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Subject: CCOMMARFORRES GUIDANCE AND PROCEDURES CONCERNING PROPER SMCR BILLET IDENTIFICATION CODE (BIC) ASSIGNMENT AND REPORTING PROCEDURE

Originator: COMMARFORRES G1(UC)

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To: COMMARFORRES G1(UC), CG 4TH MAR DIV G1(UC), CG 4TH MAW G1(UC), CG 4TH MLG G1(UC), CG MARCORMOB COM KANSAS CITY MO(UC), 3RD ANGLICO(UC), 3RD CIVAFAAIRSGRU(UC), 4TH ANGLICO(UC), 4TH CIVAFAAIRSGRU(UC), INTEL SPT BN(UC), AL 13775(UC), HQBN MARFORRES(UC)

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MSGID/GENADMIN/COMMARFORRES G1//

SUBJ/ COMMARFORRES GUIDANCE AND PROCEDURES CONCERNING PROPER SMCR BILLET IDENTIFICATION CODE (BIC) ASSIGNMENT AND REPORTING PROCEDURES

REF/A/MCO 5311.1D//

REF/B/MCO 1001R.1K//

REF/C/MCO 5320.12F//

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NARR/REF (A) IS MCO 5311.1D, TOTAL FORCE STRUCTURE PROCESS. REF (B) IS MCO 1001R.1K, MARINE CORPS RESERVE ADMINISTRATIVE MANAGEMENT MANUAL.

REF C IS MCO 5320.12F, PRECEDENCE LEVELS FOR MANNING AND STAFFING. RMKS/1. SITUATION. CURRENTLY THERE ARE A NUMBER OF SELECTED MARINE CORPS RESERVE (SMCR) UNIT PERSONNEL ARE ASSIGNED TO BICS NOT COMMENSURATE WITH THEIR GRADE, MOS, BILLET AND/OR TRAINING. COMMON TRENDS INCLUDE: ERRONEOUS BIC INFORMATION; NO BIC ASSIGNMENT; BIC FIELDS LEFT BLANK; OR MULTIPLE PERSONNEL REPORTED UNDER THE SAME BIC. INCORRECT BIC ASSIGNMENTS AND REPORTING PRODUCE FLAWED DATA IN THE MARINE CORPS TOTAL FORCE SYSTEM (MCTFS) AND CREATE ERRONEOUS MANPOWER REQUIREMENTS AND ASSOCIATED RECRUITING, INCENTIVES AND PROMOTION PLANS. REPORTING THE PROPER ASSIGNMENT OF PERSONNEL INTO MCTFS IS A CRITICAL ELEMENT IN ACHIEVING ACCURATE VISIBILITY OF UNIT MANPOWER REQUIREMENTS AND ENHANCING UNIT PERSONNEL READINESS.

2. MISSION. DURING THE 2ND QUARTER OF FY-11, COMMANDERS WILL CONDUCT AN ADMINISTRATIVE STAND-DOWN TO ENSURE ALL RESERVE PERSONNEL ATTACHED OR ASSIGNED TO MARFORRES UNITS ARE ASSIGNED AGAINST A VALID AND FUNDED BIC AS DOCUMENTED ON THE UNIT'S MOST CURRENT TABLE OF ORGANIZATION AND EQUIPMENT (T/O&E) AS PUBLISHED IAW REF A.

3. EXECUTION

A. COMMANDER'S INTENT. TO HAVE THE RIGHT MARINE, IN THE RIGHT UNIT, AT THE RIGHT TIME. COMMARFORRES EXPECTS THAT ALL SMCR UNIT PERSONNEL ARE ASSIGNED TO AN APPROPRIATE BIC TO ENSURE A MORE ACCURATE SIGHT PICTURE OF SMCR UNIT MANPOWER NEEDS WHICH WILL ULTIMATELY REFLECT BETTER VISIBILITY FOR DEVELOPING FUTURE SMCR RECRUITING AND MANPOWER PLANS.

B. CONCEPT OF OPERATIONS. THE T/O&E FOR MARFORRES UNITS WILL BE MANNED AND STAFFED TO THE MAXIMUM EXTENT POSSIBLE PER THE GUIDELINES ESTABLISHED BY REFS A THROUGH C AND THE INSTRUCTIONS CONTAINED WITHIN THIS MESSAGE. EVERY EFFORT SHOULD BE MADE TO ENSURE ALL BILLET MOS, BILLET DESCRIPTION, AND BILLET GRADE MATCH THE BIC INFO TO THE BEST EXTENT POSSIBLE. THIS EFFORT WILL BE CONDUCTED IN THREE PHASES.

(1) PHASE I (OFFICERS AND SNCO'S). NO LATER THAN 28 FEB 11, ALL COMMANDS WILL CONDUCT AN ADMINISTRATIVE STAND-DOWN TO REVIEW, REVALIDATE AND ACCURATELY REPORT ALL ASSIGNED SMCR OFFICER AND SNCO

BIC'S.

(2) PHASE II (ALL NCO'S AND BELOW). NO LATER THAN 31 MAR 11, COMMANDS WILL CONDUCT AN ADMINISTRATIVE STAND-DOWN TO REVIEW, REVALIDATE AND ACCURATELY REPORT ALL ASSIGNED NCO AND BELOW BIC'S.

(3) PHASE III (MAINTENANCE). AFTER THE ADMINISTRATIVE STAND-DOWN, COMMANDS WILL INCORPORATE PROPER NEW-JOIN BIC ASSIGNMENT AND REPORTING PROCEDURES, AND ESTABLISH REVALIDATION INTERNAL CONTROLS. ASSESSMENTS AND DISCREPANCY REPORTS WILL BE PROVIDED BY CMC (RAP) TO ASSIST IN THIS EFFORT.

C. TASKS

(1) COMMANDERS/INSPECTOR-INSTRUCTORS/COMMANDING OFFICERS (I-I'S/CO'S). APPOINT IN WRITING A UNIT T/O MANAGER (E-6 AND ABOVE) TO COORDINATE AND EXECUTE THE PROCEDURES CONTAINED HEREIN. THE T/O MANAGER WILL BE THE PRIMARY UNIT EXPERT RESPONSIBLE FOR MANAGING AND COORDINATING THE COMMAND EFFORT. AMPLIFYING TASKS FOR T/O MANAGERS ARE SPECIFIED IN PARAGRAPH 3.D OF THIS MESSAGE.

(2) MARFORRES G-1 (MANPOWER BRANCH). BE PREPARED TO SUPPORT DESIGNATED T/O MANAGERS WITH UNIT MANPOWER PLANNING WORKSHEETS, ACCESS TO THE TOTAL FORCE STRUCTURE MANAGEMENT SYSTEM (TFSMS), AND DETERMINATION OF MANNING PRIORITIES FOR CURRENT AND FUTURE MANPOWER REQUIREMENTS. ESTABLISH AND IMPLEMENT PROCEDURES TO SYSTEMATICALLY MEASURE UNIT COMPLIANCE WITH THIS MESSAGE AND REPORT PERCENTAGES OF ERRONEOUS ASSIGNMENTS BY MAJOR SUBORDINATE COMMAND (MSC) AND UNIT. ADDITIONALLY, DEVELOP/AMEND APPROPRIATE INSPECTION CHECKLISTS TO INCORPORATE COMPLIANCE MEASURES TO SUPPORT THE PROCEDURES CONTAINED HEREIN.

(3) MARFORRES G-3. BE PREPARED TO SUPPORT COMMANDS WITH EXPERTISE AND GUIDANCE REGARDING MILITARY OCCUPATIONAL SPECIALTY (MOS) RETRAINING REQUIREMENTS TO ENSURE PERSONNEL ACQUIRE A BILLET MOS MATCH FOR THE ASSIGNED BIC.

(4) MARFORRES G-8. BE PREPARED TO SUPPORT COMMANDS WITH EXPERTISE AND ADVICE REGARDING CHANGES AND ADJUSTMENTS TO PERSONNEL STRUCTURE THROUGH T/O&E CHANGE REQUESTS (TOECRS).

D. COORDINATING INSTRUCTIONS. T/O MANAGERS SERVE AS THE PRINCIPAL POC'S BETWEEN THE UNIT AND HIGHER HEADQUARTERS REGARDING FORCE STRUCTURE AND STAFFING REQUIREMENTS, INTENDED STRUCTURE CHANGES, AND UNIQUE OPERATIONAL CONSIDERATIONS THAT MAY AFFECT FORCE STRUCTURE. COMMANDERS SHOULD MINIMIZE EXCESS JOINS OR MOS/GRADE MISMATCHES FOR PERSONNEL ATTACHED/ASSIGNED TO THEIR UNITS; HOWEVER, UNCONVENTIONAL ADMINISTRATIVE CIRCUMSTANCES SOMETIMES NECESSITATE SUCH ASSIGNMENTS. IT IS THE RESPONSIBILITY OF THE T/O MANAGERS TO MANAGE THIS POPULATION AND ENSURE THE FOLLOWING ACTIONS ARE IMPLEMENTED:

(1) EVERY EFFORT SHOULD BE MADE TO ENSURE THAT PERSONNEL ARE ASSIGNED TO VALID BICS COMMENSURATE WITH THEIR GRADE AND MOS PER REF B. ASSIGNMENTS MAY BE MADE ONE GRADE ABOVE/BELOW THAT OF THE GRADE REQUIRED BY THE BIC, WITH THE EXCEPTION OF RESERVE COLONELS (O-6) AND SERGEANTS MAJOR/FIRST SERGEANTS (E-9/8), WHO WILL ONLY BE ASSIGNED TO BICS REQUIRING THE GRADE OF O-6 OR TO APPROVED 8999 BILLETS. ENLISTED BILLETS (PVT - GYSGT) MAY BE ASSIGNED TO PERSONNEL ONE GRADE ABOVE/BELOW THAT OF THE GRADE REQUIRED BY THE BIC. ADDITIONALLY, A PVT IS AUTHORIZED TO FILL A VACANT LCPL BIC.

(2) PERSONNEL POSSESSING A PMOS WITHIN THE SAME OCCUPATIONAL FIELD (OCFLD) MAY BE ASSIGNED A BIC WITH SIMILAR MOS QUALIFICATIONS WHEN NO VACANCY EXISTS FOR THEIR GRADE/MOS, BUT ARE NOT AN EXACT MATCH, I.E. A 0331 (MACHINE GUNNER) FILLING A 0311 (INFANTRYMAN) BIC, ETC.

(3) PERSONNEL WITH AN ADMOS WHICH MEETS THE PMOS REQUIREMENTS OF THEIR ASSIGNED BIC WILL HAVE THAT ADMOS REASSIGNED AS THEIR PMOS. FOR ENLISTED, UNITS WILL REPORT VIA UNIT DIARY THEIR ADMOS AS THEIR PMOS, AND THEIR PMOS AS THEIR ADMOS. FOR OFFICERS, UNITS WILL REQUEST FROM CMC (RCT) A PMOS CHANGE IAW REF B.

(4) PER REF B, PERSONNEL WHO ARE JOINED EXCESS TO THE UNIT WHERE NO BILLET VACANCY EXISTS FOR THE MARINE'S CURRENT OR PREVIOUSLY QUALIFIED PMOS WILL BE ASSIGNED THE BASIC MOS IN THE OCCFLD TO WHICH ASSIGNED. THE SERVICE MEMBER WILL BE RETRAINED IAW REF B. OFFICERS ASSIGNED TO A BILLET FOR WHICH THEY DO NOT POSSESS THE REQUISITE MOS WILL HAVE THEIR BIC ZEROED OUT AND BE RETRAINED IAW REF A. NOTIFY CMC (RCT) TO CHANGE THE OFFICER'S MOS TO A BASIC MOS UNTIL THEY OBTAIN THEIR NEW PMOS.

(5) PERSONNEL WHO ARE INTENTIONALLY JOINED AS A MISMATCH AND HAVE NO ASSOCIATED BIC BY MOS OR GRADE WILL BE JOINED AS EXCESS EVEN IF THERE IS A VACANT BIC AVAILABLE. THIS ACTION WILL ALLOW THE VACANT BIC TO BE RECRUITED TO. THESE PERSONNEL WILL BE RAN ON UNIT DIARY WITH THE FOLLOWING BIC: M[UIC#]00000 (UIC# PLUS 5 ZEROS). FOR INSTANCE, A MARINE WHO IS AN OVERSTAFF FROM UIC 12345 WOULD BE REPORTED AS BIC M1234500000.

(6) PERSONNEL ASSIGNED TO A BIC WITH AN MOS MISMATCH SHOULD BE RETRAINED, AND BEGIN THAT TRAINING NO LATER THAN 18 MONTHS AFTER JOINING THE UNIT PER REF B.

(7) PERSONNEL ASSIGNED A ZEROED BIC SHOULD HAVE THEIR ACTUAL BMOS, BILLET DESCRIPTION, AND PLATOON CODE REPORTED VIA UNIT DIARY COMMENSURATE WITH THEIR INTENDED ASSIGNMENT TO ENSURE PROPER RECORDING IN THE MCTFS CHRONOLOGICAL HISTORY.

(8) PERSONNEL WHO ARE A BIC MATCH (CORRECT MOS/GRADE COMPATIBLE) FOR AN OCCUPIED BIC WILL BE CONSIDERED EXCESS AND ASSIGNED A BIC OF M[UIC#]00000 (UIC# PLUS 5 ZEROS). IN SUCH CASES THE STANDARD OPERATIONAL PROCEDURE (SOP) WILL BE TO ASSIGN THE MARINE WHO MATCHES THE GRADE/MOS WITH THE MOST REMAINING OBLIGATED SERVICE TO THE BIC.

(9) PERSONNEL WHO ARE A PMOS MATCH BUT ARE MORE THAN ONE GRADE HIGHER OR LOWER WILL BE ASSIGNED A BIC OF M[UIC#]00000 (UIC# PLUS 5 ZEROS).

(10) PERSONNEL ARE NOT AUTHORIZED TO DOUBLE FILL A BIC (ONE BIC PER PERSON) OR BE ASSIGNED AN OCCUPIED BIC. FURTHER, ADDING ADDITIONAL CHARACTERS OR LETTERS TO THE END OF A BIC IS NOT AUTHORIZED.

(11) PERSONNEL WHO ARE FILLING A VALID BIC BUT PENDING ADMINISTRATIVE SEPARATION PROCESSING WILL CONTINUE TO OCCUPY THE BIC UNTIL FINAL ADJUDICATION BY THE SEPARATION AUTHORITY OR REPLACED BY A MARINE WITH MORE REMAINING OBLIGATED SERVICE (IN ALL CASES OF ADMINISTRATIVE SEPARATION, THE APPROPRIATE STRENGTH CATEGORY, DUTY STATUS CODE, AND DUTY LIMITATION CODES WILL BE ENTERED INTO MCTFS BY THE REPORTING UNIT).

4. ADMINISTRATION AND LOGISTICS

A. ADMINISTRATION

(1) AS BIC ASSIGNMENT ERRORS ARE DISCOVERED DURING THE DAY TO DAY EXECUTION OF PERSONNEL PROCUREMENT PLANNING, ADMINISTRATION, AND OVERSIGHT OPERATIONS, MARFORRES G-1 WILL NOTIFY THE UNIT T/O MANAGER VIA THE CHAIN OF COMMAND WITH A REQUEST FOR CORRECTION OF ALL BIC ASSIGNMENT ERRORS, AND MONITOR THE REPORTING UNIT UNTIL CORRECTIVE ACTION IS COMPLETED.

(2) IT IS UNDERSTOOD THAT THE DAY TO DAY BUSINESS OF PERSONNEL ADMINISTRATION WILL OFTEN YIELD UNIQUE CIRCUMSTANCES WHICH MAY

PRESENT A CONFLICT TO BIC ASSIGNMENTS PROCEDURES, THEREFORE T/O MANAGERS ARE HIGHLY ENCOURAGED TO COMMUNICATE AND COORDINATE WITH THEIR CHAIN OF COMMAND TO REQUEST GUIDANCE, ASSOCIATED SUPPORT AND ASSISTANCE. AS THE PROCESS EVOLVES AND ISSUES ARE ADJUDICATED, CMC (RAP) AND MARFORRES G-1 WILL COMMUNICATE MODIFICATIONS AND CHANGES TO THESE PROCEDURES VIA FORMAL CORRESPONDENCE.

B. LOGISTICS. N/A.

5. COMMAND AND SIGNAL

A. COMMAND

(1) THE MARFORRES G-1 MANPOWER BRANCH IS RESPONSIBLE FOR LONG TERM PROCESS CONTROL MONITORING OF UNIT COMPLIANCE WITH THE SMCR BIC ASSIGNMENT AND REPORTING PROCEDURES CONTAINED HEREIN.

(2) THE MARFORRES MANPOWER BRANCH WILL PROVIDE DIRECT SUPPORT TO MSCS AND FORCE LEVEL UNITS.

(3) THESE PROCEDURES WILL BE ENFORCED VIA FORCE READINESS ASSESSMENT AND ASSISTANCE PROGRAM (FRAAP) INSPECTIONS.

(4) INQUIRIES AND/OR ASSISTANCE REGARDING ANY CASE NOT COVERED BY PROCEDURES HEREIN WILL BE ADDRESSED VIA THE CHAIN OF COMMAND TO MARFORRES G-1 (MANPOWER).

B. SIGNAL

(1) MARFORRES RECRUITING AND RETENTION OFFICER, COML 504-678-6586.

(2) MARFORRES MANPOWER BRANCH HEAD, COML 504-678-4973.//

BT

Classified by:

Reason:

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