



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
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ASO 12500.1B
MPR

5 MAY 2017

AIR STATION ORDER 12500.1B

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: MANAGING TO PAYROLL

Ref: (a) SECNAVINST 12511.1
(b) MCICOMO 12515
(c) MCIEAST Manage to Payroll Guidance Letter of 29 March 2013

1. Situation. Due to increasing civilian labor costs and ever growing mission requirements, it is essential that this command implement Manage to Payroll (MTP) principles in order to remain within labor control funding.
2. Cancellation. 12500.1A.
3. Mission. Per the references, this command will implement MTP principles and procedures in order to develop and maintain an affordable civilian workforce capable of meeting operational mission requirements.
4. Execution

a. Commander's Intent and Concept of Operations. In consonance with Strategic Workforce Planning (SWP), this command will manage civilian labor within published labor controls and will comply with the following tenets of MTP in order to achieve a cost effective and balanced workforce with regard to grade, position, and compensation.

(1) Position Management. Position management is the process of shaping and structuring organizations and determining the number of positions needed, the skills and knowledge required, and the grouping and assignment of duties and responsibilities to accomplish mission requirements. This process must also coincide with conserving the cost of labor to achieve maximum organizational economy, efficiency and productivity. Civilian positions are reflected in the Table of Organization and Equipment.

(2) Position Classification. Position classification is the job evaluation system that compares a set of criteria to determine the proper position title, pay category, occupational series and grade level of a position or job. The Position Description (PD)/Job Description (JD), containing assigned duties and responsibilities, is the foundational document for position classification.

(3) Compensation Management. Compensation management is the process of ensuring salary costs and other cost drivers (e.g., overtime, awards, incentives, etc.) do not exceed the civilian labor funding levels prescribed by higher headquarters.

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b. Tasks

(1) Director of Manpower

(a) Administration of MTP

1. In coordination with the Comptroller, serve as the primary point of contact for civilian labor funding issues.

2. Manage cost of labor to ensure execution falls within the prescribed budgetary limits by the end of the fiscal year.

3. Maintain current command prioritized list of mission critical vacant SWP approved positions.

4. Manage approval of recruitment actions based on availability of sufficient MTP authority.

5. When required, submit to MCIEAST Position Management Review Board (PMRB) recruitment requests to fill vacant SWP approved mission critical positions.

(b) Position Management. The following tasks are in collaboration with Directorates and Special Staff Departments as appropriate.

1. Complete annual SWP to balance organizational work force requirements in support of mission essential requirements against labor budget projections.

2. Conduct position management studies to achieve maximum efficiency and economy in the work force by correcting common symptoms of position management problems such as fragmentation, span of control, layering, unnecessary positions, job dilution, inaccurate position descriptions, interrupted or missing career ladders, mismatched strength and workload, and workload/work force inconsistencies.

3. Ensure organizational positions are aligned with mission requirements and linked to a specific function(s) and/or task(s).

4. Chair the Cherry Point Position Management Board to review, assess, and make recommendations concerning new positions, changes to existing positions, or changes to organizational structure.

(c) Position Classification

1. Execute delegated position classification authority.

2. Take action to correct misclassified positions.

3. Coordinate and forward to HRO new, revised and updated position descriptions for a classification advisory.

4. Make final position classification decisions per the Office of Personnel Management and DON position classification standards and guides.

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(2) Comptroller

(a) Allocate civilian labor funding in accordance with command's approved financial budget, and monitor labor execution against the labor funding prescribed in the command's financial plan.

(b) Monitor and report labor budget execution projections to MCIEAST G-8 and MCAS Cherry Point Manpower Office.

(c) Monitor overtime and aged compensatory time costs and forward periodic reports to principle and special staff for appropriate action.

(d) Serve as a member of the PMB and provide a voting member from the Business Performance Team.

(3) Directors, Special Staff Heads and Supervisors

(a) Validate the need for existing positions and review position descriptions to ensure currency and accuracy on an annual basis.

(b) Encourage subordinates to identify ways to conserve cost of labor and improve productivity.

(c) Request position management studies to examine organizational situations for potential improvement in work force efficiency and economy.

5. Administration and Logistics. Questions pertaining to the contents of this Order should be directed to the Civilian Manpower Officer, Manpower Directorate, MCAS Cherry Point.

6. Command and Signal

(a) Command. This Order is applicable to MCAS Cherry Point, its subordinate and supported commands and all entities that employ civilian positions under the General Schedule (GS) and Federal Wage System (FWS). This Order does not apply to Non-appropriated Funded (NAF) positions.

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



T. W. FERRY

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