



UNITED STATES MARINE CORPS  
I MARINE EXPEDITIONARY FORCE  
U. S. MARINE CORPS FORCES, PACIFIC  
BOX 555300  
CAMP PENDLETON, CA 92055-5300

IN REPLY REFER TO:  
I MEFO 12000.1B  
G-1  
21 NOV 2012

I MARINE EXPEDITIONARY FORCE ORDER 12000.1B

From: Commanding General, I Marine Expeditionary Force  
To: Distribution List

Subj: CIVILIAN RESOURCE MANAGEMENT PROGRAM

Ref: (a) SECNAVINST 12511.1  
(b) MCO 12510.2C w/CH1  
(c) MCO 5311.1D  
(d) MARFORPAC 12000.1  
(e) MARFORPAC 12312.1B  
(f) I MEFO P5000.3, I MEF Staff Regulations  
(g) I MEF Non-Baseline Funded Civilian Labor Transition Plan  
dtd 31 Oct 2011

Encl: (1) Responsibilities of the Chairman of the CRWG  
(2) Process Map to Request Personnel Actions  
(3) Procedures to Request Personnel Actions  
(4) Request to Recruit Vacant Civil Service Position  
(5) Memo Format for Package Submission to the CRWG  
(6) CRWG Member Briefing Checklist  
(7) Briefing Template for Submission to the I MEF CRWG  
(8) Responsibilities for the Program Management Official,  
AC/S G-8, Contracting Officer, AC/S G-1, and Local  
Contracting Officer Representative (LCOR)  
(9) CRWG Chairman's Report Template  
(10) Example of CG's Decision letter on CRWG  
(11) Reporting timeline required by ref (g)

1. Situation. To establish procedures for executing a civilian resource management program for federal civilian employees (to include Interim Performance Management System (IPMS) employees, General Schedule (GS) employees, Wage Grade employees, and government contractor employees), and to process personnel actions and structure changes within I Marine Expeditionary Force (I MEF) per references (a) through (g) and enclosures (1) through (11). I MEF will maintain a balanced approach to civilian positions within the I MEF and the Major Subordinate Commands (MSCs) taking into account available financial resources. Due to the expeditionary operations executed by I MEF units, positions for civilians will be judicious in nature and with the focus on

civilian employees meeting mission essential tasks in Continental United States (CONUS) and on deployment if authorized in the position description or contract Statement of Work (SOW). Continuity of I MEF tasks, functions, and responsibilities for preparing forces to deploy and sustaining forces deployed is a critical factor for civilian and contractor employees to meet organizational objectives.

2. Cancellation. I MEFO 12000.1A.

3. Mission

a. The references require effective use of manpower. Manpower is the total sum of the work force and includes all categories of personnel: Military (Active Duty and Reserves); Federal Civil Service employees; and government contractor personnel. This program will ensure manpower and organizational structure will be designed to utilize the minimum manpower necessary to accomplish missions with maximum efficiency and effectiveness.

b. Nonappropriated Fund employees are funded by Headquarters, U.S. Marine Corps (HQMC) and will be managed, administered, and processed through Marine Corps Community Services' Human Resources Office at each base and station.

c. Command policy is to:

(1) Utilize civilian manpower resources only when all other (military) options have been exhausted.

(2) Properly classify civilian positions per Title 5, U.S. Code, solely on the basis of published standards and authorized classification principles and policies.

(3) Affect personnel and organization actions only when they are in the best interests of the command.

(4) Keep position structure current through position management reviews.

(5) Ensure all approved structure modifications for permanent federal civilian employees result in T/O change request submissions to ensure accurate T/Os are maintained.

4. Execution

a. Determine and validate the need for a Civil Service

position or government contractor based on mission essential requirements/tasks that are not staffed due to manpower shortages, deployments, and enduring CONUS operational requirements.

b. Determine and validate the need for permanent Civil Service positions in the best interest of the command to ensure continuity, effectiveness, and economy of management without impacting deployable force structure.

c. Identify the duration of the requirement for staffing with Civil Service employee (permanent; term; or temporary employee) or government contractor.

d. Establish and distribute civilian manpower structure to best serve mission needs by providing optimum balance, retention, and motivation of competent personnel.

e. Maximize employee productivity, ensure organizational effectiveness, and ensure efficient commitment of manpower through rigorous resource management and continuous process improvement.

f. Avoid automatically recruiting for positions or billets that become vacant if duties can be redistributed, eliminated, or reduced in cost without adverse impact on essential functions.

g. Avoid position and personnel actions that unnecessarily increase payroll costs, or that increase the ratio of managerial and supervisory employees to total number of employees.

h. Ensure all courses of action are exhausted to fill, mitigate, or reassign all military manpower shortfalls before considering hiring civilian personnel.

i. Critical war fighting leadership billets will not be filled with civilian personnel. Leadership positions so crucial in time of conflict belong to Marines in uniform.

j. Ensure a cost estimate is submitted for all new positions and coordination is conducted with I MEF or MSC Comptroller.

k. Ensure duties and responsibilities of positions are clearly delineated and do not conflict with or unnecessarily duplicate those of other positions.

l. Provide leadership oversight and management to ensure compliance of all hiring objectives and policies.

m. Monitor implementation of the Civilian Labor Transition Plan (CLTP) according to the Commanding General's (CG's) guidance.

n. In accordance with ref (g), manage the transition of the civilian workforce from a wartime footing to a presence in line with anticipated future mission requirements.

5. Execution. The elements of civilian resource management include workload and manpower validation, budget administration, and productivity improvement. Workload validation analyzes the work to be done, evaluates the relative importance and priorities of assigned tasks, establishes work standards and workload indicators, and determines personnel staffing justified by the workload. Manpower validation evaluates the need for positions, develops optimum position structure, and establishes positions at the lowest grade commensurate with assigned responsibilities. Sound budget administration ensures we obtain the proper balance of labor, materials, and services expenditures to accomplish the mission. Productivity improvement results in organizational improvement, clarified functional relationships, improved methods and procedures, increased motivation, and elimination of work duplication.

#### 6. Administration and Logistics

a. All levels of management must implement sound civilian resource management and leadership principles when managing their organizations. These include: Appropriate distribution of duties (highest level is performed at least 50 percent of the time); reasonable supervisory to employee ratio (Marine Corps goal is 1:15.); opportunity for career growth; labor budget execution; reducing layers of management through decentralized decision-making; and improving job satisfaction. Periodic counseling and open communication between employees and supervisors is essential for the success of the program.

b. The Assistant Chief of Staff (AC/S) G-1 oversees the Civilian Resource Management Program Manager for I MEF. The Chairman of the Civilian Resource Working Group (CRWG) is a nonvoting member and is responsible for submitting the CRWG recommendations to the CG. The position will rotate among the members of the board and the duties and responsibilities are listed in enclosure (1). The AC/S G-1 will act as the Chairman if the currently designated Chairman is unable to attend. The CRWG will be comprised of the following voting members: AC/S G-1, AC/S G-2, AC/S G-3, AC/S G-4, AC/S G-5, AC/S G-6, AC/S G-7, and AC/S G-8 (Comptroller). Principals may designate their deputies to act in their absence. The I MEF Contracting Officer will serve as

nonvoting technical advisor along with a Civilian Human Resource Representative. The CRWG reviews and makes recommendations to the CG via the Chairman of Board on requests for additional civilian positions, and requests to initiate, add to, or renew government contracts. The CRWG will prioritize approved actions, and reprioritize semi-annually, as funding constraints require. Upon CG I MEF decision, notification will be made using enclosure (10). Requests to backfill positions that become vacant due to the transfer of permanent civil service incumbents will be revalidated by the command/section and reviewed by the CRWG before initiating the backfill.

c. The Civilian Resource Program Manager located at AC/S G-1, I MEF, will assist the designated Selecting Official at each I MEF Command Element (CE) Section or MSC in the screening and review of the certificates which contain all qualified resumes for civil service positions. An interview panel will be formed and conducted for GS-13 and above billets by the gaining section. A Human Resources Office Representative must be present for all interview panels. At the completion of the interviews, the panel will make a recommendation to the Selecting Official and a candidate will be selected. Approved Civil Service positions GS-12 and below will be screened and interviewed by the Command/Section Selecting Official. At the completion of the interviews, the Selecting Official will select a candidate. Upon completion, MSC's will go through their chain of command and forward the name of the selected candidate to the I MEF G-1 Civilian Resource Program Manager.

d. The I MEF CRWG also serves as the Civilian Awards Board, reviewing and recommending approval/disapproval of civilian award nominations to CG, I MEF.

e. In addition, the I MEF CRWG performs the duties of the Leadership Training Board and recommends Civil Service employees attendance at HQMC sponsored career development and executive leadership training based on nominations solicited by I MEF and its MSCs.

f. In accordance with ref (g), the CRWG shall:

(1) Monitor the current fiscal situation as detailed in ref (g) and report to CG, I MEF if any decision points identified in ref (g) are reached.

(2) Conduct semi-annual In Progress Reviews (IPRs) including, at a minimum the following information:

(a) A review of all previous assumptions and collection of new facts relating to the fiscal situation of I MEF.

(b) A budget update including the I MEF current budget execution status and Overseas Contingency Operations (OCO) funding availability.

(c) Update on the status of the Executive Steering Group decision.

(d) Civilian personnel status update, including:

1. Current number of personnel by type.
2. Comparison between previous IPR established goals and current manning.
3. Justification for variance between planned manning level and actual manning level.

(e) Review of previously established decision points, including:

1. Revalidation of all unreached decision points.
2. Assessment of decision points that have been reached and determination if planned transition actions have been initiated.
3. List of newly identified decision points.

(3) With support from the AC/S G-8, submit an Informal Fiscal Review (IFR) annually, 120 days prior to the end of the FY.

g. The Civilian Resource Management Program responsibilities for the Program Management Official, AC/S G-8, Contracting Officer, AC/S G-1, and Local Contracting Officer Representative are listed in enclosure (8). The Program Management Official will be assigned by the I MEF Contracting Officer.

h. The following guidelines will apply to all I MEF CRWG proceedings:

(1) The Board meets in accordance with the CLTP, or as needed at the call of the Chairman. Five voting members make a quorum, and will make recommendations. Principals or their designated deputies will not vote on their own section requests.

(2) When meetings are convened, a checklist will be completed by each I MEF CRWG member and utilized to document the Boards' recommendations. The Chairman will consolidate, review, and forward the board results to the CG, I MEF. The CG, I MEF will have final approval on the Chairman of the Board's recommendations. Routine actions may be routed by email to obtain concurrence or non-concurrence.

(3) If the requested action requires a vote by the members, the requesting Executive staff representatives may be required to brief their requests to the Board at a convened meeting. Under most circumstances, a written request is sufficient to allow board members to review and vote in an "electronic board" format.

(4) When requests for changes or restructure of any position within I MEF, its MSCs or Major Subordinate Elements (MSEs), potentially affect a I MEF Staff function not normally represented at the I MEF CRWG, the Board may request ad hoc representation from any appropriate I MEF Staff functional area, i.e. Medical, Staff Judge Advocate (SJA), etc., to assist the I MEF CRWG to fully review and comprehend the specific request(s) being forwarded from the subordinate unit. This ad hoc member will be a Subject Matter Expert (SME), and will be authorized to review and provide clarification and comment on any particular request that involves their area of expertise. However, ad hoc members will not be a voting member of the board.

(5) If the Board does not reach consensus, or if a voting member wishes to submit a dissenting opinion, this will be documented in the Board member's checklist for a final decision by the I MEF Commanding General as briefed by the Chairman of the Board.

i. The AC/S G-1 will provide T/O and current onboard military staffing information to assist the CRWG.

j. The I MEF CE Principal Staff, Special Staff officers, and MSCs shall:

(1) Report Civil Service and contract personnel funding requirements to the I MEF/MSC Comptroller annually for budget purposes.

(2) Report Civil Service and contract personnel position information to the I MEF/MSC AC/S G-1 quarterly for accountability purposes.

(3) Ensure each position, as established or changed, conforms to the objectives of effective position management.

(4) As needed, ensure a review of position structure to determine the need for each position, conformance to objectives and to recommend process improvement initiatives that have resulted in changes to manpower requirements in accordance with the CLTP.

(5) Encourage subordinates to improve productivity and conserve manpower resources in accomplishing assigned missions.

(6) Process requests for recruitment for proposed new or vacant civilian positions, changes to existing Civil Service positions, government contractor requests, and other civilian personnel actions using procedures in the enclosures. See Process Flow Chart in enclosure (2).

7. Command and Signal

a. Command. I MEF and MSC Principal and Special Staff officers, and supervisors of Civil Service employees shall comply with this Order.

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

8. Endstate. A comprehensive, integrated, and coordinated civilian resource management program established for I MEF. A combined force of Active and Reserve Marines and Sailors, Civil Service personnel and contractors make up the manpower of I MEF.

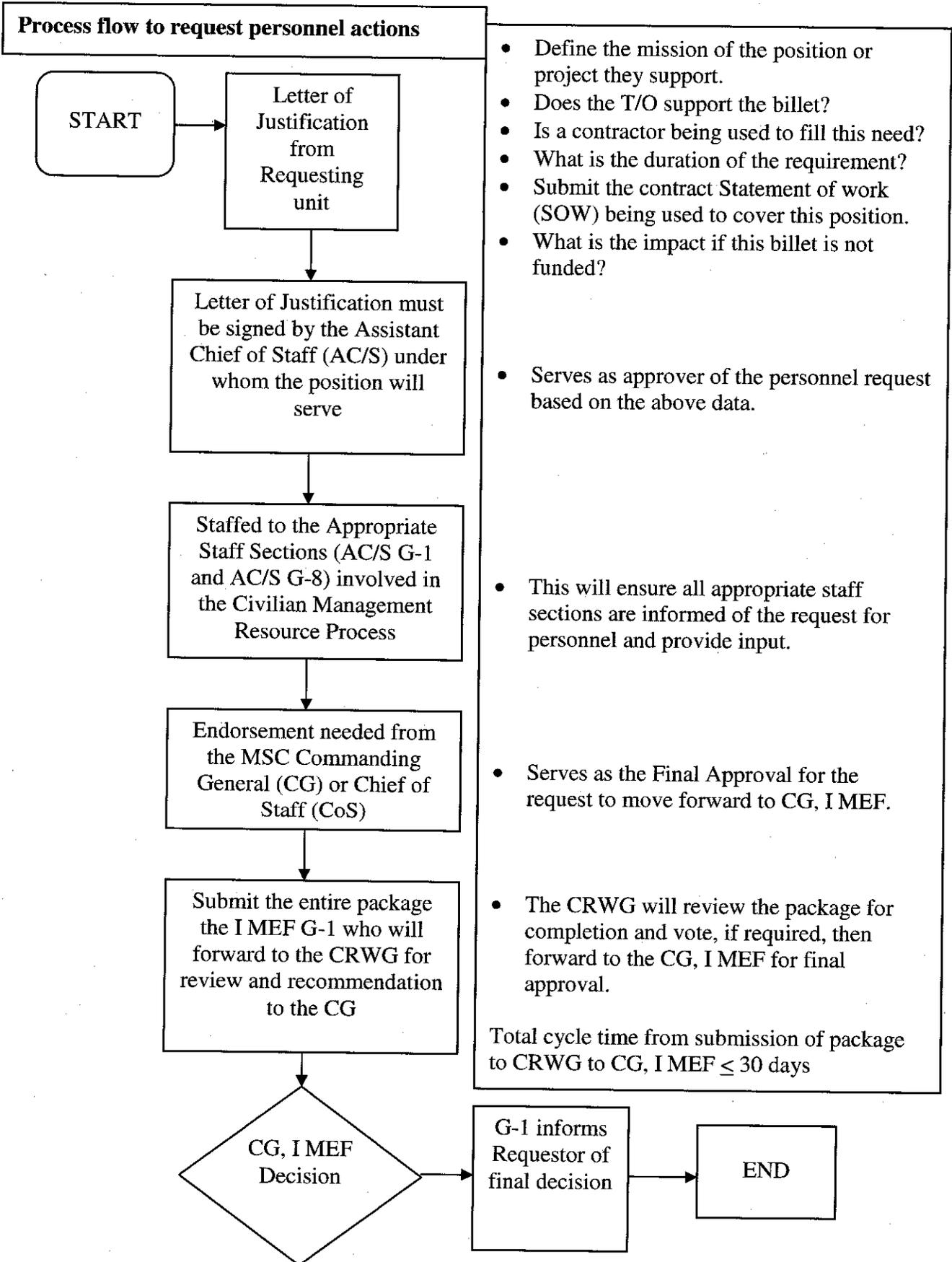


R. F. CASTELLVI  
Chief of Staff

DISTRIBUTION: LIST I, II

Responsibilities of the Chairman of the Civilian Resource  
Working Group (CRWG)

1. The Chairman of the CRWG will have the following experience and skills:
  - a. Department head with functional area expertise.
  - b. The position will rotate among the CRWG members.
  - c. Nonvoting member.
  - d. Reports CRWG results directly to the Commanding General.
  - e. Remains (as functional area expert) neutral on all issues.
  - f. Briefs CG, I MEF on decisions (if controversial or not in the best interest of I MEF).
  - g. Responsible for accurate and correct minutes of all board meetings.
  - h. Will sign all recommendations as the impartial Chairman and will forward the results to CG, I MEF per enclosure (9).



PROCEDURES TO REQUEST POSITION ACTIONS

1. Federal Civilian Service Positions

a. Vacant Positions. To request recruitment for anticipated or actual position vacancies, Principal and Special Staff officers shall:

(1) Review the position against the civilian resource management principles in references (a) and (b) to determine if the position is still needed or requires changes.

(2) Submit enclosure (4) and a memo in the format of enclosure (5) to the I MEF AC/S G-1 requesting recruitment of revalidated positions.

b. Change to Existing Position. For proposed changes to an existing position, Principal and Special Staff Officers shall submit a revised position description and a completed enclosure (5) to the I MEF AC/S G-1 for review and processing.

c. Proposed New Positions. For proposed new term and permanent positions, Principal and Special Staff officers shall submit enclosures (5) and (7), along with the proposed position description (with changes to the existing description bolded), current and proposed organization charts, to I MEF AC/S G-1 for review and processing.

2. Government Contractors. Principal and Special Staff officers shall complete enclosures (5) and (7) for new government contracts, add-ons to existing contracts, or the annual renewal of existing contracts, and ensure requesting unit's AC/S G-1 and Comptroller for review prior submission to the CRWG. To ensure budget requirements are submitted in a timely manner, requests for new or renewed contracts must be submitted no later than 1 June for a decision effective the next fiscal year. During the fiscal year, if units are requesting to add-on or extend current contracts, packages must be submitted 120 days prior to the required add-on work and/or contract end date to ensure contracting timelines are met.

REQUEST TO RECRUIT VACANT CIVIL SERVICE POSITION

1. Position Title, Series, and Grade:

\_\_\_\_\_

2. Division location/POC Name & Phone:

\_\_\_\_\_

3. Name of current/most recent incumbent:

\_\_\_\_\_

4. Grade level(s) to be recruited: \_\_\_\_\_

5. Area of consideration: ("X" all that apply)

\_\_\_\_\_ DoD employees

\_\_\_\_\_ Federal employees

\_\_\_\_\_ U.S. Citizens (people not currently in civil service)

\_\_\_\_\_ Veterans Readjustment Authority (VRA) eligible

\_\_\_\_\_ Current nonappropriated Fund (NAF) employees

\_\_\_\_\_ Reinstatement eligible (former civil service)

\_\_\_\_\_ DoD employees world-wide (will require PCS determination)

\_\_\_\_\_ Federal employees world-wide (will require PCS determination)

\_\_\_\_\_ I MEF Funded Position

6. Security clearance required: \_\_\_\_\_ None \_\_\_\_\_ Secret \_\_\_\_\_ Top Secret \_\_\_\_\_ SCI Access

7. Special requirement of the position:

\_\_\_\_\_ Frequent TAD: approximately \_\_\_\_\_ days/week/months per year (circle one)

\_\_\_\_\_ Tour of duty other than Mon-Fri 0730-1600:

\_\_\_\_\_ Must carry a BlackBerry or cell Phone

\_\_\_\_\_ Overtime required (Est: \_\_\_\_\_ hrs per \_\_\_\_\_)

\_\_\_\_\_ Drug test required

\_\_\_\_\_ Financial Statement required

\_\_\_\_\_ Key position (cannot be encumbered by a reservist subject to recall to active duty)

\_\_\_\_\_ Emergency-Essential position (incumbent subject to deployment in support of operational forces)

\_\_\_\_\_ Other: (e.g., license or certification and effective date)

Position has been reviewed and meets the civilian resource management principles summarized in this Order; position description is current; and position is required for mission accomplishment.

\_\_\_\_\_  
Principal or Special Staff Officer

\_\_\_\_\_  
Date

Enclosure (4)

Submission of Personnel Request to I MEF CRWG



**UNITED STATES MARINE CORPS**  
I MARINE EXPEDITIONARY FORCE  
U. S. MARINE CORPS FORCES, PACIFIC  
BOX 555300  
CAMP PENDLETON, CA 92055-5300

IN REPLY REFER TO:  
12000  
G-1/XXX  
XX XXX XX

**EXAMPLE**

From: Assistant Chief of Staff, G-1  
To: Commanding General, I Marine Expeditionary Force  
(Attn: AC/S G-1)  
Via: Commanding General, 3d MAW/1st MLG/1st MARDIV/I MHG  
Subj: CIVILIAN RESOURCE MANAGEMENT ACTION (Change to fit type)

1. Action requested.
2. Justification for request:
3. The funding for the XXXXX position has been approved.

I. M. MARINE  
(signature of requesting Assistant Chief of Staff)

Enclosure (5)



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U. S. MARINE CORPS FORCES, PACIFIC  
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IN REPLY REFER TO:  
12000  
G-1/XXX  
XX XXX XX

**EXAMPLE**

FIRST ENDORSEMENT on AC/S G-1's ltr 12000 G-1 of XX XXX XX

From: Commanding General, 3d MAW/1st MLG/1st MARDIV/I MHG  
To: Commanding General, I Marine Expeditionary Force  
(Attn: AC/S G-1)

Subj: CIVILIAN RESOURCE MANAGEMENT ACTION (Change to fit type)

1. Forwarded, recommending approval.

I. M. MARINE  
(signature of requesting MSC's CG or CoS)

Enclosure (5)

CRWG PACKAGE BRIEFING CHECKLIST

## CRWG PACKAGE BRIEFING CHECKLIST

CRWG PACKAGE REQUIREMENT	DEFINITION	NOTES
Workload requirements to be performed by the billet requested.	Workload data includes: analysis of tasks and the time it takes to perform each task. Workload metrics should include time, cost, and quality.	
Period of time for the required workload.	Is this a permanent, term, or temp civil service position? Is this a request to renew or add a new service contract? What is the anticipated duration of support?	
Future plans regarding this position and workload.	Is this request due to current or future deployments? Is this workload considered mission essential task for the I MEF?	
Identification of similar work performed within the CE and/or MSC.	Is this work currently performed by any other section within I MEF CE and/or MSC? If the work is currently performed by a service contractor, who and where is this work performed?	
Major job duties and responsibilities (Civil Service Personnel Only).	Have major job duties and responsibilities been reviewed for accuracy against the workload specified above? If changes are made, ensure they are added to the position description for review and classification at Camp Pendleton HRO.	
Request for Contractor Support/Statement of Work (SOW) (Contractors Only)	If the position is for a contractor, has the SOW been reviewed by the I MEF Contracting Officer?	
Current Military and Civilian Table of Organization (T/O).	Does the position being requested appear on the T/O? Review current military and Civil Service T/O for availability and rank/ grade/series of billets spaces. Are all available billets filled? If filled, are all available billets fully tasked?	
Location of the position requested.	Where will this position reside? Is this a deployable position?	
Cost Estimate for Proposed Position (New Positions Only)	Estimate must include total cost for Civil Service employee (salary and fringe benefits) or contractor total cost	
Funding Requirement and Availability of Funds	What is the proposed funding level? How will this request be funded (I MEF CE, MSC, or other)?	
Impact if not approved.	What is the impact on the I MEF mission if the request is not approved?	

Remarks/Recommendations:

Briefing template for Submission of Package to CRWG

**CRWG Briefing Template for  
New, Revised, Renewal for  
Civil Service or Contractor  
Positions**

Requesting Section: \_\_\_\_\_

Date: \_\_\_\_\_

Current Commander's Guidance:

- **Workload Requirements**

- Workload data includes: analysis of tasks and the time it takes and the time it takes to perform each task. Workload metrics such as time, quality and/or cost.

- **Period of Time for the Required Workload**

- Is this a permanent, term, or temp Civil Service position? Is this a request to renew or add a new service contract? What is the anticipated duration of support?

- **Future Plans Regarding this Position and Workload**

- Is this request due current or future deployments? Is this a Mission Essential Task for I MEF or MSC submitting this request?

- **Similar Work Performed within I MEF CE or MSC**

- Is the workload associated with this request performed by other sections within I MEF CE or MSC? If the work is currently performed by a service contractor, who and where is this work performed?

- **Major Job duties and Responsibilities and Perm/ Term/Temp request (Civil Service Only)**

- Review the major job duties and responsibilities for accuracy of requirements.

- **Request for Contractor Support (Contractor Only)**

- Provide Statement of Work (SOW)  
Is the request for a new or extension of a service contract? Has the Statement of Work been reviewed by the I MEF Contracting Officer.

- Currently Military and Civilian Table of Organization (T/O)

- Does the requested position appear on the T/O?
- Review current military and Civil Service T/O for availability and rank/grade/series of billets spaces. Are all available billets filled? If filled, are all available billets fully tasked?

- Location of the position requested.

- Where will this position reside? Is this a deployable position?

- Cost Estimate for Proposed Position (New Positions Only)

- Total cost of position (include salary and fringe benefits for Civil Service employees)

- Funding Requirement and Availability of Funds

- What is the proposed funding level for this request? How will this request be funded (I MEF CE, MSC, Other)? Is funding available for out-year requirements of this request?

- Impact if not Approved

- What is the impact on the I MEF mission if the request is not approved?

## **Requirements/Program Management Official (R/PM) Responsibilities**

- Requirements / Program Management Official (R/PMO)
  - Develop/Validate SOW with input from all section users
  - Identify funding issues to G8
  - Monitor taskings under TAT/contract
  - Oversee and coordinate with LCOR
  - Single MEF POC for Project & COR
    - Engage with Comptroller, CRWG, Contracting and G1 to properly manage contract and validation of requirement
    - Appoint LCOR
    - Coordinate regular (monthly/qtrly/yearly) performance reviews between COR and LCOR
  - Represent TAT/contract to CRWG to justify continuing requirement
  - Track renewal dates and initiate proper and timely action

## **Comptroller Responsibilities**

- Comptroller (MEF/MSC)
  - Balance and expenditure updates
  - Request Budget submission from R/PMO
  - Deficiency (CYD/EOYD) request support to R/PMO

## **Contracting Officer Responsibilities**

- Develop Acquisition Plan
  - Assist with requirements determination
  - Reviews D&F / SOW
  - Appoints the Requirements / Program Management Official (R/PMO) for each contract
- Provided Contract Oversight
  - Coordinates
    - Requirements / Program Management Official (R/PMO)
    - Contractors
    - MEF Requirement Generator
    - Monitors Contract Performance

- Tracks Contract Vehicles available to meet I MEF needs

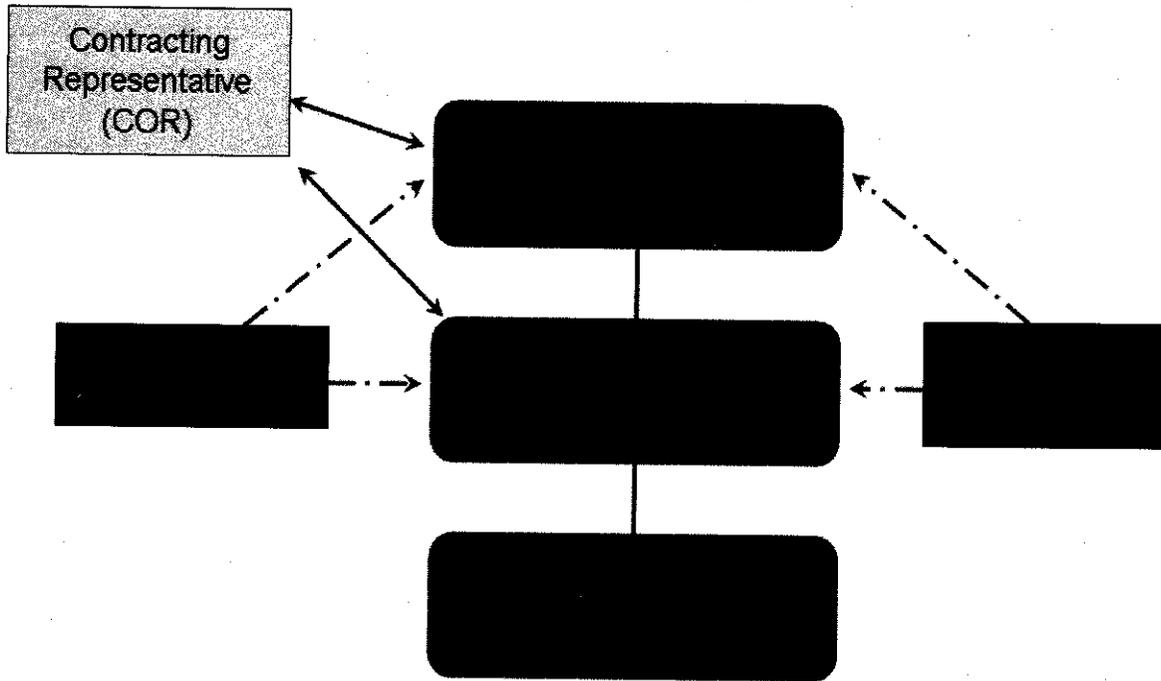
### **AC/S G-1 (Civilian Personnel Program Manager) Responsibilities**

- Oversight of the entire civilian resource management program
- Responsible for the accountability of contractors
- Responsible for ensuring the I MEF Order 12000 is current and accurate (reviewed each year)
- Focal point for all applications for new/modified positions that are forwarded from staff sections and MSCs for CRWG action
- On-ramp for inclusion to agenda of CRWG meeting

### **Local Contracting Officer Representative (LCOR) Responsibilities**

- Local Contracting Officer Representative (LCOR)
  - Tracks and assesses annual requirement for contractor support within section to RMO to justify continuing requirement
  - Monitors/Reports performance of contracted personnel assign within section to RMO and COR
- Provides regular (monthly/quarterly) updates to RMO/COR on contractor performance

# Hierarchy





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12000  
G-1/XXX  
XX XXX XX

**EXAMPLE**

From: Chairman, Civilian Resource Working Group,  
I Marine Expeditionary Force  
To: Commanding General, I Marine Expeditionary Force  
Subj: CIVILIAN RESOURCE WORKING GROUP RESULTS FROM  
XX SEPTEMBER 2009

Encl: (1) Civilian Personnel Request to I MEF CRWG  
(enclosure (5) to I MEFO 12000.1B)  
(2) CRWG Minutes with summary  
(3) CRWG Member Worksheets ICO XXXX Civilian positions  
(4) CRWG Brief ICO Civilian positions  
(5) CRWG Member Worksheets ICO XXX Contract  
(6) CRWG Brief ICO XXX Contract

1. The purpose of this letter is to seek approval or additional guidance from the Commanding General regarding the results of Civilian Resource Working Group (CRWG) conducted on XX September 2009. The AC/S X-X (or MSC), I Marine Expeditionary Force (I MEF), submitted two requests for consideration, which are covered in enclosures (3) and (5).

2. Comments contained in enclosures (1), (2), and (4) provide amplifying information for the following CRWG recommendations:

a. Recommendations for the Civil Service positions.

- Voted 5-0 to fund one position for FY10 and FY11. Recommend AC/S-XX determine impact and feasibility of converting the second position to government contract for one year. The nature of the work appears to be temporary in nature.

Enclosure (9)

Subj: CIVILIAN RESOURCE WORKING GROUP RESULTS FROM  
XX SEPTEMBER 2009

**Commanding General's Decision:**

*Commanding General's decision can be handwritten in this space*

\_\_\_\_\_  
CG's signature

\_\_\_\_\_  
date

b. Recommendations for ABC Corporation.

- Voted 4-1 not to continue funding in FY10.
- Recommend AC/S-XX seek a Service-provided solution to provide XXXXXX reporting system training to all USMC forces, to include I MEF, in order to ensure consistency with higher headquarters (HHQ) directives.
- Note: The AC/S XXX non-concurs with the CRMB recommendation, as follows:
  - Due to the short timeframe involved and getting HHQ's decision to cease funding on this contract at the last minute, I MEF should fund the contract for at least one quarter (90 days) to verify if HHQ will provide the funding and give the G-X Section time to get a uniformed person trained to assume this function if HHQ decides not to fund it.

**Commanding General's Decision:**

*Commanding General's decision can be handwritten in this space*

\_\_\_\_\_  
CG's signature

\_\_\_\_\_  
date

I. M. MARINE

## EXAMPLE

### CRWG Minutes

XXXXXX Corporation. Currently there are two contractors providing XXXXXXXX technical support to facilitate the XXXXXXXX capability within the MOC.

G-X requested consideration to extend the contract. However, G-X agreed that the current workload can be accommodated by 1 XXX tech.

This is anticipated to be a long-term requirement due to the proprietary nature of XXXX equipment, even if I MEF were to deploy.

Board requested review of contract to verify if the current contract covered potential gaps created by leave or illness. Contract needs to provide coverage of gaps once reduced to 1 tech.

Discussed potential to transition to GS position. G-X owes feedback.

#### Board recommended:

- Continuation of option year (FY10)
- Reduce from two to one contractor
- G-X conduct analysis of impact of converting to GS position

XXXXXX Corporation. Currently there is one contractor that provides technical support and training for XXXXX within I MEF.

G-X requested consideration of an existing contract that HQMC/XXX has been co-funding with XXX. Due to redistributing funds ISO developing the XXXX program, HQMC/XXX expended their funds for FY10.

Subsequently, G-X was informed that the co-funding for FY10 would be facilitated between XXXXXXXX and XXXX. As of XX XXX 09, that option was withdrawn by XXX, potentially leaving I MEF with a capability gap.

G-X stated reporting requirement can be met with current staffing, but training will likely suffer.

CRWG recommended:

- Four to two not to continue funding
- G-X research topic of HQMC requirement to provide/facilitate training for PORs. What is the Marine Corps' plan for long-term support and training?



UNITED STATES MARINE CORPS  
I MARINE EXPEDITIONARY FORCE  
U. S. MARINE CORPS FORCES, PACIFIC  
BOX 555300  
CAMP PENDLETON, CA 92055-5300

IN REPLY REFER TO:  
12000  
G-1/XXX  
XX XXX XX

From: Commanding General, I Marine Expeditionary Force  
To: Assistant Chief of Staff, G-1 (HR Liaison)

Subj: DECISION OF SEP 2008 CIVILIAN RESOURCE WORKING GROUP

Ref: (a) I MEF Civilian Resource Management Program Order

1. The Commanding General, I Marine Expeditionary Force (CG I MEF) has made a decision on the results of the Civilian Resource Working Group convened during Sep 2008 for I Marine Expeditionary Force matters. In accordance with the reference, CG I MEF was briefed and approved the proposed Civil Service position for XXXXXX with grade listed below. The following approved position is provided below:

<u>Position</u>	<u>Approved Grade</u>	<u>Unit</u>	<u>Remarks</u>
XXX Specialist	GS-XX	XXXXX	XXXXXXXXXXXXXXXXXXXX

2. AC/S G-1 (or MSC AC/S G-1) is authorized to make direct liaison with the Camp Pendleton Human Resource Management Office (HRO) on all civil service position description processing matters.

3. The I MEF Point of Contact is XX. XXXXX XXXXX at DSN 365-XXXX.

I. M. MARINE  
By direction