DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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IN REPLY REFER TO:
12000
MRG
SEP 30 2016

From: Commandant of the Marine Corps

Subj: LETTER OF INSTRUCTION (LOI) FOR THE POSITION MANAGEMENT PROCESS

Ref: (a) SECNAVINST 5401.2A, Establishment, Management, and Control of NAFIs and Financial Management of Supporting Resources
(b) SECNAVINST 1700.12A, Operation of Morale, Welfare, and Recreation Activities
(c) MCO 1700.27b Ch 1, Marine Corps Community Services Policy Manual
(d) MCO P12000.11A Ch 1-5, Marine Corps Nonappropriated Fund Personnel Manual
(e) MROC DM 08-2014

1. Situation. The Business and Support Services Division (MR) is required to capture all MR Division, Marine and Family Programs Division (MF), Marine Corps Community Services (MCCS), Billeting Fund, and Department of Defense (DoD) Dependent Schools Meal Program employees within its Human Resources Management System, PeopleSoft. The Position Management module within Human Capital Management is the framework to manage all organization positions (for employees and contingent workers) in one central location: filled, vacant, in recruitment, active, or inactive which translate into a Marine Corps-wide NAF Table of Organization (T/O). It is also a tool for making more informed human resources and financial decisions and coordinates three components: employee, position, and job. This LOI defines the policy, process roles, responsibilities and integration points within the organization for management of the T/O.

2. Mission. MR along with its subordinate elements develops and maintains a T/O that captures the various departments and positions that make up the organization to ensure the organization, as a whole, achieves its vital tasks and goals, and uses its resources with greater efficiency. The T/O is instrumental in defending workforce requirements during fiscal deliberations and enables us to maintain accurate records and plan and implement force structure changes that may be required to fulfill the Marine Corps requirements and accomplish the organization's mission.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide guidance that will assist in the accurate maintenance of the Marine Corps-wide electronic T/O via Position Management.

(2) Concept of Operations

(a) Force structure represents the total requirement for the number of billets necessary to accomplish the NAFIs mission.

(b) PeopleSoft is the single, authoritative source which documents all force structure requirements and authorizations.

(c) All NAF Job and Position Titles must match the position descriptions.

(d) Positions on the T/O that have no associated funding must be placed in a gapped or inactive status.

(e) Full-time Equivalency (FTE) equals .50 for a flexible employee; .85 for a regular part-time employee; and 1 for a regular full-time employee.

(f) The "Reports To" field in Position Management must be populated with an MCCS affiliated position number, with the exception of the Key Position for each command.

b. Subordinate Element Missions

(1) MR will:

(a) Provide and update process guidance for the management of the NAF T/O Marine Corps-wide. The business process associated with this LOI will follow under separate cover.

(b) Manage PeopleSoft and the Position Management module.

(c) Provide design, application maintenance and programming support for the NAF Marine Corps-wide community that

accesses PeopleSoft. This may consist of but is not limited to: analyzing and refining systems requirements; translating system requirements into application prototypes; planning and designing systems architecture; and developing plans for phased installation and implementation of system updates and changes.

(d) Provide primary system administration for PeopleSoft through planning and scheduling the installation of new or modified hardware, operating systems and applications software, managing accounts, network rights, and access to systems and equipment, managing system resources including performance, capacity, availability, serviceability and recoverability.

(e) During the continuous development of the Position Management Module, function as a systems/business analyst ensuring smooth integration of all system components such as procedures, databases, table structures, policies, software, and hardware. Develop overall functional and systems requirements and specifications perform needs analyses to define opportunities for new or improved business process solutions, consult with customers to identify and specify requirements, and define system scope and objectives. This may include a PeopleSoft interface with other primary systems to support a seamless end-to-end process that supports the overall mission of the organization.

(2) Commanders and Head of Local NAFIs:

(a) Establish a local approval process for the authorization to add a new position to the T/O.

(b) Establish a local process to validate structure including assuring that funding is available for all positions on the T/O.

(c) Ensure compliance of their NAF activities with this LOI.

(d) Conduct semi-annual validation to ensure structure is accurate.

(e) Comply with higher headquarters approved staff structures.

(3) MCCS Directors\Installation NAF Human Resources Directors will:

(a) Ensure compliance with this LOI.

(b) Ensure that new positions and personnel actions are approved using the appropriate local process prior to making changes to the T/O.

(c) Maintain the T/O via Position Management, including conducting audits and administrator approval.

(d) Ensure the following types of employees are entered into PeopleSoft upon their effective date with MR, MF, MCCS, Billeting Fund and DoD Dependent Schools Meal Program if their work is supervised, directed or scheduled by the NAFI:

1. All regular flexible, part time, full time, and Seasonal Nonappropriated Fund (NAF) employees.

2. GS Appropriated Fund (APF) employees

3. Contractors (CNT)

4. Enlisted Military (ENL)

5. Foreign Nationals

a. Indirect Hire Agreement (IHA)

b. Master Labor Contract (MLC)

6. Officer Military (OFF)

7. Volunteer (VOL)

(e) Ensure that APF, CNT, ENL, IHA, MLC, OFF, and VOL are captured in PeopleSoft as Contingent Works (CWRs). CWRs are defined as those who are not MCCS NAF employees, are not paid via the PeopleSoft NAF Payroll System, but are affiliated with MR, MF, MCCS, Billeting Fund and DoD Dependent Schools Meal Program, and whose work is supervised, directed or scheduled by the NAFI.

CWRs not assigned to MR, MF, MCCS, Billeting Fund, and Dod Dependent Schools Meal Program should not be assigned a position number and or tracked on the T/O.

(f) Ensure that all Organization positions (NAF and CWRs) are captured in Position Management with a valid 6 digit PS Department ID. The CWR department is not a valid department ID for Position Management.

(g) Provide workforce strategic guidance to be used by planning teams. Guidance should incorporate aspects of strategic initiatives communicated by legislative policy changes, organizational priorities and mission needs.

4. Administration and Logistics. Recommendations concerning this LOI may be forwarded to CMC (MRG) via the appropriate chain-of-command.

5. Command and Signal

a. Command. This LOI is applicable to those commanders and staff responsible for MCCS staff and miscellaneous NAFIs.

b. Signal. This LOI is effective on the date signed.

David J. Turner
Director (Acting)
Business and Support
Services Division

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