



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
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IN REPLY REFER TO:
I MEFO 7110.1
G-1/G-8

JUN 19 2017

I MARINE EXPEDITIONARY FORCE ORDER 7110.1

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

Subj: CONDUCT OF THE I MARINE EXPEDITIONARY FORCE RESOURCE MANAGEMENT BOARD

Ref: (a) I MEF FY 17 Campaign Plan
(b) I MEF FY16 Fiscal Guidance
(c) SECNAVINST 12511.1
(d) MCO 12510.2C w/CH1
(e) MCO 5311.1D
(f) MARFORPAC 12330.1
(g) MARFORPAC 12451.1
(h) I MEFO P5000.3, I MEF Staff Regulations

Encl: (1) Responsibilities of the Chairman of the Civil Resource Working Group
(2) Process Map to Request Personnel Actions
(3) Procedures to Request Personnel Actions
(4) Request to Recruit Vacant Civil Service Position
(5) Civil Resource Working Group Member Briefing Checklist
(6) Briefing Template for Submission to the I MEF Civil Resource Working Group
(7) Civil Resource Working Group Chairman's Report Template
(8) Civil Resource Working Group Minutes Example

1. Situation. This Order establishes the I Marine Expeditionary Force (I MEF) Resource Management Board (RMB) as the resource Governance model and process for I MEF. The Fiscal Year 17 I MEF Campaign Plan reinforced the Line of Operation 3 (LOO 3) requiring the management of resources. The RMB is the executive body responsible for the management of those resources. The RMB will enable the Commanding General (CG) to allocate scarce resources to accomplish both long-range goals and unfunded requirements of I MEF.

2. Mission. Establish a formal Governance approach in order to provide structure to decision making that maintains an enterprise-wide perspective and aligns and prioritizes resources to the Command's strategic priorities in a transparent manner.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The end state is a Governance process that supports the CG's ability to make enterprise-wide decisions (ensuring the course of action presented to the CG has been fully integrated) and supports

JUN 19 2017

prioritizing I MEF's requirements and resources based on the needs of the Marine Corps to meet Global Force Management (GFM) requirements, operate across the Range of Military Operations, and maintain a capable "Ready Bench" across the warfighting functions.

(2) Concept of Operations. The governance model will reinforce, not replace, normal staffing processes and the I MEF Command Element (CE) will continue normal staffing actions. The RMB model supports decision-making at the I MEF (CE) and Major Subordinate Commands (MSCs) and includes two-levels of governing bodies. The RMB will serve as the executive level. The RMB incorporates the recommendations and decisions of established boards and working groups. The MEF Acquisition Review Board (MARB), Resource Management Working Group (RMWG) and Civilian Resource Working Group (CRWG) are subordinate groups that feed into the RMB. CG I MEF has ultimate decision authority.

(a) Resource Management Board (RMB). The RMB serves as the ultimate resource approving entity for command wide decisions with the CG I MEF having the sole authority to make the final decision unless otherwise delegated to the Deputy Commanding General, or to another party in writing.

(b) RMB Membership

1. Chair: CG I MEF

2. Advisory (non-voting). The RMB is supported by the following advisory members: I MEF Deputy Commanding General, Sergeant Major, Command Master Chief, Chief of Staff and the MSC CGs, as required by topic.

3. Additional personnel will be invited as needed to brief to the RMB and provide additional subject matter input.

4. The Chairs of the MARB, RMWG and CRWG will represent their respective Board/Groups and present the minority and/or dissenting opinions.

5. The MSC CGs will be invited to attend the RMB meetings.

b. RMB Decision Authorities

(1) Items that require RMB decision will be routed first through the appropriate board and/or working group for review and recommendation before going to the RMB for final approval or signature. The following topics must be approved by the RMB:

(a) Frequency. At a minimum the full RMB will meet semi-annually in order to review the overall status of the I MEF campaign plan initiatives, major actions and provide guidance on resource allocation. The MARB, RMWG and CRWG Chairs, in coordination with the I MEF Chief of Staff (COS), may escalate topics to the RMB outside of these set meetings and the RMB can convene at any time.

JUN 19 2017

(b) Budget/Funding/Programming. Enterprise wide decisions including annual budget, Mid-Year Budget Review, funding for new requirements/new starts and POM/CBA submissions.

(c) All HQ New Requirements/New starts. Approval by the RMB constitutes a validated I MEF requirement that is prioritized as part of I MEF's overall portfolio.

(d) Campaign Plan. All New Campaign Plan Initiatives and cancellation of Existing Initiatives. The RMB will receive periodic updates to ensure the priorities of the Command are reflected in the Campaign Plan.

c. Subordinate Board and Working Groups. Each board and working group addresses specific aspects of the resources required to operate I MEF.

(1) MEF Acquisition Review Board (MARB): Based on Office of Secretary of defense requirements, the MARB is chartered to address contract service requirements above \$150K. The MARB is a subordinate governance board that addresses contract services. MARB processes and procedures are addressed in Appendix A.

(2) Resource Management Working Group (RMWG): RMWG is a subordinate governance working group that addresses I MEF's current and future funding requirements. RMWG processes and procedures are addressed in Appendix B.

(3) Civilian Resource Working Group (CRWG): CRWG is a subordinate governance working group that addresses civilian manpower requirements. CRWG processes and procedures are addressed in Appendix C.

4. Administration and Logistics

a. The Governance process requires Assistant Chiefs of Staff, Board and Working Group Chairs or MSCs to submit RMB briefs to the Staff Secretary (SSEC). The SSEC will route briefs to the I MEF G shops for verification the presentations have been staffed appropriately and are complete, accurate and actionable by the RMB. Submissions must be timed to allow for a five day review period by the RMB.

b. I MEF briefing templates, sample RMB briefs (7 minute drills) and decision memos can be found on the I MEF Governance SharePoint site: <https://eis.usmc.mil/sites/imef/G8/NewG8/Budget/SitePages/Home.aspx#InplviewH asabb29c9a-cc38-4ab0-b76f-aa2317088a5a+ShowInGrid%3Dtrue>

5. Command and Signal

a. Command. This Order is applicable to all of I MEF including the CE and MSCs/MSE.

JUN 19 2017

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

(1) Point of contact for this matter is the Assistant Chief of Staff, G-8, I Marine Expeditionary Force at (760) 763-5553.



LEWIS A. CRAPAROTTA

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JUN 19 2017

APPENDIX A

MEF ACQUISITION REVIEW BOARD (MARB)

1. Purpose. Conduct of the MARB improves oversight, shapes financial obligation/execution, finds efficiencies and influences long term support requirements throughout I MEF. This process also adds discipline and rigor by increasing visibility of, and collaboration on requirements among all stakeholders; engaging requirements owners in order to identify, explain, and justify contracted requirements; assessing and validating requirements before contracting processes are initiated or before an existing contract is renewed; providing for prioritization of contracted requirements to support funding decisions; increasing collaboration on key contracted support decisions and foster active management of service acquisitions.

2. Background. The MARB reviews all requirements for contracted services greater than \$150,000. It accomplishes this by:

- a. Validating and prioritizing requirements
- b. Ensuring that inappropriate or unauthorized purchases are not requested.
- c. Documenting the validation and
- d. Supporting requiring activities with the development of a contract requirements package.

3. Frequency. MARB will convene on a semi-annual basis.

Refer to the below SharePoint site for requirements submittal:

<http://eis.usmc.mil/sites/imef/G4/Contracting/MARB/SitePages/Home.aspx>

4. MARB Process. The MARB SharePoint site has the SOP posted explaining the process and follow on actions for funding. In some cases, a requirement may move onto the RMWG and even the RMB for final adjudication and funding.

The MARB has the authority to recommend approval, disapproval, de-scoping, lower funding levels, delayed procurement, priority level and submit requests for information (RFIs), on every requirement it reviews. Each member has a single vote, and the final decision will be by simple majority.

5. Board Members. The Chief of Staff is the Chairperson for the MARB. The I MEF G-4 OCS is responsible for assisting requiring activities in preparing the documents coming before the board, and recording discussion during the board.

6. Voting Members. AC/S G1, G2, G3, G4, G-5, G6, G7, G8 Staff Principles or Executive Officer/Deputies and MSC Chiefs of Staff or representation.

BILLET	VOTING/NON-VOTING MEMBER
I MEF DCG	Validation Authority
I MEF CoS	Board Chair
I MEF AC/S G-1	Voting
I MEF AC/S G-2	Voting

JUN 19 2017

I MEF AC/S G-3	Voting
I MEF AC/S G-4	Voting
I MEF AC/S G-6	Voting
I MEF AC/S G-7	Voting
I MEF AC/S G-8	Voting
1st MLG CoS	Voting
1st MarDiv CoS	Voting
3rd MAW CoS	Voting
I MEF G4 OCS	Administrator/Contracting SME/Non-Voting
WACO Procurement Counsel	Procurement Law SME/Non-Voting

7. Advisors Without Vote. MEF Surgeon, Contracting Officer, Western Area Counsel Office, MSC representatives and Subject Matter Experts as required.

8. MARB Approved Requests. Requirements recommended for approval will be submitted to the Chief of Staff for review and the I MEF DCG for the required GO level validation.

JUN 19 2017

APPENDIX B

Resource Management Working Group Board (RMWG)

1. Purpose. To establish procedures and requirements of the Resource Management Working Group (RMWG). It is I MEF G-8's responsibility to ensure all expenditures are bona-fide needs and comply with the purpose, time and amount clause of the appropriation law. In order to accomplish I MEF's assigned mission, the MEF staff will ensure expenditures meet required standards and are congruent with the Commanding General's priorities. To ensure requirements are reviewed at the appropriate level, a RMWG process will be utilized.
2. Background. The RMWG validates all Current-Year Deficiencies (CYDs), and is responsible for: validating and prioritizing requirements; ensuring that inappropriate or unauthorized purchases are not approved; documenting the validation; and recommending funding level if not fully funded, at the time of the RMWG. Additional responsibilities include but are not limited to the POM/Capability Based Assessment (CBA), Mid-Year Review, Management Internal Control Program (MICP), and budget development. Any requirements for Procurement will be submitted to the RMWG for validation, but will not be prioritized alongside Operations and Maintenance Requirements for funding. Military Construction requirements will not be considered by the RMWG, but instead must be forwarded through the installation sponsor (G-4), to HQMC, I&L.
3. Types. RMWG will convene:
 - a. Mid-Year Review (Jan/Feb)
 - b. At the End of the Fiscal Year (EOY) (Aug-Sep)
 - c. Ad-Hoc as needed to address near-term requirements and CYDs.
 - d. Emergent RMWG (E-RMWG) as needed to address urgent requirements and can also be conducted via e-mail (paper RMWG)
 - e. WALK-THROUGH RMWG - On rare occasion that a requirement be so urgent that calling an E-RMWG meeting or waiting for the next RMWG will jeopardize mission accomplishment, that requirement will go directly to both the corresponding AC/S to validate the requirement and to AC/S G-8, who will then send directly to the Resource Management Board for CG approval or disapproval.
 - f. Modified RMWG as a Budget Working Group (BWG) with AO level participation to address Planning, Programming and Budget Formulation.
 - (1) During Program Objective Memorandum (POM) formulation (Jul/Aug)
 - (2) During Current Year plus one (CY+1) Annual Budget development (Jun/Jul)
4. Baseline Requirements Review. The following items, regardless of whether they are funded within a command's baseline, must be reviewed by the RMWG:
 - a. All C4 equipment which requires an IT waiver; furniture; minor facility upgrades and funding distributed to or in support of other commands.

JUN 19 2017

5. RMWG Packet. RMWG packet will include:

a. MARFORPAC Current Year Deficiency (CYD) Worksheet. Each individual requirement requires a CYD worksheet. This will provide purpose, background information, scope and costs, and impact if the item is not approved. Each MSC/MSE will prioritize their CYDs, incorporating the new deficiencies which remain unfunded from previous RMWGs.

b. Information Technology Waiver. If it is an information technology item, an approved IT waiver is required.

6. Cost Calculation. The total value of all resources used in meeting a requirement must be included in the estimated cost of a requirement. The total life cycle costs of the requirement must also be included, if this is a recurring requirement. The government estimated cost should be a reasonable estimate of the projected contracted cost.

a. Life Cycle Costing. Life Cycle costing includes initial start-up and sustainment costs for a project. If a project will terminate, any costs associated with that termination will also be included as part of the life cycle cost.

b. Cost Benefit Analysis. In order to ensure prudent use of procurement options, requesting activities and board members will evaluate several courses of action to accomplish a mission goal. Historical data should be used to estimate costs when available. The most effective, and not necessarily the least expensive course of action may be selected. The final analysis will be which alternative or source provides the best value to the United States Government.

7. RMWG Process. There are three steps in the RMWG process: Step one is the requirements validation. Step two is the approval and allocation of funding. Step three is selection of the procurement method.

a. Step One. Requirements validation. The RMWG validates the requirement and assigns it a funding priority, based upon the Commanding Generals priorities. The requirements will be operationally categorized in accordance with their mission support and the impact will be stated if not funded. The requestor or designated representative may be required brief and/or answer questions from the working group. Ad Hoc advisors will be invited as non-voting members at the discretion of the Chair. These advisors will not include prospective contractors where service contracts are being considered. A prospective contractor may be invited to the RMWG to answer specific questions posed by the working group, but he or she will be excused after all questions have been answered.

b. Step Two. Approval and allocation of funding. G8 provides an estimate of the funds available for distribution for any given RMWG. Timing of when the material or service is required, including procurement time, should also be a factor in the decision of if and when to fund. The RMWG should also recommend if partial funding is either possible or warranted in order to relieve pressure off the requirement or equitable distribute funding to other requirements or units.

c. Step Three. Method Of Satisfying The Requirement. The RMWG must recommend a method of satisfying the requirement, either through Marine Corps supply systems or by contract. If the procurement method is by contract,

JUN 19 2017

then the requirement should already have MARB approval, which is chaired by the I MEF G-4. See Appendix A. Initiatives related to Civilian Contractor

Support will be validated / approved by the CRWG chaired by the AC/S G-1. See Appendix C. If an agenda comes from either the MARB or CRWG, then upon completion of RMWG actions it will be forwarded to the RMB.

8. RMWG Recommendation. The RMWG has the authority to recommend approval, disapproval, de-scoping, lower funding levels, delayed procurement, priority level and submit requests for information (RFIs), on every requirement it reviews. Each member has a single vote, and the final decision will be by simple majority.

9. Board Members. The AC/S G-8 serves as the Chairperson for the RMWG. The G-8 is responsible for preparing the requirements coming before the board, recording initial priority and funding recommendations to the board.

a. Voting Members: MHG CO, AC/S G1, AC/S G2, AC/S G3, AC/S G4, AC/S G-5, AC/S G6, AC/S G7 Staff Principles or Executive Officer/Deputies.

b. Advisors Without Vote: MEF Surgeon, Contracting Officer, MSC Comptrollers and Subject Matter Experts as required

c. During the RMWG. Board members should be actively involved in validating requirements. Board members serve as Functional Sponsors and Subject Matter Experts, who prioritize in the best interest of I MEF as a whole, while also providing functionally profound insight into the requirement. Board members should research the issues to be voted prior to the RMWG. The following are some questions that should be asked by board members during the RMWG:

(1) Why is this a valid requirement?

(2) How has the requirement generator managed without it for so long?

(3) If applicable, why is the requested quantity needed and can the mission be accomplished with fewer?

(4) Does this requirement conflict with other priorities, missions, policies, units?

(5) What is the impact to mission success/completion if this requirement is not validated/met?

(6) Can I MEF / MSC obtain the material or service elsewhere for less or at no cost?

(7) Can the requirement be delayed and if so, for how long?

10. RMWG Approved Requests. Requirements recommended for approval and any approved prioritized lists will be submitted to the Chief of Staff for review and the RMB (CG) for approval. All RMWG results will be forwarded to the staff sections/subordinate commands, for transparency and any changes to their cost estimates will be explained.

11. RMWG Modification. Recommended changes to the RMWG procedures will be submitted to the G-8.

JUN 19 2017

Figure 1

General Commodity Area	Commodity Manager
MCCS, TAD, Civilian labor	G-1
Intelligence, COMSEC, OPSEC	G-2
TEEPed Events/Unit Training Requirements	G-3
Maintenance, Supply, Logistics	G-4
Communication, ADPE, Satellite, VTC related projects, maintenance and leases and services	G-6
MEU Pre-Deployment Training, Simulators, Role Players	G-7
Contractor Support	OCS / G-1
Class VIII, Medical/ Dental Support Requirements, ITs	SURG

JUN 19 2017

Appendix C

Civilian Resource Management Program

A. General

1. Purpose. To establish procedures for executing a civilian resource management program for federal civilian employees (to include General Schedule (GS) employees, Wage Grade employees and also to process personnel actions and structure changes within I Marine Expeditionary Force (I MEF) per references (c) through (h) and enclosures (4) through (10)). 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 utilizing Manage-to-Payroll. 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. 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. Background. 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 (responsibility of the I MEF Acquisition Review Board). 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.

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

b. Command policy is to:

(1) Request 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 Table of Organization (T/O) change request submissions to ensure accurate T/Os are maintained.

3. Requirements. Determine and validate the need for a Civil Service position based on mission essential requirements/tasks that are enduring operational requirements. This does not include billets that are not staffed due to manpower shortages and deployments.

JUN 19 2017

a. 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.

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

c. Avoid automatically recruiting for civil service positions that become vacant to ensure mission requirement still necessitate the staffing of the position.

d. Ensure all position and personnel actions maintain strict adherence to Manage-to-Payroll and avoid any increases to payroll costs, or that increase the total number of employees.

e. For new civilian structure requests, ensure all courses of action are exhausted to fill, mitigate, or reassign military personnel to resolve all military manpower shortfalls before considering hiring civilian personnel.

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

g. Ensure a cost estimate is submitted for all new positions and coordination is conducted with I MEF G-8 or MSC G-8.

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

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

5. Guidance. 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. Implementation. All levels of management must implement sound civilian resource management and leadership principles when managing their organizations. These include: Appropriate distribution of major duties (highest level is performed at least 25 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.

JUN 19 2017

a. The Assistant Chief of Staff (AC/S) G-1 oversees the Civilian Resource Management Program Manager for I MEF. The Chairman of the CRWG is a nonvoting member (but can vote as a tiebreaker, if required) and is responsible for submitting the CRWG recommendations to the RMB. The AC/S G-1 will serve as the Chairman. The duties and responsibilities of the Chairman are listed in enclosure (1). The CRWG will be comprised of the following voting members: Deputy AC/S G-2, Deputy AC/S G-3, Deputy AC/S G-4, Deputy AC/S G-5, Deputy AC/S Deputy G-6, Deputy AC/S G-7, and Deputy AC/S G-8. Deputy department heads may designate their deputies to act in their absence.

b. The CRWG reviews and makes recommendations to the RMB via the Chairman of CRWG on requests for additional civilian positions. The CRWG will prioritize approved actions, and reprioritize annually, as funding constraints dictate. Requests to backfill positions that become vacant due to the transfer of permanent civil service incumbents will be revalidated by the command/section and an email request from division principal or deputy to the CRWG Chairman is required before initiating the backfill.

c. The Total Force Manpower Program Manager located at AC/S G-1, I MEF, will assist the designated Selecting Official at each I MEF 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 positions 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 and the selection certificate will be forwarded to the Office of Civilian Human Resources. 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 and forward the selection certificate to the Office of Civilian Human Resources.

d. All new and revised Classified Position Descriptions that have been sent from Human Resources Office (HRO), Camp Pendleton to the I MEF CE will be signed by the AC/S G-1, I MEF.

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

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

(1) The CRWG meets as needed at the call of the Chairman. Five voting members make a quorum, and will make recommendations. The members will not vote on their own section's requests.

(2) When meetings are convened, a checklist will be completed by each I MEF CRWG member and utilized to document the CRWGs' recommendations. The Chairman will review and forward the CRWG results to the CG, I MEF via the RMB. 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 CE or MSC staff representative may be required to brief their requests to the CRWG at a convened meeting. Under most circumstances, a written request is sufficient to allow CRWG members to review and vote in an "electronic board" format.

JUN 19 2017

(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 CRWG 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 CRWG.

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

g. The AC/S G-1 will provide Table of Organization and current onboard military staffing information to assist the CRWG.

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

(1) Report Civil Service funding requirements to the I MEF/MSG G-8 annually for budget purposes.

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

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

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

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

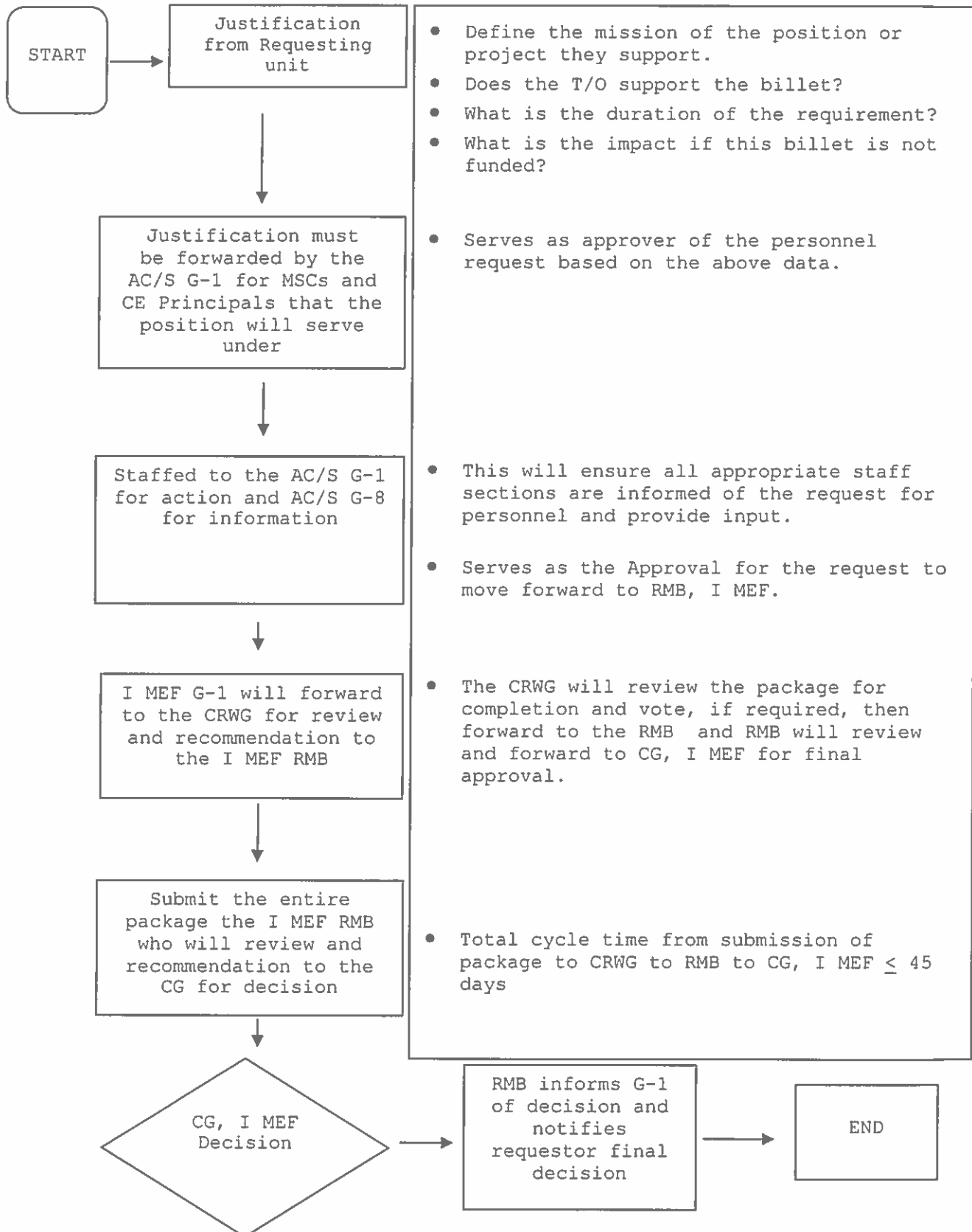
JUN 19 2017

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.
- c. Nonvoting member, but can vote as tiebreaker if required.
- d. Reports CRWG recommendations to the RMB.
- e. Remains (as functional area expert) neutral on all issues.
- f. Responsible for accurate minutes of all board meetings.
- g. Will sign all recommendations as the Chairman and will forward the results to RMB, per enclosure (7).

JUN 19 2017

Process Map to Request Personnel Actions

JUN 19 2017

Procedures to Request Personnel 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 email 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 letter or email to the I MEF AC/S G-1 for review and processing.

c. Proposed New Positions. For proposed permanent positions, Principal and Special Staff officers shall submit enclosure (6), along with the proposed position description (PD) (with changes to the existing PD in bold), current and proposed organization charts, to I MEF AC/S G-1 for review and processing to HRO.

JUN 19 2017

Request to Recruit Vacant Civil Service Position1. 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

_____ Veterans Readjustment Authority (VRA) eligible

_____ Veterans Employment Opportunity Act (VEOA) eligible

_____ Veterans with 30% or higher disability VA rating (provide
name, VA rating letter, Resume and DD-214)6. Security clearance required: _____None _____Secret _____Top Secret
_____SCI Access7. 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

JUN 19 2017

Civil Resource Working Group 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? 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.	
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?	

JUN 19 2017

Cost Estimate for Proposed Position (New Positions Only)	Estimate must include total cost for Civil Service employee (salary and fringe benefits).	
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 Civil Resource Working Group

JUN 19 2017

CRWG Briefing Template for: New, Revised, Renewal for Civil Service Positions

Requesting Section: _____

Date: _____

Current Commander's Guidance:

JUN 19 2017

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



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: Chairman, Civilian Resource Working Group,
I Marine Expeditionary Force
To: Commanding General, I Marine Expeditionary Force

Subj: CIVILIAN RESOURCE WORKING GROUP RESULTS FROM XX FEBRUARY 2017

Encl: (1) Civilian Personnel Request to I MEF CRWG
(2) Civilian Resource Working Group Minutes with Summary

1. The purpose of this letter is to seek approval from the RMB regarding the results of Civilian Resource Working Group conducted on XX February 2017. The AC/S X-X (or MSC), I Marine Expeditionary Force (I MEF), submitted one request for consideration, which are covered in enclosure (1).

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

a. Recommendations for the Civil Service positions.

b. Voted 5-0 to fund one position for FY17. Recommend AC/S-XX determine impact and feasibility of using military personnel for a period of six months since the nature of the work appears to be temporary in nature.

Commanding General's Decision:

Commanding General's decision can be handwritten in this space

CG's signature

date

Enclosure (7)

JUN 19 2017

Civilian Resource Working Group Minutes with Summary**EXAMPLE**

1. G-X request for civilian support. Currently there are two contractors providing XXXXXXXX technical support to facilitate the XXXXXXXX capability within the MOC.
2. G-X requested consideration to convert the existing contractors to civil service. However, G-X agreed that the current workload can be accommodated by 1 XXX tech.
3. This is anticipated to be a long-term requirement due to the proprietary nature of XXXX equipment, even if I MEF were to deploy.
4. Discussed potential to transition to GS position. G-X owes feedback.
5. Board Recommended:
 - Reduce from two to one contractor
 - G-X conduct analysis of impact of converting to GS position
 - G-X stated reporting requirement can be met with current staffing, but training will likely suffer.
6. 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?