



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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CCO 12315.1D
HRO

SEP 10 2010

COMBAT CENTER ORDER 12315.1D

From: Commanding General
To: Distribution List

Subj: PROBATIONARY PERIOD FOR NEWLY APPOINTED SUPERVISORS AND MANAGERS

Ref: (a) Title 5 U.S. Code Chapter 3321
(b) 5 CFR Part 315
(c) MCO 12430.2

Encl: (1) Individual Development Plan (Probationary Supervisor Sample)

1. Situation. Public Law 95-454 of 13 October 1978 (Civil Service Reform Act) amended reference (a) to authorize the President to prescribe a period of probation before initial appointment as a supervisor or manager becomes final. Reference (b) implements the provisions of reference (a). Supervisors and managers have the meaning given them by the Office of Personnel Management (OPM) Supervisory Grade Evaluation or if under the wage system, Job Grading Standard for supervisors. Supervisor or managerial position determination should be directed to the Classification Section of the Human Resources Office (HRO).

2. Cancellation. CCO 12315.1C.

3. Mission. To establish policy and procedures for a probationary period for individuals who are assigned for the first time to a position that is supervisory or managerial in nature.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide managers and supervisors of appropriated fund civil service employee's policy, responsibilities, and procedures to assist them in the effective establishment of a probationary period for individuals who are assigned for the first time to positions that are supervisory or managerial in nature.

(2) Concept of Operations

(a) This Order will be used in conjunction with the references to ensure that probationary periods for appropriated fund civil service employees who are assigned for the first time to positions that are supervisory or managerial in nature are effectively managed in accordance with current laws and regulations. The success or failure of the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) is dependent to a large extent on the caliber of our managers and supervisors. They require unique skills and abilities that cannot readily be taught or developed in other positions. The probationary period

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is intended to bridge the gap between perceived potential and actual performance. It provides the command with an opportunity to assess the new supervisor's development on the job and to return the employee to a nonsupervisory or nonmanagerial position without undue formality should circumstance warrant.

(b) This Order applies to all civil service employees serviced by the command HRO.

(c) "Length of Probationary Period" for both supervisory and managerial positions at MAGTFTC, MCAGCC is one year. However, if the employee has had a full and fair opportunity to demonstrate performance and has failed, there is no requirement that management must wait the entire year before removing the employee from the supervisory or managerial position.

(d) "Unsatisfactory Performance" means performance of an employee, after a reasonable trial period, and evaluation of the employee's performance reveals deficiencies, which make the employee unsuited for continued employment in a managerial or supervisory position.

(e) An employee may be returned or reassigned to a nonsupervisory or nonmanagerial position at any time during the probationary period when the employee's performance reveals deficiencies, which make the employee unsuited for continued employment in a managerial or supervisory position.

(f) An employee who is removed from a managerial or supervisory position, under provisions of this Order, is entitled to be reassigned to a position within MAGTFTC, MCAGCC of no lower grade and pay than the one the employee left to accept the supervisory position. With respect to specific situations as outlined below:

1. A transferee from an organization outside MAGTFTC, MCAGCC has a right to a position at MAGTFTC, MCAGCC and will not be sent back to the organization from which transferred. However, the employee may be returned to the grade left.

2. If the former position (the one the employee left to accept the supervisory or managerial position) is at a higher grade than the supervisory or managerial position, the employee is entitled to be placed in a position at the same grade as the position in which he or she was serving probation. Repromotion would be in accordance with the merit promotion plan.

3. An employee who is appointed to a supervisory or managerial position from an OPM list of eligibles (Civil service register), or based on reinstatement or noncompetitive eligibility, and is not serving a probationary period under the provisions of reference (b), is entitled to be placed in a vacant nonsupervisory or nonmanagerial position equal in grade or pay to the supervisory or managerial position held. There is no authority under this Order for demoting such an employee.

(g) "Rates of Pay" under the provisions of this Order means that an employee returned to a nonsupervisory or nonmanagerial position is not entitled to grade or pay retention provided by sections 5352 and 5363 of Title 5, United States Code. Under these provisions, an employee who is returned to a nonsupervisory or nonmanagerial position of a lower grade will

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have the rate of pay established as if the employee had remained in the lower graded position.

(h) Employees returned to nonsupervisory or nonmanagerial positions under the provisions of this Order cannot grieve the return under administrative grievance procedures or appeal under any statutory procedures.

(i) "Veteran's Recruitment Appointment (VRA) Service Prior to Probation" under the provisions of this Order means that service in a supervisory or managerial position under VRA appointment is creditable upon the employee's conversion to a supervisory or managerial position in the competitive service.

b. Subordinate Element Missions

(1) Supervisors. Develop an annual performance plan, as indicated in reference (c), for each new supervisor or manager to measure his or her performance during the probationary period. This process should include the following:

(a) A written performance plan that spells out the critical elements of acceptable and unacceptable levels of performance based upon the functions and competencies necessary for successful performance in a supervisory position.

(b) Communication of these requirements to the employee not later than 30 days after the employee enters the supervisory or managerial position. Forward a signed copy of the performance standards to HRO for inclusion in the employee's performance folder.

(c) Face-to-face engagement with the employee to discuss the employee's performance at appropriate times with a formal evaluation occurring, at a minimum, during the 4th and 10th month of the probationary period.

(d) Update or change to the employee's performance standards if at any time during the probationary period the requirements of the position change. Any such change should be documented and communicated to the employee with copies to HRO.

(e) Development of an IDP as indicated in enclosure (1), for the new supervisor or manager to identify his or her developmental needs to achieve required competencies for successful performance in a supervisory or managerial position. The IDP for the new supervisor shall be established within 45 calendar days following assignment to the supervisor or managerial position.

(2) HRO

(a) Determine which positions are supervisory or managerial.

(b) Determine if an individual selected for a supervisory or managerial position has met all or part of the requirement of the probationary period.

(c) Place an employee in the appropriate nonsupervisory or nonmanagerial position when an employee fails the probationary period.

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(d) Assist first level supervisors and managers in developing performance standards in order to fairly evaluate the new supervisor or manager.

(e) Assist first level supervisors and managers in developing an IDP to identify the employee's training and developmental needs in accordance with reference (c).

(f) Assist first level supervisors and managers with the procedural requirements involved in removing an unsatisfactory employee from a supervisory or managerial position during probation.

(g) Assist first level supervisors and managers in locating sources of training to satisfy appropriate training needs.

(3) Employee. Upon initial appointment to a supervisory or managerial position, be required to satisfactorily complete a one-year probationary period.

5. Administration and Logistics. Distribution statement A directives issued by the Commanding General are distributed via email upon request and can be viewed at <http://ww.29palms.usmc.mil/dirs/manpower/adj/index.asp>.

6. Command and Signal

a. Command. This Order is applicable to all MAGTF/TC, MCAGCC units employing appropriated fund personnel assigned to a first time position that is supervisory or managerial in nature.

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


J. F. HOLDEN
Chief of Staff

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<p align="center">INDIVIDUAL DEVELOPMENT PLAN (PROBATIONARY SUPERVISOR SAMPLE)</p>		<p>1. EMPLOYEE'S NAME</p> <p>John A. Smith</p>	<p>2. CURRENT POSITION TITLE, SERIES AND GRADE</p> <p>Supervisory Electrical Engineer, GS-XXX-13</p>
		<p>3. ORGANIZATION</p>	
		<p>5. EVALUATION DUE DATES (n/a)</p>	
<p>6. DEVELOPMENTAL OBJECTIVES/GOALS</p>			
<p>a. SHORT TERM (Forthcoming Year) Gain knowledge of personnel policies and procedures for paying, appraising and developing employees. Develop supervisory skills in teambuilding, setting goals and objectives, planning and conducting team meetings, managing and resolving team conflict.</p>		<p>b. LONG TERM (Following Three Years) Develop managerial skills and knowledge of organizational effectiveness to improve processes.</p>	
<p>7. METHOD OF ACCOMPLISHMENT OF OBJECTIVES/GOALS</p>			
<p>a. DEVELOPMENTAL ASSIGNMENTS (Include scheduled dates and facilities)</p> <p>OJT training by Department Head in completing site surveys, 21-22 August 20XX. Two week detail to NAVSEA to learn about training requirements for Engineering Apprentices, 18-29 September 20XX.</p>	<p>b. FORMAL TRAINING (Include scheduled courses and dates)</p> <p>"Introduction to Supervision" – 5-8 September 20XX "Supervisor's Role in HR Management" – 5-8 December 20XX "Speaking with Power, Poise, and Presence" – 21-22 March 20XX</p>	<p>c. OTHER ACTIVITIES (Include scheduled dates and describe activities)</p> <p>View video "After All, You're the Supervisor," 24 min. Read "Stepping Up to Supervisor by Marion E. Haynes</p>	
<p>8. REMARKS</p>			
<p>9. EMPLOYEE'S SIGNATURE (concurrence by employee) DATE</p>		<p>10. SUPERVISOR'S SIGNATURE (concurrence by supervisor) DATE</p>	

Enclosure (1)

BLOCK 7 CONTINUATION SHEET
(METHOD OF ACCOMPLISHMENT OF OBJECTIVES/GOALS)

a. DEVELOPMENTAL ASSIGNMENTS:

b. FORMAL TRAINING:

c. OTHER ACTIVITIES: