



**HUMAN RESOURCES OFFICE, BEAUFORT, SC  
"TRI-COMMAND"  
CIVIL SERVICE VACANCY LISTING**

**14 SEPTEMBER 2012**

**CURRENT VACANCIES**

**MCRD PARRIS ISLAND**

Laborer  
WG-3502-04  
\$14.71 - \$17.17 ph

USA JOBS – All U.S. Citizens  
Ann #SE23502-04-741583MK427342-D  
Opens: 9/10/12; Closes: 9/17/12  
G-4 Dept, Facilities Maint Div

Electronics Worker  
WG-2604-08  
\$19.10 - \$22.18 ph

USA JOBS – All U.S. Citizens  
Ann #SE22604-08-741827MK433610-D  
Opens: 9/10/12; Closes: 9/14/12  
G-3 Dept, Ops & Trng Div

Maintenance Mechanic  
WG-4749-10  
\$21.16 - \$24.68 ph

USA JOBS - Internal  
Ann #SE24749-10-746379MK430420  
Opens: 9/14/12; Closes: 9/21/12  
G-4 Dept, Facilities Maint Div

Engineering Technician  
GS-0802-09  
\$47,448 - \$61,678 pa

USA JOBS - Internal  
Ann #SE2-0802-09-743978MK428491  
Opens: 9/14/12; Closes: 9/17/12  
G-4 Dept, Facilities Maint Div

Engineering Technician  
GS-0802-10  
\$52,252 - \$67,931 pa

USA JOBS - Internal  
Ann #SE20802-10-744478MK430028  
Opens: 9/14/12; Closes: 9/20/12  
G-4 Dept, Facilities Maint Div

Safety and Occupational Health Spec  
GS-0018-09/11  
\$47,448 - \$61,678 pa (GS-9)  
\$57,408 - \$74,628 pa (GS-11)

USA JOBS - Internal  
Ann #SE20018-09/11-744079MK42960  
Opens: 9/13/12; Closes: 9/17/12  
Special Staff, Safety Div

For additional information, contact **Richie Singleton**, HRO, MCRD, Parris Island at (843)228-2378.

## MCAS BEAUFORT

Police Officer (FTO)  
GS-0083-7/8  
\$38,790 - \$50,431 pa (GS-7)  
\$42,960 - \$55,844 pa (GS-8)  
\*\* 2 Vacancies

USA JOBS - MCAS Only  
Ann# EA20083-08-SC743400  
Opens: 9/10/2012; Closes: 9/14/2012  
Provost Marshall's Office

Supv Police Officer  
GS-0083-10  
\$52,252 - \$67,931 pa

USA JOBS - ALL U.S. Citizens  
Ann# EA20083-10-SC745336-D  
Opens: 9/12/2012; Closes: 9/17/2012  
Provost Marshall's Office

Fire Protection Inspector  
GS-0081-08  
\$42,960 - \$55,844 pa  
\*\* 2 Vacancies

USA JOBS - Internal  
Ann# SE20081-08-745042MK439623  
Opens: 9/14/2012; Closes: 9/21/2012  
S-4 Dept, Fire Division

For additional information, contact **Barbara Bernthal**, HR Branch Office, MCAS Beaufort at (843)228-7272.

## NAVAL HOSPITAL

Supv Health System Specialist  
GS-0671-11  
\$57,408 - \$74,628 pa

USA JOBS – Internal  
Ann# SE20671-11-745460MK427963-D  
Opens: 9/14/2012; Closes: 9/20/2012  
Healthcare Business

## 6<sup>TH</sup> MARINE CORPS DISTRICT

**No recruitments at this time**

For additional information, concerning recruitments for Naval Hospital Beaufort and 6<sup>th</sup> Marine Corps District, please contact **Sheila Sofaly, or Tracy Jenkins** HR Branch Office, Naval Hospital Beaufort at (843)228-5574/5199.

## MARINE CORPS COMMUNITY SERVICES – SOUTH CAROLINA (MCCS-SC)

If you are seeking employment with MCCS Exchange/PX, the MCCS personnel office is located on the 2<sup>nd</sup> floor of Navy Federal Credit Union building. Telephone number is: (843)228-1527/3301. The website for employment opportunities with MCCS, Non-Appropriated Fund (NAF) position is: <http://www.mccs-sc.com/index.asp>

## **PROBLEMS WITH USA STAFFING/USA JOBS?**

If you or someone you know is experiencing problems during the application process when applying for jobs using USA JOBS such as: your documents were missing from your resume or your name did not appear on a selection certificate, etc., below are a phone and e-mail address that you may call/send your inquiries to:

DON Employment Info Center (EIC)  
Phone: (800)378-4559  
TDD: (858)577-5723  
E-mail: DONEIC@NAVY.MIL

Again, if you are experiencing any problems with the application process when applying for jobs under USA JOBS, please contact the Department of Navy Employment Information Center using the information listed above. The EIC will then contact the Human Resources Service Center – Southeast and relay the problems associated with your particular application.

**To apply for jobs, go to:**

**<http://www.usajobs.gov/JobSearch/Search/AdvancedSearch>**

**\*If you are applying for a job marked “Internal”, be sure to scroll down to the middle of the page on the above website and change the Applicant Eligibility button from No to Yes. If you are applying for a job that is open to All U.S. Citizens, leave as is.**

**Weekly job vacancy listings** may be found at: **<http://www.med.navy.mil/sites/nhbeaufort>**

**\*\* ELIGIBILITY:** To be eligible for consideration for those jobs annotated as “**Internal**”, you must have civil service status. This means that you must (1) currently work in the Federal service on a permanent appointment; OR, (2) have previously worked in Federal civil service for at least three consecutive years on a permanent appointment; OR, (3) currently be employed with a Non-Appropriated Fund (NAF) activity; OR, (4) have active duty military service and meet the eligibility requirements for appointment into the civil service through the Veterans Readjustment Act (VRA) or the Veterans Employment Opportunity Act (VEOA). Those jobs annotated as “**All U.S. Citizens**” are open to all candidates who are U.S. citizens.

## **FAMILY MEMBER EMPLOYMENT ASSISTANCE PROGRAM**

Are you looking for employment with the Federal government? Do you already have a Federal job and want to sharpen your resume writing and/or interviewing skills? If you answered “yes” to any of these questions, then the Marine Corps Community Services (MCCS) Family Member Employment Assistance Program (FMEAP) might be the answer you’re looking for. The MCCS FMEAP provides the tools needed to successfully search for employment. Employment Counselors are located in the Transition Assistance Program Office at both MCRD (Bldg. 923) and MCAS (Bldg. 807).

### **MCRD Parris Island**

Sarah Miller  
FMEAP Coordinator  
[sarah.l.miller@usmc.mil](mailto:sarah.l.miller@usmc.mil)

MCRD Parris Island  
BLDG 923/Room 27  
Mon-Fri. 0800 - 1630  
Office: (843) 228-3377  
Fax: (843) 228-2789

Dennis Trimmer, CRMC Program Manager  
**(843)228-4574**  
[dennis.trimmer@usmc.mil](mailto:dennis.trimmer@usmc.mil)

Kevin Dugan, TAMP Assistant  
**(843)228-2761**  
[kevin.p.dugan@usmc.mil](mailto:kevin.p.dugan@usmc.mil)

### **MCAS Beaufort**

Veronica Perez  
FMEAP Coordinator  
[veronica.perez-romer@usmc.mil](mailto:veronica.perez-romer@usmc.mil)

MCAS Beaufort  
Temporary Facilities Trailer 616B  
Mon-Fri. 0730 - 1630  
Office: (843) 228-6463  
Fax: (843) 228-6361

Rickey Johnson, CRMC Manager  
**(843)228-7701**  
[rickey.johnson@usmc.mil](mailto:rickey.johnson@usmc.mil)

Juan Allen, TAMP Assistant  
**(843)228-6670**  
[juan.allen@usmc.mil](mailto:juan.allen@usmc.mil)

Each office has a well-stocked library of books on careers, resumes, cover letters, interviewing, and entrepreneurship. Both locations keep current job listings of local employment opportunities and offer the following on a monthly basis:

- Resume Writing
- Job Search Strategies
- Career Assessment
- Interviewing Skills
- Federal Employment Workshop

For more information, please visit their webpage using the following link:

**<http://www.mccssc.com/support/crmc.asp>**

Questions may be directed to **Veronica Perez, FMEAP Coordinator, @ MCAS Beaufort at (843) 228-6463** [veronica.perez-romer@usmc.mil](mailto:veronica.perez-romer@usmc.mil) ; **OR, Sarah Miller, FMEAP Coordinator @ MCRD Parris Island, at; (843) 228-3377,** [sarah.l.miller@usmc.mil](mailto:sarah.l.miller@usmc.mil)

### **MILITARY SPOUSE ELIGIBILITY**

A new appointment authority facilitates the entry of certain groups into the Federal civil service. Executive Order (EO) 13473 provides a non-competitive appointment authority for certain military spouses, spouses of disabled veterans, and widows who have not remarried/widowers of veterans. EO 13473 enhances a military spouse's ability to be hired into the Federal civil service as part of an effort to retain skilled and experienced members of the armed forces and recognize and honor the service members injured, disabled, or killed in connection with their service. There are four ways military spouses are eligible for this authority.

Military spouses accompanying their military sponsor on a Permanent Change of Station (PCS) move meeting all of the below conditions:

- The sponsor must be serving on active duty for more than 180 consecutive days, must have been issued order or a PCS, and be authorized dependent travel a part of the PCS orders.
- The spouse must have been married to the sponsor on or prior to the date of the service member's orders authorizing the PCS.
- The spouse must have relocated to the new duty station specified in the documentation ordering the PCS.
- This appointment authority may only be used within two years and may only be used one time per PCS move.
- The position must be in the local commuting area of their sponsor's new duty station.

For more information concerning Military Spouse eligibility, contact your servicing HRO at your respective location. Names of the HR Specialist assigned to your location can be found listed in the HRO Directory on the last page of this listing.

### **REQUEST FOR LEAVE DONATIONS**

The following civilian employees are eligible, approved participants in the leave recipient program. Donations of annual leave can be made to:

**Ms. Karen Maitland**, Branch Health Clinic (PI), Naval Hospital Beaufort  
Leave donations should be submitted to NHB Payroll Office

**Mr. James R. Benac**, Pharmacy, Naval Hospital Beaufort  
Leave donations should be submitted to NHB Payroll Office

**Mr. Charles Mitchell**, Facilities Maintenance, MCRD Parris Island  
Leave donations should be submitted to MCRD Payroll Office

**Mr. James Pollock**, Motor Transportation, MCRD Parris Island  
Leave donations should be submitted to MCRD Payroll Office

**Ms. Kathy R. Lee-Wood**, G-3 Department, MCRD, Parris Island  
Leave donations should be submitted to MCRD Payroll Office

To access the forms for donating annual leave to employees, click  
[http://www.opm.gov/forms/pdf\\_fill/opm630a.pdf](http://www.opm.gov/forms/pdf_fill/opm630a.pdf)

**All questions concerning the Voluntary Leave Transfer Program or Family Medical Leave Act program (FMLA) should be directed to Ms. Richardean Singleton at ext. 228-2378.**

## WHAT TO DO WHEN A CIVIL SERVICE EMPLOYEE

### IS INJURED ON-THE-JOB



**Step 1** – Obtain any needed medical treatment. If the employee needs to be stabilized before being transported, call 911. If the employee can be transported, the employee can see a medical provider of his or her own choosing.

**Step 2** – It is extremely important that the employee (or the employee's supervisor) contact the respective staff at the Worker's Comp Office at Camp Lejeune as soon as possible to notify them of the injury. **The toll free phone number is 1-866-848-6664**, or you may call the respective representatives direct lines provided below. Instructions appropriate to the nature of the injury will be provided and the employee's condition and information will be requested.

**Injury Compensation POC is Brenda Chapman, DSN 751-5363 or commercial (910)451-5363.**

**Step 3** – As soon as possible after the injury occurs, a CA-1 should be completed on-line at [https://diucs.cpmc.osd.mil/forms/frmservlet?config=SAFER\\_ALONE\\_S](https://diucs.cpmc.osd.mil/forms/frmservlet?config=SAFER_ALONE_S). In addition, FAX it to the ICPA Office at (810)451-4273 OR DSN 751-4273.

It is imperative that the employee correctly completes sections 9 – 15 of the CA-1 with special attention and care to section 13, Cause of Injury, and section 14, Nature of Injury. If the employee is unable to complete the CA-1, the supervisor can complete and sign the form for the employee. Page 2 at the bottom of page 4 **MUST BE** completed by the supervisor within ten days of the injury.

**NOTES:** When an employee is injured on-the-job, the supervisor is also required to notify their respective Safety Office immediately and complete the Safety Incident Report and submit it to the Safety Officer as soon as possible.

- If the accident occurs during working hours and once notified, staff at the ICPA office can fax a Form CA-16 authorizing medical treatment to the medical provider chosen by the employee.
- This is not necessary if the employee is only treated at Occupational Health or the Naval Hospital.
- All bills from the service provider's office for treatment related to the on-the-job injury must be submitted **BY THE SERVICE PROVIDER** to the Department of Labor on Form UB92 or a Form 1500 or Workers' Compensation will not approve the payment.

- If an employee is seen at a private medical provider, the injured employee will be asked for the name of the provider. The provider is the Department of Labor (DOL). Always ensure that the private medical provider accepts Federal Workers' Comp insurance.
- If there is lost time from work as a direct result of the injury, the time off from work should be shown as Continuation of Pay (COP) for up to 45 partial or full days. Written excuse notes from the medical provider must be provided to the supervisor/ICPA office within ten days in order for the employee to utilize COP.
- When a supervisor is completing an employee's time sheet for the first day of the injury, it **should be coded "LU" for at least one hour or more if the employee was gone seeking medical attention. If the employee is still out from work due to the injury, the time sheet should be coded "LT" for Continuation of Pay (COP) for up to 45 days.** The employee MAY elect, however, to use his or her own accrued leave rather than using COP.
- If the 45 days to utilize COP have expired, a CA-7, Claim for Compensation, should be submitted to the ICPA every two weeks for DOL to pay the employee while out because of injury. **In this case, the employee time card should be coded KD (LWOP) while being paid by the Department of Labor.**

#### **FEDERAL HOLIDAYS REMAINING FOR 2012**

**Monday, 8 October – Columbus Day**

Monday, November 12 – Veterans' Day

Thursday, November 22 – Thanksgiving Day

Tuesday, December 25 – Christmas Day

**“TRI-COMMAND” HUMAN RESOURCES OFFICE BEAUFORT  
A SATELLITE OFFICE OF MARINE CORPS CIVILIAN HUMAN RESOURCES  
OFFICE, SE REGION, ALBANY, GA**

**STAFF DIRECTORY**

All commercial numbers are area code 843, prefix 228, DSN prefix is 335.

**DIRECTOR’S OFFICE**

Jerry G. Falanga, Director x2203

**RECRUITMENT, PLACEMENT, AND CLASSIFICATION**

Supv HR Specialist (VACANT)	x-2185
HR Specialist, Richie Singleton (MCRD PI)	x-2378
HR Specialist, Barbara Bernthal (MCAS Beaufort)	x-7272
HR Specialist, Sheila Sofaly (NH Beaufort & 6 <sup>th</sup> MCD)	x-5574
HR Specialist, Tracy Jenkins (NH Beaufort)	x-5199
HR Assistant, Maggie Watson (MCRD, PI)	x-3690
HR Assistant, Cherilee Elliott (DPC TRI-Command)	x-5018

**EQUAL EMPLOYMENT OPPORTUNITY OFFICE**

Deputy EEO, Cynthia Golson (TRI-Command)	x-2647
EEO Counselor, Kelvin Roberts (MCRD PI)	x-4919

**LABOR AND EMPLOYEE RELATIONS, TRI-Command Beaufort**

HR Specialist, Norman Witmer (TRI-Command)	x-3675
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Please let us know your feedback, comments, and suggestions in person, by phone, by e-mail, or at the Interactive Customer Evaluation website for our office:

[http://ice.disa.mil/index.cfm?fa=card&service\\_provider\\_id=84374&site\\_id=337&service\\_caegiry\\_id=33](http://ice.disa.mil/index.cfm?fa=card&service_provider_id=84374&site_id=337&service_caegiry_id=33).