Distribution	II MEF AAO	
II MEF NAP	MCLC Import	DC I&L	Equipment	Equipment Measures	AAO Distribution	II MEF NAP	
III MEF AAO	MCCDC	MCCDC	Equipment	Equipment Measures	AAO Distribution	III MEF AAO	
III MEF NAP	MCLC Import	DC I&L	Equipment	Equipment Measures	AAO Distribution	III MEF NAP	
INDIV_FY0	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	INDIV_FY0
INDIV_FY1	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	INDIV_FY1
INDIV_FY2	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	INDIV_FY2
INDIV_FY3	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	INDIV_FY3
INDIV_FY4	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	INDIV_FY4
INDIV_FY5	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	INDIV_FY5
INDIV_FY6	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	INDIV_FY6
Individual Allowance Unit of Issue	MCSC	MCSC	Equipment	Acquisition	Individual Allowance Unit of Issue		
Individual Quantity Total	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Individual Quantity Total	
Integration Division	MCCDC	MCCDC	Equipment	TAM Header	Integration Division		
Item Designator Number	MCLC	MCLC	Equipment	TAM Header	Item Designator Code		

Figure H-1.--TSMFS Data Responsibilities (Continued)

Item Exit Date	MCCDC	MCCDC	Equipment	Management	Item Exit Date		
Item Name	MCLC	MCLC	Equipment	TAM Header	Item Name		
Limited Mirror Indicator	MCCDC	MCCDC	Equipment	Management	Limited Mirror Indicator		
Long Term Storage Quantity	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Long Term Storage Quantity	
Low Amphibious Operation Rate	DC I&L	DC I&L	Equipment	Replace Factor	Battery Types	Battery Type Amphibious Operation Low	
LTS_FY0	MCCDC/MARFORS	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	LTS_FY0
LTS_FY1	MCCDC/MARFORS	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	LTS_FY1
LTS_FY2	MCCDC/MARFORS	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	LTS_FY2
LTS_FY3	MCCDC/MARFORS	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	LTS_FY3
LTS_FY4	MCCDC/MARFORS	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	LTS_FY4
LTS_FY5	MCCDC/MARFORS	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	LTS_FY5
LTS_FY6	MCCDC/MARFORS	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	LTS_FY6
Lubrication (Oil) Cons. in Gallons/Day	MCSC	MCSC	Equipment	Power/POL	POL Data	Lubrication (Oil) Cons. in Gallons/Day	
Lubrication (Oil) Cons. in Liters/Day	MCSC	MCSC	Equipment	Power/POL	POL Data	Lubrication (Oil) Cons. in Liters/Day	
Lubrication Oil Capacity in Gallon/Day	MCSC	MCSC	Equipment	Power/POL	POL Data	Lubrication Oil Capacity in Gallon/Day	
Lubrication Oil Capacity in Liters/Day	MCSC	MCSC	Equipment	Power/POL	POL Data	Lubrication Oil Capacity in Liters/Day	
Maintenance Interval (Lube)	MCSC	MCSC	Equipment	Power/POL	POL Data	Maintenance Interval (Lube)	
Major Classification of Supply	MCCDC	MCCDC	Equipment	Management	Major Classification of Supply		
Manufacturer	MCSC	MCSC	Equipment	Acquisition	Manufacturer		

Figure H-1.--TSMFS Data Responsibilities (Continued)

MARCENT CE NAP	MCLC Import	DC I&L	Equipment	Equipment Measures	AAO Distribution	MARCENT CE NAP	
MARFORAFRICA CE AAO	MCCDC	MCCDC	Equipment	Equipment Measures	AAO Distribution	MARFORAFRICA CE AAO	
MARFORAFRICA CE NAP	MCLC Import	DC I&L	Equipment	Equipment Measures	AAO Distribution	MARFORAFRICA CE NAP	
MARFORCOM CE AAO	MCCDC	MCCDC	Equipment	Equipment Measures	AAO Distribution	MARFORCOM CE AAO	
MARFORCOM CE NAP	MCLC Import	MCCDC	Equipment	Equipment Measures	AAO Distribution	MARFORCOM CE NAP	
MARFOREUR CE NAP	MCLC Import	MCCDC	Equipment	Equipment Measures	AAO Distribution	MARFOREUR CE NAP	
MARFOREUR CE AAO	MCCDC	MCCDC	Equipment	Equipment Measures	AAO Distribution	MARFOREUR CE AAO	
MARFORKOREA CE AAO	MCLC Import	MCCDC	Equipment	Equipment Measures	AAO Distribution	MARFORKOREA CE AAO	
MARFORPAC CE AAO	MCCDC	MCCDC	Equipment	Equipment Measures	AAO Distribution	MARFORPAC CE AAO	
MARFORPAC CE NAP	MCLC Import	MCCDC	Equipment	Equipment Measures	AAO Distribution	MARFORPAC CE NAP	
MARFORRES AAO	MCCDC	MCCDC	Equipment	Equipment Measures	AAO Distribution	MARFORRES AAO	
MARFORRES NAP	MCLC Import	MCCDC	Equipment	Equipment Measures	AAO Distribution	MARFORRES NAP	
MARFORSOC AAO	MCCDC	MCCDC	Equipment	Equipment Measures	AAO Distribution	MARFORSOC AAO	
MARFORSOC NAP	MCLC Import	MCCDC	Equipment	Equipment Measures	AAO Distribution	MARFORSOC NAP	
MARFORSOUTH CE AAO	MCCDC	MCCDC	Equipment	Equipment Measures	AAO Distribution	MARFORSOUTH CE AAO	
MARFORSOUTH CE NAP	MCLC Import	MCCDC	Equipment	Equipment Measures	AAO Distribution	MARFORSOUTH CE NAP	
MARFORSTRAT CE AAO	MCCDC	MCCDC	Equipment	Equipment Measures	AAO Distribution	MARFORSTRAT CE AAO	
MARFORSTRAT CE NAP	MCLC Import	MCCDC	Equipment	Equipment Measures	AAO Distribution	MARFORSTRAT CE NAP	
Marine Corps Project Code	MCSC via LOV import	DC P&R	Equipment	Acquisition	Marine Corps Project Code		
MCPPN AAO	MCCDC	MCCDC	Equipment	Equipment Measures	AAO Distribution	MCPPN AAO	
MCPPN NAP	MCLC Import	MCCDC	Equipment	Equipment Measures	AAO Distribution	MCPPN NAP	
MEB_FY0	MCCDC/MARFORS	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	MEB_FY0

Figure H-1.--TSMFS Data Responsibilities (Continued)

MEB_FY1	MCCDC/MARFORS	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	MEB_FY1
MEB_FY2	MCCDC/MARFORS	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	MEB_FY2
MEB_FY3	MCCDC/MARFORS	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	MEB_FY3
MEB_FY4	MCCDC/MARFORS	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	MEB_FY4
MEB_FY5	MCCDC/MARFORS	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	MEB_FY5
MEB_FY6	MCCDC/MARFORS	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	MEB_FY6
Medium Amphibious Operation Rate	DC I&L	DC I&L	Equipment	Replace Factor	Battery Types	Battery Type Amphibious Operation Medium	
MFR Specs	MCSC	MCSC	Equipment	Management	Manufacturer Spec		
Milestone Comments	MCSC/MCLC/MCCDC	MCSC	Equipment	Milestone/POC	TAM Acquisition Milestone	Milestone Comments	
Milestone Date	MCSC/MCLC/MCCDC	MCSC	Equipment	Milestone/POC	TAM Acquisition Milestone	Milestone Date	
Milestone Type	MCSC/MCLC/MCCDC	MCSC	Equipment	Milestone/POC	TAM Acquisition Milestone	Milestone Type	
Military Interdepartmental Purchase Request Number	MCSC	MCSC	Equipment	Acquisition	MIPR Number		
Mission Essential CARF Indicator	MCSC	MCSC	Equipment	Acquisition	Mission Essential CARF Indicator		
Mobile Load Indicator	MCSC	MCSC	Equipment	Ship/Embark	Cargo Info	Mobile Load Indicator	
Model Number	MCSC	MCSC	Equipment	TAM Header	Model Number		
MOS Requirement Indicator	MCCDC	MCCDC	Equipment	Acquisition	MOS Requirement Indicator		
MPS-1 NAP	MCLC Import	MCCDC	Equipment	Equipment Measures	AAO Distribution	MPS-1 NAP	
MPS-2 NAP	MCLC Import	MCCDC	Equipment	Equipment Measures	AAO Distribution	MPS-2 NAP	
MPS-3 NAP	MCLC Import	MCCDC	Equipment	Equipment Measures	AAO Distribution	MPS-3 NAP	
National Stock Number	MCLC	MCLC	Equipment	TAM Header	National Stock Number		
Net Asset Posture Total	MCLC Import	MCCDC	Equipment	Equipment Measures	AAO Distribution	Net Asset Posture Total	
Next Item Exit Date Notification	MCCDC	MCCDC	Equipment	Acquisition	Next Item Exit Date Notification		
Operational Test Code	MCSC	MCSC	Equipment	Management	Operational Test Code		
ORG_FY0	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	ORG_FY0

Figure H-1.--TSMFS Data Responsibilities (Continued)

ORG_FY1	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	ORG_FY1
ORG_FY2	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	ORG_FY2
ORG_FY3	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	ORG_FY3
ORG_FY4	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	ORG_FY4
ORG_FY5	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	ORG_FY5
ORG_FY6	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	ORG_FY6
Organizational Allowance Quantity	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Organizational Quantity	
Organizational Structure Change Indicator	MCCDC	MCCDC	Equipment	Acquisition	Organizational Structure Change Indicator		
P20_FY0	MCSC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	P20_FY0
P20_FY1	MCSC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	P20_FY1
P20_FY2	MCSC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	P20_FY2
P20_FY3	MCSC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	P20_FY3
P20_FY4	MCSC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	P20_FY4
P20_FY5	MCSC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	P20_FY5
P20_FY6	MCSC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	P20_FY6
Part Number	MCSC	MCSC	Equipment	CAGE Info	Part Number		
Part Number	MCSC	MCSC	Equipment	Management	Part Number		
Peace Time Replacement Factor	MCSC	MCSC	Equipment	Replace Factor	Replacement Factors	Peace Time Replacement Factor	
Peak Electrical Power Primary	MCSC	MCSC	Equipment	Power/POL	AC	Peak Electrical Power Primary	
Peak Electrical Power Secondary	MCSC	MCSC	Equipment	Power/POL	AC	Peak Electrical Power Secondary	
Planned Procurement Quantity	MCSC	MCSC	Equipment	Equipment Measures	AAO/P20	Planned Procurement Quantity	
Point of Contact Alternate Phone	MCSC/MCLC/MCCDC	MCSC	Equipment	Milestone/POC	TAM Acquisition Contacts	Point of Contact Alternate Phone	

Figure H-1.--TSMFS Data Responsibilities (Continued)

Point of Contact Command	MCSC/MCLC/MCCDC	MCSC	Equipment	Milestone/POC	TAM Acquisition Contacts	Point of Contact Command	
Point of Contact Comments	MCSC/MCLC/MCCDC	MCSC	Equipment	Milestone/POC	TAM Acquisition Contacts	Point of Contact Comments	
Point of Contact Name	MCSC/MCLC/MCCDC	MCSC	Equipment	Milestone/POC	TAM Acquisition Contacts	Point of Contact Name	
Point of Contact Phone	MCSC/MCLC/MCCDC	MCSC	Equipment	Milestone/POC	TAM Acquisition Contacts	Point of Contact Phone	
Point of contact title	MCSC/MCLC/MCCDC	MCSC	Equipment	Milestone/POC	TAM Acquisition Contacts	Point of Contact Title	
Point of Contact Type	MCSC/MCLC/MCCDC	MCSC	Equipment	Milestone/POC	TAM Acquisition Contacts	Point of Contact Type	
Power Source Primary	MCSC	MCSC	Equipment	Power/POL	AC	Power Source Primary	
Power Source Secondary	MCSC	MCSC	Equipment	Power/POL	AC	Power Source Secondary	
Procurement Cost	MCSC	MCSC	Equipment	Acquisition	Procurement Cost		
Procurement Cost FY	MCSC	MCSC	Equipment	Acquisition	Procurement Cost FY		
Procurement Unit of Issue	MCSC	MCSC	Equipment	Acquisition	Unit of Issue		
Production Lead Time	MCSC	MCSC	Equipment	Acquisition	Production Lead Time		
Production Lead Time	MCSC	MCSC	Equipment	Management	Production Lead Time		
Program Office	MCSC	MCSC	Equipment	TAM Header	Program Office		
Purchase Agent	MCSC	MCSC	Equipment	Acquisition	Purchase Agent		
Quantity	MCSC	MCSC	Equipment	CAR	Quantity		
Quantity	MCSC	MCSC	Equipment	Associations (Related Items)	Related Item Key Info	Quantity	
Quantity per Contract/MIPR	MCSC	MCSC	Equipment	Acquisition	Quantity per Contract/MIPR		
Readiness Reportable Code	DC I&L	DC I&L	Equipment	Management	Readiness Reportable Code		
Related Item	MCSC	MCSC	Equipment	Associations (Related Items)	Related Item Key Info	Related Item	
Related TAMCN	MCSC	MCSC	Equipment	Associations (Related Items)	Related Item Key Info	Related TAMCN	
Relation Type	MCSC	MCSC	Equipment	CAR	Relation Type		

Figure H-1.--TSMFS Data Responsibilities (Continued)

Replacement cost FY	MCSC	MCSC	Equipment	Acquisition	Replacement Cost Fiscal Year		
Replacement Factor: Armor Heavy Threat (AHT) Assault Rate PEI	DC I&L	DC I&L	Equipment	Replace Factor	Replacement Factors	Replacement Factor: Armor Heavy Threat (AHT) Assault Rate PEI	
Replacement Factor: Armor Heavy Threat (AHT) Sustain Rate PEI	DC I&L	DC I&L	Equipment	Replace Factor	Replacement Factors	Replacement Factor: Armor Heavy Threat (AHT) Sustain Rate PEI	
Replacement Factor: Infantry Heavy Threat (IHT) Assault Rate PEI	DC I&L	DC I&L	Equipment	Replace Factor	Replacement Factors	Replacement Factor: Infantry Heavy Threat (IHT) Assault Rate PEI	
Replacement Factor: Infantry Heavy Threat (IHT) Sustain Rate PEI	DC I&L	DC I&L	Equipment	Replace Factor	Replacement Factors	Replacement Factor: Infantry Heavy Threat (IHT) Sustain Rate PEI	
Replacement Factor: Light Infantry Threat (LIT) Assault Rate PEI	DC I&L	DC I&L	Equipment	Replace Factor	Replacement Factors	Replacement Factor: Light Infantry Threat (LIT) Assault Rate PEI	
Replacement Factor: Light Infantry Threat (LIT) Sustain Rate PEI	DC I&L	DC I&L	Equipment	Replace Factor	Replacement Factors	Replacement Factor: Light Infantry Threat (LIT) Sustain Rate PEI	

Figure H-1.--TSMFS Data Responsibilities (Continued)

Replacement Factor: Weighted Average Threat (AVG) Assault Rate PEI	DC I&L	DC I&L	Equipment	Replace Factor	Replacement Factors	Replacement Factor: Weighted Average Threat (AVG) Assault Rate PEI	
Replacement Factor: Weighted Average Threat (AVG) Sustain Rate PEI	DC I&L	DC I&L	Equipment	Replace Factor	Replacement Factors	Replacement Factor: Weighted Average Threat (AVG) Sustain Rate PEI	
Replacment costs	MCSC	MCSC	Equipment	Acquisition	Replacement Cost		
RSOI Quantity Rate	DC I&L	DC I&L	Equipment	Replace Factor	RSOI	Battery Type RSOI Quantity	
Secure High Rate	DC I&L	DC I&L	Equipment	Replace Factor	Battery Types	Battery Type Secure High	
Secure Low Rate	DC I&L	DC I&L	Equipment	Replace Factor	Battery Types	Battery Type Secure Low	
Secure Medium Rate	DC I&L	DC I&L	Equipment	Replace Factor	Battery Types	Battery Type Secure Medium	
Shelf Life Code	MCSC	MCSC	Equipment	Acquisition	Shelf Life Code		
Shelf Life Code	MCSC	MCSC	Equipment	Management	Shelf Life Code		
Shipping Configuration Code	MCSC	MCSC	Equipment	Ship/Embark	Cargo Info	Shipping Configuration Code	
SMRC	MCSC	MCSC	Equipment	Management	SMRC		
Source of Supply	MCSC	MCSC	Equipment	Acquisition	Source of Supply		
Special Allowance Expiration Date	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Special Allowance Expiration Date	
Special Allowance Quantity	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Special Allowance Quantity	
Special Tool Indicator	MCSC	MCSC	Equipment	Acquisition	Special Tool Indicator		

Figure H-1.--TSMFS Data Responsibilities (Continued)

SPL_AWL_FY0	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	SPL_AWL_FY0
SPL_AWL_FY1	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	SPL_AWL_FY1
SPL_AWL_FY2	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	SPL_AWL_FY2
SPL_AWL_FY3	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	SPL_AWL_FY3
SPL_AWL_FY4	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	SPL_AWL_FY4
SPL_AWL_FY5	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	SPL_AWL_FY5
SPL_AWL_FY6	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	SPL_AWL_FY6
Square Stowage Indicator	MCSC	MCSC	Equipment	Ship/Embark	Cargo Info	Square Stowage Indicator	
Standard Unit Price	MCSC	MCSC	Equipment	Acquisition	Standard Unit Price		
Stores Account Code	MCCDC	MCCDC	Equipment	Management	Stores Account Code		
Subclassification of supply	MCCDC	MCCDC	Equipment	Management	Subclassification of supply		
Supt Establishment NAP	MCLC Import	MCCDC	Equipment	Equipment Measures	AAO Distribution	Supt Establishment NAP	
Table Of Authorized Material Control Number	MCCDC	MCCDC	Equipment	Equipment Measures	AAO Distribution	TAMCN	
Table Of Authorized Material Control Number	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	TAMCN	
Table Of Authorized Material Control Number	MCCDC	MCCDC	Equipment	TAM Header	TAM Group		
TAM Relationship	MCSC	MCSC	Equipment	Associations (Related Items)	Related Item Key Info	TAM Relationship	
TAMCN	MCCDC	MCCDC	Equipment	TAM Header	TAMCN		
Technical Publication Requirement	MCSC	MCSC	Equipment	Acquisition	Technical Publication Requirement		
Technical Services Requirement	MCSC	MCSC	Equipment	Acquisition	Technical Services Requirement		
Test Equipment Indicator	MCSC	MCSC	Equipment	Acquisition	Test Equipment Indicator		
Training Devices Indicator	MCSC	MCSC	Equipment	Acquisition	Training Devices Indicator		
TUCHA Data Indicator	MCCDC	MCCDC	Equipment	Management	TUCHA Data Indicator		
Type Allowance Code	MCCDC	MCCDC	Equipment	Management	Type Allowance Code		

Figure H-1.--TSMFS Data Responsibilities (Continued)

Type Force Indicator Code	MCCDC	MCCDC	Equipment	Management	Type Force Indicator Code		
UNF_FY0	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	UNF_FY0
UNF_FY1	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	UNF_FY1
UNF_FY2	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	UNF_FY2
UNF_FY3	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	UNF_FY3
UNF_FY4	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	UNF_FY4
UNF_FY5	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	UNF_FY5
UNF_FY6	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	Qty by FY	UNF_FY6
Unfunded Quantity	MCCDC/MCSC	MCCDC	Equipment	Equipment Measures	AAO/P20	Unfunded Quantity	
Unit Identification Code	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	UIC	
Using Unit Responsibility	MCLC TDMS Import	DC I&L	Equipment	Management	Using Unit Responsibility		
UUNS Indicator	MCCDC	MCCDC	Equipment	Management	UUNS Indicator		
Voltage Range & Type Primary	MCSC	MCSC	Equipment	Power/POL	AC	Voltage Range & Type Primary	
Voltage Range & Type Secondary	MCSC	MCSC	Equipment	Power/POL	AC	Voltage Range & Type Secondary	
Weapons System Code	MCSC	DC I&L	Equipment	Management	Weapon System Code		
Weapons System Group	DC I&L	DC I&L	Equipment	Management	Weapon System Group		
WRMR Deployed NAP	MCLC Import	MCCDC	Equipment	Equipment Measures	AAO Distribution	WRMR Deployed NAP	
WRMR NAP	MCLC Import	MCCDC	Equipment	Equipment Measures	AAO Distribution	WRMR NAP	
X78 Expression	MCCDC	MCCDC	Equipment	Equipment Measures	AAO/P20	X78 Expression	
Administrative Command Unit Identification Code	MCCDC	MCCDC	Unit	Reporting	Administrative Control UIC		
Advocate Code	MCCDC	MCCDC	Unit	Organization	Advocate Code		
Armed Status Code	MCCDC	MCCDC	Unit	Organization	Armed Status Code		
Armed Status Code	MCCDC	MCCDC	Unit	Other	ARMED_STATUS_CODE		
Battalion factor	MCCDC	MCCDC	Unit	Other	Battalion Factor		
Billet Sequence ID	MCCDC	MCCDC	Unit	Other	BILL SEQUENCE ID		

Figure H-1.--TSMFS Data Responsibilities (Continued)

Command Designator Code	MCLC	MCLC	Unit	Reporting	CDC CD		
Component Code	MCCDC	MCCDC	Unit	Organization Componency	Component Code		
Created By	MCCDC	MCCDC	Unit	Other	CREATED BY		
Creation Date	MCCDC	MCCDC	Unit	Other	CREATION DATE		
Effective End Date	MCCDC	MCCDC	Unit	Other	Effective End Fiscal Year Date		
Effective Start Date	MCCDC	MCCDC	Unit	Other	Effective Fiscal Year Date		
Fiscal Year	MCCDC	MCCDC	Unit	Other	Fiscal Year		
Fleet Marine Force Indicator	MCCDC	MCCDC	Unit	Organization Componency	Fleet Marine Force Indicator		
Installation	MCCDC	MCCDC	Unit	Name and Location Data	Installation		
Installation Name/City	MCCDC	MCCDC	Unit	Name and Location Data	Installation Name/City		
Installation type	MCCDC	MCCDC	Unit	Name and Location Data	Installation Type Code		
Inventory Item ID	MCCDC	MCCDC	Unit	Other	Inventory Item ID		
Last Updated By	MCCDC	MCCDC	Unit	Other	Last Updated By		
Last Updated Date	MCCDC	MCCDC	Unit	Other	Last Update Date		
Legacy TE	MCCDC	MCCDC	Unit	Organization	Legacy TE		
Legacy TO	MCCDC	MCCDC	Unit	Organization	Legacy TO		
Legacy Unit Identifier	MCCDC	MCCDC	Unit	Organization	Legacy Unit Identifier		
MAGTF Element	MCCDC	MCCDC	Unit	Organization Componency	MAGTF Element		
Mailing Address Country Code	MCCDC	MCCDC	Unit	Name and Location Data	Country Code		
Major Command	MCCDC	MCCDC	Unit	Organization	Major Command Code		
Manning Precedence Level	MCCDC	MCCDC	Unit	Reporting	Manning Precedence Level Code		
Maritime Preposition Squadron UIC	MCCDC	MCCDC	Unit	Reporting	MPS UIC		
Military Unit Level Code	MCCDC	MCCDC	Unit	Type Unit Characteristics	Military Unit Level Code		
Mirror Flag	MCCDC	MCCDC	Unit	Name and Location Data	Mirror Flag		
Mirror Unit Code	MCCDC	MCCDC	Unit	Name and Location Data	Mirror Unit Code		
Mission Statement	MCCDC	MCCDC	Unit	Other	Mission Statement		
Operational Command Unit Identification Code	MCCDC	MCCDC	Unit	Reporting	Operational Control UIC		
Organization Code	MCCDC	MCCDC	Unit	Organization Componency	Organization Code		
Organization Code	MCCDC	MCCDC	Unit	Other	Organization Code1		
Organization ID	MCCDC	MCCDC	Unit	Other	Organization ID		
Organization Long Name	MCCDC	MCCDC	Unit	Name and Location Data	Organization Long Name		

Figure H-1.--TSMFS Data Responsibilities (Continued)

Parent Unit Identification Code	MCCDC	MCCDC	Unit	Reporting	Parent UIC		
Permanent Geolocation	MCCDC	MCCDC	Unit	Name and Location Data	Permanent Geolocation		
Postal Address City Name	MCCDC	MCCDC	Unit	Name and Location Data	City		
Postal-Address Street Address 1	MCCDC	MCCDC	Unit	Name and Location Data	Street Address 1		
Postal-Address Street Address 2	MCCDC	MCCDC	Unit	Name and Location Data	Street Address 2		
Present Geolocation	MCCDC	MCCDC	Unit	Name and Location Data	Present Geolocation		
Program Element Number	MCCDC	MCCDC	Unit	Reporting	Program Element Number		
Regional Activity Code	MCLC	MCLC	Unit	Reporting	Regional Activity Code		
Reporting Unit Code	MCCDC	MCCDC	Unit	Reporting	Reporting Unit Code		
Rollup UIC	MCCDC	MCCDC	Unit	Reporting	Rollup UIC		
SASSY Activity Address Code	MCLC	MCLC	Unit	Reporting	SASSY Activity Address Code		
Table of Organization and Equipment Name	MCCDC	MCCDC	Unit	Organization	Unit Name		
Table of Organization and Equipment Name	MCCDC	MCCDC	Unit	Reporting	Administrative Control Unit Name		
Table of Organization and Equipment Name	MCCDC	MCCDC	Unit	Reporting	Operational Control Unit Name		
Table of Organization and Equipment Name	MCCDC	MCCDC	Unit	Reporting	Parent Unit Name		
Table of Organization and Equipment Name	MCCDC	MCCDC	Unit	Reporting	TFL Parent Unit Name		
Table of Organization and Equipment Name	MCCDC	MCCDC	Unit	Reporting	Work Flow Unit Name		
TOE Mobilization Monitor Command	MCCDC	MCCDC	Unit	Reporting	Mobilization Monitor Command		
TOE Monitor Command Code	MCCDC	MCCDC	Unit	Reporting	MCC		
TOE Pseudo Monitor Command Code	MCCDC	MCCDC	Unit	Reporting	Pseudo Monitor Command Code		
TOE Sequence	MCCDC	MCCDC	Unit	Other	TOE SEQ		
TUCHA Unit Type Description	MCCDC	MCCDC	Unit	Type Unit Characteristics	TUCHA Unit Type Description		
Type of TOE	MCCDC	MCCDC	Unit	Organization	Type of Unit		
Type Support Code	MCCDC	MCCDC	Unit	Organization	Type Support Code		
UDP Effective Date	MCCDC	MCCDC	Unit	UPD Info	UDP Effective Date		
Unit Activity Address Code	MCCDC	MCCDC	Unit	Reporting	Unit Activity Address Code		
Unit Descriptor Code	MCCDC	MCCDC	Unit	Type Unit Characteristics	Unit Descriptor Code		
Unit Identification Code	MCCDC	MCCDC	Unit	Organization	UIC		

Figure H-1.--TSMFS Data Responsibilities (Continued)

Unit Sponsor	MCCDC	MCCDC	Unit	Organization	Unit Sponsor		
Unit Type Code	MCCDC	MCCDC	Unit	Type Unit Characteristics	Unit Type Code		
United-States-Postal-Region State Code	MCCDC	MCCDC	Unit	Name and Location Data	US State		
UPD UIC	MCCDC	MCCDC	Unit	UPD Info	UDP UIC		
Work Flow UIC	MCCDC	MCCDC	Unit	Reporting	Work Flow UIC		
Zip/Postal Code	MCCDC	MCCDC	Unit	Name and Location Data	Zip/Postal Code		

Figure H-1.--TSMFS Data Responsibilities (Continued)

APPENDIX I

Logistics Integration Division

Prioritized Gap Listing 1-4

G - Gap, E - Excess, S - Shortfall, N - NA

Gap #	JCA	MCTL	Description of Capability Gap by Task	GAP S/N
1	8.0 Joint Logistics 8.4 Force Health Protection 8.2 Agile Sustainment 8.6 Information Fusion	4.1 Conduct Supply Operations 4.1.2.(1-6) Conduct Ground Supply Ops 4.2 Conduct Maint. Operations 4.2.2.(1-8) Conduct Ground Equip. Maint. 4.3.(1-6) Conduct Trans. Operations 4.4.(1-6) Conduct Gen. Eng. Ops 4.5.(1-6) Provide Health Services 4.6.1 Provide Services	Unable to monitor availability and maintain situational awareness of all inter-service battle space in the joint operations environment within all functional areas of logistics.	
2	8.0 Joint Logistics 8.2 Agile Sustainment 8.6 Information Fusion	4.1.2.4 Conduct Distribution Ops 4.3 Conduct Transportation Operations 4.3.(1-6)	Reduced capability exists in medium/heavy fleet in widely dispersed operations greater than 150 miles, adversely impacting sustained distribution of logistical/supply throughput down to the unit level.	S
3	8.0 Joint Logistics 8.2 Agile Sustainment	4.1.2.4 Conduct Distribution Ops 4.3.1 Conduct Embark Support 4.3.2 Conduct Port & Terminal Support 4.3.3 Conduct Trans. Ops. 4.3.4 Conduct Air Delivery Ops. 4.3.5 Provide Freight Pass Trans. 4.3.6 Conduct Mat. Handling 4.4 Conduct Gen Eng. Ops.	Insufficient capability of dedicated air and surface distribution/transportation and MHE assets to overcome greatly dispersed FOBs and lengthy lines of communication.	S
4	8.0 Joint Logistics 8.2 Agile Sustainment	4.2 Conduct Maintenance Operations 4.2.2.2 Conduct Service Adjustment, & Tuning 4.2.2.4 Conduct Repair 4.2.2.8 Conduct Recovery & Evacuation Ops.	Lack of institutional enterprise maintenance directives and policies that allow maintenance to meet readiness standards during future MC operational concepts (DO, FE, CR, CIT).	

Annex I to Enclosure (1)

Figure I-1.--MAGTF Capabilities List

Logistics Integration Division

Prioritized Gap Listing 5-10

G - Gap, E - Excess, S - Shortfall, N - NA

Gap #	JCA	MCTL	Description of Capability Gap by Task	GAP S/N
5	8.0 Joint Logistics 8.2 Agile Sustainment	4.2 Conduct Maintenance Operations 4.2.2.2 Conduct Service Adjustment, & Tuning 4.2.2.3 Conduct Testing & Calibration 4.2.2.4 Conduct Repair 4.2.2.8 Conduct Recovery & Evacuation Ops.	Limited capability to provide effective maintenance support to the MAGTF outside a 90 mile radius. Due to a lack of mobility, agility, and quantities of maintenance contact, recovery/evacuation assets (M88s AAVR7, B1945 not replaced) and inadequate tool load configurations.	S
6	8.0 Joint Logistics 8.3.0.0 Operational Engineering	4.4 Conduct General Engineering Operations 4.4.2 Conduct Horizontal/Vertical Construction	Limited ability in earthmoving and excavation capability in support of road/airfield construction and bulk fuel emplacement.	S
7	8.3.0.0 Operational Engineering	4.4.9 Conduct Tactical Electrical Supply	Insufficient expeditionary electrical power generation and distribution capability.	S
8	8.4.0.0 Force Health Protection	4.5 Provide Health Services 4.5.2 Perform Casualty Collection 4.5.3 Conduct Casualty Treatment 4.5.4 Conduct Temp. Casualty Holding 4.5.5 Conduct Cas Evac.	HSS is not organized and equipped around capability sets that are smaller, more agile and modular, which can be tasked organized to support the full spectrum of military operations such as evolving MC concepts (DO, STOM, PO) and effectively respond to MCO and MOOTW.	
9	8.4.0.0 Force Health Protection	4.5 Provide Health Services 4.5.1 Conduct Health Maint. 4.5.2 Perform Casualty Collection 4.5.3 Conduct Casualty Treatment 4.5.4 Conduct Temp. Casualty Holding 4.5.5 Conduct Cas Evac.	Unable to provide effective life saving agents/devices which are lighter, smaller, more durable and versatile to support all facets of EMW, to include the ability to treat and move casualties.	
10	8.0 Joint Logistics 8.2 Agile Sustainment	4.3.0 Conduct Trans. Ops. 4.3.1 Conduct Embark Support 4.3.3 Conduct Motor Trans. Ops 4.3.5 Provide Mat Handling Ops	Unable to provide an expeditionary airfield fire fighting/rescue capability	

Annex I to Enclosure (1)

Figure I-2.--MAGTF Capabilities List

Logistics Integration Division

Top Ten Gaps Quad Charts

Annex I to Enclosure (1)

Figure I-3.--MAGTF Capabilities List

Marine Corps Logistics

Gap # 1 of 10

JCA 8.0 Joint Logistics
JCA 8.1 Joint Deployment/Rapid Distribution
JCA 8.2 Agile Sustainment
JCA 8.4 Force Health Protection
JCA 8.6 Information Fusion
MCT 4.0 Perform Logistics and Combat Service Support
MCT 4.1/2/3 Conduct Supply Operations, Conduct Maint. Ops, Conduct Trans. Ops
MCT 4.5.3/5 Casualty Treatment and Evacuation

Deficiencies in Conditions: Unable to monitor availability and maintain situational awareness of all inter-service battle space in the joint operations environment within all functional areas of logistics.
Deficiencies in Standard: Unable to effectively provide on-time, agile sustainment to the maneuver forces under the full range of military operations.
Possible DOTMLPF Implications - Potential affect across all of the D, O, T, M, P, F pillars

Inputs utilized for analysis:

DC, I&L's Advocate's Capability List of POM-08
Marine Corps Midrange Threat Estimate: 2005-2015
Marine Corps Operating Concepts for a Changing Security Environment, MAR 2006
Current Funding Data: POM-08 and Supplemental
MCWL, 2006 MAGTF FAA
Concept of Operations for Logistics
Urgent Universal Needs Statements
Universal Need Statements
Lessons Learned Database
Solution Planning Directive, Version 1.0, January 2006
MCWP 4-11.1
MCTL (Draft) 2.0 dtd 11 Oct 2006

Gap

Equipment	GCSS-MC, TMIP-M, other
Monitor asset availability & SA	Affects all areas of logistics support
Percentage of Marines affected	Impacts all to varying degrees
Forces supported	MAGTF (ALL), MEF Division, Wing, MLG

Current POR

1. Global Combat Support System-Marine Corps (GCSS-MS)
2. Theater Medical Information Program- Maritime (TMIP-M)

Annex I to Enclosure (1)

Figure I-4.--MAGTF Capabilities List

Supply/Motor Transport

Gap # 2 of 10

JCA: 8.0 Joint Logistics
8.2.0.0 Agile Sustainment
9.3.0.0 Conduct Decisive Maneuver
MCT 4.1.2.4 Conduct Distribution Ops
MCT 4.3.3 Conduct Motor Transport Operations

Deficiencies in Conditions: C 2.1.4 Theater Dimensions. USMC extreme dependency on Army sourced medium and particularly heavy fleet support. MAGTF's ability to support sustained and geographically separated operations is significantly impeded in the absence of Army support. A significant USMC shortfall exists in medium/heavy fleet as vehicle sortie rate increases in widely dispersed operations greater 150 miles, creating a capability gap and adversely impacting sustained distribution of logistics/supply throughput down to the unit level.

Possible DOTMLPF Implications
D, O, T, M, P, F

Inputs utilized foranalysis:

DC, I&L's Advocate's Capability List of POM-08
Marine Corps Midrange Threat Estimate: 2005-2015
Current Funding Data: POM-08 and Supplemental
CONOPS – Concept of Logistics
Lessons Learned Database
MCWP 4-11.3
MCTL (Draft) 2.0 dtd 11 Oct 2006

Shortfall

Equipment	Program of Record -TBD
Mission Area	Logistics, Agile Sustainment, Transportation
Mission Area Shortfall	Heavy to medium lift capability
Forces supported	MAGTF (ALL), MEF Division, Wing, MLG

Current PORS

1. HMMWV
2. HMMWV Family of Trailers
3. ITV
4. IFAV
5. MILMO
6. MTVR
7. MTVR Trailer
8. LVS
9. LVSR
10. ARC
11. M970 / MK970 5k Fuel Trailer
12. M870 Low Boy Trailer
13. P-19
14. FRC
15. PLS
16. Truck Maint, Telephone/Utility
17. JLTV
18. PLS Trailer, 16.5 tons
19. Trailer, Full Up Power Pack (FUPP)

Enclosure (1) Annex I-2

Figure I-5.--MAGTF Capabilities List

Supply/Motor Transport

Gap # 3 of 10

JCA 8.0 Joint Logistics
JCA 14.0.0.0 Joint Special Operations and Irregular Warfare
JCA 14.4.0.0 Unconventional Warfare
MCT 4.1.2.4 Conduct Distribution Ops
MCT 4.3.3/6 Conduct Motor Transport Operations
MCT 4.4 Conduct Gen Eng. Ops

Deficiencies in Conditions: C 2.1.4 Theater Dimensions. Lack of dedicated air and surface distribution/transportation and MHE assets to overcome greatly dispersed FOBs and lengthy lines of communication. Insufficient Air Delivery capability to keep pace with required distribution during high tempo maneuver operations.

Possible DOTMLPF Implications
D, O, T, M, P, F

Inputs utilized for analysis:

DC, I&L's Advocate's Capability List of POM-08
Marine Corps Midrange Threat Estimate: 2005-2015
Current Funding Data: POM-08 and Supplemental
CONOPS – Concept of Logistics Lessons Learned Database
MCWP 4-11.3
MCTL (Draft) 2.0 dtd 11 Oct 2006

Gap, Excess, or Shortfall

Equipment	Program of Record -TBD
Mission Area	Logistics, Agile Sustainment, Transportation
Mission Area Shortfall	Lack of dedicated air & surface distribution assets
Forces Supported	MAGTF (ALL), MEF Division, Wing, MLG

Current PORS

1. HMMWV
2. HMMWV Family of Trailers
3. ITV
4. IFAV
5. MILMO
6. MTVR
7. MTVR Trailer
8. LVS
9. LVSR
10. ARC
11. M970 / MK970 5k Fuel Trailer
12. M870 Low Boy Trailer
13. P-19
14. FRC
15. PLS
16. Truck Maint, Telephone/Utility
17. JLTV
18. PLS Trailer, 16.5 tons
19. Trailer, Full Up Power Pack (FUPP)

Enclosure (1) Annex I-3

Figure I-6.--MAGTF Capabilities List

Maintenance Operations

Gap # 4 of 10

JCA 8.0 Joint Logistics
JCA 8.2 Agile Sustainment
MCT 4.2 Conduct Maintenance Operations
MCT 4.2.2 Conduct Ground Equipment Maintenance
MCT 4.2.2.2 Conduct Serv, Adj, & Tuning
MCT 4.2.2.4 Conduct Repair
MCT 4.2.2.8 Conduct Recovery & Evac Ops

Deficiencies in Conditions: C2.1.4 Theater Dimensions. Current systems maintenance designs do not support effective maintenance performance (MTTR, RAM, etc.) objectives for operational phases.

Deficiencies in Standards: Lack of institutional enterprise maintenance standards and thresholds (RAM) hamper development of new weapon systems that allow maintenance to meet readiness standards during future MC operational concepts (DO, FE, CR, CIT).

Possible DOTMLPF Implications-D, O, T, M, P, F

Inputs utilized for analysis:

UNS – Maintenance Operations
DC, I&L's Advocate's Capability List of POM-08
Marine Corps Midrange Threat Estimate: 2005-2015
Current Funding Data: POM-08 and Supplemental
CONOPS – Concept of Logistics
Lessons Learned Database

Gap

Equipment	Program of Record - TBD
Mission Area	Logistics, Agile Sustainment, Transportation
Mission Area Shortfall	Lack of systems and standards needed to maintain materiel readiness
Forces Supported	Affects all

Current PORS

Automatic Test Equipment

General Purpose Electric Test Equipment

General Purpose Mechanical Test Equipment

General Purpose Tool Sets & Kits

Figure I-7.--MAGTF Capabilities List

Maintenance Operations

Gap # 5 of 10

JCA's 8.0 Joint Logistics & 8.2 Agile Sustainment
MCT 4.2.2 Conduct Ground Equipment Maintenance
MCT 4.2.2.2 Conduct Serv, Adj, & Tuning
MCT 4.2.2.3 Conduct Testing & Calibration
MCT 4.2.2.4 Conduct Repair
MCT 4.2.2.8 Conduct Recovery & Evac Ops

Deficiencies in Conditions: C2.1.4 Theater Dimensions. Unable to provide effective maintenance response outside a 90 mile radius. Due to a lack of mobility, agility, and quantities of maintenance contact, recovery/evacuation assets.

Deficiencies in Standards. Inaccessibility of inadequate tool load configurations, and inaccessible legacy tool sets hamper maintenance personnel's capability to provide expedient, responsive, and adequate maintenance support to the MAGTF.

Possible DOTMLPF Implications-D, O, T, M, P, F

Inputs utilized for analysis:

UNS – Maintenance Operations
DC, I&L's Advocate's Capability List of POM-08
Marine Corps Midrange Threat Estimate: 2005-2015
Current Funding Data: POM-08 and Supplemental
CONOPS – Concept of Logistics
Lessons Learned Database

Shortfall

Equipment	Program of Record - TBD
Mission Area	Unable to perform maintenance for MAGTF outside 90mi distance
Mission Area Shortfall	Lack of mobility, agility, and quantities of maintenance contact, recovery and evacuation assets
Forces Supported	Estimated 10[illegible]

Current PORS

Automatic Test Equipment

General Purpose Electric Test Equipment

General Purpose Mechanical Test Equipment

General Purpose Tool Sets & Kits

Figure I-8.--MAGTF Capabilities List

General Engineering

Gap # 6 of 10

JCA 8.0 Joint Logistics
JCA 8.3.0.0 Operational Engineering
MCT 4.4 Conduct General Engineering Operations
MCT 4.4.2 Conduct Horizontal/Vertical Construction
MCT 4.4.2.1 Construct/Maintain Expeditionary Airfields and Landing Zones (LZs)
MCT 4.1.2.4.1 Conduct Bulk Liquid Operations

Deficiencies in Conditions/Standards: C 1.1.1 Terrain, C 1.1.3 Man-Made Terrain Features, C 1.3.1 Climate, C 2.1.5 Time Available, C 2.8.6 Commercial Procurement, and C 2.7.1 Rear Area/Local Security. Unable to support MCO and HA/DR mission/tasks requirements concurrently.
Possible DOTMLPF Implications- D, O, T, M, P, F

Inputs utilized for analysis:

MCWP 3-17 Engineer Operations 14 February 2000
MCWP 3-21.1 Aviation Ground Support 16 October 2001
MCWP 4-11 Tactical-Level Logistics 30 January 2002
MCWP 4-12 Operational-Level Logistics 13 June 2000
MCWL Functional Area Analysis (FAA)
MCTL (Draft) 2.0 11 Oct 2006
Marine Corps Lessons Learned Database
Current Funding Data: POM-08 and Supplemental
Marine Corps Midrange Threat Estimate: 2005-2015

Shortfall

Equipment	Fam. Construction Equip & MTVR (Dump Truck)
Mission Area	Establish & maintain expeditionary airfields & LZ s & bulk fuel storage
Mission Area Shortfall	Limited earthmoving & excavation capabilities
Forces Supported	All- especially ACE

Current PORS

Family of Construction Equipment

MTVR (Dump Truck variant)

Annex I Enclosure (1)

Figure I-9.--MAGTF Capabilities List

General Engineering

Gap # 7 of 10

JCA 8.0 Joint Logistics
JCA 8.3.0.0 Operational Engineering
MCT 4.4 Conduct General Engineering Operations
MCT 4.4.9 Conduct Tactical Electrical Supply

Deficiencies in Conditions & Standards: Unable to support MCO and HA/DR mission/tasks expeditionary power requirements concurrently. Insufficient power generation and distribution capability.

Possible DOTMLPF Implications
D, O, T, M, P, F

Inputs utilized for analysis:

MCWP 3-17 Engineer Operations 14 February 2000
MCWP 3-21.1 Aviation Ground Support 16 October 2001
MCWP 4-11 Tactical-Level Logistics 30 January 2002
MCWP 4-12 Operational-Level Logistics 13 June 2000
MCWL Functional Area Analysis (FAA)
MCTL (Draft) 2.0 11 Oct 2006
Marine Corps Lessons Learned Database
MCSC Mobile Electric Power Study
Current Funding Data: POM-08 and Supplemental
Marine Corps Midrange Threat Estimate: 2005-2015

Shortfall

Equipment	MEPDIS & MEP
Mission Area	Lack of ability to meet MCO and HA/DR electrical power requirements
Mission Area Shortfall	Tactical electrical supply.
Forces Supported	All

Current PORS

Mobile Electric Power Distribution System (MEPDIS)

Family of Mobile Electric Power (MEP)

Annex I Enclosure (1)

Figure I-10.--MAGTF Capabilities List

Health Service Support

Gap # 8 of 10

JCA 8.0 Joint Logistics
JCA 8.4 Force Health Protection
MCT 4.0 Perform Logistics and Combat Service Support
MCT 4.5.3/5 Conduct Casualty Treatment & Evacuation

Deficiencies in Standard: HSS is not organized to effectively support evolving MC concepts (DO, STOM, PO) and effectively respond to MCO and MOOTW.

Deficiencies in Standard: Family of Field Medical (HSS Modernization) in step with current initiatives in the health services domain.

Possible DOTMLPF Implications
D, O, T, M, P, F- (affects all)

Inputs utilized for analysis:
DC, I&L's Advocate's Capability List of POM-08
Marine Corps Midrange Threat Estimate: 2005-2015
Marine Corps Operating Concepts for a Changing Security Environment, MAR 2006
Current Funding Data: POM-08 and Supplemental
MCWL, 2006 MAGTF FAA
Concept of Operations for Logistics
Urgent Universal Needs Statements
Universal Need Statements
Lessons Learned Database
Vanguard Medical Wargame Results; Nov 2005
Science and Technology Reviews (Office of Naval Research)
MCWP 4-11.1
MCTL (Draft) 2.0 dtd 11 Oct 2006

Gap, Excess, or Shortfall

Equipment	Program of Record - TBD
Mission Area	Logistics, Agile Sustainment, Force Health Protection
Mission Area Shortfall	Lack of high speed, lightweight, modular, task organizable HSS
Forces Supported	Affects all

Current POR
Family of Field Medical

Figure I-11.--MAGTF Capabilities List

Health Service Support

Gap # 9 of 10

JCA 8.0 Joint Logistics
JCA 8.4 Force Health Protection
MCT 4.0 Perform Logistics and Combat Service Support
MCT 4.5.3 Conduct Casualty Treatment
MCT 4.5.5 Conduct Casualty Evacuation
Deficiencies in Standard: Family of Field Medical (HSS Modernization) in step with current initiatives in the health services domain. First Responders are inadequately trained and equipped to treat casualties in independent and remote operations as will be expected in DO. Casualty and Patient Movement capabilities are likewise diminished by equipment endurance and supplies limited by space and weight during extended transits.
Possible DOTMLPF Implications
D, O, T, M, P, F- (affects all)

Inputs utilized for analysis:
DC, I&L's Advocate's Capability List of POM-08
Marine Corps Midrange Threat Estimate: 2005-2015
Marine Corps Operating Concepts for a Changing Security Environment, MAR 2006
Current Funding Data: POM-08 and Supplemental
MCWL, 2006 MAGTF FAA
Concept of Operations for Logistics
Urgent Universal Needs Statements
Universal Need Statements
Lessons Learned Database
Vanguard Medical Wargame Results; Nov 2005
Science and Technology Reviews (Office of Naval Research)
MCWP 4-11.1
MCTL (Draft) 2.0 dtd 11 Oct 2006

Gap, Excess, or Shortfall

Equipment	Program of Record - TBD
Mission Area	Logistics, Agile Sustainment, Health Service Support
Mission Area Shortfall	Lack of agile, individual and small unit HSS Capability
Forces Supported	Affects all

Current POR
Family of Field Medical

Figure I-12.--MAGTF Capabilities List

Motor Transport

Gap # 10 of 10

JCA: 8.0 Joint Logistics
8.2.0.0 Agile Sustainment
9.3.0.0 Conduct Decisive Maneuver
MCT 4.3.3 Conduct Motor Transport Operations

Deficiencies in Standard: Lack expeditionary airfield fire fighting/rescue capability, which must be air transportable in a C-130, this capability must be in place at expeditionary air fields in order to conduct joint/coalition air support operations, particularly critical are logistical/ sustainment type air support. Based on future operational concepts, this gap will grow in urgency.

Possible DOTMLPF Implications
D, O, T, M, P, F

Inputs utilized for analysis:

DC, I&L's Advocate's Capability List of POM-08
Marine Corps Midrange Threat Estimate: 2005-2015
Current Funding Data: POM-08 and Supplemental
CONOPS – Concept of Logistics
Lessons Learned Database
MCWP 4-11.3
MCTL (Draft) 2.0 dtd 11 Oct 2006

Gap, Excess, or Shortfall

Equipment	P-19: ARC
Mission Area	Logistics, Agile Sustainment, Transportation
Mission Area Shortfall	Need expeditionary airfield firefighting capability
Forces Supported	Affects all

Current PORS

P-19
ARC

Enclosure (1)

Figure I-13.--MAGTF Capabilities List

APPENDIX J

Your Unit letter head

IN REPLY REFER TO:
5311
SSIC
DD MM YY

From: MARFOR or MAGTF ADVOCATE
To: Uncompensated Review Board (URB)
Via: Total Force Structure Division (TFSD)

Subj: COVER LETTER WITH UNCOMPENSATED JUSTIFICATION

Ref: (a) MCO 5311.1D
(b) MARADMIN xxx/xx

Encl: (1) Troop to Task Analysis
(2) T/O&E template
(3) Mission Statement template
(4) Initiative brief template

1. Purpose. This document is signed and approved by (the MAGTF Advocate / MARFOR Commander). It contains a list of uncompensated / compensated request with justification for the URB. Enclosures 1 through 4 are provided and required for the URB.

2. Uncompensated Request. We are requesting the following uncompensated structure;

a.

b.

3. Justification. Justifications for request(s) and the capability gaps are provided for consideration;

a.

b.

Figure J-1.--Uncompensated Structure Request Template

4. Planning consideration. Our planning considerations are as follows;

a.

b.

5. Recommended Compensation. We are submitting the following uncompensated structure;

a.

b.

6. Implementation Strategy. Our implementation strategy is;

a.

b.

7. Point of contact for this cover letter/justification is Col I. M. Marine (703)784-xxxx.

3 STAR SIGNATURE

Figure J-1.--Uncompensated Structure Request Template (Continued)

APPENDIX K

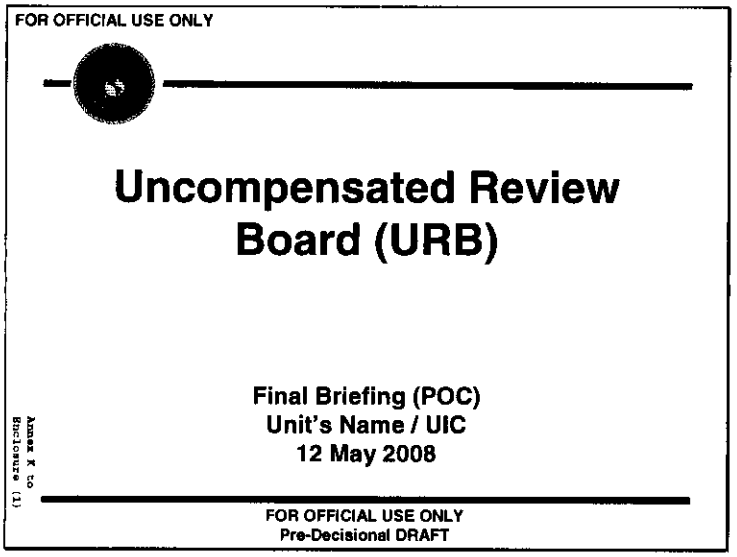

Figure K-1.--Uncompensated Structure Request Brief Template

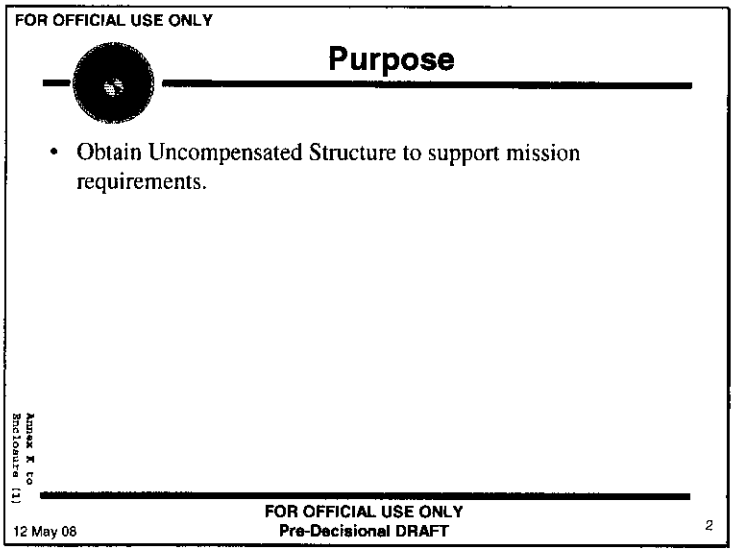

Figure K-2.--Uncompensated Structure Request Brief Template

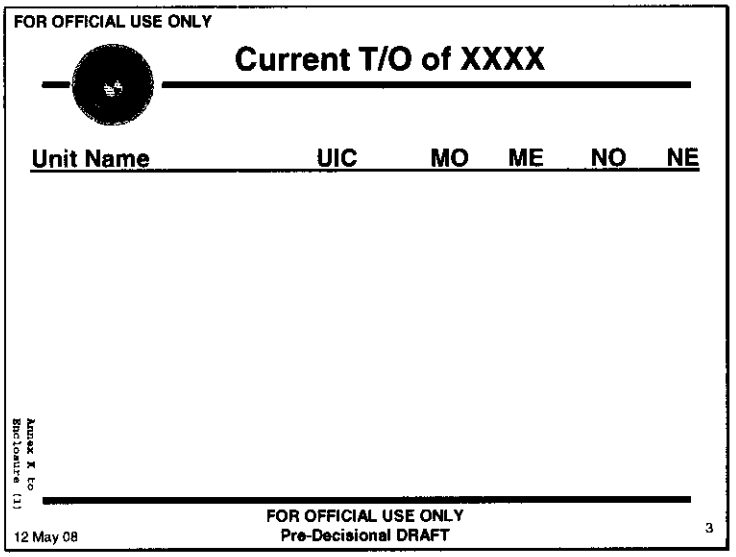

Figure K-3.--Uncompensated Structure Request Brief Template

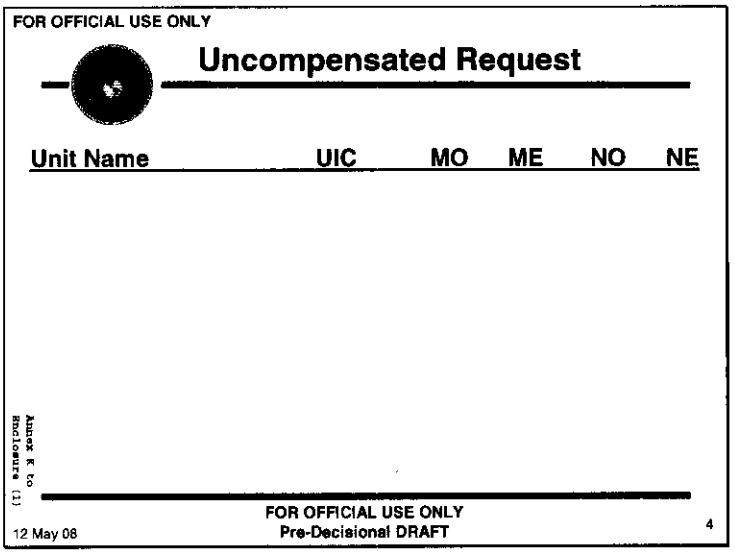

Figure K-4.--Uncompensated Structure Request Brief Template

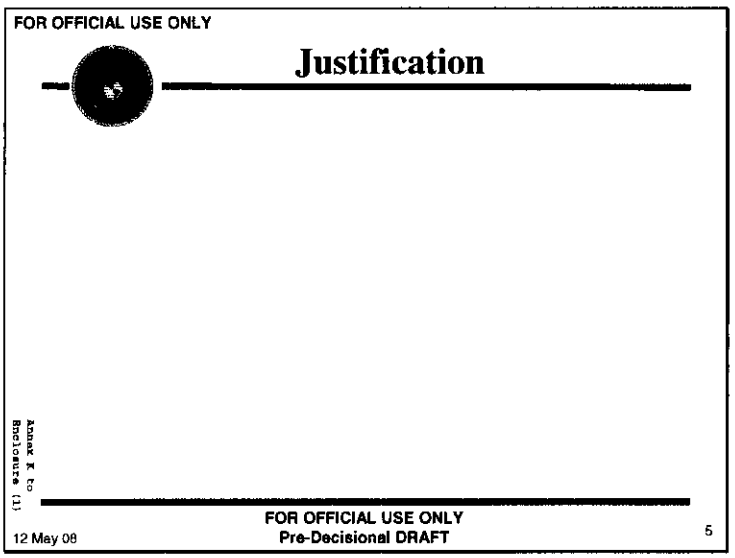

Figure K-5.--Uncompensated Structure Request Brief Template

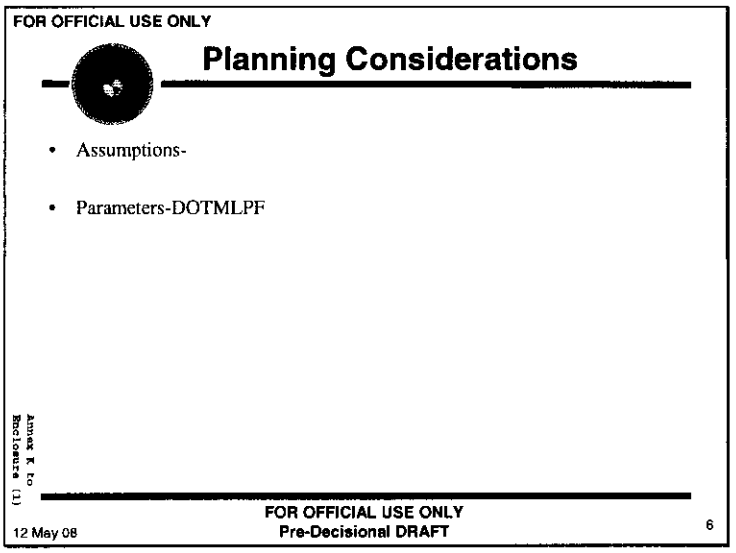

Figure K-6.--Uncompensated Structure Request Brief Template

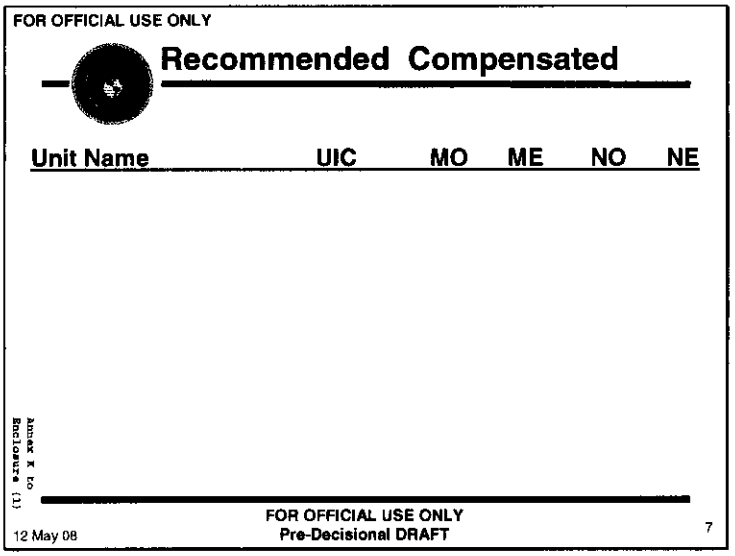

Figure K-7.--Uncompensated Structure Request Brief Template

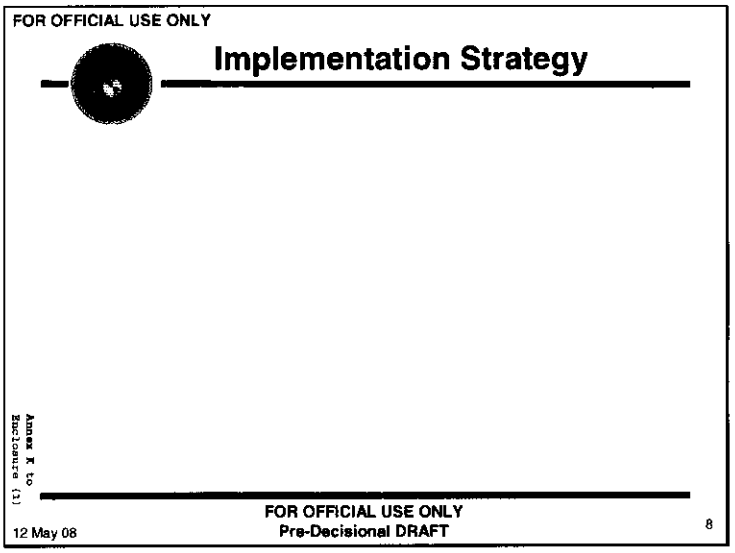

Figure K-8.--Uncompensated Structure Request Brief Template

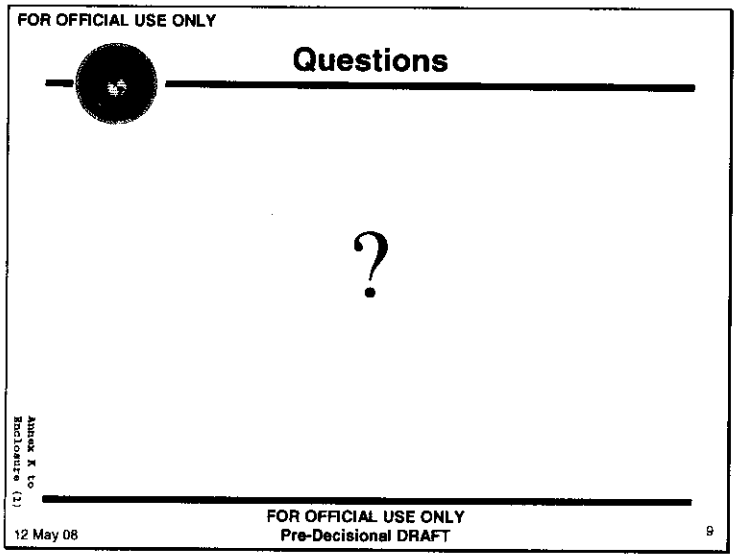

Figure K-9.--Uncompensated Structure Request Brief Template

APPENDIX L

TROOP TO TASK ANALYSIS TEMPLATE

Troop to Task Analysis

Introduction
All submissions shall contain a Troop-to-Task (TtT Analysis) that begins with the mapping of an organization's Mission-Essential Task List (METL) to the Marine Corps Task List (MCTL). Each unit's METL can be found in the Total Force Structure Management System (TFSMS) within the unit's mission statement. If the mission statement does not exist or is missing its METL, contact that unit's Advocate (DC PP&O - GCE, DC I&L - LCE, DC AVN - ACE, or DC CD&I - CE) based on what element of the MAGTF the unit is a part of (supporting establishment units should contact DC I&L). The other key of a proper TtT analysis is concept of employment, which can also be found in a unit's mission statement. How a unit plans on employing its assets to accomplish its METs has a direct impact on how many billets and pieces of equipment it requires.

Methodology
The Troop to Task Analysis includes three additional phases beyond the mapping of METL to MCTL. First, MARFOR Commanders or MAGTF Advocates will use its unit's METL to develop subtasks implied by each MET. Next, each MAGTF Advocate will determine the appropriate mix of type, grade, MOS, and equipment to meet the accomplishment of those tasks. Lastly, the new (or renewed) organization is built, by section, or command, with the results of task 2.

Task 1: Develop Implied Tasks
Develop a list of implied tasks that describes what's actually performed to accomplish the MET the commander is responsible for. See Tab 1 for an example.

Task 2: Describe the requirements
Using the results from Task 1, determine the labor split breakout for day-to-day and contingency billets and equipment. See Example 1.

Task 3: Develop proposed organization reflecting troop-to-task analysis
Use the results of task 2 to develop the new (or renewed) organization. See Example 2.

Example 1:

Example TtT for GCE										
DtD = Day-to-Day										
CON = Contingency										
Infantry Bn		**Billets Required**								
		DtD								
METL	**IMPLIED TASKS**	**# OF PERSONNEL**	**Alpha Grade**	**BMOS**	**PMOS**	**Billet Type**	**Manpower Type**	**Reserve Type**	**Billet Status**	**Branch Code**
1. OPERATE A COC										
	Conduct fire support planning	12	LCPL	0311	0311	E	A		A	M
		3	CAPT	0802	0802	O	A		A	M
		ETC...								
	Prepare for combat operations									
	Operate a command post									
	Conduct tactical logistics									
	Process casualties									
	Plan intelligence collection									
	Direct the intelligence effort									
	Participate in an amphibious assault									
	Employ Command, Control, Communications and Computers (C4)									
	Operate the Fire Support Coordination Center or equivalent									
	Conduct an amphibious assault									
		Billets Required								
		CON								
	IMPLIED TASKS	**# OF PERSONNEL**	**Alpha Grade**	**BMOS**	**PMOS**	**Billet Type**	**Manpower Type**	**Reserve Type**	**Billet Status**	**Branch Code**
	Conduct fire support planning									

Figure L-1.--Troop to Task Analysis Template

	Prepare for combat operations									
	Operate a command post									
	Conduct tactical logistics									
	Process casualties									
	Plan intelligence collection									
	Direct the intelligence effort									
	Participate in an amphibious assault									
	Employ Command, Control, Communications and Computers (C4)									
	Operate the Fire Support Coordination Center or equivalent									
	Conduct an amphibious assault									
		Equipment Required								
	IMPLIED TASKS	**DtD**	**CON**							
	Conduct fire support planning									
	Prepare for combat operations	12 AXXXXXX (TAMCN)	12 AXXXXXX (TAMCN)							
	Operate a command post									
	Conduct tactical logistics									
	Process casualties									
	Plan intelligence collection									
	Direct the intelligence effort									
	Participate in an amphibious assault									

Figure L-1.--Troop to Task Analysis Template (Continued)

	Employ Command, Control, Communications and Computers (C4)									
	Operate the Fire Support Coordination Center or equivalent									
	Conduct an amphibious assault									
2. Conduct Planning										

Example 2:

Billet Description	Alpha Grade	BMOS	PMOS	B R N	T Y P	S T A	Billet MNPWR CD
COMPANY HEADQUARTERS							
COMPANY COMMANDER	CAPT	0302	0302	M	O	A	A
EXECUTIVE OFFICER	1STLT	0302	0302	M	O	A	A
FIRST SERGEANT	1STSGT	8999	8999	M	E	A	A
GUNNERY SERGEANT	GYSGT	0369	0369	M	E	A	A
PROPERTY NCO	CPL	0311	0311	M	E	A	A
MESSENGER/DRIVER	PVT	0311	0311	M	E	A	A
WEAPONS PLATOON							

Figure L-1.--Troop to Task Analysis Template (Continued)

PLATOON HEADQUARTERS							
PLATOON COMMANDER	1STLT	0302	0302	M	O	A	A

EQUIPMENT											
U/I	Readiness Rptble	Type Allow CD	Ind Qty	Org Qty	Unf Qty	Auth Qty	Spl Qty	AAO Qty	Associated Items		
									Association - TAMCN - Nomenclature		
EA	R	I	14	0	14			14			
EA	R	O		0				0			
EA	R	O		17	17			17			
EA	R	O		1	1			1			
EA	R	O		6		6		6			
EA	R	O		4	4			4			
EA	R	O		21		21		21			
EA	R	O		36	36			36			
EA	R	O		4	4			4			
EA	R	O		1	1			1			
EA	R	O		8		8		8			
EA	N	O		5	5			5	Consists Of(SSRI)	E11542BA	INTENSIFIER, IMAGE, NIGHT VISION - AN/PVS14
									Consists Of(SSRI)	A12607GJ	NAVIGATION SET, SATELLITE SIGNALS - AN/PSN-13(A)
EA	R	O		3		3		3			
EA	N	O		6		6		6	Replaced By	E11212B	MOUNT, TRIPOD, MG, LTWT - MK125
EA	N	O		73		73		73			

Figure L-1.--Troop to Task Analysis Template (Continued)

EA	N	O		182	104	78		182			
EA	N	O		27	27			27	Replaced By	E11607G	SIGHT, NIGHT VISION, MINI 4.5X - AN/PVS17C
									Replaced By	E11627G	SIGHT, NIGHT VISION, MINI 2.25X - AN/PVS17B
									Replaced By	E11607GA	SIGHT, NIGHT VISION, MINI 4.5X - AN/PVS17C
EA	N	O		3		3		3			
EA	N	O		36	36			36			
EA	N	O		33	18	15		33			
EA	N	O		3	3			3			
EA	N	B		0				0			
EA	N	B	141	0		141		141			
EA	N	O		36		36		36			
EA	N	O		35		35		35			
EA	N	O		27		27		27			
EA	N	O		76		76		76			
EA	N	O		17	17			17			
EA	N	O		36	28	8		36	Used with(UURI)	E09897M	MACHINE GUN, MEDIUM, 7.62MM, GROUND VERSION - M240B

Figure L-1.--Troop to Task Analysis Template (Continued)

EA	R	O		0				0	Used with(UURI)	E09997M	MACHINE GUN, CAL .50, HVY BARREL (UGWS) - M2
									Used with(UURI)	E09907M	MACHINE GUN, CAL .50 - M3P
									Used with(UURI)	E09947M	MACHINE GUN, 40MM - MK19 MOD3
EA	N	O		1	1			1			

Figure L-1.--Troop to Task Analysis Template (Continued)

APPENDIX M

HRDP Business Rules - Business Rules for Writing a Proper Billet Requirement

The guidelines for proper use of the necessary data elements within TFSMS used to trigger the Human Resource Development process are captured in the Appendix:

1. Military Occupational Series Designation

a. The Billet Military Occupational Series (BMOS) field must contain a valid MOS [fall into one of the following types: Primary MOS (PMOS), Necessary MOS (NMOS), Free MOS (FMOS), or Exception MOS (EMOS)] found in MCO 1200.17 (MOS Manual).

BMOS Series	PMOS	ASD1	QUAL	ASD2	QUAL
0211	0211				

b. If the PMOS field is populated with a valid PMOS, then there cannot be another PMOS in either ASD field with a QUAL of N.

EXAMPLE (Violation of RULE #2):

BMOS Series	PMOS	ASD1	QUAL	ASD2	QUAL
7525	7525	0202	N		

REMEDY

BMOS Series	PMOS	ASD1	QUAL	ASD2	QUAL
7525	7525				

OR

BMOS Series	PMOS	ASD1	QUAL	ASD2	QUAL
0202	0202				

c. If the BMOS Series field contains a valid FMOS, then the PMOS field cannot be populated with a valid PMOS, and there cannot be a PMOS in either ASD field with a QUAL of N.

EXAMPLE (Violation of RULE #3):

BMOS Series	PMOS	ASD1	QUAL	ASD2	QUAL
8006	0000	0302	N		

REMEDY

BMOS Series	PMOS	ASD1	QUAL	ASD2	QUAL
8006	0000				

OR

BMOS Series	PMOS	ASD1	QUAL	ASD2	QUAL
0302	0302				

d. If the BMOS Series field contains a valid NMOS, then the PMOS field must contain the associated PMOS specified in the MOS Manual.

EXAMPLE (Violation of RULE #4):

BMOS Series	PMOS	ASD1	QUAL	ASD2	QUAL
0317					

REMEDY

BMOS Series	PMOS	ASD1	QUAL	ASD2	QUAL
0317	0311				

e. If the BMOS field contains a valid EMOS, then, at the discretion of the commander, the PMOS field must contain the correct associated PMOS specified in the MOS Manual. Note: Most billets containing EMOSs do not require a PMOS association -- that is why they are EMOSs. For EMOS billets not requiring a PMOS, none will be recorded.

EXAMPLE (Correct Application of RULE #5)

BMOS Series	PMOS	ASD1	QUAL	ASD2	QUAL
8711	0000				

OR

BMOS Series	PMOS	ASD1	QUAL	ASD2	QUAL
8711	0369				

f. Utilize the "Gender" field to indicate whether the requirement is a male-only billet requirement (e.g. combat arms billet or a billet within an infantry battalion, AAV battalion, etc.), female-only billet requirement (e.g. female Drill Instructors at MCRD PI), or gender-neutral billet requirement in accordance with reference (w).

2. The following fields must be populated on each billet [see the "billet attributes" screen in TFSMS, refer to the TFSMS Codes Reference Manual (TFSMS List of Values) for detailed field descriptions; the Manual is located in the TFSMS Cognos Public Folder in the reference folder]:

- Description
- Alpha Grade
- Branch Type
- Billet Type
- Manpower Type
- Pay Plan Cd
- BMOS Series
- PMOS
- Reserve Type (if reserve billet)
- Status
- Criteria Code (IGCA)
- Function Code (IGCA)
- Security Clr
- Perm
- Weapon Code
- Gender
- Aviation Expert
- Aviation Flight Status
- Manpower PEN
- MCC
- RUC
- GEO LOC
- Prec Lvl

APPENDIX N

Validation of Billets External to the Marine Corps Letter

From: Commandant of the Marine Corps

To: External Billet Addressee

Subj: VALIDATION OF BILLETS EXTERNAL TO THE MARINE CORPS

Encl: (1) Billets External to the Marine Corps Questionnaire (NAVMC 11644 (08-08) (EF))

1. The continuing austerity of our manpower environment necessitates a continual revalidation of each external billet to ensure maximum benefit to the Marine Corps. This validation process is particularly difficult because of the independent/detached nature of these billets.

2. In order to obtain a current evaluation of external billets upon which to base validation, all external billet incumbents are required to submit an evaluation of their billet 1 year after assignment, 1 year prior to reassignment, and at any other time the billet undergoes substantive changes (e.g., reorganization of the activity, realignment of the billet, etc.). This reporting requirement is exempt from reports control according to reference (j), SECNAV M-5214.1, Part IV, paragraph 7.j. NAVMC form 11644 (enclosure (1)) is available on the Navy/Marine Corps Forms On-Line at https://navalforms.daps.dla.mil.

3. When completing this evaluation, the billet incumbent should keep in mind that every effort is being made to reduce external billets which are not beneficial to the Marine Corps.

4. The questionnaire should be forwarded via the senior Marine at each activity to the Commandant of the Marine Corps (billet sponsor code).

FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE (when completed)
NAVMC 11644 (08-08) (EF) **REPORT CONTROL SYMBOL:EXEMPT**

BILLETS EXTERNAL TO THE MARINE CORPS QUESTIONNAIRE
PART I

General Information

1. Name:_____
Last First MI

Grade: _____ SSN LAST 4: _____

2. Billet Title:_____

UIC #: _____BIC #: _____

Office Phone #:_____

3. Is your billet JOINT or JOINT CRITICAL?

JOINT _____ JOINT CRITICAL _____ NON-JOINT_____

JDA Number_____

4. Does your billet have a written job description?
_____ Yes _____ No

a. If yes, attach a copy to this questionnaire and indicate significant differences between actual duties and written description.

b. If no, attach a description of your job, including tasks and functions, to this questionnaire.

c. If a letter of instruction has been provided for your billet, attach a copy to this questionnaire.

d. Attach a brief description of the functions and tasks performed by your office or section.

5. Is your billet reimbursable? _____ Yes _____ No

6. Occasion for report:
_____1 year on station _____1 year remaining _____Other

Part II Billet Requirements

1. What do you believe is the minimum grade required for this billet?
_____

2. Does the billet MOS accurately reflect particular skills that are required? _____

3. Does the billet require a Naval Aviator or Naval Flight Officer?
_____

NAVMC 11644 (08-08) (EF) Page 2

If so, why? _____

_____

4. Should the completion of a particular Service school or course be required prior to assignment? _____

If yes, name school or course and briefly give reason.

_____

_____

_____

5. Does the billet require access to special compartmented information?

_____

PART III Billet Evaluation

1. How often do your particular duties require the skills and experience unique to a Marine officer/enlisted?
_____ Daily _____ Frequently _____ Seldom _____ Not at all

2. By virtue of your position, how often are you able to influence actions which are relevant to the Marine Corps?
_____ Daily _____ Frequently _____ Seldom _____ Not at all

3. In the course of your job, how often do you communicate important information acquired in your position to Headquarters Marine Corps and other Marine Corps activities?
_____ Daily _____ Frequently _____ Seldom _____ Not at all

If you replied daily, frequently, or seldom to the above, to whom do you communicate?

_____

_____

_____

4. What is your evaluation of your billet in relation to its overall value to the Marine Corps?
a. _____ Essential
b. _____ Very desirable
c. _____ Desirable
d. _____ Not worthwhile

What is the basis or rationale for your evaluation above?

_____

_____

_____

_____

5. If more than one Marine is assigned to your office, is it possible to consolidate those billets and reduce the manpower requirements associated with them?

NAVMC 11644 (08-08) (EF) Page 3

_____ Yes _____ No _____ Not applicable

Provide rationale for your answer.

_____
_____
_____
_____
_____
_____

6. If you are the only Marine in your section, could another Marine serving in close proximity (i.e., same building, nearest Inspector-Instructor, etc.) perform the liaison or representative duties of your job?

a. _____ Yes
b. _____ No. Why not?
c. _____ Not applicable

If yes, identify the billet and unit which could represent the Marine Corps' interest and give mailing address:

_____
_____
_____

7. Based on your knowledge of the organization to which you are assigned, are there any other positions or areas that would also serve or better serve Marine Corps interests? If yes, identify the positions or areas and provide justification.

_____
_____
_____
_____
_____

8. Based on the preceding information and in view of the current manpower constraints, do you believe your billet to be necessary and/or of significant value to the Marine Corps?

_____
_____
_____
_____
_____

9. Do you believe the billet should be retained or deleted?

_____
_____
_____

DEPARTMENT OF THE NAVY
HEADQUARTERS, UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:

FOR: SECRETARY OF THE NAVY

FROM: General James T. Conway, Commandant of the Marine Corps

SUBJECT: Establishment of Marine Corps Installations Camp Mujuk, Republic of Korea

- To request the Secretary of the Navy approve the establishment of the Marine Corps Installation Camp Mujuk, Republic of Korea (ROK).

- In 1980, USMC operating forces (III MEF) began using about 80 acres of Republic of Korea Marine Corps (ROKMC) in the Pohang area now referred as Camp Mujuk, as a containment site during exercises on the Korean peninsula.

- For over 25 years this expeditionary encampment, proximate to port, and airfield, ammunition storage facilities and ROKMC managed ranges and training areas, has proven to be the ideal location for basing Marine Corps operating forces deployed to the ROK for combined training and operations.

- Transitioning Camp Mujuk from an expeditionary encampment to an installation benefits USMC operating forces in a number of ways. First, it relieves the CG, III MEF of responsibility for management of base operations support; second, the camp is postured to reduce the amount of equipment III MEF units must deploy to Korea and third, the Camp provides bed down facilities to support a battalion landing team size SPMAGTF (about 1500 personnel).

RECOMMENDATION: That the Secretary of the Navy concur with establishment of the Marine Corps Installation Camp Mujuk, Republic of Korea.

Approve _____ Disapprove _____

COORDINATION: NONE

Attachments:
1. Facts and Justification Sheet

Prepared By: xxxxxx, DC CD&I, TFSD (703) 784-xxxx

Figure O-1.--SECNAV Action Memo for use with Facts & Justification