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

MCO 5320.12F
C18
09 JAN 2013

MARINE CORPS ORDER 5320.12F W/CH 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: PRECEDENCE LEVELS FOR MANNING AND STAFFING

Ref: (a) MCO 5311.1C

Encl: (1) Excepted (100 Percent of T/O&E) Commands
(2) Priority (95 Percent of T/O&E) Commands

1. Situation

a. Budgetary reality determines the need to prioritize and allocate the total number of personnel, as stated in endstrength terms (not actual inventory), against requirements (Tables of Organization and Equipment (T/O&E)) stated in the Total Force Structure Management System (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.

b. The Deputy Commandant for Manpower and Reserve Affairs (DC M&RA) manages the current inventory of Marines, builds plans for the distribution of future inventory, and assigns available, chargeable inventory against billets "bought" in the ASR process ("staffing"). Frequent changes to structure, policy, cyclical recruiting trends, training constraints, and unanticipated personnel losses constrain the inventory available for staffing. The net effect is that most organizations are staffed with fewer Marines than prescribed in the unit's T/O&E or the ASR process.

c. This Order prioritizes the allocation of planned and available inventory against T/O&E requirements. To the maximum extent possible, every command will be manned by the ASR at their prescribed precedence level. Staffing goals will be established by DC M&RA based not only on the precedence levels defined in this Order, but on current inventories and in accordance with

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

other policies that further prioritize the distribution of Marines, such as the Commandant's Planning Guidance when issued to support war time contingencies.

2. Cancellation. MCO 5320.12E.

3. Mission. This Order provides policy for manning and staffing the Marine Corps T/O&E.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Marine Corps T/O&E will be manned and staffed, to the maximum extent possible, per the guidelines established in this Order.

(a) Manning. The reference establishes the Deputy Commandant for Combat Development and Integration (DC CD&I) as the Total Force Structure Process owner. In this capacity, the DC CD&I is responsible for allocating endstrength against the total requirement through the preparation of the ASR reflected in the TFSMS.

(b) Staffing. The reference further establishes the DC M&RA as the Human Resource Development Process owner. In this capacity, the DC M&RA is responsible for staffing units based on the priorities established by the Commandant of the Marine Corps (CMC).

(c) This Order specifies three distinct unit precedence levels, (Excepted Commands, Priority Commands, and Proportionate Share (Pro-Share) Commands), places units into these levels, and outlines procedures to change unit precedence levels.

(2) Concept of Operations

(a) Not all T/O&E billet requirements will be manned or staffed.

(b) Units will be manned in accordance with the precedence levels specified in enclosures (1) and (2). Manning is defined as the portion of a unit's T/O&E that, within budgetary constraints, is authorized to be filled with Marines. Staffing is defined as the portion of manning that can be filled with assignable inventory in accordance with the priorities

established by the CMC. Manning and staffing precedence levels are explained below:

1. Excepted Command. Excepted commands will be manned and staffed at 100 percent of chargeable T/O&E by grade and Military Occupational Specialty (MOS), subject to inventory availability.

2. Priority Command. Priority commands will be manned at 95 percent of chargeable T/O&E by grade and MOS. They will be staffed at 100 percent of that manning level, subject to inventory availability.

3. Proportionate Share (Pro Share) Command. Pro-Share commands are those units, other than Excepted or Priority, that will receive fair share apportioned manning and staffing. Pro-Share units will absorb manning and staffing fluctuations as structure requirements and inventory change.

4. Joint Duty Assignment List (JDAL). Manning and staffing levels for JDAL billets will be established via the Commandant's Planning Guidance.

b. Coordinating Instructions

(1) In the event that the assignable inventory is inadequate to meet the T/O requirement, grade and MOS substitution may be utilized to facilitate the staffing of billets. Grade and MOS substitution will be kept to a minimum.

(2) A goal of this Order is to increase manning and staffing of Pro-Share commands by limiting the number of commands that have an Excepted and Priority precedence. Officer staffing levels will normally be less than enlisted staffing levels at Pro-Share commands.

(3) The broad intent of this Order is to prioritize manning and staffing levels. However, combat or contingency operations and commitments require that the CMC retain the flexibility to deviate from the established precedence levels, with emphasis on institutional preservation and contingency warfighting requirements. The CMC is the sole decision making authority for adjusting unit manning and staffing levels outside of the levels established by this Order.

(4) Enclosure (1) lists commands to be manned and staffed at the Excepted precedence level. Enclosure (2) lists commands to be manned and staffed at the Priority precedence level. Commands not listed in the enclosures are Pro-Share commands.

(5) Recommended changes to enclosures (1) and (2) will be submitted to CMC (Total Force Structure Division) for analysis and staffing to the MARFORs, advocates, M&RA, and CMC for approval. Changes will be considered every four years, normally within six months of the ascension of each new Commandant. Change requests will include the following information:

(a) The T/O&E that the change affects.

(b) The current precedence level.

(c) The proposed precedence level.

(d) Expected change in manning and staffing numbers for both officer and enlisted.

(e) Any other relevant comments and justification.

(6) If proposing to upgrade a unit's precedence level, the responsible advocate will identify recommended offsets (i.e., which T/O&E billet identification codes should be cut or what T/O&E should be downgraded in precedence level to accommodate this proposed increase).

5. Administration and Logistics

a. This Order contains content and administrative changes. Individuals assigned to Headquarters Marine Corps staff agencies, field commanders, and other persons concerned with the manning and staffing precedence process must review the entire Order to become familiar with the new policies in effect.

b. This Order establishes manning and staffing precedence for units and organizations based upon active duty personnel inventory management processes (including Active Reserve). As inventory management processes for reserve personnel do not mirror those for active duty personnel, the guidelines for manning and staffing described in this Order do not apply to reserve structure being filled by reserve personnel (excepting Active Reserve). The manning and staffing precedence of units within the Marine Corps Reserve will correlate, to the greatest extent possible, with the manning and staffing precedence of counterpart units within the active Marine Corps.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force based on the manning and staffing precedence in paragraph 4a(2)(b) of this Order.

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

James T. Conway

DISTRIBUTION: PCN 10207900600

Copy to: 7000260/8145005 (2)
7000099/8145001 (1)

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

MCO 5320.12F Ch 1
C18
12 Sep 2008

MARINE CORPS ORDER 5320.12F Ch 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: PRECEDENCE LEVELS FOR MANNING AND STAFFING

Encl: (1) New page inserts to MCO 5320.12F

1. Purpose. To transmit new page inserts to the basic Order.

2. Action. Remove enclosures (1) and (2) and replace with corresponding enclosures contained in enclosures (1) and (2).

James T. Conway

DISTRIBUTION: PCN 10207900601

Copy to: 7000260/8145005 (2)
7000099/8145001 (1)

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

Excepted (100 Percent of T/O&E) Commands

- Marine Corps Recruiting Command (District and Below)
- Marine Corps Embassy Security Command
- HMX-1 (Executive Support and Other Support)
- Active Duty in Support of Reserves (Regiments/Groups and below)
- MEU Command Elements
- Infantry Battalions (Fiscal Year 11)
- HQTRS CO 7TH COMM BN (1 x PLT MEU COMM PLT) III MEF
- HQTRS CO 8TH COMM BN (3 x PLT MEU COMM PLT) II MEF
- HQTRS CO 9TH COMM BN (3 x PLT MEU COMM PLT) I MEF
- Wounded Warrior Regiment Headquarters
- Wounded Warrior Battalion East
- Wounded Warrior Battalion West
- Headquarters 1st Marine Special Operations Battalion MarForSoc
- Headquarters 2d Marine Special Operations Battalion MarForSoc
- Headquarters Marine Special Operations School MarForSoc
- Intelligence Company Marine Special Operations Support Group MarForSoc
- Marine Special Operations Company A 1st Marine Special Operations Battalion MarForSoc
- Marine Special Operations Company B 1st Marine Special Operations Battalion MarForSoc
- Marine Special Operations Company C 1st Marine Special Operations Battalion MarForSoc
- Marine Special Operations Company D 1st Marine Special Operations Battalion MarForSoc
- Marine Special Operations Company F 2d Marine Special Operations Battalion MarForSoc
- Marine Special Operations Company G 2d Marine Special Operations Battalion MarForSoc
- Marine Special Operations Company H 2d Marine Special Operations Battalion MarForSoc
- Marine Special Operations Company I 2d Marine Special Operations Battalion MarForSoc
- Marine Special Operations Company K 2d Marine Special Operations Battalion MarForSoc

Priority (95 Percent of T/O&E) Commands

- External Commands
- Formal Schools
- HQMC Departments
- Marine Corps Recruiting Command Headquarters (UIC MS5601)
- Marine Corps Security Force Battalion
- Active Duty in Support of Reserves (Division HQ, Wing HQ, and MLG HQ)
- Marine Corps Recruit Depots
- Marine Barracks, Washington, DC (Ceremonial Support Only)
- Marine Cryptology Support Battalion (MCSB)
- Combat Logistics Companies (CLCs)
- MEF Command Elements
- Infantry Battalions
- Flying Squadrons
- Reconnaissance Battalions
- Radio Battalions
- Marine Corps Training and Advisory Group (MCTAG) Coordination Element HQS
- Marine Corps Network Operations and Security Command (MCNOSC)
- MARFOR AFRICOM
- MARFOR CENTCOM
- MARFOR EUROPE
- MARFOR KOREA
- MARFOR SOUTHCOM
- MARFOR STRATCOM
- CBIRF
- Blue Angels Support
- Bands
- Aviation Training Squadrons
- Combat Logistics Battalion (CLB) 11 (11TH MEU)
- Combat Logistics Battalion (CLB) 13 (13TH MEU)
- Combat Logistics Battalion (CLB) 15 (15TH MEU)
- Combat Logistics Battalion (CLB) 22 (22^{d} MEU)
- Combat Logistics Battalion (CLB) 24 (24TH MEU)
- Combat Logistics Battalion (CLB) 26 (26TH MEU)
- Combat Logistics Battalion (CLB) 31 (31st MEU)
- Combat Service Support Group 3 (CSSG-3), 3d MLG
- Exercise Support Division, MAGTF Training Command
- Tactical Training and Exercise Control Group
- ANGLICO
- Headquarters Marine Special Operations Advisory Group MarForSoc
- Marine Special Operations Advisory Group Co A MarForSoc
- Marine Special Operations Advisory Group Co B MarForSoc
- Headquarters Marine Special Operations Support Group MarForSoc
- Headquarters Marine Forces Special Operations Command
- Logistics Company Marine Special Operations Support Group MarForSoc

- Support Company Marine Special Operations Support Group MarForSoc
- Detachment W Marine Special Operations Support Group Marine Special Operations Battalion