



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:
DepO 12250.1
G-1

OCT-08-2020

DEPOT ORDER 12250.1

From: Commanding General
To: Distribution List

Subj: COMMAND LEVEL STRATEGIC WORKFORCE PLAN

Ref: (a) MCO 12250.2

1. Situation. The Marine Corps continues to pressurize civilian labor funding controls under the Manage-to-Payroll (MTP) concept. Unfunded mandates to increase employer retirement contributions, award pools, and annual pay raises only exacerbate the challenges experienced by the Marine Corps Recruit Depot, Parris Island (MCRDPI). As such, there is a need to better understand the impact of these pressures on civilian manpower structure management across the command. Per the reference, this Order will provide guidance to all MCRDPI departments in the execution of the annual Command Level Strategic Workforce Plan (CLSWP).

2. Mission. The mission of the CLSWP is to create a command-wide approach to strategic workforce planning, integrated with current planning processes which will allow MCRDPI to identify the individual priority/criticality definitions of the Billet Identification Codes (BICs) within each department/section/office.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Assistant Chiefs of Staff (AC/S), Department Heads, Commanding Officers, and special staff officers who have Appropriated Funds (AF) employees on their Table of Organization (T/O), shall implement this Order in accordance with the requirements of the reference.

(2) Concept of Operations. The CLSWP will be conducted on an annual basis, beginning the first week of October and completed before the first week of November or as directed by the Commanding General.

b. Billet Identification Code (BIC) Prioritization

(1) Each BIC will be prioritized as HIGH, MEDIUM, or LOW. Once assigned and submitted, the individual priority ratings will not be eligible to be altered or adjusted until the next annual CLSWP review.

(2) Individual BIC priorities are limited to 25% in the HIGH category, 50% in the MEDIUM category, and 25% in the LOW category. When calculating the number of BICs for each priority level from the total number

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of BICs on the T/O, round up for HIGH priorities and round down for LOW priorities.

(3) Careful consideration must be placed on each BIC priority rating as these individual ratings will be used by the AC/S, G-1, Civilian Program Management (CPM) to determine hiring priority should that BIC become vacant and the position is submitted for re-hire. During periods where MCRDPI civilian hiring options are paused or constrained, all MCRDPI vacancies will be ranked by their individual BIC priority with HIGH priorities receiving the hiring preference over MEDIUM and LOW priorities. The selection of HIGH prioritized BICs to fill civilian vacancies will be balanced across all MCRDPI civilian vacancies Depot-wide; not individual department or sections.

c. Unprogrammed BICs

(1) In order to meet forecasted MTP civilian labor funding controls, MCRDPI has implemented the internal usage of "unprogramming" to identify a limited number of BICs that are unaffordable and will remain unfilled once vacant. Unprogrammed BICs allow MCRDPI to prioritize available funding against the highest priority mission requirements within established civilian labor funding controls, effectively managing to payroll.

(2) Every October, AC/Ss, departments and/or sections will be notified by the AC/S, G-1, CPM of their fair-share number of BICs which need to be identified as "unprogrammed" in the CLSWP.

(3) Unprogrammed BICs must come from the LOW priority category. As with BIC prioritization, unprogrammed BICs can only be adjusted or altered annually during the CLSWP review.

d. CLSWP Review

(1) Once the department, section or unit has completed the internal preparation and review of the individual CLSWP; the department, section, or unit, primary or deputy, will coordinate with the AC/S, G-1, CPM for a review of the proposed CLSWP. This review will be conducted in person and will serve as validation of the individual unit's CLSWP. This joint meeting will be completed prior to submission of the CLSWP to the Position Management Board (PMB) for final approval.

(2) The entire CLSWP process will be completed prior to any required date(s) previously listed in the Order. Departments, sections, or units will be conscious of the required timeline for the entire CLSWP process at the onset to ensure sufficient time to complete all tasks. Consideration should be given to scheduling and completing the CLSWP review with ample time to make adjustments if needed.

e. Subordinate Element Missions

(1) Assistant Chiefs of Staff, Commanding Officers, Principal and Special Staff will:

(a) Review and update the CLSWP to reflect the current priority of each BIC on their respective T/O. With guidance from the AC/S, G-1, prioritize the structure to align with the mission and tasks while identifying critical management considerations. This prioritization will identify high (25%), medium (50%), and low (25%) priority billets within each

Each command/department's CLSWP should be continually refined (using zero growth) in order to reflect changes in mission tasking and/or the environment, and must be reviewed annually at a minimum. All commanders/department heads will submit an updated CLSWP to the AC/S, G-1 for approval by the PMB.

(b) Maintain situational awareness of the overall civilian manpower status, vacancies, and current staffing by grade, in comparison to the approved CLSWP.

(c) Scrutinize all budget expenditures related to the compensation of employees, e.g. authorization of overtime, aged compensatory time, monetary award recommendations, and other incentives which impact civilian labor costs.

(d) Ensure a review is conducted with the AC/S, G-1, CPM prior to finalizing the respective portion of the CLSWP. AC/S, G-1 will collate the CLSWP into one submission for Chief of Staff (CoS) approval.

(2) AC/S, G-1 will:

(a) Serve as the point of contact (POC) for the conduct of the CLSWP. The AC/S, G-1, CPM will be responsible for providing results of the CLSWP to the CoS within five working days after the indicated completion date.

(b) Electronically distribute the respective T/O in accordance with the described timeline to the CoS, Assistant Chiefs of Staff, Commanding Officers, Principal and Special Staff who have Appropriated Funded (AF) employees with the BICs to be reviewed and prioritized.

(c) Exercise staff cognizance over civilian position management policies and procedures.

(d) Maintain the CLSWP to ensure appropriate billet/position structure necessary to accomplish organizational functions and mission. This includes tracking prioritized billets using the CLSWP as the baseline and MTP limits identified by the AC/S, G-8. The CLSWP will identify approved billets for hire within MTP controls.

(e) Ensure all billets/actions are aligned to the approved prioritizations on the CLSWP prior to submitting Request for Personnel Actions (RPAs) for processing. Exceptions must be submitted to the PMB for approval.

f. Coordinating Instructions. Recommendations for changes or modifications to this Order will be provided to the Adjutant for staffing to the AC/S, G-1, (CPM).

4. Administrative and Logistics

a. The AC/S, G-1, CPM is the sponsor of this Order.


b. The AC/S, G-1, CPM will coordinate CLSWP meetings, arrange for a site and keep all MCRDPI commanders/department heads informed of any CLSWP changes.

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5. Command and Signal

a. Signal. This Order is effective on the date signed.

b. Command. This Order is applicable to all appropriated funded billets at MCRDPI.



C. J. WILLIAMS
Chief of Staff

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