



UNITED STATES MARINE CORPS

COMMANDER, MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

ForO 5311.2

G-1M

30 OCT 1995

ORIGINAL

FORCE ORDER 5311.2

From: Commander
To: Distribution List

Subj: TABLE OF ORGANIZATION MANAGEMENT POLICIES

Ref: (a) MCO 5311.1B

Encl: (1) T/O Submission Requirements
(2) MARFORRES MOS Sponsors
(3) T/O Description

1. Purpose. To set forth policies and procedures for the management of Tables of Organization (T/O) within the Marine Forces Reserve (MARFORRES).

2. Cancellation. ForO 5311.1.

3. Background

a. Per the reference, a T/O describes the organizational structure and the manpower requirements of an activity in terms of grade, Military Occupational Speciality (MOS), series, weapon, and billet title for military and civilian personnel.

b. A T/O mission statement describes the mission and tasks, organization, concepts of organization and employment, and administrative and logistics capabilities.

c. T/O's are engineered to reflect the organizational structure required to support a unit's mission and equipment, and should only be flexible to the degree that those variables change. It is critical to maintain stability in structure to permit timely and effective manpower management. T/O's and mission statements for all Marine Corps activities are maintained by the Commandant of the Marine Corps (MPC-50). MARFORRES (G-1M) maintains and manages all T/O actions for MARFORRES units.

4. Information. MARFORRES units reflect five types of T/O's in the Table of Manpower Requirements (TMR):

a. Active Duty Inspector-Instructor Staff (I-ISTf). The Active Duty I-ISTf T/O is the structure requirement for active duty personnel at each site supporting Force, Division, Force Service

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Support Group (FSSG), and Selected Marine Corps Reserve (SMCR) units. These T/O's are comprised of Active Component (AC) billets, Active Reserve (AR) billets, and active duty Navy billets. These T/O's are assigned a 79xx series T/O number. With the exception of integrated billets, billets on these T/O's are assigned to sites to support all Reserve units at the site.

b. SMCR Ground Units. T/O's of SMCR units which are like or mirror-image their Active Component counterparts. These T/O's are generally given an "R" series designator. Line numbers are identified as Reserve only fill, except for integrated billets. These are, in effect, wartime T/O's.

c. Coded Unit Breakdown By Site (CUBS). Reserve units that are split up among several sites have a CUBS T/O which accompanies the Reserve unit T/O. The Reserve unit T/O shows what the entire unit will look like upon mobilization. The CUBS T/O groups the Reserve unit billets by the site to which they are assigned. That is, all billets assigned to a specific site are grouped together and given 4-digit line numbers. The 4-digit line numbers in these by-site sections reflect the following; the first digit is the section series and the last three digits are the billet's original line number from the Reserve unit T/O. For instance, a CUBS line number 1027 indicates a billet from the 1000 series (every billet in the 1000 series is assigned to the same site), and the billet is line number 027 on the Reserve unit T/O. Units with CUBS T/O's will use those T/O's for routine business; any unit not requiring CUBS T/O's will use the regular "R" series T/O.

d. 4th Marine Aircraft Wing (4th MAW) Integrated. Line numbers on these T/O's are specifically coded for fill by SMCR, active duty, or AR Marines. These differ from integrated SMCR ground unit T/O's in that active duty staffing requirements are determined directly from these aviation unit T/O's vice a separate I-ISTf T/O.

e. 4th MAW Reserve Site (Geographical Location). T/O's comprised of active duty and AR personnel who will remain behind upon mobilization to execute site support and family support functions.

5. T/O Management Policies

a. Structure Similarity. SMCR unit T/O's within MARFORRES are patterned to mirror or like-image active duty counterpart T/O's. Therefore, active duty staffs at sites which support similar or identical units, should be similar or identical. Deviations may

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occur from time to time based on exigencies of the particular site; however, this like-image policy will be strongly considered by MARFORRES when reviewing requests for T/O modifications.

b. T/O Changes. The reference limits T/O changes in order to stabilize structure and allow for proper staffing and recruiting of billets. **T/O change requests may be submitted when the commander or I-I feel it is appropriate.** Changes should be routed through the chain of command, and consolidated into a single package, by the highest level of command, prior to submission to MARFORRES (G-1M). Instructions for the submission of T/O changes are provided in enclosure (1). Format as provided in enclosure (1), page 2, is the correct format to use when submitting changes.

(1) Higher Headquarters driven changes will be initiated by MARFORRES. Proposed changes will be drafted, and recommendations will be solicited from the affected units.

(2) Per the reference, T/O's should only be changed when there is a change to the unit's mission or Table of Equipment. Reserve unique circumstances must be detailed to justify any changes to SMCR unit T/O's that detract from the mirror-image policy.

(3) Table of Organization Change Requests (TOCR'S) requesting additions to Active Component (AC) and Active Reserve (AR) billets must be compensated for by reductions on other T/O billets. The compensation must be of the same type (i.e., officer for officer or enlisted for enlisted), component (AC or AR), and military grades must be of equal or higher grade than the desired change.

(4) Federal statute limits the number of billets on the AR program in the grades of Master Sergeant, Master Gunnery Sergeant, Major, Lieutenant Colonel and Colonel. Accordingly, do not request additional billets of these grades to your T/O's without compensation.

(5) Unfunded billets cannot be used as compensation for changes or for additional funded billets.

(6) TOCR's requesting additional SMCR structure require billet for billet compensatory reduction, i.e., a request for 10 additional SMCR billets (officer or enlisted) requires identification of 10 other SMCR billets (officer or enlisted) that must be removed from SMCR structure.

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(7) TOCR's received at this Headquarters via the chain of command will be staffed to MARFORRES MOS sponsors for comment or concurrence. You are strongly encouraged to discuss your TOCR's with the appropriate Force Level MOS sponsor prior to forwarding them to this Headquarters. See enclosure (2) for MOS sponsors. TOCR's receiving MOS sponsor concurrence will be forwarded to CMC (MPC-50) for action. All other TOCR's will be returned with an explanation.

c. T/O Distribution. T/O's will be distributed twice annually during May and November. In an effort to provide current T/O's to the proper personnel, this Headquarters (G-1M) will mail each I-I a copy of their active duty T/O and their Reserve T/O's. In addition, each I-I will be mailed copies of all subordinate Reserve unit T/O's. Request for copies of unit T/O's outside of the normal distribution period should be addressed to the next highest level of the chain of command. Enclosure (3) is provided to help answer questions commonly asked referring to T/O and billet description.

6. Action

a. MARFORRES, Major Subordinate Commands (MSC's) are responsible for the following:

(1) Receiving and maintaining copies of all subordinate unit T/O's and providing additional copies of T/O's to units as required.

(2) Consolidating all requests for T/O changes. Ensure appropriate compensation is provided, per the reference. MARFORRES MOS sponsors will coordinate T/O change requests with HQMC MOS sponsors per the current Marine Corps Bulletin 5320.

(3) Entering changes into the Table of Manpower Requirement (TMR) and forwarding changes with the appropriate TMR Accessor Identification (ACID) and TOCR Identification (TOCRID) number to MARFORRES (G-1M) for submission to CMC.

b. Regimental, group, and separate battalion I-I's and Commanding Officer's are responsible for the following:

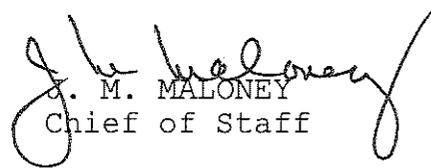
(1) Receiving and maintaining copies of T/O's of all subordinate units.

(2) Consolidating all requests for T/O changes, ensuring compliance with the reference and the contents of this Order.

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c. Instructions for reporting all T/O's, line numbers and Monitored Command Code (MCC) on the unit diary will be in accordance with MCO P1080.40 (MCTFSPRIM).

7. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


J. M. MALONEY
Chief of Staff

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T/O Submission Requirements

Each request for T/O change must include the following information in the format provided as they are to appear on the T/O, for current and desired. Reference (a) provides a detailed description of fields 1-9.

1. Unit title and site
2. T/O
3. Line number
4. Billet description
5. Grade
6. MOS
7. Branch
8. Type
9. Status
10. Number required
11. Action: Move, change MOS, etc.
12. Compensation: See paragraphs 5b(3), 5b(4), 5b(5) and 5b(6). It is contingent upon each level of the chain of command to attempt to find compensatory reduction within its command. If compensation cannot be found at any level, an explanation must be provide to the next higher level. Compensation must be of the same or higher rank, and of the same component (Active Duty for Active duty, AR for AR, SMCR for SMCR).
13. Justification: Written narrative explaining why the change is required.

ENCLOSURE (1)

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SAMPLE REQUEST

Request the following change:

Current:

<u>T/O</u>	<u>LN#</u>	<u>BIL DES</u>	<u>GRADE</u>	<u>MOS</u>	<u>BR/TYP/STA</u>	<u>NUM</u>
7900E	61	Family Readiness Officer	Capt	9910	ROR	1

Desired:

<u>T/O</u>	<u>LN#</u>	<u>BIL DES</u>	<u>GRADE</u>	<u>MOS</u>	<u>BR/TYP/STA</u>	<u>NUM</u>
7900E	61	Family Readiness Officer	Maj	9910	ROR	1

Action: Upgrade billet to Major.

Compensation: (Identify an AR Major, LtCol or Col billet that can be downgraded to compensate for this upgrade)

Justification: As coordinator of the Family Readiness Program for all MARFORRES, this billet requires a Marine of field grade rank and experience to deal with senior officials at CMC. The mission of the Family Readiness Officer has gained additional responsibility as the program has expanded to add a full staff at each site.

NOTE: List one T/O change request per page only.

ENCLOSURE (1)

MARFORRES MOS SPONSORS

MOS	OFFICER/SNCO BILLET	SEC	PHONE
01XX	PERSONNEL OFFICER/CHIEF	ADJ	6830/31
02XX	ASSISTANT G-2/INTEL CHIEF	G-2	1757/59
03XX	OPERATIONS OFFICER/CHIEF	G-3	5909/10
04XX	ASSISTANT G-4/LOG CHIEF	G-4	5220/21
08XX	TRAINING OFFICER/CHIEF	G-3	6663/5482
11XX	UTILITIES OFFICER/CHIEF	G-4	5146/30
13XX	ENGINEER OFFICER/CHIEF	G-4	5146/30
18XX	OPERATIONS OFFICER/CHIEF	G-3	5909/10
21XX	ORDNANCE OFFICER/CHIEF	G-4	1450/51
23XX	AMMO OFFICER/TECH	G-4	1176/6083
25XX	COMM-ELECT OFFICER/CHIEF	G-6	4029
26XX	ASSISTANT G-2/SPINTCOM NCO	G-2	1757
28XX	COMM-ELECT OFFICER/CHIEF	G-6	4029
30XX	SUPPLY OPS OFFICER/CHIEF	SUP	6374/81
31XX	TRAFFIC MNGMT OFFICER/CHIEF	G-4	5146/48
33XX	FOOD SVC OFFICER/TECH	G-4	5130/6819
34XX	FINANCIAL ACCT OFFICER/CHIEF	COMP	6005/01
35XX	MOTOR T OFFICER/CHIEF	G-4	5467/6870
40XX	DATA PROCESSING OFFICER/CHIEF	G-6	6507
43XX	PUBLIC AFFAIRS OFFICER/CHIEF	PAO	1227
44XX	ASSISTANT SJA/LEGAL CHIEF	SJA	6353/62
46XX	ASSISTANT ADJ/REPRO NCOIC	ADJ	5372/1402
46XX	PAO OFFICER/AUDIO VISUAL CHIEF	PAO	1227
57XX	TRAINING OFFICER/NBC SNCO	G-3	1284/73
58XX	MILITARY POLICE OFFICER/CHIEF	ADJ	6830/31
8000-8631	CATEGORY "B" MOS'S	G-1M	6582/84
8484N	MED ADMIN OFFICER/CHIEF	G-4	5980/6880
8652-8654	JUMP/SCUBA BILLETS	G-3	5424/28
8711-9982	CATB/SPEC EDU PROGRAMS/	G-1M	6582/84
9999	1STSGT/SGTMAJ	SEMA	6833

DSN: 678

COML PREFIXES: (504) 678

ENCLOSURE (2)

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T/O Description

The following is a basic listing of what is on your T/O, where they can be found and a brief meaning of some items:

Top left corner - T/O number and description of the unit line number

"*" appearing between the line number and the English description of the billet indicates that a change was made to this line from the last T/O.

English Description of the Billet

Billet Sponsor

Billet Grade

Billet MOS

Branch/Type/Status - These columns are where most of our T/O questions come from.

Branch is described as follows:

M MARINE BILLET
 R MARINE RESERVE BILLET
 N NAVY BILLET
 C CIVILIAN BILLET
 F AIR FORCE BILLET
 A ARMY BILLET
 P COAST GUARD BILLET
 I INDIGENOUS CIVILIAN BILLET

Type is described as follows:

A AVIATION GROUND OFFICER
 E ENLISTED
 F NAVAL FLIGHT OFFICER
 G GROUND CIVILIAN
 N NAVAL AVIATOR
 O OTHER OFFICER (GROUND)
 U UNGRADED CIVILIAN

Status is described as follows:

C CONTINGENCY BILLET
 F FLEET ASSISTANCE BILLET
 N U.S. NAVY RESERVE BILLET
 Q UNFUNDED AR (FTS) BILLET
 R AR BILLET (FTS)

ENCLOSURE (3)