DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO 5400.46
AR-2
30 Apr 90

MARINE CORPS ORDER 5400.46

From: Commandant of the Marine Corps
To: Distribution List

Subj: REORGANIZATION PROCEDURES AT HEADQUARTERS MARINE CORPS

Encl: (1) Reorganization Checklist

1. Purpose. To provide procedures for implementing staff agency reorganizations at Headquarters Marine Corps (HQMC).

2. Cancellation. HQO 5400.21.

3. Background

a. Reorganizations within HQMC cause changes in many administrative areas. Coordination between the reorganizing element and other departments/divisions of this Headquarters, therefore, is necessary to ensure an efficient and expeditious transition.

b. This Order identifies the requirements necessary to implement an internal reorganization and should serve as a checklist for personnel responsible for staff agency administration.

4. Action

a. Staff Agencies

(1) Identify issues regarding your specific reorganization that may affect other staff agencies, and initiate a proposal to those affected for comment/ recommendation.

(2) Submit a route sheet to the Director of Administration and Resource Management requesting appropriate action to effect the reorganization. This should be submitted 2 to 4 weeks prior to the effective date of the reorganization. Include with this request:

(a) A staff agency point of contact for reorganization planning.

(b) Comments and recommendations of affected staff agencies.

(c) The documentation required for those actions identified in the enclosure, less those actions required after the reorganization has taken effect.

(3) Ensure those actions required to be taken after the effective date of the reorganization, as identified in the enclosure, are accomplished.

(4) Develop organization codes which are used as message and mail routing devices and as organizational level designators; i.e., department, division, branch, etc., within a staff agency. When significant reorganizations are proposed or underway, strive for consistency in developing alpha and numeric organization codes as follows:

(a) Use a single alpha character to identify a department (example: B).

(b) Use one alpha and one numeric character to identify staff/special assistants or offices reporting to a department head (examples: B-1, B-2, etc.).

(c) Use two alpha characters to identify a division (example: BA).

(d) Use two alpha characters and one numeric character to identify staff/special assistants or offices reporting to a division director (examples: BA-1, BA-2, etc.).

(e) Use three alpha characters for a branch (example: BAA).

(f) Use three alpha characters and one numeric character to identify staff/special assistants or offices reporting to a branch head (example: BAA-1, BAA-2, etc.).

(g) Use four alpha characters for a section (example: BAAA).

(5) An organization should subdivide into two or more elements, never into one. For example, a division would subdivide into at least two branches, and a branch into two sections, etc. An organization, however, should subdivide only when each element resulting from the subdivision would have a distinct job to do and enough people to justify a supervisor.

b. Director of Administration and Resource Management

(1) Provide assistance as needed to the staff agency point of contact for reorganization planning.

(2) Upon receipt of the route sheet requesting action on a reorganization, review the accompanying documentation for correctness and take appropriate action.

5. For record purposes, and in the absence of an effective date, a reorganization will become official when a Marine Corps Bulletin (may be issued in ALMAR format) is released announcing the change.

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By direction

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REORGANIZATION CHECKLIST

	TASKS	ACTION TAKEN: PRIOR TO	ACTION TAKEN: IMMEDIATELY AFTER	DOCUMENTATION	REFERENCE
	Identify office space requirements	X		DD Forms 1450 and 1450/1	HQADMINMAN, Chap. 5, Sect. 1, par. 5110
	Identify space alterations/additional electrical work	X		NAVMC HQ 333	HQADMINMAN, Chap. 5, Sect. 1, par. 5104
	Identify requirements for disconnecting and relocating, or installing interoffice communications equipment	X		NAVMC HQ 333	HQADMINMAN, Chap. 5, Sect. 2, par. 5201
	Identify requirements for additional office equipment and machinery property accounts	X		NAVMC HQ 333	HQADMINMAN, Chap. 5, Sect. 1, pars. 5100/511
	Identify changes to personnel requirements	X		Memo to DirAR (AR-2)	HQADMINMAN, Chap. 4, Sect. 2
	Prepare proposed T/O	X		Draft of Proposed T/O	MCO 5311.1A
	Prepare Mission Statement, organizational chart, and revision for HQMCORGMAN	X		Memo to DirAR (AR-2) and attach new statement and chart as enclosures	MCO 5311.1A and HQMCORGMAN, par. 0004
	Prepare MCBul 5400 (may be issued in ALMAR format) announcing reorganization and identifying new staff agency codes and those being deleted	X		MCBul 5400	Obtain format from DirAR
	Update Unique Subject Indicator (USI) for message distribution	X		Obtain old USI from AACC	MCO P2000.5, Chap. 4, par. 4001
	Prepare "Message Release and Pickup Authorization" if applicable	X		OPNAV Form 2160/6	MCO P2000.5, Chap. 2, pars. 2004/2005
	Update records for mail distribution and controlled correspondence	X		Memo to DirAR (ARF)	HQADMINMAN, Chap. 5, Sect. 3, and HQMC Supplement to the DON Correspondence Manual

	TASKS	ACTION TAKEN		DOCUMENTATION	REFERENCE
		PRIOR TO	IMMEDIATELY AFTER		
	Prepare appointment letter for change of responsible officer for new accountable property accounts	X		Memo to DirAR (ARG)	HQADMINMAN, Chap. 5, par. 5102
	Prepare SF 52 (Request for Personnel Action) and, if appropriate, new or amended position descriptions on civilian personnel affected by the reorganization	X		SF 52 (Contact DirAR (ARC), ext 41046 for assistance	MCO 12515.1
	Prepare Fitness Reports on military personnel for change of primary duty or change of reporting senior, if applicable		X	NAVMC 10835 (Fitness Report)	MCO P1610.7C, Chap. 3
	Prepare Performance Appraisals for civilian personnel if supervisory changes		X	NAVSO 12430/2 NAVSO 12430/10	OCPMINST 12430.1 MCBul 12430
	Conduct review of Publications Listing for changes to distribution of publications		X	Memo to DirAR (ARE)	MCO P5600.31F
	Prepare HQMC Locator Cards on all military and civilian personnel		X	NAVMC HQ 66D to DirAR (ARFC - Military) (ARCC - Civilian)	HQADMINMAN, par. 4104
	Prepare changes for the DoD Telephone Directory		X	DD Forms 218 and 218-1	HQADMINMAN, par. 4105
	Prepare update for HQMC Emergency Recall Listing, if appropriate		X	Memo to DirAR (ARFC)	HQADMINMAN, par. 4107
	Review all assignment letters, access lists and appropriate Marine Corps and Headquarters directives that may be affected to ensure they are updated/ changed, as appropriate		X	As required	