Base
Objects

MCAS-10 BAS

OPNAV 5216/144 (REV. 6-70)
S/N 0107-LF-778-8097

DEPARTMENT OF THE NAVY

Memorandum

DATE: 15 Sep 1980

FROM: Base Motor Transport Officer

TO: All Supervisors

SUBJ: Federal Employees' Compensation Program (BO 12810.1)

Encl: (1) BO 12910.1

1. Supervisors are directed to become thoroughly familiar with the contents of enclosure (1). You are further advised to ensure that all employees within your respective areas are apprised of the proper procedures to follow when an on-the-job injury occurs.

2. Enclosure (1) to BO 12910.1 outlines responsibilities of both supervisor/employee regarding job related injuries.

C. F. SIMERLY

UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542

BO 12810.1
CPO/RAW/hf
08 SEP 1980

BASE ORDER 12810.1

From: Commanding General
To: Distribution List

Subj: Federal Employees' Compensation Program

Ref: (a) Federal Employees' Compensation Act (FECA) (5 USC 8101, FPM/CPI 810) (NOTAL)
(b) FPM 353 (NOTAL)
(c) BO 5100.3F

Encl: (1) Compensation Program Procedures and Assignment of Responsibility
(2) Traumatic Injury Resulting in Continuation of Pay Information/Follow-Up Report

Report Required: Traumatic Injury Resulting in Continuation of Pay Information/ Follow-Up Report (Report Symbol MCB 12810-1), paragraph 9

1. Purpose. To disseminate information concerning benefits and procedures of the Federal Employees' Compensation Act (FECA) as administered by the U. S. Department of Labor, Office of Workers' Compensation Programs (OWCP), and to establish responsibility and procedures for local implementation of the Program.

2. Background. Reference (a) provides compensation and medical care for all civil officers and employees of all branches of the Government of the United States (including instrumentalities of the United States wholly owned by the United States) for disability due to personal injuries sustained while in the performance of duty. The term "injury" includes, in addition to injury by accident, a disease proximately caused by the employment. The law also provides for the payment of funeral and burial expenses and compensation for the dependents if the injury or disease causes the employee's death. The FECA is also applicable to Federal employees while serving as Federal petit or grand jurors; volunteer civilian members of the Civil Air Patrol; members of the Reserve Officer Training Corps; Peace Corps volunteers; Job Corps, Neighborhood Youth Corps and Youth Conservation Corps enrollees, and certain other groups.

3. Penalties. Any person who makes a false statement to obtain Federal Employees' Compensation or who accepts compensation payments to which he or she is not entitled is subject to a fine of no more than $2,000 or imprisonment for no more than one year, or both. Any person charged with the responsibility for making reports in connection with an injury who willfully fails, neglects, or refuses to do so; knowingly files a false report; induces, compels, or directs an injured employee to forego filing a claim; or willfully retains any notice, report, or paper required in connection with an injury, is subject to a fine of no more than $500 or imprisonment for no more than one year, or both.

4. Exclusiveness of Remedy. A Federal employee who is injured while in the performance of duty has no right to recover damages from the United States for the effects of the injury except through the FECA. The benefits provided by the Act constitute the exclusive remedy for work-related injuries or deaths.

5. Time Requirements

a. Notice of Injury. An employee is required to give his or her supervisor written notice of injury within 30 days after injury in the performance of duty. To avoid delay in processing and possible loss of benefits the employee or someone acting in his or her behalf should make written report of the injury on Form CA-1, Federal Employees Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, within two working days following the injury. Compensation may be denied if notice of injury is not given within 30 days, or if the supervisor does not have actual knowledge of the injury.

b. Claim for Compensation

(1) Claim for Disability Compensation. An injured employee is required to file a written claim for compensation within three years after the injury. If, however, the supervisor had actual knowledge of the injury within 30 days, or if written notice was given within 30 days, compensation is allowed regardless of whether a written claim was made within three years after the injury. Actual knowledge must be such to put the supervisor reasonably on notice of an on-the-job injury or death.

(2) Claim for Death Compensation. If the employee dies, a written claim for compensation by or on behalf of the dependent(s) is required before compensation may be paid. This claim is to be filed within three years after the death, unless within 30 days the supervisor had actual knowledge of the death, or written notice was given to the supervisor within 30 days. Also, the timely filing of a disability claim because of an on-the-job injury will satisfy the time requirements for a death claim based on the same injury.

(3) Exceptions to Time Limitations. The time limitations outlined in subparagraphs a and b above do not apply to:

(a) A minor until attaining the age of 21 or a legal representative is appointed.

(b) An incompetent during the period of incompetency and there is no duly appointed legal representative.

(c) A person whose failure to comply is excused on the ground that the notice could not be given because of exceptional circumstances.

6. Definitions and Explanation of Terms

a. Traumatic injury is defined as a wound or other condition of the body caused by external force, including stress or strain. The injury must be identifiable as to time and place of occurrence and member or function of the body affected; and be caused by a specific event or incident or series of events or incidents within a single day or work shift. Traumatic injuries also include damage or destruction to prosthetic devices or appliances, exclusive of eyeglasses and hearing aids unless the eyeglasses and hearing aids were damaged incidental to a personal injury requiring medical services.

b. Occupational diseases or illnesses are produced by systemic infections; continued or repeated stress or strain; exposure to toxins, poisons, fumes, etc., or other continued and repeated exposure to conditions of the work environment over a longer period of time.

c. Continuation of Pay (COP) is regular pay authorized for an employee who sustains a disabling, traumatic work injury. Continuation of pay may be paid an employee for a period of up to 45 calendar days of medically demonstrated disability.

d. Duly Qualified Local Physician. The term includes surgeons, podiatrists, dentists, clinical psychologists, optometrists, chiropractors, and osteopathic practitioners. However, reimbursable services of a chiropractor are limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist. The term does not include medical care rendered by any other than the type of practitioners listed above. The word "local" generally means within 25 miles from the place of injury, the employing agency, or the employee's home.

7. Responsibilities

a. The Office of Workers' Compensation Programs (OWCP), Employment Standards Administration, U. S. Department of Labor, is responsible for the Administration of the FECA. The OWCP district offices normally adjudicate the claims arising within their respective areas of jurisdiction. The Jacksonville, Florida, district office has jurisdiction over the state of North Carolina.

b. The Civilian Personnel Office (CPO), Employee Relations and Services Division, is assigned the responsibility for assuring that FECA obligations are promptly and efficiently discharged for those activities serviced by the CPO. This includes the receiving of all reports on employee injuries incurred while performing duties, promptly submitting reports to OWCP, and following up and submitting all subsequent reports. Inquiries pertaining to employee coverage, non-employee eligibility and processing of injury matters should be directed to the Employee Relations and Services Division, Civilian Personnel Office, Building 33, telephone 451-1458/1579.

c. The execution of forms in connection with injuries will be accomplished by those individuals or offices designated in enclosure (1).

8. Benefits

a. Medical Care. An injured employee is entitled to first aid and medical care for an injury, to include hospital care when needed. The medical care is to be provided by any duly qualified local private physician or hospital of the employee's choice within an area of 25 miles of the employing establishment or employee's home. When travel is necessary to receive medical care, the injured employee may be furnished transportation and may be reimbursed for travel and incidental expenses.

b. Continuation of Pay - Traumatic Injury. An employee who sustains a disabling, job-related traumatic injury may use sick or annual leave, or request continuation of regular pay for a period not to exceed 45 calendar days. Management will, on the basis of the information submitted by the employee, or obtained on investigation, controvert (challenge) and stop the employee's pay, if the claim falls into one or more of the following listed categories. In all other cases, a manager may controvert; however, the employee's regular pay will not be interrupted during the 45-day period unless the controversion is sustained by OWCP. The supervisor will controvert and terminate pay only if:

(1) The disability is a result of an occupational disease or illness; or

(2) The employee is one who renders personal services similar to regular employees but who works without pay or for only nominal pay. These persons generally are not carried in a regular, continuing pay status and frequently serve as consultants, volunteers or contract employees; or

(3) The employee is neither a citizen nor resident of the United States or Canada (i.e., a foreign national employed outside of the United States or Canada); or

(4) The injury occurred off the employing agency's premises and the employee was not involved in official "off premise" duties; or

(5) The injury was caused by the employee's willful misconduct; the employee intended to bring about the injury or death of himself, herself, or another person; or the employee's intoxication was the proximate cause of the injury; or

(6) The injury was not reported on Form CA-1, within 30 days following the injury; or

(7) Work stoppage first occurred six months or more following the injury; or

(8) The employee initially reports the injury after his or her employment has terminated; or

(9) The employee is enrolled in the Civil Air Patrol, Peace Corps, Job Corps, Youth Conservation Corps, Work Study Programs or other similar groups.

c. Other Pay. The employee's regular pay will not be interrupted during the 45-day calendar period unless the controversion is sustained by OWCP. When pay is continued after the employee stops work because of disabling injury, it must not be interrupted until:

(1) Receipt of medical information from the attending physician to the effect that the employee is no longer disabled and the employee is able to return to duty; or

(2) Receipt of notification from OWCP that pay should be terminated; or

(3) The expiration of 45 calendar days.

d. Compensation. A sum based on loss of wages is payable by the U. S. Department of Labor, subject to the appropriate waiting period after the 45th day in case of traumatic injuries or from the beginning of pay loss in all other types of injuries. When an injured employee loses pay due to temporary total disability resulting from an injury, compensation is payable at the rate of 66 2/3 percent of the pay rate established for compensation purposes. The compensation rate is increased to 75 percent when there are one or more dependents. Compensation begins on the fourth day after pay stops. Compensation may not be paid while an injured employee receives pay for leave. The employee has the right to elect whether to receive pay for leave or to be placed in a leave without pay status and receive compensation from OWCP. Employees so disabled may receive additional compensation, not to exceed $500 per month, when the services of an attendant are needed constantly because of the disability. If an employee is enrolled in a health benefit plan or has an optional group life insurance plan in effect on the date of injury, deductions will be made by OWCP from compensation payments due the employee. No other deductions will be made; i.e., charity deductions, union dues, etc. In cases of permanent total disability, an injured employee is entitled to compensation until death unless the employee is medically or vocationally rehabilitated. An injured employee may receive compensation computed on loss of wage-earning capacity when unable to return to his usual employment because of partial disability as a result of the injury. The compensation will be paid as long as there is a loss of wage earnings.

e. Buy-back of Leave. An employee may elect to take sick or annual leave, or both, to avoid possible interruption of income. If the employee uses leave and the claim for compensation is later approved, he or she may arrange with the Civil Payroll Office to buy back the leave used and have it reinstated to the employee's account. The amount of compensation approved would pay a part of the buy-back cost and the employee would have to pay the difference. The

employee's share of the cost will depend on several factors such as the length of the period of disability and the amount of Federal Income Tax which is withheld from leave pay. No compensation payment may be paid while the employee remains in a leave status. The Civil Payroll Office will arrange to have compensation paid directly to them for the part of the buy-back cost covered.

f. Scheduled Awards. Compensation is provided for specified periods of time for the permanent loss, or loss of use, of each of certain members, organs, and functions of the body. Compensation for proportionate periods of time is payable for partial loss, or loss of use of each member, organ, or function. The compensation for scheduled awards will equal 66 2/3 percent of the employee's pay, or 75 percent of the employee's pay when there is a dependent. Proper and equitable compensation, not to exceed $3500, may be paid for serious disfigurement of the face, head, or neck, if of a nature likely to handicap a person in securing or maintaining employment. Compensation for loss of wage-earning capacity may be paid after the schedule expires. It is the employee's responsibility to furnish medical information supporting continued disability. A scheduled award may be paid concurrently with other pay.

g. Dual Benefits. As a general rule, a person may not concurrently receive compensation from OWCP and a retirement or survivor annuity from the Office of Personnel Management. Such person may elect to receive the more advantageous benefits. An employee may receive compensation concurrently with military retired pay, retirement pay, retainer pay or equivalent pay for service in the armed forces or other uniformed services, subject to the reduction of such pay in accordance with Federal law (5 U.S.C. 5532(b)).

h. Death Benefits

(1) Burial. A sum not to exceed $800 may be paid for funeral and burial expenses. An additional sum of $200 is paid to the personal representative of the decedent for reimbursement of the costs of termination of the decedent's status as an employee of the United States.

(2) Dependent(s)

(a) When there are no children entitled to compensation, the employee's widow or widower may receive compensation equal to 50 percent of the employee's pay until death or remarriage. Upon remarriage, a widow or widower will be paid a lump sum equal to 24 times the monthly compensation being paid on his or her behalf, except that if such remarriage occurs on or after age 60, the lump-sum payment will not be made and compensation will continue until the beneficiary's death.

(b) When there is a child entitled to compensation, the compensation for the widow or widower will equal 45 percent of the employee's pay plus 15 percent for each child, but no more than 75 percent of the employee's pay. A child is entitled to compensation until he or she dies, marries, or reaches 18 years of age, or is over 18 and incapable of self-support. If an unmarried child is a student when reaching 18 years of age, compensation may be continued. It may not, however, be continued beyond the end of the semester or enrollment period after the child reaches 23 years of age, has completed four years of school beyond the high school level, or marries.

i. Restoration Rights. In accordance with reference (b), a fully or partially recovered employee is entitled to certain restoration rights as follows:

(1) An employee who fully recovers within one year of the date he/she began receiving compensation is entitled to immediate and unconditional restoration to the position left or an equivalent position.

(2) An employee who takes longer than one year to recover after he/she began receiving compensation is entitled to priority placement consideration to the position left or an equivalent position.

(3) Every effort will be made to restore a partially recovered employee or former employee, according to the circumstances in each case, who is able to return to limited duty.

9. Investigation of Injuries. All injuries resulting in Continuation of Pay shall be investigated by a person designated by the head of the Command/Department/Staff Section in which the injury occurred. Technical guidance during the investigation will be provided by the Safety Director. Investigation will be recorded on MCBCL Form 12810/1, example attached as enclosure (2), and forwarded to the Employee Relations and Services Division, Civilian Personnel Office (copy to Safety Director), for coordination and implementation of any indicated corrective action. Such investigations should begin not later than two working days following the first day of lost time and be completed within five working days from commencement of the investigation.

10. Limited Duty Work Assignment. To the maximum extent practicable and consistent with medical findings and restrictions, every possible effort will be made by line management to utilize an employee found fit for limited duty assignment. If the employee cannot be effectively utilized within his permanent work section, arrangements will be made, in coordination with the Employee Relations and Services Division, Civilian Personnel Office, to detail the employee to another organizational entity within the Camp Lejeune Complex. Funding for such details will be borne by the parent organizational entity.

11. Representation. A claimant may be represented by a person of his or her choice on any matter pertaining to an injury or death occurring in performance of duty. This representation should be authorized in writing by the claimant. No claim for legal services or for other services rendered in a case, claim, or award of compensation shall be valid unless approved by OWCP.

12. Hearing. A claimant who is not satisfied with an OWCP decision may ask for a hearing before an OWCP representative. The request for a hearing must be made to the Director of OWCP within 30 days after the decision. At the hearing, which will be held at a location convenient to both the claimant and OWCP, the claimant may present evidence in further support of the claim. After the hearing, OWCP will issue a new decision.

13. Reconsideration. A claimant may ask OWCP to reconsider any determination made by one of its offices. No special form is required to request this reconsideration, but the request must be addressed to the Director of OWCP in writing and must state clearly the ground upon which it is based. It must also be accompanied by evidence not previously submitted, such as new medical reports or new statements and affidavits. There is no time limitation within which a request for reconsideration must be filed.

14. Appeals. A claimant may ask the Employees' Compensation Appeals Board to review final decisions by OWCP. To file an appeal the claimant should write to the Employees' Compensation Appeals Board, United States Department of Labor, Washington, D. C. 20210. The review is based solely upon the case record in OWCP at the time the final determination was made. New evidence is neither received nor considered by the Board. Applications for review by the Board must be filed within 90 days of the date of the final determination by OWCP.

15. Other Requirements. In addition to the requirements contained in this Base Order incident to the occupational injury of a Federal employee, reference (c) also contains certain required actions incident to the Base Safety Program.

16. Applicability. Having received the concurrences of the Commanding Officers of Marine Corps Air Station (Helicopter), New River, Naval Regional Medical Center, and Naval Regional Dental Center, this Order is applicable to those commands.

J. R. FRIDELL
Chief of Staff

DISTRIBUTION: C less Cat III
Plus 50 to CivPersOff

COMPENSATION PROGRAM PROCEDURES AND ASSIGNMENT OF RESPONSIBILITY

Employee	Supervisor	Civilian Personnel Office, Employee Relations and Services Division
1. Traumatic Injury		
Upon being injured:		
Immediately report each injury to immediate supervisor.	Whenever an employee of the Department of the Navy suffers an injury on the job, no matter how slight, it is the immediate and primary duty of the supervisor to assure that the employee receives adequate medical treatment. The employee has the right to choose whether to be treated at a Federal Medical Facility or by a private physician or hospital. The employee should be encouraged to seek first medical treatment at Branch Clinic, Building 15.	
		Occupational Health Nurse
Securing Medical Treatment		
Make a choice to be treated by a Federal Medical Officer or by a duly qualified physician or hospital in the commuting area. Once this choice has been made (with the exception of initial first aid treatment at Branch Clinic, Building 15), written approval must be obtained from OWCP before a change of physician may be made, if bills are to be paid by the Department of Labor.	If employee elects treatment at Branch Clinic, Building 15, authorize examination and appropriate medical care at Branch Clinic, Building 15, by issuance of NAVSO 5100/9, Dispensary Permit, and CA-17, Duty Status Report. Send employee to Branch Clinic, Building 15.	Provide or obtain necessary medical treatment. Issue Form CA-1 and CA-17 (partially completed) to employee. If employee requires referral to private physician or hospital, notify Compensation Clerk.
In an emergency situation, the nearest qualified physician or hospital may be utilized. If further treatment is needed, the option exists to be treated by a private physician. (Note: Referral to another physician or hospital by a physician or hospital does not require OWCP approval.)		Show or provide employee with a copy of Privacy Act Statement.

Employee	Supervisor	Civilian Personnel Office, Employee Relations and Services Division
Report to authorized medical facility with: CA-16, Request for Examination or Treatment and CA-17, Duty Status Report.	If employee elects treatment only by duly qualified private physician or hospital, contact the Compensation Clerk, Civilian Personnel Office.	Compensation Clerk. Contact duly qualified private physician or hospital to ensure acceptance of the patient. Issue Forms CA-16 and CA-17 to authorize treatment.
After Initial Necessary Medical Treatment: Complete emplcyee section of CA-1 and give to supervisor. If time is to be lost, prepare and submit with the CA-1 a Leave Choice Form to select the appropriate type of absence. Return to work as soon as the attending physician advises. Advise physician or hospital to forward bills to Employee Relations and Services Division, Civilian Personnel Office, Marine Corps Base, Camp Lejeune, NC 28542.	Complete supervisory section of CA-1, deliver "Receipt of Notice of Injury" and forward to Safety Director. Code Time Card to reflect any time off as follows: "OCC INJ" on injury date and sign employee out at regular time even though he/she left work for treatment and was sent home. "TI" on following day or shift to reflect 45-day COP period (only if a traumatic injury case). "WCP" Leave without pay for purposes of claiming compensation. "A" or "S" - Sick or Annual Leave. (Note: Time Cards must be consistent with Leave Choice Form and CA-1.)	Compensation Clerk. Receive CA-1 and ensure issuance of other appropriate forms. Receive medical bills and other forms from physicians and hospitals and transmit to OWCP for payment.
	If employee's request for COP does not appear to be warranted COP must either be terminated or controverted.	Compensation Clerk. Review circumstances and advise supervisor of appropriate procedure(s) to follow.

Employee	Supervisor	Civilian Personnel Office, Employee Relations and Services Division
	Contact Compensation Clerk for guidance.	
	If injury will result in lost time, notify the cognizant head of employee's organization of injury and request investigation.	Compensation Clerk. Upon receipt of CA-1 or other report indicating lost time, contact cognizant Command/ Department/Staff Section to ensure investigation of lost time accident is being investigated in accordance with paragraph 9 of this Base Order.
Report for duty upon being notified of the availability of limited duty work assignment. Failure to do so will result in termination of COP and unauthorized absence status.	Upon receipt of notification of employee's limited duty restrictions, expend every effort to locate and provide work in employee's permanent work section or another worksite in cooperation with Employee Relations and Services Division.	Compensation Clerk. Obtain a Form CA-17 at earliest practicable date and notify supervisor of limitations for consideration of a limited duty work assignment.
Return to Work - Lost Time Injuries		
Report to Supervisor for referral to Occupational Health Nurse, Branch Clinic, Building 15.	Refer employee to Occupational Health Nurse. Upon receipt of completed release from Branch Clinic, Bldg. 15, assign employee to duties consistent with available medical data.	Compensation Clerk. Upon being notified of employee's return to duty, complete Form CA-3 and forward with other documents to OWCP.
If treated by private physician, a release statement indicating return to duty is required. If returning for assignment to limited duty, medical certification will be provided by Federal Medical Officer in conjunction with medical reports received from a private physician.	Contact Compensation Clerk for completion of CA-3.	Occupational Health Nurse. Ensure returning employee is fit for the full or limited duty and that proper medical certification exists.

Employee	Supervisor	Civilian Personnel Office, Employee Relations and Services Division
2. Recurrence of Traumatic Injury		
When an Injury Recurs		
Report a recurrence of injury to supervisor immediately.	Immediately notify the Compensation Clerk of the recurrence and submit a CA-17.	Compensation Clerk. Upon notification of recurrence, submit Form CA-2a to OWCP. If less than six months following last medical treatment, issue Forms CA-16 and CA-17 to obtain medical treatment. If longer than six months, prior approval of OWCP is required. If employee wishes to file for compensation, prepare CA-7 or CA-8.
If still eligible (less than six months from return to work from initial disability and did not use the whole 45-day period), may request to be placed on COP. If ineligible, may elect annual or sick leave or leave without pay and file a claim for compensation. Prepare a leave choice form and appropriate CA-7.	If less than six months from date employee first returned to work following the initial disability, and some of the 45-day period still remains, place employee on COP. If longer than six months, COP may not be authorized. Employee may elect sick or annual leave to continue income or leave without pay and claim compensation.	
Report for duty upon being notified of availability of limited duty work assignment. Failure to do so will result in termination of COP and unauthorized absence status.	Upon receipt of notification of employee's limited duty restrictions, expend every effort to locate and provide work in employee's permanent work section or another worksite in cooperation with Employee Relations and Services Division.	Compensation Clerk. Obtain a Form CA-17 at earliest practicable date and notify supervisor of limitations for consideration of a limited duty work assignment.
Return to Work Following Recurrence of Traumatic Injury:		
Report to Supervisor for referral to Occupational Health Nurse, Branch Clinic, Building 15. If treatment was by private physician, a release statement indicating return to duty is required.	Refer employee to Occupational Health Nurse. Upon receipt of completed release from Branch Clinic, Building 15, assign employee to duties consistent with available medical data.	Compensation Clerk. Upon being notified of employee's return to duty, complete Form CA-3 and forward with other documents to OWCP.
If returning for assignment to limited duty, medical certification will be provided by Federal Medical Officer in conjunction with medical reports received from private physician.	Contact Compensation Clerk for completion of CA-3.	Occupational Health Nurse. Insure returning employee is fit for the full or limited duty and proper medical certification exists.

Employee	Supervisor	Civilian Personnel Office, Employee Relations and Services Division
3. Non-Traumatic Injury/Occupational Disease or Illness		
When Disabled		
Immediately report the disability to supervisor.	Refer the employee to Compensation Clerk, Employee Relations and Services Division with CA-17.	Compensation Clerk. Provide employee with Forms CA-2 and CA-4 for reporting the occupational disease. Upon receipt of completed forms, return to employee the "Receipt of Notice of Disease or Illness." Obtain appropriate medical certification. Submit paperwork to OWCP. Advise employee of right to elect sick, annual or leave without pay. Issue CA-16 and CA-17 if approved by OWCP.
When referred to Compensation Clerk by Supervisor, prepare forms CA-2, CA-4, and provide Medical Certification required.		
Elect sick, annual or leave without pay by completing a Leave Choice Form.		
Report for duty upon being notified of availability of limited duty work assignment. Failure to do so will result in termination of compensation and unauthorized absence status.	Upon receipt of notification of employee's limited duty restrictions, expend every effort to locate and provide work in employee's permanent work section or another worksite in cooperation with Employee Relations and Services Division.	
Return to Work Following Non-Traumatic Injury/Occupational Disease or Illness		
Report to Supervisor for referral to Occupational Health Nurse, Branch Clinic, Building 15. If treatment was by private physician, a release statement indicating return to duty is required.	Upon receipt of completed release from Branch Clinic, Building 15, assign employee to duties consistent with available medical data.	Compensation Clerk. Upon being notified of employee's return to duty, complete form CA-3 and forward with other documents to OWCP.
If returning for assignment to limited duty, medical certification will be provided by Federal Medical Officer in conjunction with medical reports received from private physician.	Contact Compensation Clerk for completion of CA-3.	Occupational Health Nurse. Ensure returning employee is fit for the full or limited duty and that proper medical certification exists.

Employee	Supervisor	Civilian Personnel Office, Employee Relations and Services Division
4. Recurrence of Non-Traumatic Injury/ Occupational Disease or Illness		
When Disability Recurs		
Report recurrence of disability to immediate supervisor. Upon referral by supervisor to Employee Relations and Services Division, prepare Form CA-4 and provide any supporting documentation requested by Compensation Clerk.	Refer employee to Compensation Clerk, Employee Relations and Services Division with CA-17.	Compensation Clerk. Prepare and submit a Form CA-2a. If employee desires to claim compensation and a Form CA-4 was not submitted following original disability, one should be completed and submitted to OWCP. If form CA-4 was submitted, compensation may be claimed by filing Form CA-8 with supporting medical evidence. If employee does not return to duty before the date CA-2a is submitted to OWCP, submit Form CA-3, upon employee's return to duty.
Report for duty upon being notified of availability of limited duty work assignment. Failure to do so will result in termination of compensation and unauthorized absence status.	Upon receipt of notification of employee's limited duty restrictions, expend every effort to locate and provide work in employee's permanent work section or another worksite in cooperation with Employee Relations and Services Division.	Compensation Clerk. Obtain a Form CA-17 at earliest practicable date and notify supervisor of limitations for consideration of a limited duty work assignment.

Employee	Supervisor	Civilian Personnel Office, Employee Relations and Services Division
Return to Work Following Recurrence of Non-Traumatic Injury/Occupational Disease or Illness		
Report to Supervisor for referral to Occupational Health Nurse, Branch Clinic, Building 15. If treatment was by private physician, a release statement indicating return to duty is required. If returning for assignment to limited duty, medical certification will be provided by Federal Medical Officer in conjunction with medical reports received from private physician.	Upon receipt of completed release from Branch Clinic, Building 15, assign employee to duties consistent with available medical data. Contact Compensation Clerk for completion of CA-3.	Compensation Clerk. Upon being notified of employee's return to duty, complete Form CA-3 and forward with other documents to OWCP. Occupational Health Nurse. Ensure returning employee is fit for the full or limited duty and that proper medical certification exists.

ENCLOSURE (1)

BO 12810.1

08 SEP 1990

TRAUMATIC INJURY RESULTING IN CONTINUATION OF PAY INFORMATION/ FOLLOW-UP REPORT

MCBCL 12810/1

Name	Organization
Doe, John (N)	*BMaint, MCB, CLNC*
Job Title	**Pay No.**
Carpenter	*2341-12345*

Date of Injury	Date Injury Reported	Immediate Supervisor
2-13-80	*2-13-80*	*John P. Jones*

1. Nature & circumstances of injury

Fell and injured right arm while reaching in an awkward position to drive a nail.

2. What evidence determined that injury occurred on the job?

Occurred in Carpenter Shop in front of two witnesses.

3. Was a supervisor present at time of injury? Yes /X/ No / /

I. M. Boss, Maintenance Foreman

4. Has injured employee had similar injuries in the past?

Yes /X/ No / / Explain. *On 8 January 1979, employee fell and injured hip.*

5. a. What unsafe condition or act contributed to the injury?

Mr. Doe was standing on a box on a chair to perform task.

b. Was there a violation of a safety rule or practice?

Yes. Employee should have used a ladder.

6. Was necessary safety equipment available? Yes /X/ No / /
Explain. *Step ladder was available for issue.*

7. Did employee use adequate equipment to perform task safely?

Yes / / No /X/ Explain. *Should have used a ladder.*

Task was minor and ladder was not readily available so employee improvised.

ENCLOSURE (2)

8. What training or instructions have been provided to employees that might have prevented the injury?

Safety lectures are given employees on a quarterly basis.

9. What corrective action has been taken?

Pre-action investigation will be conducted to determine need for disciplinary measures in the case of both employee and supervisor witness.

10. Recommend this case be controverted? Yes / / No /X/

Signature of Investigator	Title/Phone Number
A. B. SEA *A.B. Sea*	*Carpenter General Foreman 5678*

CPO USE ONLY

1. Has employee filed previous TI?

Yes. 8 January 1979.

2. Number of similar accidents resulting in TI for this employee.

One

3. Average number of days of COP per injury for this employee in the last two years.

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ENCLOSURE (2)

Mr Stone

UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542

BO 12000.1P Ch 3
CPO/WRM/eak
26 SEP 1980

BASE ORDER 12000.1P Ch 3

From: Commanding General
To: Distribution List

Subj: Position Maintenance Review

Encl: (1) New page inserts to BO 12000.1P

1. Purpose. To transmit new page inserts to the basic Order.

2. Action. Remove present enclosure (1) and replace with enclosure (1) hereto.

J. R. FRIDELL
Chief of Staff

DISTRIBUTION: C Less Category III

POSITION MAINTENANCE REVIEW SCHEDULE

1. The position maintenance review consists of concurrent review of all General Schedule and Trades and Labor positions within a single organization. For example, all General Schedule and Trades and Labor positions for Base Maintenance are to be reviewed during the scheduled period of 6 October through 7 November 1980.

2. Procedures. The applicable procedures for conducting the Position Maintenance Review are as follows:

a. The Civilian Personnel Office will forward the review forms, Position Maintenance Review Report, MCBCL 12510 (Rev. 7-75), to the organization to be reviewed prior to the review date listed in the schedule.

b. Each position description shall be reviewed by the incumbent of the position and the immediate supervisor to determine the accuracy of the description. In this connection, reference (f) requires that all descriptions be thoroughly and carefully reviewed to determine if any duties and/or physical requirements are unnecessarily restrictive to the employment of the handicapped, e.g., in a clerical position the requirement to lift and carry objects weighing 100 pounds. A careful review should be made to ensure that the stated physical requirements are realistic for the position. Such requirements must be a prerequisite to fill the position in order to be valid.

c. When a description is found to be inaccurate the supervisor will:

(1) Determine what duties have changed, and what necessitated the change, i.e., new regulations have been published, new equipment, improved work procedures, change initiated for convenience of the incumbent.

(2) Determine if the change is really appropriate.

(a) If found to be unjustified, instruct the employee to return to the duties as described in the current position description.

(b) If the changes are necessary, redescribe the duties by either amending the current description or preparing a new description.

d. Positions whose current descriptions require no changes will be certified as current and accurate by a check mark in column (4) of the Position Maintenance Review Report Form.

(Note: Optional Form 8 (Rev. 8-77) must be used as the cover sheet for position/job descriptions. The source of supply for Optional Form 8 (Rev. 8-77) is the Self-Service Center, Building 1606).

e. The revised descriptions or amendments shall be certified by the incumbent and the immediate supervisor. The Position Maintenance Review Report, including any proposed new descriptions or amendments, shall be forwarded to the Head of the Department.

f. The Department Head will review the Report and all attached proposed new descriptions or amendments. When fully satisfied that all descriptions, both current and proposed, are accurate and reflect the needs of the organization, the Department Head so certifies by signing and dating the Review Report. The completed report form and the original plus one copy of the revised position/job description(s) and amendment(s) along with current functional organization charts, prepared in accordance with references (c) and (d), shall be forwarded to the Civilian Personnel Office in accordance with the schedule. Any deviation from the scheduled submission dates must be approved by the Civilian Personnel Officer.

g. In the event tentative classification of the proposed descriptions or amendments reveal any changes in grade levels or positions titles, the affected descriptions will be returned to the organization for compliance with reference (e).

3. The following schedule is established for the Position Maintenance Review:

6 Oct - 7 Nov 80	1 - 5 Dec 80	29 Dec - 2 Jan 81
Base Maintenance	Civilian Personnel Office Provost Marshal Naval Recruiting Dist. Raleigh, NC	MCSSS Base Motor Transport
5 - 16 Jan 81	19 - 23 Jan 81	19 Jan - 6 Feb 81
Comp. Dept.	Public Works	NRMC
9 - 20 Feb 81	23 - 27 Feb 81	2 - 6 Mar 81
CL Dep Schools Mgmt. Asst. Office Base Adjutant Postal Section	Family Housing Special Services Base Comm-Elect	Fire Dept. SupSvcs. Dept. Hq. Div. Operations Div.
9 - 13 Mar 81	16 - 20 Mar 81	23 - 27 Mar 81
SupSvcs. Dept. (Cont.) Food Svcs. Div. Property Control Div.	SupSvcs. Dept. (Cont.) Laundry Div. Printing Div.	SupSvcs. Dept. (Cont.) Commissary Div.
30 Mar - 3 Apr 81	6 - 10 Apr 81	13 - 17 Apr 81
SupSvcs. Dept. (Cont.) DSSC Div.	SupSvcs. Dept. (Cont.) Traffic Mgmt. Div.	SupSvcs. Dept. (Cont.) Maint. Cadre PP&P Plant
20 - 24 Apr 81	27 Apr - 1 May 81	4 - 8 May 81
SupSvcs. Dept. (Cont.) Pur. and Cont. Div.	Hq., Support Bn. Hq., Hq. Bn. Bachelor Housing	Consolidated ASC
11 - 15 May 81	18 - 22 May 81	25 - 29 May 81
NRDC Base Inspector Safety Office SJA, MCB SJA, 2dFSSG SJA, 2dMarDiv.	MCAS(H) Base Chaplain MCES	MCAS(H) Base Mil. Personnel Office Joint Public Affairs Office
1 - 12 Jun 81	15 - 19 Jun 81	
MCAS(H) Base Education Office Trng. Facilities Br. Trng. and AV Support Br.	Offices of: Commanding General AC/S, Facilities AC/S, Manpower AC/S, Personnel Services AC/S, Training	

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO
BO 12713.5D Ch 1
EEOO/ACM/es
23 SEP 1980

BASE ORDER 12713.5D Ch 1

From: Commanding General
To: Distribution List

Subj: Regional Affirmative Action Program for Marine Corps Base; Marine Corps Air Station (Helicopter), New River; Naval Regional Medical Center and Naval Regional Dental Center, Camp Lejeune, North Carolina

Ref: (a) MCBul 12713 of 7 Aug 1980

Encl: (1) New page inserts to BO 12713.5D

1. Purpose. To transmit new page inserts to the Basic Order.

2. Information. Reference (a) requires the command to convert the numerical goals established in the FY 80 Affirmative Action Program Plan to percentages. Numerical goals established in enclosure (2) of the Basic Order are converted to percentages in the attached enclosure.

3. Action. Remove enclosure (2) of the Basic Order and replace with enclosure (1) hereto.

J. R. FRIDELL
Chief of Staff

DISTRIBUTION: C Plus DEEOO 150 copies

TRANSITION YEAR GOALS

TARGETED OCCUPATIONS	OCCUPATIONAL LEVEL	PERCENTAGE OF GROUP IN CLF	TOTAL NUMBER EST VACANCIES	COMPUTATION OF GOALS (a) x (b) = (c)		GOALS
AD-1710 Education	Administration (Pay level based on MA in school admin plus years experience)	Black M&F 3.4 + 3.1 = 6.5	1	6.5% x 1 = .065	(0 = 0%)	0 = 0%
		Hispanic M&F 1.6 + 0.9 = 2.5	1	5%* x 1 = .05	(0 = 0%)	0 = 0%
		Asian/PI M&F 1.8 + 0.3 = 2.1	1	4.2%* x 1 = .042	(0 = 0%)	0 = 0%
		Am. In. M&F 0.1 + 0.1 = 0.2	1	0.4%* x 1 = .004	(0 = 0%)	0 = 0%
	Teachers (Pay level based on years of experience)	Black Male 3.4	15	3.4% x 15 = .510	(1 = 6.67%)	1 = 6.67%
		Hispanic M&F 1.6 + 0.9 = 2.5	15	5%* x 15 = .75	(1 = 6.67%)	1 = 6.67%
		Asian/PI M&F 1.8 + 0.3 = 2.1	15	4.2%* x 15 = .63	(1 = 6.67%)	1 = 6.67%
		Am. In. M&F 0.1 + 0.1 = 0.2	15	0.4%* x 15 = .060	(0 = 0%)	0 = 0%
6907 Series - Wage System - Warehouse/Stockman	Other (WG) (WG-04, 05, 06, 07; WL-05, 06)	White Female 34.3	20	68.6%* x 20 = 13.72	(14 = 70%)	3 = 15%
		Black Female 8.6	20	17.2%* x 20 = 3.44	(3 = 15%)	1 = 5%
		Hispanic Male 2.9	20	5.8%* x 20 = 1.16	(1 = 5%)	1 = 5%

TRANSITION YEAR GOALS

TARGETED OCCUPATIONS	OCCUPATIONAL LEVEL	PERCENTAGE OF GROUP IN CLF	TOTAL NUMBER EST VACANCIES	COMPUTATION OF GOALS (a) x (b) = (c)	GOALS
6907 Series - Wage System - Warehouse/Stockman (con't)	Other (WG) (WG-04, 05, 06, 07; WL-05, 06)	Hispanic Female 1.9	20	3.8%* x 20 = .760 (1 = 5%)	1 = 5%
		Asian/PI M&F 0.8 + 0.6 = 1.4	20	2.8%* x 20 = .560 (1 = 5%)	1 = 5%
		Am. In./Aleut M&F 0.4 + 0.3 = 0.7	20	1.4%* x 20 = .28 (0 = 0%)	0 = 0%
	Supervisor (WS-03, 04, 05 06, 07)	White Female 34.3	4	68.6%* x 4 = 2.744 (3 = 75%)	0 = 0%
		Black Female 8.6	4	17.2%* x 4 = .688 (1 = 25%)	0 = 0%
		Hispanic M&F 2.9 + 1.9 = 4.8	4	9.6%* x 4 = .384 (0 = 0%)	0 = 0%
		Asian/PI M&F 0.8 + 0.6 = 1.4	4	2.8%* x 4 = .112 (0 = 0%)	0 = 0%
		Am. In./Aleut M&F 0.4 + 0.3 = 0.7	4	1.4%* x 4 = .056 (0 = 0%)	0 = 0%

*Underrepresentation more than 50%, therefore, CLF % doubled.

TRANSITION YEAR GOALS

TARGETED OCCUPATIONS	OCCUPATIONAL LEVEL	PERCENTAGE OF GROUP IN CLF	TOTAL NUMBER EST VACANCIES	COMPUTATION OF GOALS (a) x (b) = (c)		GOALS
GS-610 Nurse	Other	Black Male 3.4	8	6.8%* x 8 = .524	(1 = 12.5%)	1 = 12.5%
		Hispanic M&F 1.6 + 0.9 = 2.5	8	5%* x 8 = .4	(0 = 0%)	0 = 0%
		Asian/PI M&F 1.8 + 0.3 = 2.1	8	4.2%* x 8 = .336	(0 = 0%)	0 = 0%
		Am. In. M&F 0.1 + 0.1 = 0.2	8	0.4%* x 8 = .032	(0 = 0%)	0 = 0%
GS-1173 Housing Management	Other	Black Male 10.3	2	20.6%* x 2 = .41	(0 = 0%)	1 = 50%
		Black Female 8.6	2	17.2%* x 2 = .34	(0 = 0%)	0 = 0%
		Hispanic M&F 2.9 + 1.9 = 4.8	2	9.6%* x 2 = .19	(0 = 0%)	0 = 0%
		Asian/PI M&F 0.8 + 0.6 = 1.4	2	2.8%* x 2 = .06	(0 = 0%)	0 = 0%
		Am. In. M&F 0.4 + 0.3 = 0.7	2	1.4%* x 2 = .03	(0 = 0%)	0 = 0%
*Underrepresentation	more than 50%,	therefore, CLF %	doubled.			

TRANSITION YEAR GOALS

TARGETED OCCUPATIONS	OCCUPATIONAL LEVEL	PERCENTAGE OF GROUP IN CLF	TOTAL NUMBER EST VACANCIES	COMPUTATION OF GOALS (a) x (b) = (c)	GOALS
Wage System					
4607 Series Carpenter	WG-05-09	Black Female 8.6	7	17.2%* x 7 = 1.204 (1 = 14.3%)	0 = 0%
		Hispanic M&F 2.9 + 1.9 = 4.8	7	9.6%* x 7 = .68 (1 = 14.3%)	0 = 0%
		Asian/PI M&F 0.8 + 0.6 = 1.4	7	2.8%* x 7 = .196 (0 = 0%)	0 = 0%
		Am. In. M&F 0.4 + 0.3 = 0.7	7	1.4%* x 7 = .098 (0 = 0%)	0 = 0%
		White Female 34.3	7	68.6%* x 7 = 4.602 (5 = 71.4%)	1 = 14.3%
	WS-09-12	Black Female 8.6	1	17.2%* x 1 = .172 (0 = 0%)	0 = 0%
		Hispanic M&F 2.9 + 1.9 = 4.8	1	9.6%* x 1 = .096 (0 = 0%)	0 = 0%
		Asian/PI M&F 0.8 + 0.6 = 1.4	1	2.8%* x 1 = .028 (0 = 0%)	0 = 0%
		Am. In. M&F 0.4 + 0.3 = 0.7	1	1.4%* x 1 = .014 (0 = 0%)	0 = 0%
		White Female 34.3	1	68.6%* x 1 = .686 (1 = 100%)	0 = 0%

*Underrepresentation more than 50%, therefore, CLF % doubled.

TRANSITION YEAR GOALS

TARGETED OCCUPATIONS	OCCUPATIONAL LEVEL	PERCENTAGE OF GROUP IN CLF	TOTAL NUMBER EST VACANCIES	COMPUTATION OF GOALS (a) x (b) = (c)	GOALS
5703 Series Motor Vehicle Operator	WG-05-08	Black Female 8.6	6	17.2%* x 6 = 1.032 (1 = 16.7%)	1 = 16.7%
		Hispanic M&F 2.9 + 1.9 = 4.8	6	9.6%* x 6 = .576 (1 = 16.7%)	0 = 0%
		Asian/PI M&F 0.8 + 0.6 = 1.4	6	2.8%* x 6 = .168 (0 = 0%)	0 = 0%
		White Female 34.3	6	68.6%* x 6 = 4.116 (4 = 66.7%)	1 = 16.7%

*Underrepresentation more than 50%, therefore, CLF % doubled.

TRANSITION YEAR GOALS

TARGETED OCCUPATIONS	OCCUPATIONAL LEVEL	PERCENTAGE OF GROUP IN CLF	TOTAL NUMBER EST VACANCIES	COMPUTATION OF GOALS (a) x (b) = (c)		GOALS
UA 1182 Managers - Asst Managers UA-5 - UA-11	UA-6	Black Male ** 10.3	2	10.3% x 2 = .206	(0 = 0%)	1 = 50%
		Black Female** 8.6	2	8.6% x 2 = .172	(0 = 0%)	0 = 0%
		Hispanic M&F 2.9 + 1.9 = 4.8	2	9.6%* x 2 = .192	(0 = 0%)	0 = 0%
		Asian/PI M&F 0.8 + 0.3 = 1.1	2	2.2%* x 2 = .044	(0 = 0%)	0 = 0%
		Am. In./Al Nat M&F 0.4 + 0.3 = 0.7	2	1.4%* x 2 = .028	(0 = 0%)	0 = 0%
7408 Food Service Worker NA-1 - NS-13	NA-1 - NA-4	White Female 34.3	7	34.3% x 7 = 2.401	(2 = 28.6%)	1 = 14.3%
		Hispanic M&F 2.9 + 1.9 = 4.8	7	9.6%* x 7 = .672	(1 = 14.3%)	1 = 14.3%
		Am. In./Al Nat M&F 0.4 + 0.3 = 0.7	7	1.4%* x 7 = .098	(0 = 0%)	0 = 0%
		Asian/PI Male 0.8	7	1.6%* x 7 = .112	(0 = 0%)	0 = 0%

*Underrespresentation more than 50%, therefore, CLF % doubled.
**Although this occupation as a whole does not show underrepresentation from calculations, the UA-6 and above is underrepresented.

Mr Stone

UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542

BO P4600.1E
MTO/CFS/ks
25 JUN 1981

BASE ORDER P4600.1E

From: Commanding General
To: Distribution List

Subj: Standard Operating Procedures for Garrison Mobile Equipment

Ref: (a) MCO 11240.46B
(b) MCO 4643.5C
(c) Motor Vehicle Laws of N. C. (NOTAL)
(d) NAVSEA OP 2239 (NOTAL)
(e) NAVSEA OP 5 (NOTAL)
(f) MCO 8020.1E
(g) BO P8023.3E
(h) MCO 11240.66A
(i) NAVMC 1101 (NOTAL)
(j) MCO 5100.19C
(k) FPM/CMMI 752 (NOTAL)
(l) BO P5560.2H
(m) JAGINST 5822.2 (NOTAL)
(n) MCO 11240.47B
(o) MCO 11240.48C
(p) TM-11240-15/3 (NOTAL)
(q) TM-4700-15/1 (NOTAL)
(r) JAGINST 5800.7A (NOTAL)

Encl: (1) LOCATOR SHEET

1. Purpose. To issue a consolidation of current directives pertaining to the administration, operation and maintenance of administrative-use motor vehicles at Marine Corps Base, Camp Lejeune, North Carolina, and the Marine Corps Air Station (Helicopter), New River, Jacksonville, North Carolina.

2. Cancellation. BO P4600.1D.

3. Summary of Revision. This directive has been completely revised and should be reviewed in its entirety.

4. Applicability. Having received the concurrence of the Commanding General, 2d Marine Division, FMF; the Commanding General, 2d Force Service Support Group (Rein), FMF, Atlantic; the Commanding Officer, Marine Corps Air Station (Helicopter), New River, and the Commanding Officer Naval Regional Medical Center, this Order is applicable to these commands.

5. Certification. Reviewed and approved this date.

J. R. FRIDELL
Chief of Staff

DISTRIBUTION: A
MTO (200)

LOCATOR SHEET

Subj: Standing Operating Procedures for Garrison Mobile Equipment Operations

Location: _____
(Indicate the location(s) of the copy(ies) of this publication).

ENCLOSURE (1)

STANDING OPERATING PROCEDURES FOR GARRISON MOBILE EQUIPMENT OPERATIONS

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change

STANDING OPERATING PROCEDURES FOR GARRISON MOBILE EQUIPMENT OPERATIONS

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STANDING OPERATING PROCEDURES FOR GARRISON MOBILE EQUIPMENT OPERATIONS

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SECTION I

MISSION AND ORGANIZATION

101. MISSION

1. The mission of Base Motor Transport, Marine Corps Base, Camp Lejeune, North Carolina, is to provide efficient, economical and safe motor vehicle services to Marine Corps Base, Marine Corps Air Station (Helicopter) Units, Fleet Marine Force Units and other activities as may be assigned utilizing the minimum number of vehicles and personnel to meet essential transportation support within the Camp Lejeune Complex.

102. ORGANIZATION

1. Base Motor Transport is composed of the personnel and equipment assigned to the branches and sections and in such shops and motor pools as may be required to accomplish the mission.

2. The Base Motor Transport Officer is assigned responsibility for the administration, operation and maintenance of all Garrison Mobile Equipment assigned Marine Corps Base and Marine Corps Air Station (Helicopter).

3. The Base Motor Transport Officer is assigned operational control of Motor Transport Division, Support Company, Support Battalion, Marine Corps Base, to include the technical training of personnel. All other military training of personnel is the responsibility of the Commanding Officer, Support Battalion, Marine Corps Base.

4. The Base Motor Transport Officer will continually review the quantities and types of vehicle and personnel required to provide essential support to the Base, Air Station and Fleet Marine Force units; he will ensure that all vehicles are operated in the most efficient and cost effective manner within the guidelines prescribed by higher authorities; and he will make timely and appropriate recommendations to the Commanding General, Marine Corps Base. The Base Motor Transport Officer will ensure the maximum utilization of vehicles. Safe operating procedures will be employed at all times.

5. The Base Motor Transport Officer will supervise the activities of the Motor Vehicle Safety Council and will participate as a member of the Base Safe Driving Council.

SECTION II

VEHICLE ASSIGNMENT AND UTILIZATION

201. ASSIGNMENTS

1. Administrative-use motor vehicles will be operated from motor pools established by the Base Motor Transport Officer, except for those vehicles assigned on a Class "B" assignment.

2. Class "B" assignment is defined as a vehicle assigned to a section, department, unit, or activity on a recurring dispatch for the efficient and orderly conduct of official business. These vehicles will be dispatched by the using activity. Security of assigned vehicles is the responsibility of the using activity.

202. REQUESTS FOR VEHICLE ASSIGNMENT

1. Requests for vehicles to be assigned on a Class "B" basis will be addressed to the Base Motor Transport Officer. Such requests will contain detailed justification for such assignment.

203. UTILIZATION OF MOTOR VEHICLES

1. Administrative-use motor vehicles will be used only for official purposes. What constitutes official purposes is a matter of administrative discretion to be exercised within applicable laws (25 Comp Gen 844) and Title 5, 10, 20, 40, U. S. Code, Executive Order and Department of Defense Instructions. It is a general rule that where transportation is essential to the successful operation of any activity, the military services are authorized to provide such transportation if for an official purpose. Official purposes as applied to personnel would be transportation for travel performed by persons in their capacity as military or civilian employees of the Marine Corps. The travel must be related to the performance of official duties or in connection with duties conducted under official authorization. This precludes the use of motor vehicles for purely personal use.

2. Transportation to and from work is a personal expense. Consequently, government vehicles will not be utilized to transport military or civilian personnel to and from work or for meals except in the case of personnel on temporary duty when existing public transportation facilities are inadequate or non-existent.

3. Full-time assignments of motor vehicles at field installations to officials of the Department of Defense will be subject to the approval of the Secretary of the military department concerned.

4. Defense personnel authorized full-time use of official vehicles will not use such vehicles for other than actual performance of official duties. Vehicles authorized on a full-time basis will not be reassigned to others not entitled to such use.

5. Use of motor vehicles, on a full-time or trip basis, is not authorized for the official concerned, members of his family or others, for private business or personal social engagements. Questions with regard to the official nature of a particular use shall be resolved in strict compliance with statutory restrictions.

6. Ambulances, radio-equipped vehicles, tank trucks, wreckers, fire trucks, dump trucks, and other special purpose vehicles will be used exclusively for the purpose intended.

7. The utilization of administrative-use motor vehicles will be limited to improved roads that can be utilized without damage to the vehicle. These vehicles will not be used for cross-country or fording operations. Administrative-use motor vehicles will not utilize the following roads: Gum Branch Road, Piney Green Road, the cutoff between Highway 24 and Route 70 to Cherry Point (nine mile cutoff), Bear Creek Road and Queens Creek Road.

8. Administrative-use motor vehicles will not be loaded at (dockside or through the surf) aboard any type boat or ship.

9. A minimum number of vehicles will be authorized on Class "B" assignments. Such assignments are restricted to cases where transportation requirements exist that cannot be economically or efficiently handled by the Base Motor Transport motor pool.

10. Reviews will be made annually by the Base Motor Transport Officer of all Class "B" assignments to ensure such vehicles are not being used on a convenience basis and are actually required to support the conduct of official business of the activity to which assigned. Vehicles which are not efficiently utilized will be reassigned.

11. Major modifications to administrative-use motor vehicle equipment will not be permitted except as approved by the Commandant of the Marine Corps.

12. Minor modifications to administrative-use motor vehicles will not be permitted except as approved by the Base Motor Transport Officer.

204. RESPONSIBLE OFFICER

1. Responsible Officers for Garrison Mobile Equipment will be appointed in writing by the commanding officer of the unit and appointing letters will be submitted to the Base Motor Transport Unit Property Officer.

2. The responsible officer will inventory all Garrison Mobile Equipment and collateral equipment semi-annually (January and July) and report the inventory results to the Base Motor Transport Unit Property Officer.

3. In the event of a change of responsible officer, a joint inventory will be conducted with the present and the newly appointed responsible officer.

4. Within 10 days of assignment, the relieving responsible officer will sign the original Equipment Custody Records maintained by the Base Motor Transport Unit Property Officer.

205. INSPECTION OF ADMINISTRATIVE-USE MOTOR VEHICLES PRIOR TO ASSIGNMENT OR REASSIGNMENT

1. Upon notification that an administrative-use motor vehicle is to be assigned, or that one assigned to an organization is to be turned in, the following action will be taken:

a. Responsible Officer/Noncommissioned Officer of the command or unit will:

(1) Inventory the vehicle to ascertain that all "on equipment material" (OEM) charged to the vehicle is physically present.

(2) Deliver the vehicle to the Base Motor Transport Property Section, Bldg #1502. The gas charge plate will accompany the vehicle.

b. The Base Motor Transport Property Supervisor or the designated representative in his/her absence will:

(1) Inspect the vehicle and note on the Vehicle Assignment Sheet (VAS) all OEM. All shortages and damages will be reconciled with the command or unit prior to accepting the vehicle.

(2) The duplicate VAS will be given to the driver of the vehicle as a temporary credit receipt. The original VAS and gas charge plate will be turned in to the Base Motor Transport Property Section, Bldg #1502.

c. The organization receiving the vehicle, upon notification that the vehicle is ready, will:

(1) Have the responsible officer report to the Base Motor Transport Property Section, Bldg #1502, to pick up the VAS, gas credit card, and sign the custody card.

(2) Have the person accepting delivery inspect the vehicle and ascertain that all OEM charged is with the vehicle and sign for receipt of the vehicle on the original of the VAS. The triplicate copy of the VAS will be retained by the signee for comparison with the custody card.

206. JUSTIFICATION FOR CLASS "B" ASSIGNMENT CONTINUATION

1. When a vehicle utilization review is conducted by the Base Motor Transport Officer, vehicles failing to meet utilization standards will be indicated by annotation on a utilization report and forwarded to appropriate units. Activities possessing Class "B" assigned vehicles with inadequate usage will be required to submit justification to the Base Motor Transport Officer, Marine Corps Base for continued assignment of vehicles. Insufficient or untimely submission of justification may result in vehicles being reassigned.

SECTION III

OPERATIONS

301. POOLING OF ADMINISTRATIVE-USE MOTOR VEHICULAR EQUIPMENT

1. Commanding officers or officers-in-charge of activities having administrative-use motor vehicular equipment on Class "B" assignment will ensure the economical utilization of such vehicles. Centralized motor pools will be established by such activities in order to ensure proper dispatching, record-keeping, expenditure of funds, and to obtain maximum care and utilization of this equipment. The Base Motor Transport Officer will provide technical assistance upon request regarding the establishment of such motor pools, dispatching, record-keeping, expenditure of funds and maintenance effort.

302. VEHICLE CONTROL

1. All administrative-use motor transport equipment on Class "B" assignment will be made available upon request to the Base Motor Transport Officer when required to accomplish an assigned mission.

303. REQUESTS FOR TRANSPORTATION

1. Base Radio-Controlled Vehicle Service

a. Base radio-controlled vehicle service for passengers and light cargo will be furnished for trips throughout the Camp Lejeune and MCAS(H), New River area. Officers, staff noncommissioned officers, and civilian personnel in charge of sections may request radio-controlled vehicle service as required for the performance of official duties or services. In order to consolidate requests and to ensure maximum number of passengers per trip, users are expected to wait as much as ten minutes for service.

b. Base radio-controlled vehicle service cannot be arranged in advance. Operators are not authorized to pick up passengers or cargo upon request of individuals but must receive their instructions from the Base Motor Transport radio dispatcher. Neither radio-controlled vehicles nor operators will be used for mail runs, laundry runs or messenger service.

c. Operators of Base radio-controlled vehicles will wait a maximum of three minutes at the pick-up point to pick up passengers or cargo. Personnel requesting radio-controlled vehicle service must meet the vehicle at the reporting location (that is, front of Bldg #1; rear of Bldg #1; etc.). The operator is not authorized to leave his vehicle to locate passengers or cargo.

d. Requests for radio-controlled vehicle service will include the following information:

Using Unit:
Requested by (name of individual and activity):
Report to:
Reporting Location:
Destination:
Specific Purpose of Trip:

e. Radio-controlled vehicle service will be provided continuously on a 24-hour basis and may be obtained by calling the Base Motor Transport Radio Dispatcher, telephone 1639 or 3585 prior to 1630 on Monday through Friday. After 1630 and on holidays and weekends, the Duty Dispatcher, telephone 3585, will honor requests for radio-controlled vehicle service for official business. Personnel based at Marine Corps Air Station(H), New River may request vehicle service by calling Motor Transport dispatcher telephone 455-6558. Except in emergencies, radio-controlled vehicles will not be utilized to transport personnel to or from their residence or barracks or for meals.

f. Radio-controlled vehicle service will not be provided if distance to be traveled is less than four blocks from original departure point, except where the hauling of bulky or heavy items of cargo is involved.

2. Routine Transportation Request

a. Requests for transportation services within the confines of Marine Corps Base, Camp Lejeune, North Carolina, will be submitted to the Base Motor Transport Officer, Bldg 1502, via appropriate chain of command, at least twenty-four (24) hours in advance. Request for transportation services within confines of MCAS(H), New River will be submitted to the MCAS Motor Transport Support Section, Bldg #119. MCBCL Form 4600/4, Transportation Request will be utilized when requesting transportation, to include the following information:

Number of personnel and/or amount and type of cargo to be transported:
Date and time vehicle is to report:
To whom and where the vehicle is to report:
Destination of vehicle:
Whether or not operator is required:

b. Vehicles will be dispatched in the quantity and capacity required to meet the objective for which requested. Determination of the quantity and capacity of vehicles required will rest solely with the Base Motor Transport Officer or his designated representative consistent with vehicles which are available and as dictated by consideration of economy and efficiency.

3. Transportation for Movement of Personnel or Cargo

During working hours - call 3585
After 1630 (MT Staff Duty NCO) - call 3585
MCAS(H), New River - 455-6558 (All hours)

4. Emergency Transportation (telephone 3585)

a. Transportation Requests from a Medical Officer or Duty Corpsman, Bldg #15, or the Naval Regional Medical Center. Requests for transportation from a medical officer or duty corpsman, Bldg #15, or the Naval Regional Medical Center will be honored for transporting military patients of Marine Corps Base and MCAS(H) units whenever an ambulance is not required. Transportation for FMF personnel will be provided by the unit in which the individual Marine is assigned. Transportation will be provided to barracks and government quarters during non-operating hours of the Base Bus System. During hours of operation of the Base Bus System, military patients normally will be transported to the Base Bus Terminal in lieu of the barracks or quarters, providing a military bus services such areas. The Base Motor Transport Dispatcher will honor requests for transportation only from the Command Staff Duty Officer, Air Station Duty Officer, Chief of Dispensary Service or Mate of the Day, Bldg #15, or Administrative Transportation Officer of the Day, Naval Regional Medical Center for patients who are military personnel, whenever such patients are not transported in an ambulance or are unable to utilize the regularly scheduled bus service.

5. Transportation for Personnel Reporting Aboard for Duty. Transportation for personnel reporting aboard Marine Corps Base for duty will be coordinated by the Assistant Chief of Staff, Manpower or his designated representative.

6. Transportation to Camp Lejeune and New River for Personnel on Official Business Arriving at Cherry Point/New River, North Carolina

a. The senior person aboard the aircraft upon arrival at Cherry Point or New River, will contact the Marine Corps Air Station's Duty Officer for transportation to their destination.

b. The Duty Officer will call the person's parent organization at Camp Lejeune or New River, reporting arrival, number of personnel, and request necessary transportation.

c. The parent organization will handle the request if it is within its capability (less than seven passengers); otherwise, the request is relayed to the next higher echelon. Should these organizations be unable to handle the request, the Duty Officer will request transportation from the Base Motor Transport Dispatcher telephone 3585.

7. Permissible Operating Distance (POD). A distance of 100 miles in a westerly direction (Fort Bragg, N. C.), 200 miles northerly (Norfolk, Va.) and 225 southerly (Charleston, S. C.) has been established as the permissible operating distance for mission essential use of administrative-use motor vehicles.

8. Request for Transportation Support from Marine Corps Base for use outside Camp Lejeune Area. Requests for utilizing administrative-use motor vehicles outside the Marine Corps Base, Camp Lejeune, N. C. and MCAS(H), New River area will be submitted at least five days prior to the desired departure date to the Commanding General, Marine Corps Base, Camp Lejeune, N. C. (Attention: Base Motor Transport Officer), via appropriate chain of command, for approval. All requests for transportation must be mission essential related.

304. CANCELLATION OF TRANSPORTATION REQUESTS

1. When it becomes necessary to cancel a transportation request, such cancellation will be made known at the earliest possible time by telephone to the Base Motor Transport Operations Branch (telephone 3585/3537).

305. DISPATCHING "OFF-BASE" TRIPS

1. Vehicles being dispatched outside the confines of Marine Corps Base, Camp Lejeune, N. C. Complex, will be properly dispatched and will have stamped across the face of the Trip Ticket (DD Form 1970), "Authorized for Use Off Station." Under no circumstances will such authorization on the DD Form 1970 be considered as authority for removal of government property other than the dispatched vehicle from Marine Corps Base, Camp Lejeune, N. C.

2. For the purposes of this Order, the areas listed below are considered to be within the confines of Marine Corps Base, Camp Lejeune, N. C.

a. All government housing areas and trailer parks under the control of the Commanding General, Marine Corps Base, Camp Lejeune, N. C.

b. All outlying camps and facilities; such as Camp Johnson (Montford Point); Camp Geiger; Marine Corps Air Station (H), New River, N. C.; Verona Loop Training Area; Rifle Range; and Courthouse Bay.

c. All highways utilized to gain access to the above camps, facilities, and housing areas, such as from Highway #24 via Highway #172 and Sneads Ferry Road to Highway #17 South; from Highway #17 South and Sneads Ferry Road to the intersection of Highway #24 and Highway #17 North; and from the intersection of Highway #17 North and Highway #24 via Highway #24 to Highway #172.

3. When providing motor vehicles for movement to destinations beyond the confines of the Marine Corps Base, Camp Lejeune, and outlying areas, the motor vehicle operators will ensure that the vehicles depart with gasoline tanks, crankcases, gear cases, etc., filled to normal capacity. Vehicles will further be equipped with a spare tire, tools for changing tires, emergency flares and fire extinguishers.

4. Motor vehicle operators making extended trips beyond the normal operating radius from Camp Lejeune will, prior to departure, obtain a commercial gasoline credit card as per instructions in paragraph 404 of this Order.

306. GOVERNMENT VEHICLES DISPATCHED TO RESIDENCES

1. Government vehicles will not be dispatched to nor travel in the proximity of the residence of any person, including public quarters, bachelor officers' quarters, or transient officers' quarters, for the purpose of transporting personnel to and from their home or place of employment or duty, except as authorized by the Commanding General, Marine Corps Base, Camp Lejeune, N. C.

307. WRECKER SERVICE

1. Administrative-use vehicular wrecker service can be obtained by calling 3585 (all hours). Wrecker service for MCAS(H), New River can be obtained by calling 455-6558 (all hours).

2. Administrative-use wreckers, when requested by Base PMO or MCAS PMO, will be immediately dispatched to move military vehicles which are involved in accidents in order to minimize or prevent injury or damage to personnel and property and to eliminate traffic hazards.

3. Administrative-use wreckers, when requested by Base PMO or MCAS PMO, will be immediately dispatched to move private vehicles which are to be impounded or retained by the Provost Marshal.

308. LOADING OF MARINE CORPS VEHICLES AND SPEED LIMITS OF OVERLOADED/OVERSIZED/OVERHEIGHT VEHICLES

1. The Commandant of the Marine Corps, by most current edition of Marine Corps Order 4643.5 requires strict compliance by Marine Corps personnel with highway regulations as established by state/municipal authorities and outlined the responsibility for proper loading of motor vehicles.

2. Passenger cars/station wagons/other adminstrative-use vehicles, other than buses, will not exceed the passenger capacity designated by the manufacturer.

3. The Base Motor Transport Officer may permit the passenger seating capacities of buses to be exceeded within safety limitations. However, the weight limitations established by the manufacturer will be strictly adhered to. The Motor Vehicle Laws of North Carolina make allowances for a slight overload on a vehicle; however, only in cases of extreme necessity will this overload be permitted. A vehicle operator will not move a vehicle that he believes is overweight/oversize/overheight without written orders directing him to do so and issued by a commissioned officer who will then assume full responsibility for any deviation from existing orders and directives. He will, at the same time, provide the operator with his name, rank and organization.

4. Weighing of vehicles may be accomplished at Bldg #1414 in the Industrial Area at Hadnot Point by making arrangements with the Weightmaster, Support Battalion at Bldg #1011, telephone 5221.

5. When vehicles exceeding the legal weight limitations and dimensions are required to be operated on the highways, a request will be submitted to the Base Motor Transport Officer in sufficient time to obtain the necessary federal and state approvals. A copy of the North Carolina State Highway Permit will be provided the operator and will be carried in the vehicle at all times while in operation.

6. Speed limits for overweight/oversize/overheight vehicles will be as prescribed in the Motor Vehicle Laws of North Carolina but will not exceed 30 miles per hour unless authorized by the Base Motor Transport Officer. An additional restriction is that vehicles exceeding the dimensions stipulated in the Special Permit will not be operated in excess of 20 miles per hour.

7. The provisions of current edition of Marine Corps Order 4643.5 and the Motor Vehicle Laws of North Carolina will apply to vehicles operating within the confines of Marine Corps Base, Camp Lejeune, N. C. and MCAS(H), New River.

309. TRANSPORTING OF EXPLOSIVES AND DANGEROUS MATERIALS

1. Ammunition, explosives, gasoline, or other dangerous articles will be transported in strict compliance with instructions contained in the Motor Carrier Safety Regulations, U. S. Department of Transportation NAVSEA OP 2239 of 10 May 1980; NAVSEA OP #5; current edition of Marine Corps Order 8020.1; Base Order 8023,3; and all state and municipal laws and regulations.

2. Commanding officers and officers-in-charge of activities will ensure that operators of administrative-use vehicles transporting ammunition, explosives or gasoline are licensed to transport such items and that they are thoroughly familiar with instructions set forth in the above publications, laws and regulations and instructions set forth therein and in this Order.

3. Liquid flammables will be transported on vehicles only in sealed drums and safety or expeditionary cans. The transporting of open containers is prohibited.

4. All administrative-use vehicles transporting Class "A" or "B" explosives or chemical ammunition (Class "C" excluded) will be marked with correct explosive signs properly displayed. These signs will be removed whenever vehicles are empty.

5. When convoys transporting explosives or dangerous materials are authorized, a SNCO will be in charge of all convoys of five or more vehicles, on or off Marine Corps Base, Camp Lejeune, N. C.; and he will remain with the vehicles until the final destination is reached. Military police escorts are required for all convoys of five or more vehicles.

6. Responsibilities

a. Operator

(1) Safe and efficient transportation of ammunition and explosives.

(2) List mechanical condition of vehicle in remarks column of DD Form 1970.

(3) Proper loading, compatibility of load and security of vehicle.

(4) Displaying proper signs or placards.

(5) Having his explosives license renewed and taking the required annual physical examination.

(6) Having one fully charged fire extinguisher, Type C, on vehicle.

(7) Delivering DD Forms 626 and 836 at destination.

b. Operations Officer, Base Motor Transport

(1) Conducting a continuous safety program as outlined in current directives.

(2) Having correct explosive signs and placards available for operators' use.

(3) Conducting the vehicle inspection phase on all ammunition-carrying vehicles as outlined in chapter 4-3 of NAVSEA OP 2239.

(4) Preparing and delivering to the operator DD Form 626 for all off-base runs for which no Government Bill of Lading is required. File copy will be maintained.

(5) Giving written instructions to the operator in regards to routing and other related information.

c. Ammunition Branch, Support Battalion, Marine Corps Base, Camp Lejeune, N. C.

(1) Preparing and delivering to the operator DD Form 836 for all off-base runs for which no Government Bill of Lading is required.

(2) Preparing and delivering to the operator DD Forms 626 and 836 for all off-base runs for which a Government Bill of Lading is required.

310. SAFETY PRECAUTIONS

1. The following safety precautions will be observed for highway operations:

a. Administrative-use vehicles operated over public highways must be equipped with directional turn signals, emergency flares, running lights or other equipment as directed by state law and Department of Transportation Regulations.

b. All buses, ambulances, wreckers, police and patrol vehicles, and vehicles capable of carrying ten or more passengers, or with a rated cargo capacity of more than one ton, will be equipped with approved type highway warning kits (meeting local, state and Department of Transportation Regulations). Vehicles with lesser capacity which regularly operate over public highways at night will be equipped with warning kits.

c. When vehicles must make emergency stops on a traveled portion of a highway or shoulder adjacent thereto, the following action will be taken immediately:

(1) Every reasonable effort will be made to remove the vehicle from traveled portions of the highway to the shoulder of the roadway and beyond if practicable.

(2) When lights are required, a flasher light, lighted flare or fusee will be immediately placed in the obstructed lane, or on the shoulder if the vehicle is on or over the shoulder of the road, at a point between the vehicle and the direction from which traffic using that lane will approach. This will be done before any attempt is made to repair the vehicle.

(3) Flasher lights will be on and lighted flares or reflectors will be placed around a stalled vehicle in the following manner:

(a) One in the center of the lane of traffic occupied by the vehicle, placed not less than 200 feet distance therefrom in the direction of traffic approaching in that lane. If the vehicle is on or over the shoulder and does not occupy a traffic lane, the warning device will be placed on the edge of the roadway to avoid obstructing the traffic lane as follows:

(b) One placed not less than 200 feet from the vehicle in the opposite direction.

(c) One placed on the traffic side of the vehicle ten feet rearward thereof, in the direction from which traffic using that lane would approach.

(d) If a vehicle is stopped within 300 feet of a curve, crest of a hill, or other obstruction to view, the warning device in that direction will be placed to afford ample warning to other users of the highway. In no case will it be less than 200 feet nor more than 300 feet from the vehicle. Vehicle emergency flashers will be kept flashing while the vehicle is disabled.

(e) During times that lights are not required, red flags or reflectors with flags attached will be placed as prescribed above for flasher lights, lighted flares and fusees.

(f) To prevent ignition of flammables or other materials, care will be taken in the lighting and placing of flares and fusees.

(g) When convoys or any components thereof must be stopped under the conditions outlined above, the convoy commander or person in charge will be responsible for ensuring that adequate guards or emergency warning devices are utilized.

d. Towed trailers will be connected to the towing vehicle by means of two safety chains or cables, in addition to the tongue. The chains or cables will be crossed and attached to the vehicles near point of bumper attachment to the chassis of such vehicles. The length of chain used will be no more than necessary to permit free turning of the vehicles. The chain will be attached to the tow-bar at the point of crossing or as close thereto as is practicable. Rear lights/reflectors will be utilized.

e. Vehicles will be dispatched only when in safe operating condition.

311. BASE BUS TRANSPORTATION

1. The Base Motor Transport Officer is responsible for the operation of suitable motor vehicles to maintain Base bus schedules, for their publication and distribution, and for making schedule changes based on passenger utilization and availability of funds.

2. Buses will operate from the Base Bus Terminal (Bldg #235) and will service the Hadnot Point, Naval Regional Medical Center, Paradise Point, Berkeley Manor, Tarawa Terrace, Midway Park, Rifle Range, Courthouse Bay, Onslow Beach, Camp Geiger, Camp Johnson (Montford Point) areas and MCAS(H), New River. This service is available to:

a. Military personnel, their dependents and guests.

b. Civilian personnel, both appropriated and nonappropriated fund employees, who possess Identification Card of civilian employees.

c. Retired military personnel and their dependents.

3. The bus schedules will be published in a Base Order. Information relative to bus schedules may be obtained by calling the Resident Military Manager of the Base Bus Terminal, extension 3632.

4. Buses operating as part of the Base Bus System will stop only at scheduled bus stops upon signal that passengers outside the confines of Marine Corps Base, Camp Lejeune, N. C. or MCAS(H), New River.

5. If at any time a driver cannot maintain discipline on a bus run, he will flag down the first military police vehicle sighted and request assistance in removing unruly persons from the bus. If no military police are sighted, he will proceed by the most direct route to Bldg #3, where he will stop and sound his horn until assistance is received from the Military Police Desk Sergeant.

6. Recommendations for modification of Base bus schedules or requests for establishment of bus schedules will be made to the Base Motor Transport Officer and will include full justification, including number of passengers per trip, time schedules and pick up and delivery points.

312. SCHOOL BUS TRANSPORTATION

1. Transportation for Camp Lejeune Dependents' Schools children living within the confines of the military reservation will be provided by the Base Motor Transport Officer. Buses will pick up only those children who live beyond walking distance of the school, except in special cases. Walking distance is defined as one, one-half miles, as established by North Carolina State Law.

2. In addition, transportation will be provided to all special education children when requested and approved by the Superintendent of Schools.

3. All students who attend DeLalio Elementary School will be transported.

4. Rated passenger capacity of administrative-use motor vehicles, including buses and those vehicles utilized as school buses, is as follows:

Rated Capacity	Maximum Load
Bus, 14 passenger	14 passengers
Bus, 18-21 passenger	35 passengers
Bus, 29 passenger	44 passengers
Bus, 37 passenger	53 passengers

Rated Capacity	Maximum Load
Bus, 44 passenger	65 passengers
Semi-trailer bus, longitudinal seats	65 passengers
Truck, 1-T, 4x2, multi-stop delivery Metro	12 passengers

NOTE: All school children in the 5th grade and below will be seated on the bus and may be seated three children per seat.

6. All children attending kindergarten will be transported to school.

7. The Superintendent of Schools will submit requests subject to reimbursement to the Base Motor Transport Officer for such additional transportation of school children other than scheduled runs as may be required (such as, transportation to athletic events, transportation for athletic teams, and other authorized school activities), in accordance with current directives.

8. The time schedules and routings set forth in the approved school bus schedules will be adhered to at all times, barring breakdown of motor vehicular equipment. Buses will pick up and discharge passengers only at "Bus Stops" designated in school bus schedules.

9. Any desired information regarding the operation of the school buses may be obtained by calling the Superintendent, Camp Lejeune Dependents' Schools, principals, or the Motor Transport Operations Officer, 3585/3537.

10. The Base Motor Transport Officer is responsible for:

a. The preparation of school bus schedules and for the maintaining of schedules to meet requirements of the Camp Lejeune Dependents' Schools. School bus schedules will be published as a Base Bulletin.

b. The operation of suitable motor vehicles to transport school children to and from the Base Schools or other approved schools.

c. The supervision of the school bus operators' training program and the selection and training of personnel as operators. Whenever possible, school bus operators will be twenty-one years of age.

d. Ensuring that whenever a personnel trailer-type bus is used as a school bus, one man will ride in the trailer and act as a monitor responsible for the passengers, regardless of whether or not a school children's safety monitor is also assigned.

e. The operation of all school buses to comply with State and local laws and regulations.

11. The Superintendent of Camp Lejeune Dependents' Schools is responsible for:

a. Providing the Base Motor Transport Operations Officer with a record of the number of students, the quarters number and housing areas of students, and the school and grade to which each child is assigned. This information will be furnished within 48 hours after registration at the beginning of each semester of school. The Superintendent of Schools will also provide information relative to the opening and closing of schools and will notify the Base Motor Transport Operations Officer of any change in the daily school schedule.

b. The dissemination of school bus schedules and routings to school children and for making appropriate recommendations to the Base Motor Transport Officer for such modifications of school bus schedules whenever required by changing conditions.

c. Assignment of children to the proper bus in coordination with school principals.

12. School Principals are responsible for:

a. The loading and unloading of pupils at the schools. Buses will be loaded in the reverse order of unloading with the children proceeding to the rear of the bus as they are loaded. Each child will be assigned to a numbered bus. Pupils shifting from one bus to another will be allowed to do so only by permission from the principal and if it does not cause overloading of the buses.

13. Duties and Responsibilities of School Bus Operators:

a. To know and observe all state, Marine Corps Base and MCAS(H), New River traffic rules, regulations and laws governing school bus operation.

b. To have the school bus under complete control at all times. At any time a driver cannot maintain discipline on a school bus run, he will proceed by the most direct route to the nearest school, where he will stop and sound his horn until assistance is received from the school authorities. All instances of misbehavior of students will be reported to school authorities and to the Base Motor Transport Officer.

c. To observe at all times the speed limit governing school bus operation. Maximum speed will be 35 miles per hour. A rate of speed less than 35 miles per hour, which will ensure safe travel, shall be observed when: (a) the highway is crowded; (b) the weather is unfavorable; (c) the road is unstable; (d) other hazards are encountered; and (e) as posted.

d. Driving distance when following school bus or other vehicles:

(1) The operator will not drive a school bus closer than 300 feet to another school bus which he is following on the highway or roadway, unless it is necessary to pass a stopped vehicle.

e. The operator will not leave a school bus while the engine is running.

f. The operator will not use a school bus to push another vehicle of any kind.

g. The operator will bring the school bus to a full stop before entering or crossing any highway, railroad, or any other dangerous intersection or thoroughfare; and he will not proceed until safety is assured.

h. The operator will operate his bus on the right-hand side of the highway or roadway at all times except when necessary to make a left-hand turn. He will indicate his intention for a right-hand turn at a minimum distance of 50 yards prior to turning.

i. The operator will not move the school bus while pupils are entering or leaving it. He will see that all pupils are in place on the bus and all doors are closed before starting the bus in motion.

j. Backing buses on the school grounds or elsewhere will be avoided insofar as practicable. Operators will not drive school buses backwards until the horn is sounded and a responsible person is assigned to guard the rear of the bus and safety is assured.

k. The operator will not use the emergency door for loading or unloading pupils except in an emergency. He will make certain that the emergency door is closed properly and in working order before moving the school bus.

l. To admit or discharge pupils when the bus is stopped, the operator will stop the bus on the right side of the road in the regular driving lane. The operator will not drive the bus off the highway or road onto the shoulders of the roadway to admit or discharge pupils. Driving the bus off the highway or road invites traffic to pass.

m. The operator will see that the emergency door control can be operated at all times.

n. The operator will adhere strictly to the designated and approved school bus route. He will not add to or change the established route or times.

o. The operator will be particularly attentive in keeping the bus on schedule. He will never leave a stop ahead of schedule. He will leave the school immediately after dismissal.

p. School bus operators will be clean and neat in appearance. They will not use intoxicating beverages for at least eight hours prior to reporting for duty. Smoking and the use of tobacco is prohibited; profane language is prohibited.

q. The operator will be understanding and patient towards parents and school pupils.

r. The operator will take whatever steps are advisable and necessary to safeguard the life and limb of each pupil in his care.

s. The operator will supervise the activities of children discharged from the bus until they have crossed the highway or road in safety or are otherwise out of danger.

t. At no time will the operator permit pupils to cross the highway or road behind the bus except in an emergency situation and with an escort. The operator will not move the school bus until it can be seen that pupils are out of danger.

u. The operator will display a flashing stop sign at each designated stop and report all violators who pass a stopped school bus to the Base Motor Transport Operations Officer.

v. Buses will display school bus signs only when transporting school children.

14. Duties and Responsibilities of Pupils

a. To obey promptly and cheerfully the instructions and orders of the operator of the school bus.

b. To observe proper decorum, while getting on or off and while riding in the school bus.

c. To be at the place designated both morning and afternoon ready to board the bus at the time shown on the posted schedule. The operator is responsible for the maintenance of this schedule and cannot wait for tardy pupils.

d. To help keep the bus clean, sanitary, orderly and to refrain from damaging or abusing cushions or other bus equipment. Smoking, eating, drinking, or littering are not permitted in the school bus.

e. To occupy the seat assigned by the operator or principal and to refrain at all times from moving around while the bus is in motion.

f. To request the driver to stop the bus in case of personal emergency.

g. To stay off the roadway at all times while waiting for a bus.

h. To wait until the bus has come to a complete stop before attempting to get on or off. Pupils will line up so that the smaller children will be loaded first.

i. To leave the bus only with the consent of the operator.

j. To enter or leave the bus only at the front door, except in cases of emergency.

k. To keep head, hands and feet inside the bus at all times.

l. To cross the highway or road, if necessary, after leaving the bus in the following manner:

(1) Make certain that the bus is stationary, the door is open, and the stop signal is extended.

(2) Cross in front of the bus within sight and hearing of the operator, look both ways and stay out of the line of traffic until the path across the roadway is free from any danger.

(3) Upon signal from the operator or from a personal escort, proceed across highway or road.

m. To show identification card to the bus operator and/or monitor upon request. In cases where a pupil does not have an ID card in his/her possession, the pertinent information will be given orally.

15. Parents are responsible for:

a. Having children at the designated bus stop five minutes prior to scheduled loading time and ready to board the school buses promptly in order to aid the bus operator in maintaining bus schedule.

b. Not delaying buses by holding conversation with the operators. Report complaints or suggestions to the Base Motor Transport Officer.

16. Discipline

a. Parents are responsible for adequately instructing their children regarding proper conduct at all times while aboard school buses. In particular, it is emphasized that children must obey all instructions issued by the Superintendent of Schools, Principal, and school bus operators. With regard to maintaining discipline and enforcing safety measures, the school bus operator is the final authority while operating his bus.

b. All violations of school bus regulations on the part of students will be reported by the Base Motor Transport Officer to the Provost Marshal and to the Superintendent of Schools for disciplinary action. Should a student be involved in a second major violation of a nature which impairs the safe operation of the school bus, such student will be barred from riding the bus.

313. ANALYSIS AND EVALUATION OF MOTOR TRANSPORTATION OPERATIONS

1. The Base Motor Transport Officer is responsible for the management evaluation of administrative-use motor vehicle equipment operations at Marine Corps Base, Camp Lejeune, North Carolina and Marine Corps Air Station (H), New River. He will take the necessary steps to compare and interpret the status of all elements of motor transport operations in relation to the mission of Marine Corps Base. He will take action to eliminate the causes of excessive costs and unsatisfactory utilization with special emphasis on pooling, dispatch control, dispatch planning, maintenance downtime, and the reduction wherever possible of vehicle inventories.

SECTION IV

ADMINISTRATIVE

401. GENERAL

1. All required motor transport reports concerning administrative-use motor vehicle equipment emanating from Marine Corps Base activities will be coordinated with the Base Motor Transport Officer.

2. The Base Motor Transport Officer will publish such directives as are necessary for the proper management and operation of administrative-use motor vehicles.

402. MARKING AND PAINTING OF ADMINISTRATIVE-USE MOTOR VEHICLE EQUIPMENT

1. Marking and painting of administrative-use motor vehicle equipment assigned to Marine Corps Base will be in accordance with the provisions of current edition of Marine Corps Order 11240.46.

2. Tactical markings will not be placed on administrative-use vehicles, including those Marine Corps Base vehicles assigned to Fleet Marine Force units while in garrison.

3. Vehicle distinguishing plates, other than those authorized for flag officers, Area Commanders and Special Staff Officers are prohibited. Organizations having vehicles requiring administrative marking tags (such as, Military Police, Base Maintenance, Fire Department, and radio-controlled vehicles) will request authorization to install such tags from the Commanding General (Attention: Motor Transport Officer). Such identification tags, when approved, will be white with black lettering of uniform size, seven by nine inches, and will be placed on the front and rear bumpers of the vehicle. Under no circumstances will these tags be placed in front of the radiator so as to interfere with the air circulation to the cooling system of the vehicle.

403. ROAD INSPECTION OF VEHICLES

1. The Base Motor Transport Officer will cause periodic inspection of all administrative-use motor vehicle equipment while in operation or at the using unit, or on the road. Roadmasters will stop and inspect vehicles to determine the mechanical condition and to check the driver's compliance with current operation and preventive maintenance instructions.

2. An inspection form noting all discrepancies found will be completed for each vehicle inspected. One copy of this form will be forwarded by the Base Motor Transport Officer to the commanding officer or officer-in-charge of the unit to which the vehicle is assigned.

3. Corrective action will be initiated by the activity responsible for the vehicle. All forms will be returned within ten days after receipt to the Base Motor Transport Officer.

404. FUNDING RESPONSIBILITIES

1. The Base Motor Transport Officer is responsible for funding for maintenance and operation for all administrative-use motor transport equipment and tactical equipment used in lieu thereof which is assigned to Marine Corps Base and MCAS(H), New River, less those assigned to FMF, and air FMF units for in-garrison support.

2. The use of commercial credit cards for purchase of commercial petroleum products and services is authorized whenever "over-the-road" trips are made with administrative-use vehicles. Supplies and services which may be purchased are as follows:

a. Regular grade or lead free gasoline (premium grade for emergency vehicles only), diesel oil, regular and premium grades lubricating oil, lubrication services, oil filter elements, air filter service, tire and tube repairs, battery charging, mounting and dismounting chains, permanent type anti-freeze, emergency replacement of defective spark plugs, fan belts, windshield wipers, lamps and other emergency repairs, known in the automotive trade as "Road Services".

b. Subject to specific approval in each instance, replacement tires and tubes (old tires to be returned to Base Motor Transport), batteries, wrecker services, and other automotive products obtainable from a service station may be purchased. Authority for these purchases may be obtained by calling Base Motor Transport collect, base extension 5608 or 2803.

4. A service station delivery receipt attesting to each purchase and indicating the following will be submitted to the Base Motor Transport Fiscal Branch, Bldg 1502 or Operations Division, Bldg #1407, upon completion of each "over-the-road" trip:

a. Registration number of vehicle receiving the service
b. Current speedometer reading
c. Quantity and type of POL or services received
d. Name, rank, serial number and organization of vehicle operator

5. Any operator of a government vehicle requiring services or repairs other than those listed in paragraph 3 above, will call Base Motor Transport collect, base extension 5608 or 2803, for assistance or further instructions. IN NO CASE WILL THE U. S. GOVERNMENT NATIONAL CREDIT CARD BE USED TO PURCHASE FOOD AND LODGINGS.

6. The U. S. National Credit Cards for commercial vehicles can be obtained from the Base Motor Transport Fiscal Office, telephone 451-3437 during normal working hours; after 1630, Saturdays, Sundays and holidays, the credit cards may be obtained from the Staff Duty Officer, Base Motor Transport Operations Division, Bldg 1407, telephone 2803. Marine Corps Air Station, New River, can obtain the U. S. National Credit Cards from Motor Transport Operations, Building 119, MCAS, telephone 455-6843, 24 hours daily.

405. RECORDS AND REPORTS

1. A trip ticket, DD Form 1970 (Motor Vehicle Utilization Record) will be used for the dispatching and recording of operational data on individual vehicles and for the use of operators in reporting improper operating conditions of the vehicle. These forms, when required, will be filled out daily in accordance with current instructions and will be retained for 30 days.

2. A record of all vehicles dispatched will be maintained on NAVMC 10031-SD (Daily Dispatching Record of Motor Vehicles) or automatic data processing forms and retained for one year.

3. Automatic data processing vehicle utilization data reporting sheets will be completed and submitted so as to arrive at Base Motor Transport by the third working day after each reporting period ends. Reports are required at the end of each month. The utilization data reporting sheets are available through Base Motor Transport.

4. All users of vehicles on sub-custody from Marine Corps Base not under the immediate operational control of the Base Motor Transport Officer will maintain the above forms in accordance with current Marine Corps Directives.

SECTION V

ADMINISTRATIVE-USE MOTOR VEHICLE OPERATING REGULATIONS

501. GENERAL

1. The operators of administrative-use motor vehicles will comply with all traffic regulations prescribed by state, local and federal civilian authorities, as well as military authorities.

502. SPEED LIMITS

1. Maximum speed limits for administrative-use motor vehicles are established as follows, except for areas where lower speed limits are posted:

Vehicle Types	Maximum Speed Limit on Base	Maximum Speed Limit off Base
Sedans and station wagons	55	55
Trucks thru 5-ton	55	55
Trucks over 5-ton	55	55
Buses	55	55
School buses	35	35
Buses, trailer	55	55
Tractor-semi trailer	55	55
Tractor-semi trailer (low bed)	45	45
Trucks, mounted crane	25	25
Scooters	25	Not Permitted
Materials Handling Equipment	7	Not Permitted
Electric Motor Driven Scooter	10	Not Permitted
Wrecker, 5-ton & below	35	35
Wrecker, above 1-ton	25	35

Maximum speed in reverse will never exceed five miles per hour

Maximum speed limit on unimproved roads or cleared trails, whenever the use of such roads is authorized, is 25 miles per hour, except for areas where lower speed limits are posted or required.

2. No person will drive a vehicle at a greater speed than is reasonable and prudent with due regard for traffic, road surfaces, weather conditions, and width of the roadway. Under no circumstances will vehicles be driven at a speed which will damage the vehicle or endanger the safety of persons or property.

3. Military Police sedans may not exceed the posted speed limit by more than 15 miles per hour and in no case exceed a speed of 70 miles per hour. Military Police pick-up trucks/vans may not exceed the posted speed limit by more than 15 miles per hour and in no case exceed a speed of 60 miles per hour. Administrative-use fire apparatus vehicles are limited to a maximum of 35 miles per hour in industrial, residential, or other areas of a like nature and/or where personnel are riding in a "hanging on" or standing position.

4. Other non-tactical emergency type vehicles, when on an emergency run and when operating proper warning devices, may not exceed the maximum posted speed limits.

5. All scooters, 3-wheel, and materials handling equipment are restricted to the confines of Marine Corps Base, Camp Lejeune, N. C. and MCAS(H), New River, and will not be operated on public highways.

503. PASSENGER CAPACITIES

1. Government vehicles will not be loaded in excess of the authorized passenger capacity (see para 312.5 for buses and tractor trailers).

504. VEHICLE PASSENGER AND CARGO RESTRICTIONS

1. Administrative-use trucks being used to transport personnel will be equipped with side rails, covers, or seating facilities as appropriate. In the event seats are not installed, passengers will sit on the floor of the bed of the truck. No person will be permitted to ride on the tailgate, on the side, on the running board, or on any other exposed part of a vehicle. No passenger will be permitted to ride in any type of vehicle in such a manner that any part of his person, uniform equipment, or weapon will protrude beyond the exterior of the body or cab of the vehicle. Passengers riding in vehicles with canvas tops or curtains will not lean their person or equipment against the canvas in any manner which will extend the canvas outward.

2. Activities utilizing buses to transport troops will appoint a responsible person to take charge of personnel being transported on each bus. The person so designated will ride in the bus or personnel trailer and will be responsible for assuring that personnel refrain from any type of malicious damage to the vehicle and that proper decorum is maintained. Opening the emergency doors of buses is prohibited at all times except when required to leave the bus as a result of fire, accident or other similar emergency.

3. Personnel will not be transported in stake trailers except in emergencies and with permission of the Base Motor Transport Officer.

4. Transporting of personnel in the bed of a dump truck is prohibited.

5. Two-wheel tactical type trailers will be towed only with a tactical vehicle of the same or larger rated capacity. Personnel will not be transported in tactical trailers.

6. Administrative-use motor vehicles will transport only authorized personnel. Civilian personnel, except authorized Government employees, will not be transported in a Government vehicle without approval of the Commanding General.

7. Military personnel, their dependents possessing a valid identification card, and civilian employees may be carried in the cab of a vehicle whenever such vehicles are used as a part of the Base bus system. Military personnel and civilian employees may ride in the cab of radio-controlled vehicles utilized for passenger or cargo service.

8. Administrative-use motor vehicles will not be utilized to load or unload cargo directly from shipside. Such cargo must be staged and then loaded onto or unloaded from ships or vehicles.

505. ACCIDENT REPORTING REQUIREMENTS

1. The operator of an administrative-use vehicle involved in an accident will take action as follows:

a. In cases involving another vehicle or individual, stop immediately and render such assistance as may be warranted or necessary.

b. Take precautions to prevent additional accidents by placing flares or other warning device and posting personnel to direct traffic.

c. Immediately notify the Accident Investigation Section, Provost Marshal Office, Marine Corps Base, Camp Lejeune, North Carolina or the Provost Marshal Office, Marine Corps Air Station (H), New River, as applicable, and the Base Motor Transport Operations Officer, extension 2803/3585.

d. Ensure that the vehicle is not moved from the scene of the accident until directed to do so by the accident investigator or unless it is necessary to clear a traffic lane or transport an injured person to an aid station.

e. Fill out Standard Form 91, Revised (Operator's Report of Motor Vehicle Accident).

f. Refrain from making an oral or written statement to claimants or their agents.

g. Deliver a completed Standard Form 91, Revised, to the Motor Transport Officer of parent organization.

2. In the event of injury to the operator of a Government vehicle in an accident, any member of the armed forces who is present and was a witness to the accident should comply with the accident procedures set forth above.

3. If an accident occurs off the Marine Corps Base and Marine Corps Air Station (H), New River and the Investigation Section, Provost Marshal Office cannot be notified, the state and/or local police authorities will be contacted and requested to make an appropriate investigation.

4. It will be the responsibility of commanding officers or officers-in-charge of units utilizing administrative-use motor vehicles while in garrison to make an immediate report to the parent organization and Base Motor Transport when such vehicles are involved in an accident.

506. DISABLED ADMINISTRATIVE-USE MOTOR VEHICLES

1. In the event of a breakdown, operators will initiate the following action:

a. Within a radius of 75 miles of Marine Corps Base, Camp Lejeune, N. C. and MCAS(H), New River, call collect to Marine Corps Base, Motor Transport Operations Officer, telephone 451-2803, for instructions.

b. Beyond a radius of 75 miles of Marine Corps Base and MCAS(H), New River:

(1) Minor repairs of less than $15.00 can be accomplished by utilizing credit cards.

(2) If the vehicle repairs are more than $15.00, report to the nearest military activity for possible repairs or assistance.

(3) If a military installation is not accessible and the repairs cannot be accomplished by use of a credit card, the vehicle operator will contact the nearest garage capable of accomplishing the repairs. The vehicle operator will then telephone collect the Base Motor Transport Operations Director, extension 2803/3585, and provide the following information:

(a) Cause of breakdown
(b) Estimated cost of repairs
(c) Name and address of repair facility
(d) Estimated time to complete repairs
(e) Request authority to exceed $15.00 repair limitation and/or instructions.

2. Administrative-use motor vehicles will not be recovered except by an administrative-use wrecker, and a towbar or similar connection will be used. When towing, both vehicles will be completely stopped before they are uncoupled and, if necessary, wheels will be blocked. No person will go between vehicles to uncouple them until it is certain that both vehicles are fully stopped.

507. OPERATOR'S RESPONSIBILITIES

1. The operator of an administrative-use motor vehicle is responsible for the safe operation of the vehicle while it is assigned to him and for the safety of the passengers and cargo. Should a passenger refuse to comply with the safety instructions of the activity or the instructions of the vehicle operator, the operator will proceed to the nearest telephone and immediately report the incident to the Base Motor Transport Operations Director or Motor Transport Duty Officer, as appropriate, telephone 2803/3585, and request instructions.

2. The operator of an administrative-use motor vehicle is responsible for the safekeeping and maintenance of all tools and accessories that are assigned to the vehicle.

3. No person will operate an administrative-use motor vehicle unless he has a valid Standard Form 46, U. S. Government Motor Vehicle Operator's Identification Card, in his possession. An operator will not operate a Government vehicle of a capacity greater than that authorized on his operator's permit.

4. Personnel operating administrative-use motor vehicles who are required to utilize the Motor Vehicle Utilization Record, DD Form 1970, will complete the form in its entirety.

5. The operator of an administrative-use motor vehicle will ensure that the vehicle he is operating contains an Operator's Report of Motor Vehicle Accident, Standard Form 91.

6. Except for extreme emergencies, where no relief is available, the operators of administrative-use motor vehicles will not be required nor permitted to perform driving duties for long periods (in excess of ten consecutive hours). Except for short hauls, operators will not be required to perform driving duties after a fatiguing day's work.

7. An operator will not operate an administrative-use motor vehicle when his alertness is impaired by fatigue, illness, drugs or while under the influence of alcohol, or when otherwise physically unfit.

8. Operators of administrative-use motor vehicles are required to perform driver's maintenance, which is defined for the purpose of this order as follows:

a. Check for presence, damage and pilferage of equipment.

b. Check for leaks and condition of belts and hoses.

c. Check oil, water, fuel and anti-freeze (winter months).

d. Check instrument panel to ensure that all instruments and lights are in good working order.

e. Check brakes, clutch, steering mechanism, light reflectors and drain air tanks.

f. Check tires for damage, wear and proper inflation.

g. Remove and replace defective, unserviceable or flat tires. Tires should be replaced whenever the tread is less than 2/32" in order to salvage tires suitable for recapping. Check all wheel lugs for tightness.

h. Clean inside of vehicle daily. This includes the cab and bed of trucks and scooters.

i. Keep outside of vehicle clean. Wash vehicle at least weekly, weather permitting.

j. An operator is required to report any and all discrepancies he cannot correct in remarks section of DD Form 1970 and to the appropriate supervisor from which the vehicle is dispatched.

k. Operators of administrative-use motor vehicles will remove the keys whenever the vehicle is unattended.

l. The operator of a loaded truck equipped with dual wheels, that has been dispatched beyond the normal operating radius from Camp Lejeune will stop at least once between point of origin and destination, and inspect his vehicle load and check for flat tires.

508. BACKING ADMINISTRATIVE-USE MOTOR VEHICLES

1. No vehicle will be backed until the operator has ascertained that such a maneuver can be made in safety.

2. No truck, semi-trailer, bus or cargo van, which has limited visibility to the rear will be backed until the operator has ascertained that such a maneuver can be made in safety. When it is determined that the vehicle cannot be backed in safety, the operator will not move his vehicle until he can obtain assistance.

509. IDLING OF VEHICLE ENGINE

1. When an administrative-use motor vehicle is stationary, the engine will not be operated for a period of more than one minute, except in cases of radio-controlled vehicles, maintenance and emergency vehicles, as required.

510. SAFE DRIVING DISTANCES AND DRIVING IN THE PROPER TRAFFIC LANE

1. The operator of an administrative-use motor vehicle will not follow another vehicle at a distance that is not reasonable or prudent; and he will have appropriate regard for the relative speed of the vehicle, the amount of traffic, weather conditions, and the condition of the highway, visibility, and the type of vehicle directly ahead.

2. The operator of an administrative-use motor vehicle will not follow another vehicle so closely that he cannot stop safely and easily if the vehicle ahead should make an emergency stop. Allow at least one vehicle length between your vehicle and the vehicle ahead for each 10 miles per hour of speed. Adjust speed and space accordingly.

3. Bus and tractor-trailer operators will never follow another vehicle, especially another bus or tractor-trailer, closer than 100 feet in the same lane and on the open highway, with the exception of school buses (para 312.13 applies).

4. Operators of administrative-use motor vehicles will always drive to the right and remain in the right-hand lane except when making left turns on a dual highway or when passing a slower moving vehicle or parked vehicle.

511. STOPPING ON A GRADE

1. When parking on a grade, the operator of an administrative-use motor vehicle will, in addition to setting the hand brake, place the vehicle in low gear or put the gearshift selector in the "Park" position. In addition, if he is parking downgrade, he will turn the front wheels sharply toward the curb. If he is parking upgrade, on the right-hand side of the road, he will turn the front wheels to the left; if on the left-hand side of the road, he will turn the front wheels to the right.

512. ROAD TESTING VEHICLES

1. A vehicle being road tested will have a road test sign clearly displayed on both front and rear of the vehicle at all times.

513. ROUTES OF TRAVEL

1. The operator of an administrative-use motor vehicle which has been dispatched to a destination will proceed over the most direct route to the destination and will return by the most direct route, except that the following roadways, because of their narrowness, will not be utilized by administrative-use motor vehicles.

Gum Branch Road from Highway #17 North to Richlands, N. C.
Piney Green Road from Highway #24 to Highway #17 North
Bear Creek/Queens Creek Road from Highway #172 to Highway #24
Cutoff between Highway #24 and Route 70 to Cherry Point (9-mile cutoff)

514. FUELING VEHICLES

1. Administrative-use motor vehicles will not be fueled in a closed building.

2. Operators will turn off engine and lights while taking on fuel.

3. When refueling a vehicle, smoking and/or the lighting of matches or lighters in prohibited within 25 feet of the fueling point.

515. FIRE EXTINGUISHERS

1. The following administrative-use motor vehicles will be equipped with fire extinguishers: (a) buses and other vehicles carrying 10 or more passengers; (b) ambulances; (c) police and patrol vehicles; and (d) vehicles carrying ammunition, explosives, compressed gas, fuels and other dangerous articles must be equipped with two fire extinguishers (10 lb) containing potassium bicarbonate type powder (Purple-K-Powder). All fire extinguishers will be checked daily to ensure that the powder has not hardened and that the cartridges have not ruptured.

516. SAFETY BELTS

1. Operators and passengers occupying the front seat of Government vehicles will wear safety belts. All other passengers are strongly encouraged to do so.

517. NARCOTICS, AMPHETAMINE, AND OTHER DANGEROUS SUBSTANCES

1. No person shall operate, or be in physical control of a motor vehicle if he possesses, is under the influence of, or is using any of the following substances:

a. A narcotic drug or any derivative thereof.
b. An amphetamine or any formulation thereof (including but not limited to, "pep pills" and "bennies").
c. Any other substance, to a degree which renders him incapable of safely operating a motor vehicle.
d. Paragraph 1 of this section does not apply to the possession or the use of a substance administered to a driver by or under the instructions of a physician who has advised the driver that the substance will not affect his ability to operate a motor vehicle.

518. INTOXICATING LIQUOR

1. No person shall:

SECTION VI

VEHICLE OPERATORS' PERMITS (STANDARD FORM 46)

601. EXAMINATION AND LICENSING OF ADMINISTRATIVE-USE MOTOR VEHICLE OPERATORS

1. Every operator, military and civilian, who drives an administrative-use motor vehicle must be examined and licensed in strict compliance with current editions of Marine Corps Orders 11240.46, 11240.66 and TM-11240-15/3. Each operator must have in his possession a current authentic Government Motor Vehicle Operator's Identification Card, Standard Form 46, which will be annotated to indicate vehicles that the operator is authorized to operate.

2. The term "civilian employee" as used herein includes civilians on the active rolls of the Marine Corps Base, Camp Lejeune, North Carolina.

3. The Base Motor Transport Officer is responsible for the motor vehicle licensing program for Marine Corps Base and Marine Corps Air Station (H), activities. The Motor Transport Officer, Motor Transport School, Marine Corps Service Support Schools, Camp Johnson, is responsible for examining and licensing of all students attending Motor Transport School at Camp Johnson (Montford Point). The 2d Marine Division, FMF, 2d FSSG (Rein) FMF, and 2d Marine Aircraft Wing units based at the Marine Corps Air Station (H), New River will examine and issue licenses to their personnel who operate administrative-use motor vehicles in accordance with these instructions.

4. The Base Motor Transport Officer will issue, suspend and revoke Government Operator's Permits and maintain current records of all operators' permits for Marine Corps Base and Marine Corps Air Station (H) personnel, except personnel assigned to Motor Transport School, Marine Corps Service Support Schools.

5. Operator's permits will normally expire three years from date of issue and will be renewed in accordance with current editions of Marine Corps Orders 11240.46, 11240.66 and TM-11240-15/3. The expiration date of Government Motor Vehicle Operator's Identification Card for civilian personnel should be three years from the issue date or the same day the applicant's State license expires, whichever comes first.

6. Valid unexpired operators' permits will be satisfactory evidence of qualifications to operate military vehicles of the type indicated on the permit. This permit cannot be used in lieu of a driver's license required by state or local laws for private vehicles.

7. Commanding Officers will ensure that personnel applying for Government Motor Vehicle Operator's Identification Cards are fully instructed in the operation of vehicle in which examinations are to be conducted, that they have read and understand the appropriate sections of current Base regulations pertaining to the operation of motor vehicles, and that each civilian and civil service employee possesses a valid operator's license issued by the State of North Carolina. All training must be completed prior to examination by the Licensing and Training Section, Base Motor Transport, Motor Transport School Company Service Support Schools, Marine Corps Base, or by the 2d Marine Division, FMF, 2d FSSGLant, or 2d Marine Aircraft Wing units based at Marine Corps Air Station (H), New River. Personnel undergoing training in the operation of administrative-use motor vehicles will be accompanied by a qualified and Government licensed operator at all times. Vehicles utilized for driver training will display a sign "STUDENT DRIVER" on the front and rear. Commanding officers or supervisors will ensure that an applicant under the age of 26, applying for a driver's license will have completed the defensive driving course.

8. A completed Standard Form 47 (Physical Fitness Inquiry for Motor Vehicle Operators) is required of all applicants for initial and renewal of Government Vehicle Operator's permits. Detailed physical examinations are required for certain permit classifications. The medical examiner will certify the applicant's fitness to operate those classifications. Applicants whose medical history (SF-47) indicate anything other than poor vision or poor hearing should be referred for medical evaluation.

9. U. S. Government Motor Vehicle Operator's Identification Card (SF-46) will be issued to qualified personnel. All personnel required to operate only materials handling equipment will be examined and licensed in accordance with instructions contained in NAVMC 1101, Storage and Materials Handling Manual. This permit will be stamped "RESTRICTED" across the face and will not be valid for the operation of any other type of motor vehicle equipment.

a. Submission of applications for Materials Handling Equipment Operator's Identification Card will be in accordance with paragraph 12 below.

b. Physical Fitness Requirements

(1) A physical examination will be given by a medical examiner. Applicants for Materials Handling Equipment Operator's Permit must have 20/30 vision in each eye, with or without correction. Persons with sight in one eye only can operate industrial tractors (warehouse tractors) in open areas, not in warehouses.

(2) Physically handicapped applicants are acceptable as operators where, in the opinion of the examiner, they can perform the duties that are required.

10. Forwarding of Examinations. Results of all examinations will be forwarded promptly to the commanding officers of affected personnel and will be entered in the service record book of those concerned. In the case of civil service employees, results of examinations will be forwarded to the Civilian Personnel Officer for inclusion in the employee's official record. Results of the examination of other civilian employees will be forwarded to the officer-in-charge of the appropriate section.

11. Failure to Qualify for Government Motor Vehicle Operator's Identification Card (SF-46). The applicant may return anytime within the next eight weeks for re-examination. Application for those individuals failing to complete the licensing process will be destroyed after specified eight weeks period.

12. Submission of Applicants for Government Motor Vehicle Operator's Identification Card (SF-46)

a. Commanding officers or supervisors will submit form NAVMC 10694 (4-75), Application for Government Vehicle Operator's Permit, in duplicate. All blocks 1 through 18 will be completed. A completed Standard Form 47 (Physical Fitness Inquiry for Motor Vehicle Operators) will accompany the NAVMC 10694 (4-75) (Application for Government Motor Vehicle Operator's Permit) and be forwarded to the Base Motor Transport Officer, Bldg #1502 or to the Motor Transport Officer, 2d Marine Division (Rein), FMF or 2d FSSG (Rein), FMFLant, or the Wing Licensing Unit for 2d Marine Aircraft Wing units based at MCAS(H), New River, as appropriate.

b. The Motor Transport Licensing Unit, Marine Corps Base, 2d Marine Division, FMF, or 2d FSSG (Rein), FMFLANT, or 2d Marine Aircraft Wing units based at MCAS(H), New River, will screen the applications and evaluate them from the standpoint of previous driving records in light of prior violations and ascertain if the individual is qualified in all respects to operate an administrative-use motor vehicle.

c. When submitting Form NAVMC 10694 (4-75), (Application for Government Vehicle Operator's Permit), it is requested that in block 17 (Remarks) the name of the person or office to be notified when the applicant is scheduled for examination and the telephone number of such person or office be listed.

13. Renewals and Scheduling of Examinations

a. Requests for personnel to be examined for renewal of Government Motor Vehicle Operator's Identification Card should be submitted so as to reach the Licensing Unit two weeks prior to the expiration date of the old card. Requests for personnel to be examined for initial identification card or to operate additional vehicles will be handled in the order in which received.

b. The scheduling of examinations and notification of commanding officers after the requests for examinations are received by the Licensing Unit require approximately one to two weeks as affected by the backlog of personnel awaiting examinations. Because examinations for all personnel to be examined must begin simultaneously, commanding officers and/or officers-in-charge of personnel to be examined are responsible for personnel reporting promptly at times and dates designated.

c. Commanding officers will notify the Licensing Unit 24 hours prior to the time of examination of any personnel unable to be present for a scheduled examination in order that the Licensing Unit may arrange for others to take the examination.

d. When personnel fail to report for examination as scheduled and the Licensing Unit has not been notified as set forth above, a report will be submitted to the commanding officer in the case of military personnel and to the appropriate supervisor in the case of civilian personnel.

e. The Licensing Unit will reschedule examinations without the resubmission of an application (NAVMC 10694) when requested by the commanding officer or appropriate supervisor within two weeks from the date first scheduled for examination. If the applicant has not been rescheduled for an examination within this period, a new application (NAVMC 10694) and Physical Fitness Inquiry for Motor Vehicle Operators (SF-47) must be submitted.

14. Duplicate Operator's Identification Card. Requests for duplicate Operator's Identification Card will be submitted on form NAVMC 10694 (4-75), in duplicate, in accordance with paragraph 12 herein, accompanied by certificate signed by the appropriate official indicating that an entry has been made in the applicant's official record to the effect that he has been previously issued a Government Motor Vehicle Operator's Identification Card and effective dates thereof. In the absence of this certification by the appropriate official and/or an entry in the official record of the applicant, a request for examination for initial issue of Standard Form 46 will be submitted.

15. Availability of Special Equipment

a. Organizations requesting personnel to be examined for an operator's identification card for emergency or other specialized vehicles will make such equipment available at the time and place of examination. Vehicles will be returned to the operating unit immediately after examination is completed.

b. Whenever a backlog of operators awaiting examination exists in any Marine Corps Base activity, the head of that activity will arrange directly with the Base Motor Transport Licensing Section, telephone 3244, for additional examining time.

16. Licensing of Personnel of other Camp Lejeune Commands. Personnel of the 2d Marine Division, FMF, 2d FSSG (Rein), FMFLANT, and 2d Marine Aircraft Wing will be examined under the motor vehicle licensing program promulgated by the 2d Marine Division (Rein), FMF, 2d FSSG (Rein), FMFLANT, or 2d Marine Aircraft Wing.

17. Adverse Action Against Military Personnel and Civilian Employees. Adverse action (revocation of license, suspension, reassignment or discharge) may be taken against military personnel and civilian employees in accordance with current editions of Marine Corps Order 5100.19; FPM/CMMI 752 and Base Order P5560.2; as appropriate.

18. The department head will sight check each civilian employee's state operator's license and Government Motor Vehicle Operator's Identification Card (SF-46) at least once each quarter to determine that such licenses are current, valid and in his possession.

602. QUALIFICATIONS FOR EXPLOSIVES MOTOR VEHICLE OPERATORS

1. No person, military or civilian, shall be permitted to operate a Government vehicle transporting ammunition, explosives or other dangerous articles unless he meets the requirements as set forth in NAVSEA OP 2239 (5 Rev),

and has been designated an "Explosives Driver." An operator qualified to transport dangerous cargos will have in his possession a doctor's certificate and a U. S. Government Motor Vehicle Operator's Identification Card (SF-46), on which is noted "Explosives Driver." This notation will be made and signed by the activity Motor Transport Officer whenever requested by unit commander and after satisfying himself that the operator is so qualified. Careful selection of mature, dependable personnel is essential.

603. RECORDING OF OPERATORS' PERMITS, ACCIDENTS AND/OR TRAFFIC VIOLATIONS

1. Upon completion of the licensing procedure, the licensing examiner will forward one copy of Form NAVMC 10694 (4-75) (Application for Government Vehicle Operator's Permit, SF-46) to the commanding officer, (or the Civilian Personnel Officer in case of civilian personnel) of personnel who have been issued operator's permits in order that an appropriate entry may be made in the service record book of personnel concerned. One copy of NAVMC 10694 (4-75) and SF-47 will be retained by the licensing official.

2. The license examiner will record all traffic violations and accidents and action taken in the individual driver history file.

604. RETURN OF SF-46 TO APPROPRIATE MOTOR TRANSPORT OFFICER

1. Military personnel upon separation from the service may retain their SF-46 provided the words "Not Valid - Separated from the Service" are overstamped or otherwise legibly marked on the front and back of the form. Civilian personnel will surrender SF-46 upon separation from the government service.

605. APPLICABILITY OF SECTION VI

1. The provisions of Section VI of this Order apply to all personnel, civilian and military, operating administrative-use motor vehicles, or tactical vehicles used in lieu thereof, within the confines of Marine Corps Base, Camp Lejeune, North Carolina, that are procured from either appropriated or non-appropriated funds (i.e., vehicles obtained by non-appropriated funds are those procured for, but not limited to, Camp Cafeteria, Special Services, Marine Corps Exchanges and Messes). These vehicles are required to have assigned a military registration number and, in some cases, state license plates. Military personnel operating vehicles obtained from non-appropriated funds, which are required to display state license plates, will be required to have in their possession a valid state motor vehicle operator's license in addition to the U. S. Government Motor Vehicle Operator's Identification Card (SF-46).

606. SPECIAL INSTRUCTIONS

1. The Motor Vehicle Operator's Identification Card (SF-46) will not be laminated.

2. Whenever a Government employee (as defined in JAGINST 5800.7A, Section 2031a) is served with Federal or State court civil or criminal process or pleadings (including traffic tickets) arising from actions performed in the course of his official duties, he shall immediately deliver all process and pleadings served upon him to his commanding officer. The commanding officer shall thereupon ascertain the facts surrounding the incident and with the advice of a Navy or Marine Corps Judge Advocate, if one is reasonably available, take appropriate action in accordance with JAGINST 5822.2 of 2 February 1962, Subj: Civil suits against military or civilian personnel of the Department of the Navy resulting from the operation of motor vehicle while acting within the scope of their office or employment, and legal representation in other court proceedings. The Government employee will be advised concerning his right to remove civil or criminal proceedings from State to Federal Court under 28 U.S.C. 1442 and 1442a, his rights under the Federal Driver's Act (28 U.S.C. 2679B) and the contents of JAGINST 5822.2.

607. AUTHORITY OF COMMANDING OFFICER/SUPERVISORS

1. U. S. Government Motor Vehicle Operator's Identification Card issued to civilian employees may be revoked or suspended by the commanding officer/supervisor for cause at any time. Commanding officers will revoke the U. S. Government Motor Vehicle Operator's Identification Card of personnel who are convicted of the following offenses whether on or off duty, and notice of such action will be filed in the operators service record book (military) or personnel jacket (civilian):

a. Manslaughter or negligent homicide.

b. Felony involving a vehicle.

c. Hit and run accident.

d. Driving under the influence of an intoxicating liquor, narcotic, hallucinogenic drug.

e. Habitual violator of traffic laws.

f. Conviction by a Civil Court for violation which results in revocation of civilian driver's license.

g. Other offenses so warranted in the opinion of the commanding officer.

2. In addition, the U. S. Government Motor Vehicle Operator's Identification Card will be revoked for known transportation, possession or unlawful use of amphetamines, narcotic drugs, formulation of an amphetamine or derivatives of narcotic drugs.

SECTION VII

MAINTENANCE

701. GENERAL

1. Maintenance is the care exercised and work performed to keep vehicles and equipment in safe, serviceable, economical and efficient operating condition during their normal service life.

2. For the purpose of providing flexibility and accuracy in defining maintenance operations, the maintenance missions and responsibilities are grouped in three broad categories: organizational, intermediate and depot; and further defined as first, second, third, fourth and fifth echelons. First and second echelons are organizational maintenance; third and fourth echelons are intermediate maintenance; and fifth echelon is depot maintenance.

702. RESPONSIBILITIES

1. The Base Motor Transport Officer is responsible for the first through fourth echelon maintenance on all administrative-use motor transport equipment assigned to Marine Corps Base and MCAS(H), New River activities.

2. Whenever administrative-use motor vehicles are assigned on a permanent basis or while in garrison, the using activities are responsible for the first echelon maintenance (Drivers' Maintenance).

3. The Base Motor Transport Officer will be responsible for obtaining maximum benefits provided by the warranties for administrative-use motor vehicle equipment.

4. All first echelon maintenance (drivers maintenance) will be performed prior to the vehicle being accepted into the maintenance repair shop. See paragraph 507.8. Exceptions by authority of the Maintenance Director only.

703. REPAIRS AND MODIFICATIONS

1. Repairs and preventive maintenance services on administrative-use motor vehicles will be performed in accordance with current edition of Marine Corps Order 11240.48, Base Motor Transport Standing Operating Procedures, appropriate vehicle maintenance and technical manuals and TM4700-15/1.

2. The Maintenance Branch will schedule preventive maintenance of administrative-use motor vehicles carried on the property account of Base Motor Transport and will notify using activities when vehicles/equipment are to be delivered to the maintenance facility. Compliance will be accomplished without delay.

3. Under no circumstances will using units perform repairs unless authorized, or make modifications or changes to vehicles carried on the property account of Base Motor Transport, Marine Corps Base. When modifications are required, vehicle will be delivered to Base Motor Transport, Bldg #1502.

4. A Limited Technical Inspection (Form NAVMC 10284) will be completed on each vehicle prior to vehicle undergoing repairs. The purpose of this inspection is to determine the economic repairability of vehicles requiring maintenance.

704. TIRES

1. Care and maintenance of pneumatic tires will be performed in accordance with current regulations. Particular attention will be directed to the recovery of tires in time to permit recapping.

2. Vehicle Tire Rehabilitation. Tires on all vehicles controlled by Base Motor Transport will be recovered in the following manner: All unserviceable tires (to include all tires with thread depth less than 2/32") will be delivered to Bldg #1504, Base Motor Transport. Replacement tires will be provided on an exchange basis for same type tire at Bldg #1504 on Monday through Friday between the hours of 0800 and 1630.

3. No buses will be operated with regrooved, recapped or retreaded tires on the front wheels, in compliance with Section 393.75, Motor Carrier Safety Regulations, U. S. Department of Transportation, 1972.

705. WINTERIZATION OF MOTOR VEHICLES AND ALLIED MOTORIZED EQUIPMENT

1. Responsibility. The Base Motor Transport Officer is responsible for the winterization of all administrative-use motor vehicles in the Table of Equipment for Marine Corps Base, Camp Lejeune, N. C.

a. Prior to the advent of cold weather and no later than 15 October of each year, activities utilizing administrative-use motor vehicles carried on the property account of Base Motor Transport will have these vehicles returned to Base Motor Transport to be prepared for operation under freezing weather conditions as expected in the Camp Lejeune area. Arrangement to have these vehicles winterized will be made with the Base Motor Transport Maintenance Branch, Bldg #1502, telephone 5375.

b. All equipment will be winterized by 15 October of each year to withstand temperatures as low as +10° F. Each vehicle will have a tag attached to the radiator filler cap indicating the date winterized and the temperature the solution will withstand before freezing.

c. During the period of possible freezing temperatures in the Camp Lejeune area (15 October to 15 March), anti-freeze solutions will be checked weekly by using units to ensure proper protection to +10 degrees F.

d. Whenever vehicles are dispatched away from the Camp Lejeune area where temperatures below +10 degrees F are expected to be encountered, anti-freeze solution to withstand the lowest expected temperatures will be installed in the cooling system of the vehicle prior to departing from Camp Lejeune.

706. REPAIR OF PRIVATELY OWNED VEHICLES AND PROPERTY

1. Privately owned vehicles, parts or accessories will not be serviced, repaired or manufactured in any motor transport facility of Marine Corps Base. Government owned tools, equipment, parts or supplies will not be used to service or repair privately owned property. Privately owned vehicles will not be garaged, parked or stored in any motor transport facility. This paragraph does not apply to authorized hobby shops.

707. DEADLINE VEHICLES

1. All vehicles which are inoperative or have been removed from service for any cause will have attached to the inside of the vehicle windshield a sign with three-inch lettering, "DEADLINE" or "STORAGE", whichever is applicable.

2. Regularly scheduled organizational maintenance services will be performed on all vehicles which are inoperative except vehicles awaiting repairs at Base Motor Transport.

708. MAINTENANCE RECORDS AND REPORTS

1. Base Motor Transport will maintain Motor Vehicle Record Folders, NAVMC 696-SP (Rev 7-54), and preventive maintenance and repair records and forms in accordance with current edition of Marine Corps Order 11240.48. Maintenance Branch will schedule maintenance of administrative-use motor vehicles as carried on the property account of Base Motor Transport, Marine Corps Base, and will notify the using activities whenever vehicles are to be returned to Base Motor Transport shops. Such return will be accomplished without delay.

709. ADMINISTRATIVE-USE MOTOR VEHICLE MISUSE OR ABUSE

1. Evidence of vehicle misuse or abuse which is not the result of reasonable or expected wear and tear, defective workmanship or failure to perform preventive maintenance will be investigated by the Unit Motor Transport Officer and a written report of such findings will be submitted to the commander of the using activity for a reply of the appropriate action taken. This report will then be forwarded to the Base Motor Transport Officer.

2. The most common causes of vehicle misuse or abuse are:

a. Excessive speed
b. Use in unauthorized areas
c. Improper use of controls
d. Racing or overloading engine prior to the engine having reached the normal operating temperature
e. Loading beyond rated capacity and improper placement of load
f. Lack of lubrication or use of improper lubricants
g. Failure to perform scheduled preventive maintenance inspections
h. Deferring maintenance
i. Inadequate driver training
j. Continued operation of a malfunctioning vehicle, which may result in serious damage

710. MAINTENANCE PERFORMED BY THE OPERATOR

1. The vehicle operator is the most important single factor in preventive maintenance. Driver's maintenance will be performed by operators and/or users of all Marine Corps Base administrative-use motor vehicles and tactical vehicles used in lieu thereof. Driver's maintenance is defined as the maintenance performed by the user or operator of the equipment in providing the proper care, use, operation, cleaning, preservation and such adjustments, minor repairs, testing and parts replacement as may be prescribed in current edition of Marine Corps Order 11240.48 and pertinent technical publications.

2. Drivers maintenance required to be performed by operators or users of administrative-use motor vehicles carried on the property account of Base Motor Transport is as outlined in paragraph 507 of this order.

3. Whenever a vehicle is inspected by a Base Motor Transport inspector and it is found that the vehicle is not being properly maintained, it will be reported in writing to the commanding officer or the officer-in-charge of the activity assigned the vehicle. If it is found that a vehicle is not in safe operating condition or that discrepancies have not been reported or noted by the using activity or that further operation of a vehicle will cause additional damage, the vehicle will be deadlined and retained by Base Motor Transport until corrective action has been taken by the commander of the using activity and the Base Motor Transport Officer.

711. SAFETY PRECAUTIONS

1. The following safety precautions will be observed for shop operations:

a. Garages, shops and other enclosures used for vehicle maintenance and repair will be well ventilated as a precaution against exhaust gases from engines and space heaters. Doors, windows or exhaust systems in garages, shops and other enclosures will be opened to remove exhaust gases.

b. Fuel-carrying vehicles will be permitted only in specifically designated shops, and tanks of such vehicles must be purged. Fuel-carrying vehicles will have a certification by the Fire Marshal that tanks are safe to put in the shop.

c. Garages, shops and parking areas will be thoroughly policed daily. Hazards which could result in personal injury or property damage will be eliminated.

SECTION VIII

ADMINISTRATION, OPERATION AND MAINTENANCE OF MATERIALS HANDLING EQUIPMENT

801. ADMINISTRATION

1. The Base Motor Transport Officer is assigned the responsibility for the administration, operation and maintenance of all administrative-use materials handling equipment carried on the property account of Base Motor Transport, Marine Corps Base. This responsibility includes the right to inspect materials handling equipment at the using activity.

2. The Base Motor Transport Officer will continually review the quantities and types of materials handling equipment required to provide essential support for Marine Corps Base activities, units of 2d Marine Division (Rein), FMF, 2d FSSG (Rein), FMF, MCAS(H), New River, and all 2d MAW units based at MCAS(H), New River.

802. MARKING AND PAINTING OF MATERIALS HANDLING EQUIPMENT AND RELATED ACCESSORIES AND MODIFICATIONS

1. Marking and painting of materials handling equipment will be in accordance with color chip contained in Federal Standard 595 and in accordance with instructions set forth in Marine Corps Order 11240.47

2. Materials handling equipment will be identified on each side using approximately 1½" USMC letters followed by numerical registration number on the same line. Identification for the rear of the vehicle shall be the same as on the sides and so located as to be visible from the rear.

3. Safety markings will be affixed as outlined in U. S. Navy Department Pamphlet "The Application of Color to Naval Shore Establishments" (Rev. 1953). In addition, materials handling equipment will have the load capacity and the gross weight of the vehicle stenciled at a place on the vehicle that is visible at all times to the operator. These capacities will not be exceeded at any time.

4. No other symbols, markings, accessories, or modifications are authorized nor will they be used in the operation of or identification of materials handling equipment assigned to Marine Corps Base unless authorized by the Motor Transport Officer, Marine Corps Base, Camp Lejeune, North Carolina.

803. INSPECTION OF MATERIALS HANDLING EQUIPMENT

1. After obtaining clearance from the Commander of the using activity, the Base Motor Transport Officer will cause the inspection of Marine Corps Base materials handling equipment while in operation at the using activity. Equipment will be stopped and inspected to determine the mechanical condition of the equipment and to check the operator's license and compliance with current operating and preventive maintenance instructions.

2. An inspection form noting all discrepancies found will be completed for each vehicle inspected. One copy of this form will be given to the operator to return to his supervisor, and one copy will be forwarded by the Base Motor Transport Officer to the commanding officer or officer-in-charge of the activity utilizing such materials handling equipment.

3. Corrective action will be initiated by the using activity and a notation will be made on the inspection form indicating the action taken to correct noted discrepancies. All forms will be returned within ten days after receipt to the Base Motor Transport Officer.

804. FUNDING RESPONSIBILITIES

1. The Base Motor Transport Officer is responsible for funding for maintenance and operation of all administrative-use materials handling equipment carried on the property account of Marine Corps Base, Camp Lejeune, North Carolina, less those assigned to FMF units for in-garrison support. Such equipment will not be removed from the confines of Marine Corps Base, Camp Lejeune, North Carolina and Marine Corps Air Station (H), New River without the approval of the Commanding General, Marine Corps Base.

805. RECORDS AND REPORTS

1. A trip ticket, DD 1970 (Motor Vehicle Utilization Record) will be used for the dispatching and recording of operational data on individual materials handling equipment and will be filled out daily in accordance with current instructions. Completed forms will be retained by using organizations for a period of thirty (30) days, at which time they will be destroyed.

2. A record of all materials handling equipment dispatched will be maintained on NAVMC 10031-SD (Daily Dispatching Record of Motor Vehicles) and retained for one year.

3. Automatic data processing vehicle utilization data reporting sheets will be completed and submitted to arrive at Base Motor Transport by the third working day after each reporting period ends. Reports are required at the end of each month. The utilization data reporting sheets are available through Base Motor Transport.

4. All users of vehicles on sub-custody from Marine Corps Base not under the immediate operational control of the Base Motor Transport Officer will maintain the above forms in accordance with current Marine Corps Directives.

806. MATERIALS HANDLING EQUIPMENT OPERATING REGULATIONS

1. The operators of administrative-use motor vehicles, including materials handling equipment, will comply with all traffic regulations set forth in current regulations.

2. Speed limits for administrative-use materials handling equipment are established as follows:

Forklift trucks	7 MPH
Tractor-trailer trains	7 MPH
Tractor w/transporter	25 MPH

3. Forklifts and tractor-trailer trains will slow down at all cross aisles and other passageways. When entering or leaving warehouses, etc., the operator will come to a complete stop at entrance, sound horn, and proceed only when the way is clear. These vehicles will be operated in a safe and prudent manner at all times.

4. Forklift trucks, straddle trucks, or industrial tractors will be operated only by duly authorized operators who are specifically licensed for each particular type of vehicle.

5. Materials handling equipment will never be used for personal transportation. No workman other than the operator will ride on any industrial materials handling equipment unless a permanent seat is provided.

6. The operator is responsible for all cargo being moved by his machine. He will inspect and secure all questionable loads and refuse to transport unsafe or unlawful loads unless ordered in writing to do otherwise by a commissioned officer or civilian supervisor.

7. No forklift truck or other materials handling equipment will be equipped with a steering knob or extension to gear-shifting levers.

8. All materials handling equipment will be free of cabs, windshields, enclosures, canopies, and any other device which may constitute a safety hazard by obstructing vision. When equipment has an overhead safety guard, it will be free of any material that may obstruct vision. Specific exceptions in the interest of safety may be made only by the Motor Transport Officer, Marine Corps Base, Camp Lejeune, North Carolina.

9. Operators will not attempt to fix or adjust any mechanical part of any materials handling equipment. Operators will only perform drivers maintenance.

10. Operators will never leave materials handling equipment unattended while the motor is running.

11. Operators of materials handling equipment will always face in the direction of travel. All loads will be carried in such a manner that the operator's vision is unobstructed in direction of travel.

12. Forklift trucks transporting cargo up ramps or other grades will be operated with the load upgrade; carrying cargo downgrade will be done by backing downgrade with load upgrade. All loads being transported will be carried with channel tipped back.

13. Whenever forklifts are not in operation, the forks will be lowered and rested flat on the floor.

14. Forklifts will never be used for pushing and towing other vehicles.

807. OPERATIONS

1. Pooling of Materials Handling Equipment. Commanding officers or officers-in-charge of activities having administrative-use materials handling equipment on a permanent or semi-permanent assignment will ensure the most efficient dispatching and economical utilization of such equipment.

2. Equipment Control. All materials handling equipment assigned to Marine Corps Base activities, MCAS(H), New River and on custody to units of the 2d Marine Division (Rein), FMF, 2d FSSG (Rein), FMF, MAG-26 and MAG-29 will be made available upon request to the Base Motor Transport Officer or his designated representative, when required to accomplish an assigned mission.

808. REQUESTS FOR MATERIALS HANDLING EQUIPMENT

1. Requests for permanent assignment of materials handling equipment will be submitted to the Base Motor Transport Officer with complete justification for each assignment.

2. Requests for temporary assignment of not more than 24 hours may be submitted to the Materials Handling Equipment Operations Section, Bldg #1502, telephone 5167, at the earliest time this information is available. Such requests will include the following:

a. Amount and type of cargo to be moved
b. Time and date equipment required
c. To whom equipment is to be delivered
d. Approximate time equipment will be required

809. REQUESTS FOR SERVICE AND REPAIR OF MATERIALS HANDLING EQUIPMENT

1. All materials handling equipment requiring repairs will be reported to or delivered to Base Motor Transport Materials Handling Equipment Operations and Repair Section, Bldg 1502, telephone 5167.

2. Materials handling equipment servicemen from Bldg #1502, telephone 5167, are available and will service all materials handling equipment at using activity. Servicemen will do the following type maintenance work: engine tune-ups; lubrication; change oil filter and clean air breathers; replace fan belts; adjust clutch, brakes and steering mechanism; service batteries; replace starter and generators; replace horns, lights, etc.

Mr. Stone - MCAS

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

BBul 12771
CPO/JFS/sh
29 JUN 1981

BASE BULLETIN 12771

From: Commanding General
To: Distribution List

Subj: Department of the Navy Grievance Procedure

Ref: (a) CPI 771 of 4 August 1980 (NOTAL)

1. Purpose. To provide interim procedures and guidance for handling grievances of Civil Service employees under the Department of the Navy (DON) administrative grievance system in accordance with the reference which implements significant changes in previous procedures.

2. Cancellation. BO 12770.1F and Section V, Article 501.23 of BO P1755.2L.

3. Policy

a. Pending the issuance of a new Base Order that delineates the new procedures and requirements of the reference, non-bargaining unit employees, supervisors and managers are to contact the Employee Relations Superintendent in the Civilian Personnel Office, extension 1458 or 1579 for an explanation of procedures to be followed when a grievable matter is to be submitted under the administrative procedure.

b. Pending issuance of a Base Order, the following officials are delegated the authority to act as or to delegate others as appropriate to act as Deciding Official:

(1) Marine Corps Base: Chief of Staff

(2) Marine Corps Air Station (Helicopter), New River: Executive Officer

(3) Naval Regional Medical Center: Director of Administrative Services

(4) Naval Regional Dental Center: Director of Administrative Services

4. Employee Coverage. Civil Service employees, including part-time, probationary, temporary, intermittent and excepted service employees (which includes teachers and other professional employees of the Dependents' School System), may submit a request for personal relief in a matter of concern or dissatisfaction relating to the employment of the employee(s) which is subject to the control of the head of the activity. This procedure also applies to letters of reprimand, and suspensions of 14 calendar days or less. Employees, however, covered by the Negotiated Agreement with AFGE, Local 2065, may not present a grievance under this procedure. Unit employees must use the grievance procedure provided in the current Negotiated Agreement.

5. Action. Organizational Commanders, Heads of Staff Sections, Department Heads, and Chiefs of Service will ensure all supervisors are thoroughly familiar with the contents of this directive and that the directive is made available to the employees upon request.

6. Concurrence. Having received the concurrences of the Commanding Officers of Marine Corps Air Station (Helicopter), New River; Naval Regional Medical Center and Naval Regional Dental Center, this Bulletin is applicable to those Commands.

7. Self-cancellation. 15 October 1981.

J. R. FRIDELL
Chief of Staff

DISTRIBUTION: C less Category III

UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542

Stone

BO 12790.2E
CPO/RAW/mkt
29 SEP 1980

BASE ORDER 12790.2E

From: Commanding General
To: Distribution List

Subj: MCB Camp Lejeune Employees' Recreation and Welfare Association

Ref: (a) CMMI 790
(b) NAVSO P-3519
(c) NAVSO P-3520

1. Purpose. To publish policies and procedures for administration of subject nonappropriated fund activity.

2. Cancellation. BO 12790.2D.

3. Background. The MCB Camp Lejeune Employees' Recreation and Welfare Association was established 10 December 1958. The purpose of the Association is to provide approved morale, welfare or recreation programs, or employee services for civilian employees within the confines of the Camp Lejeune and Air Station complex. The following Association-sponsored activities are authorized:

a. Athletic and sporting events, such as baseball, softball, and bowling, including participation in industrial and local leagues.

b. Group activities such as camera, hiking, and stamp clubs, musical groups, and similar activities.

c. Social events including picnics, dances, and participation in community or complex-wide events.

d. Engaging in or contributing to such other recreational and welfare activities as may be approved by the Commanding General, Marine Corps Base.

4. Policy. The Association shall conform to policies and procedures established by the Navy Department as outlined in reference (a). The Association will not engage in any activities which are discriminatory against any person because of race, religion, color, sex, national origin, age or physical or mental handicap. Activities sponsored will be directly concerned with the employees or their immediate families. Programs will be planned so as to permit reasonable and equitable opportunity for all employees to participate.

5. Membership

a. All civil service personnel, nonappropriated fund civilian employees within the confines of the Camp Lejeune and Air Station complex, and uniformed Red Cross personnel employed within the complex in a full-time with pay status are considered within the membership of the Association and are eligible for participation in all Association-sponsored activities.

b. Membership of new employees shall commence on the beginning date of employment. Termination of membership shall be upon separation from employment.

6. Operating Principles

a. Employees will not participate in Association activities during the official workday. Operations of the Board of Governors or committees in connection with planning, supervising, controlling, inspecting or auditing, and related functions, however, are authorized during working hours and time will be allowed for this purpose.

b. There will be no dues or involuntary assessments.

c. Income will be derived from voluntary contributions, recreational events, social activities, grants from the Marine Corps Exchange, and other approved functions. Operations and fund raising projects are restricted to Association membership.

7. Officers and Governors

a. The association will be governed by a 10-member Board of Governors appointed to represent the following organizational units or groups of units and a Treasurer. Organizational units and groups of units and permissible representation are as follows:

Group	Permissible Representation
Base Maintenance Department	2 Governors
Supply Services	2 Governors
Naval Regional Medical Center	1 Governor
Marine Corps Air Station (H)	1 Governor
Nonappropriated Fund Activities	1 Governor
All Other Activities	2 Governors

b. Members of the Board of Governors will be appointed by the Commanding General based on nominations made by commanding officers/heads of the units and staff sections listed above; the Assistant Chief of Staff, Personnel Services will nominate governors for nonappropriated fund activities; and the Civilian Personnel Officer will nominate governors for all other activities. The term of office for governors shall be two years. Changes in governors will be made during the month of March each year and new appointments will be effective as of 1 April.

c. Interim vacancies on the Board of Governors will be filled in the manner prescribed above except that appointments will be limited to the unexpired term of the person who created the vacancy.

d. An appointment to the Board of Governors is an assignment to temporary additional duty; however, a governor may voluntarily resign at any time, or be required to resign by the unit head when such service interferes with regular duties. Improper performance of duty as a governor is subject to the same disciplinary measures as improper performance of regular duties.

e. The officers of the Association shall consist of a Chairman, Vice Chairman, and Secretary, elected by the Board of Governors from their number. The term of office for officers shall be one year. New officers will be elected each year during the period 1 through 30 April. The Treasurer will be appointed by the Commanding General and will serve under a permanent appointment until relieved.

f. The Association will make no gift, donation, contribution, transfer or distribution of assets to any individual, fund, organization, agency, or project other than for services received, except as specifically authorized; and no official or employee may accept any gift, privilege, or other favor from others dealing with the Association.

8. Administration

a. The Board of Governors shall meet upon special call of the Chairman but no less than once each quarter. The Chairman shall preside over all meetings of the Board of Governors. During absence of the Chairman, the Vice Chairman shall assume the duties and responsibilities of Chairman. The Secretary or Treasurer may also, if required, assume the duties and responsibilities of Chairman during the absence of both the Chairman and Vice Chairman.

b. The Chairman shall be responsible for ensuring compliance with this Order, Civilian Personnel Instructions, and other orders as may be promulgated by the Commanding General. A majority of the members of the Board of Governors shall constitute a quorum for the purpose of conducting the business of the Board. Membership of special committees or other positions appointed by the Chairman will be limited to the Board of Governors.

c. The Secretary shall be responsible for the following:

(1) Recording the minutes of all meetings. Minutes will be prepared in letter form from the Chairman, Board of Governors to the Commanding General (Attn: Civilian Personnel Officer); the original and five copies will be submitted. The original, with the Commanding General's endorsement, will be returned to the Chairman. A copy of the endorsement, with a copy of the basic correspondence, will be provided the Assistant Chief of Staff, Personnel Services; the Marine Corps Exchange Officer; and the Area Auditor.

(2) Conducting the official correspondence of the Association.

(3) Issuing notices of meetings, elections, and Association activities.

d. The Treasurer shall be responsible for the following:

(1) Receiving all income and conducting such depository and withdrawal transactions as are required.

(2) Accounting for all equipment and funds in accordance with references (b) and (c).

* (3) Making financial records available for the Area Auditor's Quarterly Progressive Audit of the Association.

* (4) Preparing annually a financial statement to be made available to all employees through publication in the Civilian Guidepost.

(5) Training and direction of persons employed by the Association.

(6) At the expiration of his/her term, delivering to the successor in office all monies, books, and papers in his/her possession which have any connection with the business of the Association.

e. The Board of Governors shall be responsible for:

(1) Evaluating the needs and desires of employees for authorized activities.

(2) Estimating cost of, and recommending to the Commanding General, such activities as are considered necessary for maintaining an adequate recreation and welfare program.

(3) Arranging for and managing all approved events and activities.

(4) Submitting the annual budget for approval; reviewing subsequent expenditures made against the approved budget, ensuring that expenditures are kept within the amount previously authorized for each activity, and ensuring that all invoices or statements of expenditures are promptly processed for payment.

(5) Recording in Association minutes the number of employees that participated in each event, the Board's evaluation of the effectiveness of the event, and any other information of value for future planning.

(6) Recommending to the Commanding General changes in policies and procedures considered necessary or desirable for improved program operations.

* (7) The submission of requests for authority to conduct fund raising projects among the membership to the Commanding General (Attn: Civilian Personnel Officer) prior to conducting any such projects; and to make such reports on the results of the projects as may be required.

* f. The cash assets of the Association shall be limited to $6,000.

* g. The Treasurer shall be bonded for $6,000 and the Civilian Personnel Officer shall be kept currently advised of the type and expiration date of such bond. The cost of the bond will be paid from Association funds. Only the Treasurer is authorized to sign checks.

h. All disbursements of funds shall be authorized in the minutes of the Association.

i. The Civilian Personnel Officer shall be kept currently advised of all elected officials of the Association and shall be furnished a copy of each financial statement, report of audit board, report of inventory board, and a copy of the minutes of each meeting held by the Board of Governors. The Civilian Personnel Officer or his representative shall attend all meetings of the Board in an advisory capacity.

j. All funds of the Association shall be deposited to "MCB, Camp Lejeune Employees' Recreation and Welfare Association" in the First Citizens Bank and Trust Company, Marine Corps Base, Camp Lejeune, North Carolina.

k. Accounts of the Association shall be audited quarterly by the Area Auditor. The Area Auditor will be provided copies of minutes of all meetings of the Board, financial statements, and inventories.

9. Dissemination of Information

a. Programs, brochures, circulars, or other literature pertaining to Association activities will not be distributed without prior approval of the format thereof. Requests for distribution beyond the confines of the Camp Lejeune complex must be approved by the Commanding General. Requests for distribution within the confines of the complex may be approved by the Civilian Personnel Officer.

b. Paid advertisements will not be accepted or solicited from any source for inclusion in a program, brochure, circular, or other literature pertaining to Association activities without prior approval of the Commanding General.

c. No statement will be made to any person holding public office that the Association supports or does not support any person, proposed project, or activity.

d. Requests and questions concerning dissemination of information as described above will be routed to or via the Civilian Personnel Officer.

10. Concurrence. Having received the concurrence of the Commanding Officer, Marine Corps Air Station (Helicopter), New River; Commanding Officer, Naval Regional Medical Center; and Commanding Officer, Naval Regional Dental Center, Camp Lejeune, this Order is applicable to those Commands.

11. Change Notation. Significant changes contained in this revision are denoted by asterisks (*) in the outer left margin.

J. R. FRIDELL
Chief of Staff

DISTRIBUTION: C
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UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542

BO 12713.4B
CPO/GBF/nmc
25 SEP 1980

BASE ORDER 12713.4B

From: Commanding General
To: Distribution List

Subj: Upward Mobility for Civil Service Employees

Ref: (a) P.L. 92-261 (EEO Act of 1972) (NOTAL)
(b) CMMI 713 (NOTAL)
(c) CPL 410-5 (NOTAL)
(d) CPI 335 (NOTAL)
(e) CPL 335-7 (NOTAL)

Encl: (1) Upward Mobility Plan for Trainee Positions

1. Purpose. To set forth the policies and procedures for carrying out the Upward Mobility Program for civil service employees in accordance with the provisions of references (a) through (e).

2. Cancellation. BO 12713.4A.

3. Background. Since the passage of the Equal Employment Opportunity Act of 1972 (reference (a)), agencies are required to include in their affirmative action plans provisions for the establishment of training and education programs designed to provide maximum opportunity for employees to advance to their highest potential. The formalized method used to achieve this requirement is labeled the "Upward Mobility Program." Reference (b) requires that all activities employing 100 or more U.S. Citizen civilian employees use the Office of Personnel Management (OPM) approved Department of the Navy (DON) wide training agreement; the most recent of which was issued by reference (c), as a primary tool in implementing this program. Merit promotion procedures established by reference (d) require consideration of all qualified applicants in the area of consideration. Many agencies, including the DON, have found that there are large numbers of applicants who meet the minimum OPM qualification requirements prescribed in OPM Handbook X-118 and X-118C for target upward mobility positions, making it difficult for employees who lack the related experience to be competitive for those opportunities. Reference (e) provides the means to assure that employees who have potential but lack qualifying experience will have the opportunity to compete successfully for positions filled through use of the DON-wide training agreement. It authorizes and requires headquarters offices and field activities to restrict competition, in filling a substantial portion of their upward mobility positions, to employees who do not meet minimum qualification requirements for target positions. However, adequate advancement opportunities must be made available to other employees in dead-end positions who do meet the qualifications for higher level positions.

4. Definitions

a. Upward Mobility. Upward Mobility refers to those actions taken by management to fill positions using either regular OPM qualification requirements for entry and advancement or by using the DON-wide training agreement which permits selection based on assessment of potential (rather than the regular qualification requirements) and accelerated credit for meeting OPM qualification requirements for placement in the target position.

* b. Upward Mobility Positions. An upward mobility position is one meeting the following criteria:

(1) competition is limited to DON employees

(2) a formal training plan is established

(3) the incumbent will be placed in a target position upon successful completion of the training.

Apprentice positions, helper to intermediate or journeyman trainees, career program positions and career ladder positions created by restructuring are examples of positions that qualify as upward mobility positions when the three above criteria are met.

c. Potential. Potential is the ability (including desire) to acquire and use skills and knowledges to successfully perform higher level work.

d. Trainee Position. A trainee position consists of the duties which an employee will perform while training for a target position.

e. Target Position. A target position consists of the duties which an employee selected for an upward mobility assignment will be trained to perform.

f. Bridge Position. A bridge position is one established to "bridge" the gap between a lower level position and the first rung of an established career ladder or to bridge the gap between a career ladder with lesser career growth to one with greater growth potential.

g. Job Restructuring. As used in this Order, job restructuring is the technique of rearranging the way the work of an organizational segment is performed by arranging tasks into jobs which will provide a progression of training and experience of lower level employees to develop and advance within and across occupational lines.

5. Objectives. The objectives of the Upward Mobility Program are:

a. To prepare the trainee to function effectively in the immediate target position.

b. To provide employees with opportunities to grow, to enhance their qualifications, and to progress in career ladder positions.

c. To provide upward mobility and/or lateral reassignment for employees whose current assignments do not provide for future advancement.

d. To provide a broader base for selection of personnel for the technical, administrative, professional, and craft/trade positions, and thus diversify the employee population.

e. To obtain more effective utilization of the potential of employees.

f. To motivate employees and create a climate conducive to high morale.

g. Provide an internal source of candidates for positions identified under the Federal Equal Opportunity Recruitment Program (FEORP).

6. Responsibilities. Upward mobility involves all levels of management and supervision.

a. Managers/Supervisors. All levels of management and supervisors are responsible for identifying situations which lend themselves to the development of trainee and target positions as discussed herein and for counseling, guiding, and evaluating individual trainees under the Upward Mobility Program.

b. Deputy Equal Employment Opportunity Officer. The Deputy EEO Officer is responsible for reviewing requests to fill positions (SF-52) and calling attention to line managers positions in occupations and grades in which under representation of minorities and women exist. The Deputy EEO Officer will submit a report on upward mobility activity in the format prescribed in reference (e) to the Commandant of the Marine Corps (MPC-30)/Bureau of Medicine and Surgery no later than 15 October of each year.

c. Civilian Personnel Officer. The Civilian Personnel Officer is responsible for providing assistance by analyzing data which is essential for job restructuring, developing job requirements, developing elements of career ladders, evaluating employee potential, developing selection criteria, identifying appropriate training sources, and assisting in developing useful training experience, both formal and on the job.

d. Employees. Employees are responsible for making known their interest in advancement and for applying for positions in career fields of specific interest under the Upward Mobility Vacancy Announcements.

* e. Upward Mobility Coordinator. The Employment Superintendent, Civilian Personnel Office, is hereby designated as Upward Mobility Coordinator. He will provide advice and assistance to managers and supervisors regarding program operations, procedures and methods of identifying positions to be filled via the Upward Mobility Program; coordinate the efforts and activities of the Civilian Personnel Staff in the restructuring, design, and designation of positions determined to be appropriate for upward mobility; coordinate the development of Individual Training Plans for each program participant in accordance with the outline presented in paragraph V, enclosure (1) and under the authority provided in reference (c). Contact with the Upward Mobility Coordinator can be made through the Civilian Personnel Office, extension 2763.

7. Training Plan. Enclosure (1) outlines the training plan approved for use in pursuing upward mobility objectives. Assignments under the plan must not convey an impression of rapid or guaranteed advancement.

* 8. Action. Organizational Commanders, Heads of Staff Sections, Department Heads and Chiefs of Services will:

a. Identify, (in coordination with the Upward Mobility Coordinator) positions in the organizational structure that are appropriate for upward mobility recruitment and provide a list of such positions to the Deputy EEO Officer with a copy to the Upward Mobility Coordinator and Position Management Officer no later than 1 September of each year.

b. Inform employees of the Upward Mobility Program and counsel those employees who express an interest in career development.

c. Use the Training Plan set forth in enclosure (1) in conjunction with the upward mobility positions identified in meeting their staffing, training, and career development needs.

9. Change Notation. Significant changes in this revision are denoted by asterisks (*) in the outer left margin.

10. Applicability. Having received the concurrence of the Commanding Officers of Marine Corps Air Station (H), New River; Naval Regional Medical Center and Naval Regional Dental Center, this Order is applicable to those commands.

J. R. FRIDELL
Chief of Staff

DISTRIBUTION: C less Category III

UPWARD MOBILITY PLAN FOR TRAINEE POSITIONS

I. Position Coverage

A. Trainee Positions. This plan provides for upward mobility of employees to predetermined target positions by means of trainee or entry level positions. The trainees will be selected from on board employees in grades GS-1 through GS-9 or WG-1 through WG-9, or equivalent, who demonstrate potential for development in a technical, administrative, professional, or craft/trade career.

B. Target Positions. Target positions will be established at grades GS-4 through GS-9/WG-4 through WG-9 or equivalent in occupations which have been identified at the activity level as being under-represented under the FEORP. Target positions are restricted to non-supervisory positions. Target positions may be at the same grade level as the trainees' position or at the next higher grade level in the occupational series for which training is being given. Trainees who enter a series where positions are properly classified at two grade intervals will be eligible for such promotion upon successful completion of the training program. Only one promotion is permitted to reach the target position if it is above the GS-5 level, WG-5 or equivalent wage rate. If the target position is at the GS-5, WG-5 or equivalent wage rate or below, two promotions between the trainee and target position are permitted. Additional development of candidates beyond the target position will follow normal Merit Promotion Program and Career Management Program Procedures.

II. Identification of Target Positions and Establishment of Trainee Positions.

Utilizing the services of the Upward Mobility Coordinator, Position Management Specialist and the Deputy EEOO, managers will identify those positions which are appropriate for upward mobility assignments. Once those positions are identified and approved, trainee jobs will be established as vacancies occur which encompass the duties employees will perform while in training. Instances in which there is a lack of well qualified applicants available for specific positions provide excellent opportunities to use the Upward Mobility approach in filling such positions.

III. Selection of Trainees

A. Source of Eligibles. Trainees will be selected under activity merit promotion procedures from DON employees who are currently serving in grades GS-1 through GS-9, WG-1 through WG-9, or other equivalent rates and who are serving under career or career conditional appointments. Veterans Readjustment Appointment (VRA) appointees and handicapped employees currently serving in excepted positions under Schedule A appointing authority under Section 213.3102 (u) are also eligible to compete for upward mobility positions. Candidates selected for development must demonstrate potential to perform successfully in the target positions and must, at the time of selection, meet any minimum educational requirements prescribed for that particular series.

B. Evaluation Methods. A rating panel will be established in accordance with DON and local merit staffing policy. An EEO Representative will serve on the panel. By careful evaluation of the quality of work experience, education, and training, supervisory appraisals and other evidence of potential, the panel will rank the applicants. All applicants, regardless of grade level eligibility, will be ranked together with certification being made to the selecting official in accordance with merit staffing procedures. Applicants will be considered only for the specific position for which they filed and have been found eligible.

C. Selection. Trainees will be selected under DON merit staffing procedures without regard to sex, color, race, religion, age, national origin

ENCLOSURE (1)

or any other non-merit reason. Final selection will be made by line management officials after interviewing all the candidates certified for selection. The rating panel will be available to advise candidates or operating officials at any point in the evaluation or selection process.

IV. Length of Training. The training period may vary from a minimum of six months to a maximum of 24 months. A 12 month minimum is required for a WG target position in which the trainee possesses only potential for advancement. All trainees must make up the difference in the qualifications they bring into the program and those required for the target position before reassignment and/or promotion to the target position can be effected. Trainees who fail to meet the performance requirements of the training program may be returned to their former positions if they have not been filled or to other positions of similar duties and grade. Unsuccessful employees who voluntarily changed to a lower grade may be repromoted to their former grade level as an exception to merit staffing procedures.

V. Training Plan. Within 30 days after assignment to an upward mobility position, an individual development plan must be established by the supervisor for each trainee. This plan must carefully spell out the learning experiences the trainee will undertake in order to acquire the knowledges, skills, and abilities necessary for successful job performance in the target position. This means that although the plan must be developed around the requirements of the job, individual aptitude, interests and background of the trainee must also be taken into account. At least 50% of the period must consist primarily of on-the-job training in the target area or in functions closely related to the target position and may be supplemented by formal courses which contribute to success in the career field. Trainees will also be encouraged to participate in self-directed development activities. A copy of the training plan will be provided to the trainee.

VI. Evaluation of Trainee's Progress. Within 30 days after assignment to a trainee position, a preliminary evaluation will be made to assess development needs of the employee in terms of meeting the job element requirements and to plan a development schedule to meet them. Written supervisory evaluation reports on the employee's application of training received and overall development on the job will be made 60 days after assignment to the trainee position and quarterly thereafter. Upon completion of the training program, supervisors will make a final summary evaluation of the achievement and performance of the trainee. Trainees, likewise, will be expected to make a written evaluation of any formal training provided at government expense and to make a self assessment of their development. Trainees will not be considered to have meet the qualification requirements for the target position until they have successfully completed the training program established for the position, and demonstrated through on the job performance, of the length prescribed in the training plan, that they have obtained the necessary knowledges and skills to work at the full performance level.

VII. Career Counseling. The trainee will receive career counseling before entering the developmental assignment, and at appropriately spaced intervals after entering the program. The counseling will be done by the supervisor of the target position with assistance from staff members of the personnel and EEO offices.

VIII. Flexibility Provisions. To avoid frequent minor amendments to the agreement caused by variation in mission of subordinate field elements, changes in concepts or methodology in subject fields, or in trainee needs, such as the necessity for extended leave or the inability to grasp a particular phase of the training, it is permissible to extend the training period for a maximum of six months, if necessary, to accomplish the goals and objectives of the training plan.

ENCLOSURE (1)

Mr. Stone

BASE MOTOR TRANSPORT
Marine Corps Base
Camp Lejeune, North Carolina 28542

MTO/JDA/njg
23 FEBRUARY 81

DEPARTMENTAL INSTRUCTION 2-81

From: Motor Transport Officer
To: Distribution List

Subj: Property Section, Standard Operating Procedures

Ref: (a) COPARS Contract
(b) MILSTRIP/MILSTRAP Desk Guide, NAVSUP Pub 409
(c) MCO P4400.5
(d) MCO P4400.19
(e) P & CO 4200.2
(f) MCO P4200.15
(g) MCO 5370.3
(h) SECNAVINST 5370.2
(i) MCO 4733.1
(j) TI-4355-15/1
(k) TM-4700-15/1
(l) MCO P4400.15
(m) MCO 11240.75

1. Purpose. To publish a standard operating procedure for the property section of Base Motor Transport. This standard operating procedure provides the necessary procedures for accomplishing the property/supply mission and requirements of the above references and incorporates those essential for the property/supply control system utilized as a management guide in the daily operation of the Property Section.

2. Cancellation. Departmental Instruction 2-80.

3. Action. All supervisors will ensure that the provisions of this instruction are understood and implemented by personnel under their supervision.

C. F. Simerly
C. F. SIMERLY

DISTRIBUTION: Each supervisor

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SECTION I

GENERAL

101. MISSION. The mission of the Property Section, Base Motor Transport is to purchase, requisition, issue and account for all equipment, services, and supplies necessary to accomplish the mission of the organization.

102. FUNCTION AND RESPONSIBILITY. The Property Section is responsible for the following functions:

a. Purchase of all property items from the Shop Stores Branch, Base Support Battalion, MCB.

b. Purchase of all property items from the Self-Service Center, Base Support Battalion, MCB.

c. Maintain Equipment Custody Record Cards (ECR Form NAVMC 10359-SD) and related accounting records for motor vehicles, minor property, and Classes III and IV property.

d. Requisition, issue and account for equipment and supplies through the Direct Support Stock Control (DSSC) and maintain requisition files, document logs, etc, in accordance with reference 1.

e. Requisition and turn in of garrison type property from/to the Base Property Control Division/Base Plant Account Officer.

f. Requisition all open purchase items through the Purchasing and Contracting Officer, Base Support Battalion, MCB.

g. Administer all Blanket Purchase Agreements (BPA's).

h. Receive all new vehicles and prepare acquisition reports to Headquarters, Marine Corps and to the Base Plant Account Officer.

i. Administer the accounting procedures required to report vehicles in a survey status to CMC for disposition instructions and to carry out these instructions when received.

j. Prepare all work orders to Base Maintenance, Base Telephone, Base Comm-Elec for the repair and upkeep of all building, communication equipment and parking areas assigned to Base Motor Transport.

k. Prepare and submit T/E modification requests to CMC and responsible for properly recording the approved modifications in the T/E.

l. Prepare monthly Garrison Mobile Equipment (GME) Report to CMC.

m. Maintain a library of microfiche film used in researching data pertinent to preparing requisitions.

n. Administer the Calibration Program in accordance with current directives.

SECTION II

SOURCES OF SUPPLY

201. SECTION REQUEST PROCEDURES. The source of supply of all supplies and/or materials for the responsible sections will be the Property Section. However, certain procedures will apply to different situations. Supervisors will submit Supply Request Forms for supplies/materials prior to noon Wednesday of each week to the Property Section. (The form will be signed, dated, and approved by the Section Head.) The Motor Transport Officer or Assistant Motor Transport Officer and the Property Section Supervisor will approve the Supply Request Forms (Figure 1). When Supply Request Forms have been approved, they will be screened for Self-Service/Shop Stores/COPAR/System/Blanket Purchase Agreement/ and Open Purchase items. These items are researched for National Stock Numbers by the use of microfiche film, GSA catalogues, or other sources as appropriate.

202. Self-Service Procedures

1. Items required from Self-Service Center will be prepared on a NAVMC 10700, Self-Service Shopping List (Figure 2).

2. The Self-Service lists will be separated into the following categories and submitted in original and three copies to Self-Service Center:

a. NAVMC Blank forms.

b. Blank forms.

c. Counter items.

d. Shelf or floor items.

3. On the day that the Property Section Clerk is assigned to shop, the Self-Service Shopping List and the Self-Service credit card is received from the Property Section Supervisor.

4. The Property Section Clerk will complete the Shopping List while at the Self-Service Center by annotating the unit price and quantity issued on each item purchased. The unit price will be annotated under the item number column of the list. If the unit price is not available, the unit price from the Self-Service cashier will be used. Original and one (1) copy of Shopping List will be left with cashier.

5. Upon completion of shopping, the Property Section Clerk will return the Self-Service credit card to the Property Section Supervisor. Two (2) copies of the completed shopping list will be returned to the Property Section and total cost calculated and annotated on the list.

One copy will be distributed to Fiscal Section and a copy retained on file.

6. Incomplete shopping lists will not be accepted and must be completed prior to approval of further request.

7. The Fiscal Section Supervisor will provide the Property Section with Self-Service funds. Funds from time to time will be adjusted by the Fiscal Supervisor in order to better serve the mission of the Property Section.

203. Shop Stores Procedures

1. Items required from Shop Stores will be prepared on a Shop Stores Sales Slip (Figure 3).

2. The Shop Stores Sales Slip will be submitted in original and one (1) copy to Shop Stores.

3. On the day that the Property Section Clerk is assigned to shop, the Shop Stores Sales Slip will be initialed and approved by the Fiscal Supervisor. The Shop Stores credit card will be obtained from the Property Section Supervisor.

4. The Property Section Clerk will complete the shopping sales slip while at Shop Stores by annotating the quantity issued, list price, and cost price of each item purchased. When the unit price is not available, the unit price from the Shop Stores cashier will be used. Shop Stores will prepare their sales slip.

5. Upon completion of shopping, the Property Section Clerk will return the Shop Stores credit card to the Property Section Supervisor. The original and one(1) copy of the completed shopping slip will be returned and total cost calculated and annotated on the shopping slip. Original copy will be distributed to the Fiscal Supervisor, and a copy retained on file.

6. Incomplete Shopping Slips will not be accepted and must be completed prior to approval of further request.

204. Contractor Operated Parts Store (COPARS) Procedures

1. COPARS contract is with a commercial parts company and is subject to change if the contract is violated. Reference: COPARS contract.

2. Items required from COPARS will be prepared on the COPARS sales slip, original and two copies (Figure 4).

3. The Property Section Clerk will present the COPARS Sales Slip to COPARS for ordering and delivery. The COPARS Sales Slip will be initialed by the Fiscal Supervisor prior to ordering to ensure funds are available.

4. Upon completion of the order, COPARS will deliver the material to the Property Section. The Property Section Clerk will check the materials and certify the COPARS delivery ticket. COPARS will retain the original copy of the delivery ticket, second copy will be distributed to Fiscal, and the third copy retained on file.

5. Materials ordered from COPARS must be filled within 48 working hours or order will be cancelled and ordered through another source of supply.

205. Supply System Procedures

1. Items required through the supply system will be typed on a Requisition System Document, DD Form 1348 (6-pt) (Figure 5).

2. The Property Section Clerk will type the information on the DD Form 1348 in the blocks A, B, 1 through 3, 7 through 51, 60 through 61, 67 through 80, and L through U.

3. The Property Section Clerk will assign document number, enter it in the Fiscal Year Logbook, and prepare a requisition envelope with the document number, stock number, nomenclature, source of supply, unit price, and quantity entered on the outside of the envelope. The envelope with the file copy is retained in the pending file until material is received.

4. The Unit Property Officer will sign the back of the first hard copy of the 1348. All priority 08's are signed by the Motor Transport Officer. Blocks 62 through 64 must be completed on the 1348.

5. Job Order Numbers (blocks 67 through 80) are located in the JON book or can be obtained through Fiscal Section.

6. Original and first three copies of the 1348 are distributed to Resource Management System (RMS), Base Support Battalion, number 4 copy is placed in the requisition envelope and the number 5 copy is distributed to Fiscal Section.

7. Requisition status card will be received from Direct Support Stock Control (DSSC), Materiel Division, Supply Services weekly. The Property Section Clerk checks status cards against the requisition, date stamps card upon receipt, posts status in Fiscal logbook, files card in requisition envelope, and files envelope in appropriate section of file (Figure 6). Reference: MILSTRIP/MILSTRAP Desk Guide NAVSUP Pub 409.

8. Receiving Section, Base Support Battalion will notify the Property Section (Base Motor Transport) when material is received. The Property Clerk will receipt for and pick up material. Reference: MCO P4400.5___, MCO P4400.19___.

206. Blanket Purchase Agreement (BPA) Procedures

1. Blanket Purchase Agreements (BPA) are with commercial distributors and are subject to change/cancellation at any time. Reference: BPA Contracts.

2. Items required on Blanket Purchase Agreements are for supplies and/or services that are not available through the supply system. Authorized personnel will place calls up to $500.00 per call limitations as set forth in the BPA and in accordance with reference F.

3. When calls are placed the Property Clerk will prepare a DD Form 250, Material Inspection and Receiving Report in the following blocks:

Blocks 1. Proc. Instrument Iden (Contract) and Order Number (Call number.)

4. Document number.

6. Date

7. Page number.

9. Prime Contractor.

10. Administered by.

13. Shipped to.

14. Marked for.

15. Item number.

16. Stock/Part number and description.

17. Quantity ship/received.

18. Unit.

19. Unit Price.

20. Amount.

23. Fill in complete accounting data with Job Order Number that material is to be charged to. Enter total amount to be paid in upper right hand corner of this block. Unit Property Officer will sign in lower right hand corner (Figure 7).

References: (a) P & CO 4200.2 - Purchasing and Contracting Division order.

(b) MCO P4200.15 ____ - Marine Corps Purchasing Procedure Manual.

(c) MCO 5370.3___ - Standards of Conduct for Procurement Personnel.

(d) SECNAVINST 5370.2___ - Standards of Conduct for Procurement Personnel.

4. Assign document number, call number, and log in Fiscal Year logbook.

5. Prepare BPA Worksheet by entering BPA contract number, suppliers name, call number, date of call, requisition number/item description, dollar amount, due date, and completion date (Figure 8).

6. Property Section Clerk will pick up supplies and deliver them to the Inspector for inspection. The Inspector will sign the DD 250 in block 21B. The Property Section Clerk will sign the vendor's receipt, and the DD 250 in Block 21A. The Inspector will pull the Receipts Control copies of the DD 250, the vendor's sales slip and forward them to the administrative section pending receipt of the invoice. When a call is placed for services a DD 250 will be prepared and distributed as set forth previously. The second copy will be marked "Hold Copy" and retained with the original on the pending DD 250 side of the BPA file. When services are completed, the Property Section Clerk will sign the vendors service slip and forward the "Hold Copy" plus one of the DD 250 to the inpector. An inspector will stamp the DD 250 as complete and then forward it to the administrative section pending receipt of the vendor's invoice.

7. Persons authorized to place calls against a BPA must read and sign a Standards of Conduct statement semiannually at the end of March and September.

8. Upon completion of the BPA call, the original copy of the DD 250 and a copy of the sales ticket will be retained in Property Section BPA file. Copies 1, 4, and 6 of the DD 250 and original copy of sales ticket will be delivered to the Inspector by the Property Section Clerk. Copy 2 of the DD 250 is distributed to Purchasing and Contracting Office. Copy 3 is distributed to Base Fiscal Office. Copy 5 and a copy of the sales ticket will be distributed to Fiscal Section, Base Motor Transport.

207. Open Purchase Procedures

1. Material/Services/Repairs and parts required that cannot be purchased by the authorization of the Property Section will be purchased through Purchasing and Contracting Office. This includes rubber stamps, recharging of fire extinguishers, repair of jacks, purchasing of tools and minor property, etc.

2. The Property Clerk will type the information on the DD Form 1348 in blocks A, B, 1-3, 23-51, 60-64, and 67-80. Annotate in the remarks column the description, justification, and source of supply for the requested item. Fill in blocks T through U (Figure 9).

3. The Property Clerk will assign a document number, log it in the Fiscal logbook, and prepare a requisition envelope with the document number, nomenclature, source of supply, unit price, and quantity entered on the outside of the envelope. The envelope with the file copy inside is filed in the appropriate section of the file until purchase order and material/services are received.

4. The Unit Property Officer will sign the back of the first hard copy of the 1348. All prioritiy 08's are signed by the Motor Transport Officer and blocks 62-64 must be completed on the 1348.

5. Job Order Numbers in block 67-80 are located in the JON book or can be obtained through Fiscal Section.

6. The original and the first, second, and third copies of the 1348 are distributed to Resources Management System (RMS), Base Support Battalion, The number 4 copy is placed in the requision envelope and the number 5 copy is distributed to Fiscal Section, Base Motor Transport. Requisitions for minor property will be routed through Base Property.

7. Base Support Battalion, Receiving Section, will notify the Property Section, Base Motor Transport when material is available for pick up. The Property Section Clerk will sign for and pick up material.

208. Calibration Program Procedures

1. Calibration for test and measuring instruments will be done by commercial contracts and/or sent to 2d FSSG for services and repair. References: See commercial contracts.

MCO 4733.1 - Calibration Program.

TI-4355-15/1-Instruments Requiring Calibration.

TM-4700-15/1 ___- Establishment of Calibration Program.

2. Two sets of index header cards, of different colors, covering the months of the year are prepared, designating one set as the even year and the second set as the odd year.

3. Prepare one index header card labeled "Inactive".

4. Prepare one index header card labeled "Cal Not Req" (calibration not required).

5. Prepare one index header card labeled "At Cal Fac" (at calibration facility).

6. The calibration control cards will be prepared with item, serial number, ID number, national stock number, location, calibration due date, date calibrated, and remarks. The cards will be filed behind the appropriate header card (Figure 10).

7. Calibration items not carried under contract will be calibrated by 2d FSSG by filling out a Repair Order (ERO) NAVMC 10245 for each item, in accordance with 8-6 of reference (j), and deliver the equipment to 2d FSSG facility. Retain one copy of the ERO for file (Figure 11).

8. Upon receipt of the item from calibration, retreive the items card from the appropriate file and enter new calibration due date, date of calibration, calibration cycle, and indicate any pertinent remarks.

9. File the card behind the month when the equipment is next due for calibration, observing the color-coded (odd or even) calendar year.

209. Property Control Procedures

1. All responsible Officers will be appointed in writing by the Motor Transport Officer for pick up/turn in of equipment (Figure 12).

2. The releiving Responsible Officer will inventory all items appearing on the custody records, and make a careful inspection of the records and condition of the responsible sub-account. Preferably, a joint inventory will be conducted with the present and newly appointed Responsible Officers.

3. If the releiving Responsible Officer is not satisfied with the condition of the records, supplies, or the other matters coming to his attention, he will immediately report the facts to the Unit Property Officer for appropriate action.

4. Within ten (10) days of assignment, the releiving Responsible Officer will sign the original custody records maintained by the Unit Property Officer.

5. The property records are maintained by means of Consolidated Memorandum Receipt lists (CMR), Non T/E Materiel Allowance list, and Equipment Custody Record cards (4440) NAVMC 10359.

6. The Equipment Custody Record Cards (4440) NAVMC 10359 (ECR), are maintained by the Property Clerk and must be kept current. An ECR card will be prepared for each account and each new Responsible Officer.

7. The ECR card will be prepared in accordance with instructions contained in reference L for all property to be controlled except for Garrison Mobile Equipment (GME).

8. Request for new items or replacement for unserviceable items will be typed on a DD Form 1348 by completing blocks A-B, 1-6, and 8-43 (Figure 13).

9. Request for turn in of unserviceable items will be typed on a DD Form 1348 completing blocks A-B, 1-6, and 8-43 (Figure 14).

10. After the DD Form 1348 has been prepared to Base Property for new/replacement items, assign document number, log in fiscal year log-book, and prepare requisition envelope. The Unit Property Officer will then sign document. The Property Clerk will post the action on the CMR and ECR card, and hold file document until debit/credit memo is received. Distribute original, first and third copies to Base Property. The fourth copy is retained in the appropriate file with requisition envelope, and the fifth copy is retained in the Base Proeerty Outstanding Voucher Notebook in Property Section until debit/credit memo is received.

11. Prepare ECR cards for Garrison Mobile Equipment (GME) from Vehicle Assignment and Credit Form MCBCL 11240/3 received from Maintenance Control Section. The same ECR card will be used for new Responsible Officers or re-issue. Equipment Custody Record Cards, NAVMC 10359 will be maintained in accordance with reference L, however, the USMC number will be recorded in the NSN block, vice the NSN. Plant Account number and TAM number will be entered in the Control Number block and the MIPR number will be recorded in the Voucher Number column. (Figure 15)

12. Property (other than Garrison Mobile Equipment) turned in or issued from Property Section will be credited/debited on a 1348-1 for record purposes only (Figure 16).

13. Material sent to Defense Property Disposal Office (DPDO) must be accompanied by a 1348-1 completed in accordance with DPDO procedures excluding Garrison Mobile Equipment (GME) (Figure 17).

14. The Consolidated Memorandum Receipt (CMR) for Base Property and Plant Account Property is received annually. Any discrepancies must be adjusted by submitting loss/gain documents and will accompany the signed CMR back to Base Property/Plant Account.

Reference: MCO P4400.15H.

210. Garrison Mobile Equipment (GME) Procedures

1. Responsible Officers for Garrison Mobile Equipment will be appointed in writing by the Commanding Officer of the unit and submitted to the Unit Property Officer, Base Motor Transport. Responsible Officer certification will be verified monthly.

2. All new items of Garrison Mobile Equipment (GME) is received and inspected by the Base Support Battalion Inspectors. The Inspector will call the Property Clerk to receipt for the equipment. Plant Account will be notified to assign and attach a Plant Account number on each vehicle. The Property Clerk will check vehicles, tag keys with USMC number, Plant Account number, mileage, and manuals. The Property Clerk will notify the Motor Transport Officer and Maintenance Director when new vehicles are received. The vehicle will be checked for collateral equipment (OEM).

3. The Property Clerk will prepare a Motor Vehicle Record Folder (NAVMC 696-SD) for each new vehicle and enclose a spare set of keys. The record folder is turned over to the Maintenanee Control Supervisor with the following data entered on the front:

a. Registration Number and USMC Equipment Code Number.

b. Description and name of manufacturer.

c. Plant Account number and chassis number.

d. Acquisition cost of vehicle.

All new vehicles will be processed through the Maintenance Repair Shop before issue.

4. The Property Clerk will receive a Vehicle Assignment and Credit Form (MCBCL 11240/3) from Maintenance Control for each vehicle. The clerk receipts for the form and retains the original and one copy. The form must contain the following information:

a. Vehicle code and description.

b. USMC number and date.

c. Present location code of vehicle and location code of unit to which vehicle is being assigned (Figure 18).

5. The Property Clerk telephones the Responsible Officer of the receiving unit and advises the vehicle is available for pick up. When the vehicle is issued, the clerk annotates the Assignment and Credit Form whether or not the following items are present on the vehicle:

a. Spare tire, lug wrench, jack.

b. Seat belts, windshield washer.

c. Fiberglass or canvas top.

d. Fire extinguisher.

e. Gas card.

The Responsible Officer signs the form for the vehicle and is given the original copy of the form. The Property Clerk will prepare the

Equipment Custody Record Card (ECR) for the vehicle, and the Responsible Officer will sign the card (Figure 15).

6. The Property Clerk will prepare the Plant Account Acquisition Form and forward to Plant Account for debit on the CMR listing for vehicles received.

7. The Property Clerk will report all vehicles received to the Commandant of the Marine Corps (Code LME-5). CMC will furnish GME red top record cards. These cards will be filed behind the ECR cards after verifying their correctness. When the vehicle is disposed of through Survey Action, the Property Clerk will send the GME card to CMC as an enclosure to the Mobile Garrison Equipment Report prior to the 20th of each month.

8. Maintenance Control will furnish the Property Clerk with the following when a vehicle meets survey criteria:

a. Vehicle history jacket.

b. Limited Technical Inspection (LTI).

c. Vehicle Assignment and Credit Form.

d. Gas card.

e. Keys.

f. Rough letter with initials indicating approval by the Motor Transport Officer/Assistant Motor Transport Officer to be typed and submitted to CMC requesting disposition instructions.

9. The Property Clerk will call the unit concerned and issue the credit chit after the vehicle jacket has been received. The unit will deliver the spare tire, lug wrench, and jack with the vehicle prior to receiving the credit chit.

10. When the Property Clerk receives approval from CMC with disposition instructions, the gas credit card will be destroyed by cutting.

11. The Property Clerk submits a request to Plant Account Officer requesting that the vehicles for survey be invoiced to the disposal agency named in the CMC letter. This letter is supported by copies of the CMC letter and the LTI.

12. The Property Clerk will receive invoices from the Plant Account Officer. The clerk will assemble all correspondence with the Vehicle History Jacket and contact the Base Motor Transport wrecker driver to deliver surveyed vehicles to DPDO. One copy of the invoice is returned to Property Section for filing.

13. Prior to receiving the invoices from Plant Account the property clerk will provide personnel at the Tire Shop with a listing of the

surveyed vehicles. The tire shop personnel will check vehicles, replace serviceable tires with less serviceable ones, remove any fuel from gas tank, removes and stores any fire extinguishers, lug wrenches, jacks, etc. found in vehicle. This information is recorded on a mimeographed memorandum form supplied by the Property Clerk and returned to the Property Clerk for filing.

14. The Property Clerk prepares a Table of Equipment Modification (T/E) Requests form MCBCL 4442 approved by the Motor Transport Officer/Assistant Motor Transport Officer as follows:

a. Requesting organization.

b. Number of the T/E.

c. National Stock Number, if known.

d. Nomenclature.

e. Present allowance.

f. Recommended allowance.

g. Justification.

h. Whether modification is recommended for other units.

The T/E modification will be accompanied by a cover letter to CMC. When the reply is received from CMC, the Property Clerk will make the necessary changes to the T/E and the Vehicle Assignment and Location Board. All documents pertaining to the transaction will be retained in the T/E file folder.

Reference: MCO 11240.75 ____.

BASE MOTOR TRANSPORT
Marine Corps Base
Camp Lejeune, North Carolina 28542

APPROVED BY:
MTO _____
SUPPLY SUPV _____

SUPPLY REQUEST

SECTION _____ DATE _____ SUPERVISOR _____

NOTE: All supply requests will be approved by the Motor Transport Officer o the Assistant Motor Transport Officer prior to submission to the Unit Property Officer. Requests will be submitted prior to noon on Wednesdays. Supplies will be picked up from the Supply Office Friday afternoons.

ITEM	QTY REQ'D	QTY REC'D	REC'D BY

Figure 1

_____
APPROVING OFFICIAL

SELF-SERVICE CENTER SHOPPING LIST (4404)

NAVMC 10700 (REV. 2-78)
SN: 0000-00-006-2261 U/I: PD (100 SHEETS PER PAD)
PREVIOUS EDITION MAY BE USED.

INSTRUCTIONS

Prepare in triplicate.

The NSN portion of this Shopping list must be completed prior to going through check out counter.

If the issue of an item is a non-recurring demand (NRD) place NRD in the item number column.

Unit of Issue, Quantity, and Description are for customer use if desired.

6 28 79

STAMP CHARGE PLATE HERE

B7A
M93052
A492400072402T
01 FY79
0860 BASE MOTOR TRANSPORT

SM $13.92

ITEM NO.	NATIONAL STOCK NUMBER (8 - 20)	UNIT OF ISSUE	QTY.	QUANTITY ISSUED (25 - 29)	DESCRIPTION (IF DESIRED)	
2.00 1	4310-00-137-7904	EA	1	1	Windscreen	12.00
2 2	2530-00-335-1552	EA	1	1	LL TIRE	1.92
3						13.92
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

RECEIVED BY: [illegible]

DATE: 7-1-79

REQUESTING UNIT: Unit 1710

Figure 2

RUC: M93052 | JON: AA9-24-0064-2404T | REQUESTED BY: Blunt | DATE: 1-31-79

QTY	U/I	NSN	NOMENCLATURE	LIST PRICE	COST PRICE
11	DR	9150-00-186-6703	10 W 30	99.15	1090.65
1		" " "	A29-24-0500-2404T		99.15
1		" " "	" 0550 "		99.15
2		" " "	" 2000 "		198.30
2		" " "	" 3000 "		198.30
243	GI	6850-00-181-7929	A19-24-0064-2404T	2.70	656.10
3		" " "	0510		8.10
12		" " "	0550		32.40
33		" " "	2000		89.10
33	GI	" " "	3000		89.10
2	DR	6850-00-285-8012	A19-24-0064-2404T Dri Cl Soln	55.52	111.04
2	DR	9150-00-191-2772	10 wt oil	93.35	186.70
					2858.09

RECEIVED BY: Robert L Boe DATE: 1-31-79

STORE WITH A MILLION PARTS

(916) 743-1561
712 3RD STREET • MARYSVILLE, CALIFORNIA 95901

J 8388

HUST BROTHERS, INC.

SOLD TO

DATE 2/2/81

☐ CHARGE ☐ CREDIT

SALESMAN Tracy

CUSTOMER'S P.O. NUMBER Fab

VEHICLE REGISTRATION # Freight

WORK ORDER # 0066

VEHICLE DESCRIPTION

ORGANIZATIONAL CODE

REC'D BY X

QTY.	COST ACCT. CODE	NUMBER	NOMENCLATURE	MFG.	PAGE NO.	DATE	LIST	NET	TOTAL
6		659605	Cup Stripper 10 in		10		12656		454

1012 - 0005

IAR

$25.40

Complete
23 Jan 81

AOA - 2540 - 00 - 204 - 3285

Tire Chains for 8.75 x 16.5 tire

SOS - GSA schedule

FSE 25 Item #18

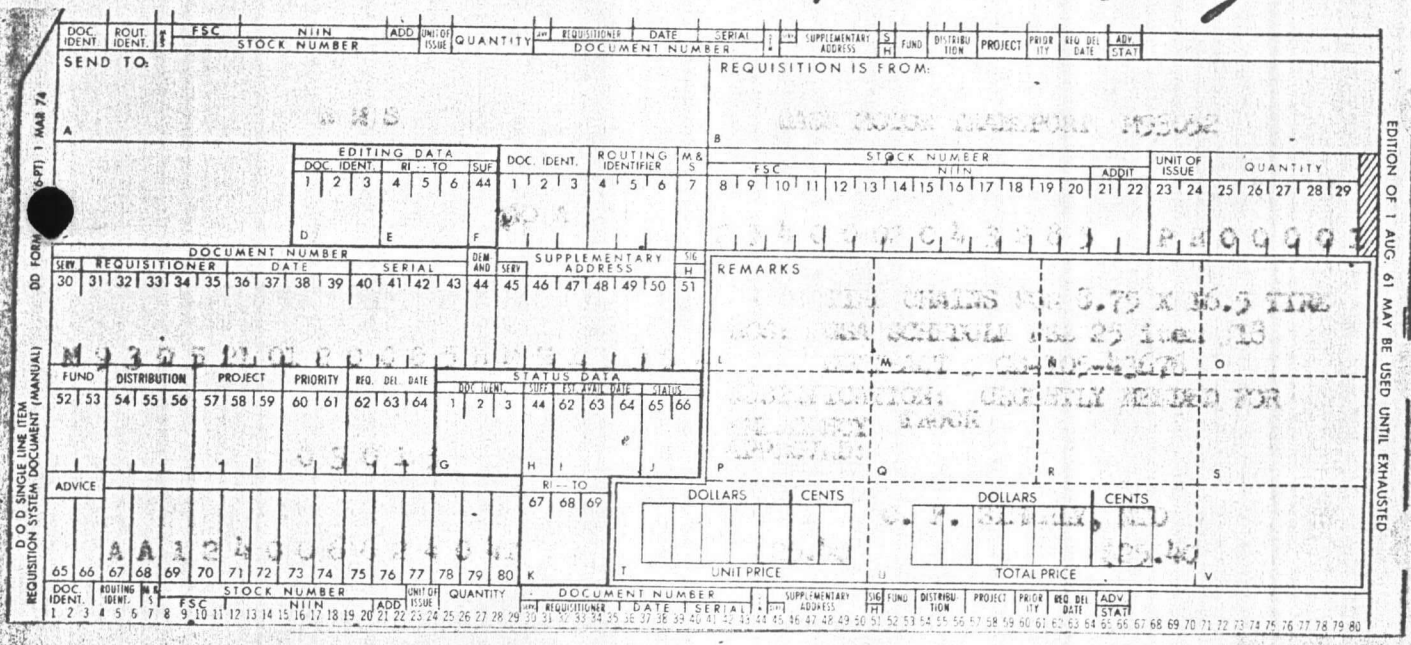
Contract # GS - 10S - 43676

Just - Urgently needed for Emergency truck

Pri 3

RDD 1015

$25.40

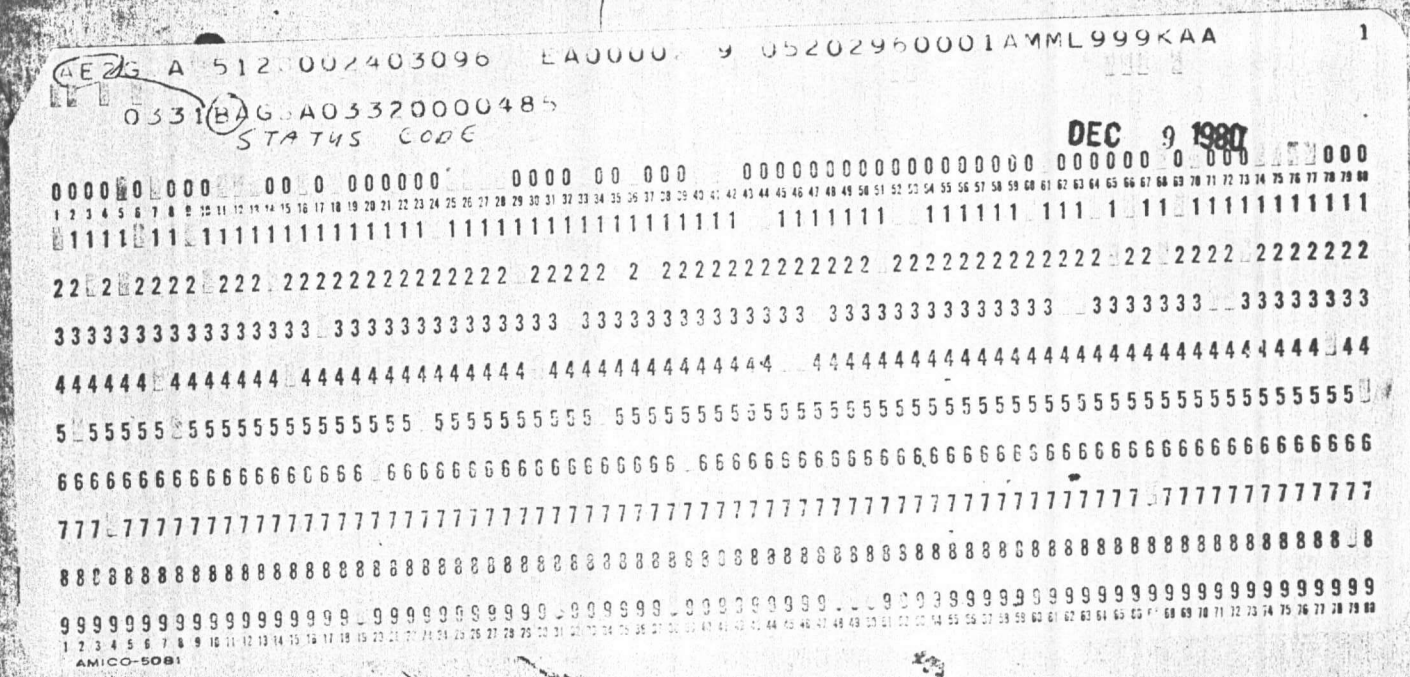


DD FORM 1348 REQUISITION SYSTEM DOCUMENT (MANUAL)

1. Assign document # & log in FY log book
2. Make requisition envelope
3. UPO signs back of original (*if Priority 8, the MTO must sign and the RDD (Required Delivery date must be given.)
4. JON (Job Order Number) is located in the JON book or can be obtained through the Finance & Accounting Office (BMT)

DISTRIBUTION: ORIGINAL, COPIES 1, 2, & 3 - RMS, BMatBn, Bldg, 1011
COPY 4 - Supply Requisition Envelope
COPY 5 - Finance & Accounting (BMT)

FIGURE 5



REQUISITION STATUS CARD

1. Date stamp card upon receipt at Supply (BMT)
2. Check status codes & post in FY log book
3. File card in requisition envelope & move to the appropriate section (e.g. back order, due in, etc.)

FIGURE 6

MATERIAL INSPECTION AND RECEIVING REPORT

1. PROC. INSTRUMENT IDEN(CONTRACT): 79-A-0044 (ORDER) NO. (R085) | INVOICE | DATE 28 Aug 80 | 7. PAGE 1 OF 1 | 8. ACCEPTANCE POINT

2. SHIPMENT NO. | 3. DATE SHIPPED | 4. B/L | TCN M93052-0241-0002 | 5. DISCOUNT TERMS

6. PRIME CONTRACTOR CODE
STANDARD AUTO PARTS
CECIL 347-1731

10. ADMINISTERED BY CODE
BASE MOTOR TRANSPORT
W. J. NICHOLS - 1710

11. SHIPPED FROM (If other than 6) CODE | FOB:

12. PAYMENT WILL BE MADE BY CODE

13. SHIPPED TO CODE
ACTIVITY PICK UP

14. MARKED FOR CODE
OPERATIONS
DUE DATE: 28 Aug 1980

15. ITEM NO.	16. STOCK/PART NO. DESCRIPTION (Indicate number of shipping containers - type of container - container number.)	17. QUANTITY SHIP/REC'D *	18. UNIT	19. UNIT PRICE	20. AMOUNT
1.	OIL CANS, W/ SPOUTS	2	EA	$ 23.79	$ 47.58
2.	FUNNELS FOR TRANSMISSION FLUID	2	EA	3.62	7.24
	Certified as an EMERGENCY requirement. Material not immediately available through normal sources.				

ordered 8/28/80 Tyler Baits

21. PROCUREMENT QUALITY ASSURANCE

A. ORIGIN
☐ PQA ☐ ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.

DATE | SIGNATURE OF AUTH GOVT REP
TYPED NAME AND OFFICE

B. DESTINATION
☐ PQA ☐ ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.

DATE | SIGNATURE OF AUTH GOVT REP
TYPED NAME AND TITLE

22. RECEIVER'S USE
Quantities shown in column 17 were received in apparent good condition except as noted.

8/28/80 | J. Nichols
DATE RECEIVED | SIGNATURE OF AUTH GOVT REP
TYPED NAME AND OFFICE

* If quantity received by the Government is the same as quantity shipped, indicate by (✔) mark, if different, enter actual quantity received below quantity shipped and encircle.

23. CONTRACTOR USE ONLY
1701106.2720 000 67001 0 067001 2D 000000 AA0 24 0066 2404T

TOTAL $ 54.82

J. D. Anderson
J. D. ANDERSON
UPO M93052

Figure 7

DD FORM 250 1 NOV 68 | REPLACES EDITION OF 1 AUG 67 WHICH MAY BE USED | S/N 0102-LF-002-2002

BPA WORKSHEET

BPA M67001-80-A- 0063 Company Name HOST BROTHERS

Call #	Date of Call	Requisition Number/ Item Description	Dollar Amount	Due Date	Completion Date
R001	21Mar80	0081-0001	13.12	21Mar80	21 Mar80
R002	27Mar80	0087-0005	8.74	27Mar80	27 Mar80
R003	02 Apr80	0093-0007.	51.72	02 Apr80	02 Apr80
R004	03 Apr 80	0094-0002	14.48	03 Apr 80	03 Apr 80
R005	16 Apr 80	0107-0001	267.54	16 Apr 80	16 Apr 80
R006	24 apr 80	0115-0001	289.52	24 Apr 80	24 Apr 80
R007	30 Apr 80	0121-0002	13.46	30 Apr 80	30 Apr 80
R008	30 May 80	0151-0003	18.75	30 May 80	30 May 80
R009	09 June 80	0161-0001	8.16	09 Jun 80	09 June 80
R010	18 June 80	0170-0001	9.20	18 June 80	18 June 80
R011	3 Oct 80	0312-0001	$14.27	6 Oct 80	6 Oct 80
R012	18 Nov 80	0324-0001	$11.74	18 Nov 80	18 Nov 80
R013	2 Dec 80	0340-0002	$94.01	2 Dec 80	2 Dec 80
R014	18 Dec 80	0352-0003	$46.11	17 Dec 80	17 Dec 80
R015	18 Dec		$9.20	18 Dec 80	18 Dec 80
R016	19 De				80
R017	14 Ja				81
R018	16 Ja				81
R019	19 J				81

--DD Form 250 Material Inspection & Receiving Report
* Used for Blanket Purchase Agreements

1. Prepare, assign document # & log in FY log book
2. Assign call # & log on BPA Worksheet
3. If purchase involves USMC vehicle repair parts, a copy of the sales ticket must accompany the Shop Repair Order (held by the repair sections).

DISTRIBUTION: Original & copy of sale ticket - Supply (BPA file)
Copies 1, 4, & 6 & original sale ticket Attn Lois Beiggren, Receipt ControlSec. BSB, BLDG 1211(HAND CARRIED BY SUPPLY CLERK GS-4)
COPY 2 - PURCHASING & CONTRACTING B.1211
COPY 3 - BASE FISCAL, B. 1005
COPY 5 & copy of sales ticket - F&A(BMT)

FIGURE 8

9261-0001

4879
(2471)

1 EA
$592.18

AOE
Wheel Drive, P/N 4780-494-3
Source: Dillon Supply
Raleigh NC

$592.18
PRI 08 ROD 261

Act 79
Complete

Carter
USMC#256885

DD FORM 1348 (6-PT) 1 MAR 74 — DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL) — EDITION OF 1 AUG. 61 MAY BE USED UNTIL EXHAUSTED

DOC. IDENT.	ROUT. IDENT.	FSC / NIIN / STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY	REQUISITIONER / DATE / SERIAL / DOCUMENT NUMBER	SUPPLEMENTARY ADDRESS	S H	FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ. DEL. DATE	ADV. STAT

SEND TO: (A) Purchasing & Contracting

REQUISITION IS FROM: (B) [illegible] Depot Transport M[illegible]

EDITING DATA DOC. IDENT. (C)	RI — TO (D, E)	SUF (F)	DOC. IDENT.	ROUTING IDENTIFIER	M & S	STOCK NUMBER FSC / NIIN	ADDIT	UNIT OF ISSUE	QUANTITY
								EA	00001

DOCUMENT NUMBER SERV.	REQUISITIONER	DATE	SERIAL	DEMAND	SUPPLEMENTARY ADDRESS SERV.		SIG H
N	930	52	9261	0001	M	M	

REMARKS: [illegible] NSN, P/N 4780-494-3, for [illegible]. Ship via [illegible] Supply, 210 Southwest St., [illegible] (1-800-[illegible]). (O)

(P) JUSTIFICATION: This part is urgently needed - vehicle down time is over 35 days. (Q) (R) (S)

FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ. DEL. DATE	STATUS DATA DOC. IDENT. (G)	SUFF (H)	EST. AVAIL. DATE (I)	STATUS (J)
	-		08	201				

ADVICE	RI — TO	DOLLARS	CENTS	DOLLARS	CENTS
AA		UNIT PRICE (T)		TOTAL PRICE (U)	(V)

[illegible], Jr., Acting MTO

DOC. IDENT.	ROUTING IDENT.	M & S	STOCK NUMBER FSC / NIIN	ADD	UNIT OF ISSUE	QUANTITY	DOCUMENT NUMBER REQUISITIONER / DATE / SERIAL	SUPPLEMENTARY ADDRESS	SIG H	FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ. DEL. DATE	ADV. STAT
1 2 3 4 5 6	7 8 9	10	11 12 13 14 15 16 17 18 19	20 21 22	23 24	25 26 27 28 29	30 31 32 33 34 35 36 37 38 39 40 41 42 43	44 45 46 47 48 49 50	51	52 53	54 55 56	57 58 59	60 61	62 63 64	65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

Figure 9

ITEM	SERIAL NO.	IDENTIFICATION NO.
DWELL TACH	1196	TDT 11
NSN	**LOCATION/COMPONENT OF**	
4910-01-C00-0689	TOOL ROOM (SUN)	

DATE CALIBRATION/PM DUE	DATE CALIBRATION/PM PERFORMED	REMARKS
6-14-80	12-14-79	PICK UP 6Y5AW NOTOW 1-278
1-81	2-80	OK
	SAMPLE Index Card	

CALIBRATION CONTROL CARD: (4790)
NAVMC 1052 (8-79)
SN: 0000-00-006-7640-U/I: EA

(SEE INSTRUCTIONS ON REVERSE)

Figure 10

ERO NO. C7Fe28 | SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW | ACCEPTED BY (SIGNATURE) | DATE (ORIG) 22 1 | ORG 11 | ORGANIZATION DOING REPAIRS | DEST. ACC 12 13 14 15 16

REQUEST NO. C 2 1 80 | DCD 21 22 23 24 | ECR 25 | SERIAL NUMBER 432039 26 27 28 29 30 31 32 33 34 35 | JOB ID 36 | QTY 37 0 1 38 39 | ROD 40 41 42 43 Q225 | OWNING ORGANIZATION Base motor Transport

OWNER ACC. 9 3 C 5 2 | AUTHORIZED BY (SIGNATURE) Jan Anderson | DATE 7-31-80 | DEFECT 44 45 46 47 48 2 4 A 49 50 51 52 53 | JID NUMBER 54 55 56 57 58 J A 0 0 0 0 1 | NOMENCLATURE Dwell Tach Tester Crankguette

CATEGORY CODE (CIRCLE ONE) (60) M N P X C D Q F H K | JOB STAT 61 62 | JON 63 64 65 66 67 68 69 70 71 72 73 74 75 76 A 0 2 4 0 1 1 4 2 4 0 4 0 | SHOP SECT. 77

DISPOSITION REFERENCE | OWNER'S PHONE NO. 451-1710 | SEC REP NSN N/A | RELEASED FROM INVESTIGATION (SIGNATURE) | REMARKS

ITEM NO.	DESCRIPTION OF WORK	LABOR (HOURS)	MECHANIC (SIGNATURE)	STATUS	STATUS DATE	NON-SASSY PARTS NOMEN., NSN OR PART NO.	QTY	COST
	Calibrate							
0218	CAL Rt.							
	06 mont Cycle	1	Dgt Tyler		Dun 5 FEB 81			
		1	MIL					

CIV. LABOR CHG. 14 15 16 17 • 18 19 | NON-SASSY PARTS CHG. 20 21 22 23 24 25 • 26 27 | DATE CLOSED 28 29 30 31 0 2 1 8 | MIL LABOR HR. 32 33 34 35 • 36 1 0 | CLOSE STAT 37 38 L S | NO. UNSER 39 40 | EOTC 41 D | PRIMARY METER READING 42 43 44 45 46 47

TASK DATA FIELDS

DEFECT 1	TASKS	MAN-HOURS	DEFECT 2	TASKS	MAN-HOURS	DEFECT 3	TASKS	MAN-HOURS
48 49 50 4 4	51 52 53 1	54 55 56 • 57 1 0	58 59 60	61 62 63	64 65 66 • 67	68 69 70	71 72 73	74 75 76 • 77

INSPECTED BY (SIGNATURE) | DATE 0218 | OWNER NOTIFIED - NAME | DATE | DELIVERED BY (SIGNATURE) | DATE 9-2-80

EQUIPMENT REPAIR ORDER (ERO) (11240)
NAVMC 10245 (REV. 4-78) S/N: 0000-00-002-7903 GPO: 1980 (PREVIOUS EDITION MAY BE USED.)

ORIGINAL

Eugene 11

Marine Corps Base
Camp Lejeune, North Carolina 28542

MTO/CFS/njg
4400
4 Nov 1980

From: Commanding General
To: Sgt. B. R. Fair, 553-88-4317/3531, Rifle Range

Subj: Responsible Officer; appointment of

Ref: (a) MCO P4400.15H

1. In accordance with instructions set forth in reference (a) you are hereby assigned duties as Responsible Officer (Rifle Range, sub-account #19) for garrison and plant account property received from the Supply Office vice Sgt L. M. Mock.

C. F. SIMERLY
by direction

FIGURE 12

DD FORM 1348 (6-PT) 1 MAR 74 — DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL) — EDITION OF 1 AUG. 61 MAY BE USED UNTIL EXHAUSTED

SEND TO:

A. Base Property Control

REQUISITION IS FROM:

B. Base Motor Transport M93052

C. EDITING DATA — DOC. IDENT. / RI — TO / SUF: D / E / F

DOC. IDENT.: A0A — ROUTING IDENTIFIER: BPC — M&S: G

STOCK NUMBER: FSC 5130 — NIIN 00-857-8528 — ADD — UNIT OF ISSUE: EA — QUANTITY: 00001

DOCUMENT NUMBER: SER. M — REQUISITIONER 93052 — DATE 92150 — SERIAL 017 — DEM AND — SIG H

SUPPLEMENTARY ADDRESS: SER. — SUPPLEMENTARY ADDRESS — SIG

REMARKS: SANDER, Electric, Portable

Replacement for Bill Document # M93052-9215-0016

P. Q. R. S.

FUND — DISTRIBUTION — PROJECT — PRIORITY — REQ. DEL. DATE — STATUS DATA: DOC. IDENT. / SUFF / EST AVAIL DATE / STATUS

G. H. I. J.

ADVICE — RI — TO

DOLLARS / CENTS: $ 70.00 — T. UNIT PRICE

DOLLARS / CENTS: $ 70.00 — U. TOTAL PRICE — V.

DOC. IDENT. | ROUTING IDENT. | M & S | STOCK NUMBER (FSC / NIIN / ADD) | UNIT OF ISSUE | QUANTITY | DOCUMENT NUMBER (SER / REQUISITIONER / DATE / SERIAL) | SUPPLEMENTARY ADDRESS | SIG | FUND | DISTRIBUTION | PROJECT | PRIORITY | REQ. DEL. DATE | ADV. STAT

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

9215-0017 (Request for new item or replacement for unserviceable item)

12A

AOA 5130-00-857-8528
Sander, Elec. Portable
Repl for Bill 9215-0016
$70.00

Acc 2

Figure 13

DD FORM 1348 (6-71) 1 MAR 74 — DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL) — EDITION OF 1 AUG 61 MAY BE USED UNTIL EXHAUSTED

SEND TO:

A Base Property Control

REQUISITION IS FROM:

B Base Motor Transport M93052

EDITING DATA DOC. IDENT. 1 2 3	RI -- TO 4 5 6	SUF 44	DOC. IDENT. 1 2 3	ROUTING IDENTIFIER 4 5 6	M&S 7	STOCK NUMBER FSC 8 9 10 11	NIIN 12 13 14 15 16 17 18 19 20	ADDIT 21 22	UNIT OF ISSUE 23 24	QUANTITY 25 26 27 28 29
C D	E	F	B6U	RPC		5130	00 857 2528		EA	00001

DOCUMENT NUMBER SER 30	REQUISITIONER 31 32 33 34 35	DATE 36 37 38	SERIAL 39 40 41 42 43	DEM AND 44	SUPPLEMENTARY ADDRESS SER 45	46 47 48 49 50	SIG H 51
	M93052	92150017					

REMARKS

SANDER, Electric, Portable, S/N 1542163 UNSERVICEABLE - Replacement requested on document # M93052-9215-0017. Worn through normal use. No negligence or culpability involved.

FUND 52 53	DISTRIBUTION 54 55 56	PROJECT 57 58 59	PRIORITY 60 61	REQ. DEL. DATE 62 63 64	STATUS DATA DOC IDENT 1 2 3 G	SUFFIX 44 H	EST AVAIL DATE 62 63 64 I	STATUS 65 66 J

ADVICE 65 66	RI -- TO 67 68 69 K	DOLLARS	CENTS	UNIT PRICE T	DOLLARS	CENTS	TOTAL PRICE U	V
		70	00		70	00		

DOC. IDENT. 1 2 3	ROUTING IDENT. 4 5	M&S 6	STOCK NUMBER FSC 7 8 9 10	NIIN 11 12 13 14 15 16 17 18 19	ADD 20 21	UNIT OF ISSUE 22 23	QUANTITY 24 25 26 27 28 29	DOCUMENT NUMBER RI 30 31	REQUISITIONER 32 33 34	DATE 35 36 37	SERIAL 38 39 40 41 42 43	SUPPLEMENTARY ADDRESS 44 45 46 47 48 49	SIG 50	FUND 51 52	DISTRIBUTION 53 54 55 56	PROJECT 57 58 59	PRIORITY 60	REQ. DEL DATE 61 62 63	ADV STAT 64 65	66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

9215-0017

BPC credit 8/24

1 EA

B6U 5130-00-857-2528
Sander, Elec, Portable S/N 1542163
Uns. Repl. req. on 9215-0017
$70.00

BPC 1/31/79

Acc 1

DD Form 1348 *for Base Property

1. Prepare 1348, assign document #, log in FY log, make requisition envelope
2. Unit Property Officer signs
3. Post action on CMR & ECR card
4. Document is not complete until debit/credit memo is received

DISTRIBUTION: Original & Copies 1-3 to Base Property
Copy 4 - Supply requisition envelope
Copy 5 - Held in black notebook in Supply until debit/credit memo is received.

FIGURE 14

EQUIPMENT CUSTODY RECORD (4440)

NAVMC 10359 (Rev. 1-69) *Previous edition will not be used.* SN: 0000-00-003-9501 U/I:SE

RESPONSIBLE UNIT	AUTHORITY (T/E, Allowance List, etc.)
BASE MOTOR TRANSPORT	T/E 7500

DATE	VOUCHER NUMBER	INCREASE	DECREASE	BALANCE	REMARKS	SIGNATURE
		BROUGHT FORWARD				
9 MAY 1978	MIPR NO. M95450-7-75004			1	NEWLY ACQUIRED	
11 MAY 78	ISSUE			1	MCAS (H) 728	J. E. Smith

DOC. IDENT. B6ll | RI FROM | M & S | STOCK OR PART NUMBER: FSC 5440 | FIIN 01-C00-0001 | ADDT'L | UNIT OF ISSUE EA | QUANTITY 0001 | DOCUMENT NUMBER: REQUISITIONER | DATE | SERIAL | SUFFIX | SERIAL | SUPPLEMENTARY ADDRESS | SIGNAL | FUND | DISTRIBUTION | PRIORITY | REQ'D DEL DATE | ADVICE | RI | UNIT PRICE DOLLARS CTS.

SHIPPED FROM (A)	SHIP TO (B)	MARK FOR (C)	PROJECT (D)	TOTAL PRICE DOLLARS CTS. (E)
BMT Motor Pool Acc# 9	BMT Supply Bldg 1502			

WAREHOUSE LOCATION (F)	TYPE OF CARGO (G)	UNIT PACK (H)	UNIT WEIGHT (I)	UNIT CUBE (J)	U F C (K)	N M F C (L)	FREIGHT RATE (M)	(N)	DOCUMENT DATE (O)	MAT. COND (P)	QUANTITY (Q)	(R)	(S)

SUBSTITUTE DATA (ITEM ORIGINALLY REQUEST'D) (T):

FREIGHT CLASSIFICATION NOMENCLATURE (U): Unserviceable for repair or replacement

ITEM NOMENCLATURE (W, X): Stepladder, 8' (Wood) (Y)

SHIPPERS	SELECTED BY AND DATE (1)	TYPE OF CONTAINER(S) (2)	TOTAL WEIGHT (3)	RECEIVERS	RECEIVED BY AND DATE (7)	INSPECTED BY AND DATE (8)
	PACKED BY AND DATE (4)	**NO. OF CONTAINERS (5)**	**TOTAL CUBE (6)**		**WAREHOUSED BY AND DATE (9)**	**WAREHOUSE LOCATION (10)**
	1) Wobbly 2) Unsafe 3) Buttons hung	5 brackets			J. Nichols	

REMARKS (AA, BB, CC): 6/11/80

DD: FOR RECORD PURPOSE ONLY

FIRST DESTINATION ADDRESS (11): (Make 1348-1 when item turned into supply as excess unserviceable or for repair)

DATE SHIPPED (12):

13. TRANSPORTATION CHARGEABLE TO

14. B/LADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE)

15. RECEIVER'S DOCUMENT NUMBER

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT — DD FORM 1348-1 — 1 AUG 61 — S/N 0102-013-1700

2

DOC. IDENT. B7A | RI FROM | M & S | STOCK OR PART NUMBER: FSC 7910 | FIIN 00-530-6260 | ADDT'L | UNIT OF ISSUE EA | QUANTITY 00001 | DOCUMENT NUMBER: REQUISITIONER M93052 | DATE 0151 | SERIAL 0002 | SUFFIX | SERIAL | SUPPLEMENTARY ADDRESS | SIGNAL | FUND | DISTRIBUTION | PRIORITY | REQ'D DEL DATE | ADVICE | RI | UNIT PRICE DOLLARS CTS.

SHIPPED FROM (A)	SHIP TO (B)	MARK FOR (C)	PROJECT (D)	TOTAL PRICE DOLLARS CTS. (E)
BASE MOTOR TRANSPORT SUPPLY, MCB, CLNC BLDG. 1502	MOTOR POOL (OPS) ACC. # 9 BLDG. 1407 & 1408			

WAREHOUSE LOCATION (F)	TYPE OF CARGO (G)	UNIT PACK (H)	UNIT WEIGHT (I)	UNIT CUBE (J)	U F C (K)	N M F C (L)	FREIGHT RATE (M)	(N)	DOCUMENT DATE (O)	MAT. COND (P)	QUANTITY (Q)	(R)	(S)

SUBSTITUTE DATA (ITEM ORIGINALLY REQUEST'D) (T):

FREIGHT CLASSIFICATION NOMENCLATURE (U, V):

ITEM NOMENCLATURE (W, X, Y): VACUUM CLEANER, MASTERCRAFT MDL. HD2400L SERIAL NUMBER 4587

SHIPPERS	SELECTED BY AND DATE (1)	TYPE OF CONTAINER(S) (2)	TOTAL WEIGHT (3)	RECEIVERS	RECEIVED BY AND DATE (7)	INSPECTED BY AND DATE
					NAME Jorge Chaparro	
	PACKED BY AND DATE (4)	**NO. OF CONTAINERS (5)**	**TOTAL CUBE (6)**		**WAREHOUSED BY AND DATE (9)**	**WAREHOUSE LOCATION (10)**
					RANK Sgt.	

REMARKS (AA, BB, CC): FOR RECORD PURPOSE ONLY

SSN 079465865

DD: ORGANIZATION Base Operations

PHONE 3885

FIRST DESTINATION ADDRESS (11):

DATE SHIPPED (12):

13. TRANSPORTATION CHARGEABLE TO

14. B/LADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE): DATE 26 July 80

15. RECEIVER'S DOCUMENT NUMBER

(Make 1348-1 when item picked up from supply)

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT — DD FORM 1348-1 — 1 AUG 61 — S/N 0102-013-1700

2

Figure 16

DOC. IDENT. B7[redacted] | RI FROM 2610- | STOCK OR PART NUMBER: FSC / FIIN / ADDT'L | QUANTITY | REQUISITIONER | DATE | SERIAL | ADDRESS | DISTRIBUTION | PROJECT | PRIORITY | REQ'D DEL DATE | ADVICE | RI | UNIT PRICE DOLLARS CTS.

EA00089 M93052-9262-0001

SHIPPED FROM	SHIP TO	MARK FOR	PROJECT	TOTAL PRICE DOLLARS CTS.
Base Motor Transport	Defense Property Disposal Office	C	D	E

WAREHOUSE LOCATION	TYPE OF CARGO	UNIT PACK	UNIT WEIGHT	UNIT CUBE	U F C	N M F C	FREIGHT RATE		DOCUMENT DATE	MAT. COND.	QUANTITY		
F	G	H	I	J	K	L	M	N	O	P	Q	R	S

SUBSTITUTE DATA (ITEM ORIGINALLY REQUEST'D) | FREIGHT CLASSIFICATION NOMENCLATURE | T | U | V

ITEM NOMENCLATURE | W | X | Y

TIRES, Different Sizes, Unserviceable, No Acct., Record Purpose Only A

SHIPPER'S: SELECTED BY AND DATE	TYPE OF CONTAINER(S)	TOTAL WEIGHT	RECEIVER'S: RECEIVED BY AND DATE	INSPECTED BY AND DATE
1	2	3	7	8 Jones 9263
PACKED BY AND DATE	NO. OF CONTAINERS	TOTAL CUBE	WAREHOUSED BY AND DATE	WAREHOUSE LOCATION
4	5	6	9	10

REMARKS: | AA | BB | CC | DD J. D. Anderson UPO M93052 | EE [redacted] SCRAP LOT-203

FIRST DESTINATION ADDRESS | DATE SHIPPED 12 | FF | GG

11 | 13 TRANSPORTATION CHARGEABLE TO | 14. B/LADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE) | 15. RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1, 1 AUG 61 — DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT — S/N 0102-013-1700

DD Form 1348-1 *for DPDO (Defense Property Disposal)

1. Prepare, assign document #, log in FY log, & prepare requisition envelope.
2. Unit Property Officer signs
3. Once material has been disposed of, post completed date in log and on envelope and file with completed requisitions.

DISTRIBUTION: Original & Copies 1-5 to DPDO
Copy 6 - Supply (Requisition envelope)

Figure 17

File

VEHICLE ASSIGNMENT AND CREDIT
MCBCL 11240/3

VEHICLE CODE 0402 USMC NO. 270411

TYPE VEHICLE Station Wagon

FROM (CODE) New TO (CODE) 728

APPROVED: J. E. Simpson DATE: 7 Oct 80

VEHICLE CHECK	YES	NO	REMARKS
SPARE TIRE	✓		SIZE:
SPARE TIRE RACK	✓		
JACK & LUG WRENCH	✓		
SEAT BELTS	✓		
WINDSHIELD WASHER KITS	✓		
FIBERGLASS TOP			
FIRE EXTINGUISHER			
CANVAS TOP & BOWS			
CIGAR LIGHTER			
TIRE BRANDED.			SIZE:
OPERATORS MANUAL			
GAS CARD	✓		
UTILIZATION FORM	✓		
Radio (1)			

JON (MAINT)

FILE Mea

BOARD Mea

JON (OPER) 1537

BOOK Mea

ASSIGN CHIT

REC'D MT SUPPLY Hattie Ashley DATE 8 Oct 1980

ISSUED TO J. E. Simpson DATE 8 Oct 1980

DATE 8 Oct 1980
TIME
PHONE 00-843

Figure 18

BASE MOTOR TRANSPORT
Marine Corps Base
Camp Lejeune, North Carolina 28542

MTO/CWM/ks
26 November 1979

DEPARTMENTAL INSTRUCTION 8-79

From: Motor Transport Officer
To: Distribution List

Subj: Base Motor Transport Fire Bill

Ref: (a) BO 11320.1

Encl: (1) Fire Bill
(2) Fire Inspection Checklist

1. Purpose. To publish a fire protection plan for the Base Motor Transport Department.

2. Cancellation. Departmental Instruction 4-74.

3. Action. Reference (a) contains regulations pertaining to fire prevention. Branch Directors, civilian supervisors and NCOIC will comply with the above reference and provisions outlined in enclosure (1) and will assure that all persons under their supervision are familiar with the procedures therein.

C. F. Simerly
C. F. SIMERLY

DISTRIBUTION LIST

Maintenance Director
Operations Director
All supervisors
All NCOIC's

FIRE BILL

1. In event a fire is discovered in or around Building No. 118, the person discovering the fire will notify the Fire Department (telephone 6333), giving his name, the location, and the type of fire. He will then notify the Base Motor Transport Officer or his assistant and proceed to the road nearest the fire to assist in directing the Fire Department to the fire.

2. The individual receiving notice of the fire will sound the fire alarm (one long blast on the alarm). When the alarm is sounded, it will be the responsibility of each Shop or Branch Supervisor to see that all fire fighting equipment is manned, all windows and doors are closed, and electrical machines/appliances are off, and all personnel not necessary for the manning of the equipment are removed from the building.

3. The office personnel will close all windows and doors in their respective offices and leave the building. Other designated employees will close the windows and doors in the heads and hallways and leave the building. It will be the responsibility of the Maintenance Chief or NCOIC of the Branch/Section to cut off all electrical current in the building.

4. When the fire is secured, a short blast will be sounded.

5. Officers, NCO's or civilians who are assigned the responsibility for a certain building, portion of building, or open storage lot will be responsible for the following:

a. Branches and/or Sections will maintain a current fire bill and will have it posted at all times.

b. Specific personnel are designated and are trained as building fire fighting details to handle the fire fighting equipment in each building. The name of the section that is responsible to provide specific personnel for all fire fighting equipment will be posted near the fire fighting apparatus.

c. For guarding against the creation of fire hazards. General cleanliness in the entire area is essential for the prevention of fires.

d. For maintaining programs of fire prevention and for inspection and elimination of fire hazards.

e. That supervised fire drills are held at least once each month, and reported to the Base Motor Transport Officer's secretary.

ENCLOSURE (1)

6. Inspections

a. A daily fire prevention inspection will be conducted by an Officer, NCO, or Civilian Supervisor of the Branch or Section concerned.

(1) The fire hazard checklist, enclosure (2) may be used by the individual assigned to conduct the fire inspection.

(2) Corrective action should be taken immediately on discrepancies noted.

7. All fire stations will have persons assigned to man them in event of a fire. Officers, NCO's and Section Heads are responsible for ensuring persons designated are made aware of their assignments to their respective fire stations. Names of the persons responsible for ensuring that each station is properly manned will be printed on a 5 x 8 card and posted at each station.

8. Smoking or the carrying of lighted cigars, cigarettes or pipes near pumps, batteries, vent pipes on/in the immediate areas where motor vehicles are being repaired is prohibited. No smoking or use of open flames will be permitted in the immediate areas where vehicles are being repaired. Only designated smoking areas will be used.

BASE MOTOR TRANSPORT
Marine Corps Base
Camp Lejeune, North Carolina 28542

FIRE INSPECTION CHECKLIST

Inspected by _____ Date _____

	YES	NO
1. Are the required number of fire extinguishers in each area and are they in working order?	____	____
2. Are lights secured, except for standing lights where required?	____	____
3. Are smoking areas secured?	____	____
4. Are electric heaters secured?	____	____
5. Are coal, wood, and oil heaters secured?	____	____
6. Are exits free from obstructions?	____	____
7. Are floors free from grease and oil?	____	____
8. Are oily rags or flammable materials kept in approved containers?	____	____
9. Is machinery free from dripping oil and grease?	____	____
10. Are work areas clean and free of paper, refuse, etc?	____	____
11. Are fire doors and windows secured?	____	____
12. Are electrical equipment and appliances disconnected at the receptacle?	____	____
13. Are ash trays and butt kits free of smoldering fires?	____	____
14. Are dempster dumpsters free of smoldering fires?	____	____
15. Cigarette butt boxes		
a. Are butt boxes filled with at least three inches of sand?	____	____
b. Are butt boxes kept free of paper, flammable trash, etc?	____	____
c. Are butt boxes clean?	____	____

ENCLOSURE (2)

ACCOUNTING DIVISION
Comptroller Department
Marine Corps Base
Camp Lejeune, NC 28542

COMP-A/VAB/sh
7420

SEP 1 8 1980

From: Base Accounting Officer
To: Work Center 2403

Subj: Timekeeping Procedures

Ref: (a) NavCompt Manual, Vol. 3, Chapter 3
(b) BO 7420.2C

1. Paragraph 045012 of reference (a) states that employees participating in the preparation, approval, control or certification of the payroll or the personnel action documents should not be designated to receive, accept or distribute paychecks. These responsibilities are not to be assumed by the same individual.

2. Standard Form 71, Application for Leave, is to be submitted for all sick leave in excess of three workdays and be supported by the required medical certificate. This form should be submitted with the time card reflecting such sick leave. Maximum delay should not be beyond 15 days after the employee returns to duty. This same form is to be utilized for annual, leave without pay, compensatory, and other (specified) leave.

3. Military leave requested (by SF 71) and used (according to time card) will be supported by a copy of official orders upon return to work. The orders are to be sent to CPO, who will then forward to Payroll citing approval or not. Delinquent documents may result in an equivalent reduction (if paid) of annual leave.

4. Time cards will be delivered to the Civil Payroll Office, Building #1005, no later than 1000, Monday following the end of the pay period and on the day following the end of the month provided such day splits the biweekly pay period.

5. The BiWeekly Time and Cost Card is a recap of daily activities per employee for the period of time being reported. The biweekly and daily time cards should be accurate, consistent, and agree with each other.

6. Time other than regular work, as recorded daily on the Biweekly Time and Cost Card, should be accurately reflected at the top of the employee's card with proper coding.

7. The top of the Biweekly Time and Cost Card should reflect proper job order numbers for non-exception employees (those with no predetermined job order numbers). Hours at the top of the card will agree with those reported at the bottom for this employee classification.

I. A. SNIPES

UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542

BO 12810.1
CPO/RAW/hf
08 SEP 1980

BASE ORDER 12810.1

From: Commanding General
To: Distribution List

Subj: Federal Employees' Compensation Program

Ref: (a) Federal Employees' Compensation Act (FECA) (5 USC 8101, FPM/CPI 810) (NOTAL)
(b) FPM 353 (NOTAL)
(c) BO 5100.3F

Encl: (1) Compensation Program Procedures and Assignment of Responsibility
(2) Traumatic Injury Resulting in Continuation of Pay Information/Follow-Up Report

Report Required: Traumatic Injury Resulting in Continuation of Pay Information/ Follow-Up Report (Report Symbol MCB 12810-1), paragraph 9

1. Purpose. To disseminate information concerning benefits and procedures of the Federal Employees' Compensation Act (FECA) as administered by the U. S. Department of Labor, Office of Workers' Compensation Programs (OWCP), and to establish responsibility and procedures for local implementation of the Program.

2. Background. Reference (a) provides compensation and medical care for all civil officers and employees of all branches of the Government of the United States (including instrumentalities of the United States wholly owned by the United States) for disability due to personal injuries sustained while in the performance of duty. The term "injury" includes, in addition to injury by accident, a disease proximately caused by the employment. The law also provides for the payment of funeral and burial expenses and compensation for the dependents if the injury or disease causes the employee's death. The FECA is also applicable to Federal employees while serving as Federal petit or grand jurors; volunteer civilian members of the Civil Air Patrol; members of the Reserve Officer Training Corps; Peace Corps volunteers; Job Corps, Neighborhood Youth Corps and Youth Conservation Corps enrollees, and certain other groups.

3. Penalties. Any person who makes a false statement to obtain Federal Employees' Compensation or who accepts compensation payments to which he or she is not entitled is subject to a fine of no more than $2,000 or imprisonment for no more than one year, or both. Any person charged with the responsibility for making reports in connection with an injury who willfully fails, neglects, or refuses to do so; knowingly files a false report; induces, compels, or directs an injured employee to forego filing a claim; or willfully retains any notice, report, or paper required in connection with an injury, is subject to a fine of no more than $500 or imprisonment for no more than one year, or both.

4. Exclusiveness of Remedy. A Federal employee who is injured while in the performance of duty has no right to recover damages from the United States for the effects of the injury except through the FECA. The benefits provided by the Act constitute the exclusive remedy for work-related injuries or deaths.

5. Time Requirements

a. Notice of Injury. An employee is required to give his or her supervisor written notice of injury within 30 days after injury in the performance of duty. To avoid delay in processing and possible loss of benefits the employee or someone acting in his or her behalf should make written report of the injury on Form CA-1, Federal Employees Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, within two working days following the injury. Compensation may be denied if notice of injury is not given within 30 days, or if the supervisor does not have actual knowledge of the injury.

b. Claim for Compensation

(1) Claim for Disability Compensation. An injured employee is required to file a written claim for compensation within three years after the injury. If, however, the supervisor had actual knowledge of the injury within 30 days, or if written notice was given within 30 days, compensation is allowed regardless of whether a written claim was made within three years after the injury. Actual knowledge must be such to put the supervisor reasonably on notice of an on-the-job injury or death.

(2) Claim for Death Compensation. If the employee dies, a written claim for compensation by or on behalf of the dependent(s) is required before compensation may be paid. This claim is to be filed within three years after the death, unless within 30 days the supervisor had actual knowledge of the death, or written notice was given to the supervisor within 30 days. Also, the timely filing of a disability claim because of an on-the-job injury will satisfy the time requirements for a death claim based on the same injury.

(3) Exceptions to Time Limitations. The time limitations outlined in subparagraphs a and b above do not apply to:

(a) A minor until attaining the age of 21 or a legal representative is appointed.

(b) An incompetent during the period of incompetency and there is no duly appointed legal representative.

(c) A person whose failure to comply is excused on the ground that the notice could not be given because of exceptional circumstances.

6. Definitions and Explanation of Terms

a. Traumatic injury is defined as a wound or other condition of the body caused by external force, including stress or strain. The injury must be identifiable as to time and place of occurrence and member or function of the body affected; and be caused by a specific event or incident or series of events or incidents within a single day or work shift. Traumatic injuries also include damage or destruction to prosthetic devices or appliances, exclusive of eyeglasses and hearing aids unless the eyeglasses and hearing aids were damaged incidental to a personal injury requiring medical services.

b. Occupational diseases or illnesses are produced by systemic infections; continued or repeated stress or strain; exposure to toxins, poisons, fumes, etc., or other continued and repeated exposure to conditions of the work environment over a longer period of time.

c. Continuation of Pay (COP) is regular pay authorized for an employee who sustains a disabling, traumatic work injury. Continuation of pay may be paid an employee for a period of up to 45 calendar days of medically demonstrated disability.

d. Duly Qualified Local Physician. The term includes surgeons, podiatrists, dentists, clinical psychologists, optometrists, chiropractors, and osteopathic practitioners. However, reimbursable services of a chiropractor are limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist. The term does not include medical care rendered by any other than the type of practitioners listed above. The word "local" generally means within 25 miles from the place of injury, the employing agency, or the employee's home.

7. Responsibilities

a. The Office of Workers' Compensation Programs (OWCP), Employment Standards Administration, U. S. Department of Labor, is responsible for the Administration of the FECA. The OWCP district offices normally adjudicate the claims arising within their respective areas of jurisdiction. The Jacksonville, Florida, district office has jurisdiction over the state of North Carolina.

b. The Civilian Personnel Office (CPO), Employee Relations and Services Division, is assigned the responsibility for assuring that FECA obligations are promptly and efficiently discharged for those activities serviced by the CPO. This includes the receiving of all reports on employee injuries incurred while performing duties, promptly submitting reports to OWCP, and following up and submitting all subsequent reports. Inquiries pertaining to employee coverage, non-employee eligibility and processing of injury matters should be directed to the Employee Relations and Services Division, Civilian Personnel Office, Building 33, telephone 451-1458/1579.

c. The execution of forms in connection with injuries will be accomplished by those individuals or offices designated in enclosure (1).

8. Benefits

a. Medical Care. An injured employee is entitled to first aid and medical care for an injury, to include hospital care when needed. The medical care is to be provided by any duly qualified local private physician or hospital of the employee's choice within an area of 25 miles of the employing establishment or employee's home. When travel is necessary to receive medical care, the injured employee may be furnished transportation and may be reimbursed for travel and incidental expenses.

b. Continuation of Pay - Traumatic Injury. An employee who sustains a disabling, job-related traumatic injury may use sick or annual leave, or request continuation of regular pay for a period not to exceed 45 calendar days. Management will, on the basis of the information submitted by the employee, or obtained on investigation, controvert (challenge) and stop the employee's pay, if the claim falls into one or more of the following listed categories. In all other cases, a manager may controvert; however, the employee's regular pay will not be interrupted during the 45-day period unless the controversion is sustained by OWCP. The supervisor will controvert and terminate pay only if:

(1) The disability is a result of an occupational disease or illness; or

(2) The employee is one who renders personal services similar to regular employees but who works without pay or for only nominal pay. These persons generally are not carried in a regular, continuing pay status and frequently serve as consultants, volunteers or contract employees; or

(3) The employee is neither a citizen nor resident of the United States or Canada (i.e., a foreign national employed outside of the United States or Canada); or

(4) The injury occurred off the employing agency's premises and the employee was not involved in official "off premise" duties; or

(5) The injury was caused by the employee's willful misconduct; the employee intended to bring about the injury or death of himself, herself, or another person; or the employee's intoxication was the proximate cause of the injury; or

(6) The injury was not reported on Form CA-1, within 30 days following the injury; or

(7) Work stoppage first occurred six months or more following the injury; or

(8) The employee initially reports the injury after his or her employment has terminated; or

(9) The employee is enrolled in the Civil Air Patrol, Peace Corps, Job Corps, Youth Conservation Corps, Work Study Programs or other similar groups.

c. Other Pay. The employee's regular pay will not be interrupted during the 45-day calendar period unless the controversion is sustained by OWCP. When pay is continued after the employee stops work because of disabling injury, it must not be interrupted until:

(1) Receipt of medical information from the attending physician to the effect that the employee is no longer disabled and the employee is able to return to duty; or

(2) Receipt of notification from OWCP that pay should be terminated; or

(3) The expiration of 45 calendar days.

d. Compensation. A sum based on loss of wages is payable by the U. S. Department of Labor, subject to the appropriate waiting period after the 45th day in case of traumatic injuries or from the beginning of pay loss in all other types of injuries. When an injured employee loses pay due to temporary total disability resulting from an injury, compensation is payable at the rate of 66 2/3 percent of the pay rate established for compensation purposes. The compensation rate is increased to 75 percent when there are one or more dependents. Compensation begins on the fourth day after pay stops. Compensation may not be paid while an injured employee receives pay for leave. The employee has the right to elect whether to receive pay for leave or to be placed in a leave without pay status and receive compensation from OWCP. Employees so disabled may receive additional compensation, not to exceed $500 per month, when the services of an attendant are needed constantly because of the disability. If an employee is enrolled in a health benefit plan or has an optional group life insurance plan in effect on the date of injury, deductions will be made by OWCP from compensation payments due the employee. No other deductions will be made; i.e., charity deductions, union dues, etc. In cases of permanent total disability, an injured employee is entitled to compensation until death unless the employee is medically or vocationally rehabilitated. An injured employee may receive compensation computed on loss of wage-earning capacity when unable to return to his usual employment because of partial disability as a result of the injury. The compensation will be paid as long as there is a loss of wage earnings.

e. Buy-back of Leave. An employee may elect to take sick or annual leave, or both, to avoid possible interruption of income. If the employee uses leave and the claim for compensation is later approved, he or she may arrange with the Civil Payroll Office to buy back the leave used and have it reinstated to the employee's account. The amount of compensation approved would pay a part of the buy-back cost and the employee would have to pay the difference. The

employee's share of the cost will depend on several factors such as the length of the period of disability and the amount of Federal Income Tax which is withheld from leave pay. No compensation payment may be paid while the employee remains in a leave status. The Civil Payroll Office will arrange to have compensation paid directly to them for the part of the buy-back cost covered.

f. Scheduled Awards. Compensation is provided for specified periods of time for the permanent loss, or loss of use, of each of certain members, organs, and functions of the body. Compensation for proportionate periods of time is payable for partial loss, or loss of use of each member, organ, or function. The compensation for scheduled awards will equal 66 2/3 percent of the employee's pay, or 75 percent of the employee's pay when there is a dependent. Proper and equitable compensation, not to exceed $3500, may be paid for serious disfigurement of the face, head, or neck, if of a nature likely to handicap a person in securing or maintaining employment. Compensation for loss of wage-earning capacity may be paid after the schedule expires. It is the employee's responsibility to furnish medical information supporting continued disability. A scheduled award may be paid concurrently with other pay.

g. Dual Benefits. As a general rule, a person may not concurrently receive compensation from OWCP and a retirement or survivor annuity from the Office of Personnel Management. Such person may elect to receive the more advantageous benefits. An employee may receive compensation concurrently with military retired pay, retirement pay, retainer pay or equivalent pay for service in the armed forces or other uniformed services, subject to the reduction of such pay in accordance with Federal law (5 U.S.C. 5532(b)).

h. Death Benefits

(1) Burial. A sum not to exceed $800 may be paid for funeral and burial expenses. An additional sum of $200 is paid to the personal representative of the decedent for reimbursement of the costs of termination of the decedent's status as an employee of the United States.

(2) Dependent(s)

(a) When there are no children entitled to compensation, the employee's widow or widower may receive compensation equal to 50 percent of the employee's pay until death or remarriage. Upon remarriage, a widow or widower will be paid a lump sum equal to 24 times the monthly compensation being paid on his or her behalf, except that if such remarriage occurs on or after age 60, the lump-sum payment will not be made and compensation will continue until the beneficiary's death.

(b) When there is a child entitled to compensation, the compensation for the widow or widower will equal 45 percent of the employee's pay plus 15 percent for each child, but no more than 75 percent of the employee's pay. A child is entitled to compensation until he or she dies, marries, or reaches 18 years of age, or is over 18 and incapable of self-support. If an unmarried child is a student when reaching 18 years of age, compensation may be continued. It may not, however, be continued beyond the end of the semester or enrollment period after the child reaches 23 years of age, has completed four years of school beyond the high school level, or marries.

i. Restoration Rights. In accordance with reference (b), a fully or partially recovered employee is entitled to certain restoration rights as follows:

(1) An employee who fully recovers within one year of the date he/she began receiving compensation is entitled to immediate and unconditional restoration to the position left or an equivalent position.

(2) An employee who takes longer than one year to recover after he/she began receiving compensation is entitled to priority placement consideration to the position left or an equivalent position.

(3) Every effort will be made to restore a partially recovered employee or former employee, according to the circumstances in each case, who is able to return to limited duty.

9. Investigation of Injuries. All injuries resulting in Continuation of Pay shall be investigated by a person designated by the head of the Command/Department/Staff Section in which the injury occurred. Technical guidance during the investigation will be provided by the Safety Director. Investigation will be recorded on MCBCL Form 12810/1, example attached as enclosure (2), and forwarded to the Employee Relations and Services Division, Civilian Personnel Office (copy to Safety Director), for coordination and implementation of any indicated corrective action. Such investigations should begin not later than two working days following the first day of lost time and be completed within five working days from commencement of the investigation.

10. Limited Duty Work Assignment. To the maximum extent practicable and consistent with medical findings and restrictions, every possible effort will be made by line management to utilize an employee found fit for limited duty assignment. If the employee cannot be effectively utilized within his permanent work section, arrangements will be made, in coordination with the Employee Relations and Services Division, Civilian Personnel Office, to detail the employee to another organizational entity within the Camp Lejeune Complex. Funding for such details will be borne by the parent organizational entity.

11. Representation. A claimant may be represented by a person of his or her choice on any matter pertaining to an injury or death occurring in performance of duty. This representation should be authorized in writing by the claimant. No claim for legal services or for other services rendered in a case, claim, or award of compensation shall be valid unless approved by OWCP.

12. Hearing. A claimant who is not satisfied with an OWCP decision may ask for a hearing before an OWCP representative. The request for a hearing must be made to the Director of OWCP within 30 days after the decision. At the hearing, which will be held at a location convenient to both the claimant and OWCP, the claimant may present evidence in further support of the claim. After the hearing, OWCP will issue a new decision.

13. Reconsideration. A claimant may ask OWCP to reconsider any determination made by one of its offices. No special form is required to request this reconsideration, but the request must be addressed to the Director of OWCP in writing and must state clearly the ground upon which it is based. It must also be accompanied by evidence not previously submitted, such as new medical reports or new statements and affidavits. There is no time limitation within which a request for reconsideration must be filed.

14. Appeals. A claimant may ask the Employees' Compensation Appeals Board to review final decisions by OWCP. To file an appeal the claimant should write to the Employees' Compensation Appeals Board, United States Department of Labor, Washington, D. C. 20210. The review is based solely upon the case record in OWCP at the time the final determination was made. New evidence is neither received nor considered by the Board. Applications for review by the Board must be filed within 90 days of the date of the final determination by OWCP.

15. Other Requirements. In addition to the requirements contained in this Base Order incident to the occupational injury of a Federal employee, reference (c) also contains certain required actions incident to the Base Safety Program.

16. Applicability. Having received the concurrences of the Commanding Officers of Marine Corps Air Station (Helicopter), New River, Naval Regional Medical Center, and Naval Regional Dental Center, this Order is applicable to those commands.

J. R. FRIDELL
Chief of Staff

DISTRIBUTION: C less Cat III
Plus 50 to CivPersOff

COMPENSATION PROGRAM PROCEDURES AND ASSIGNMENT OF RESPONSIBILITY

Employee	Supervisor	Civilian Personnel Office, Employee Relations and Services Division
1. Traumatic Injury Upon being injured:		
Immediately report each injury to immediate supervisor.	Whenever an employee of the Department of the Navy suffers an injury on the job, no matter how slight, it is the immediate and primary duty of the supervisor to assure that the employee receives adequate medical treatment. The employee has the right to choose whether to be treated at a Federal Medical Facility or by a private physician or hospital. The employee should be encouraged to seek first medical treatment at Branch Clinic, Building 15.	
Securing Medical Treatment		Occupational Health Nurse
Make a choice to be treated by a Federal Medical Officer or by a duly qualified physician or hospital in the commuting area. Once this choice has been made (with the exception of initial first aid treatment at Branch Clinic, Building 15), written approval must be obtained from OWCP before a change of physician may be made, if bills are to be paid by the Department of Labor. In an emergency situation, the nearest qualified physician or hospital may be utilized. If further treatment is needed, the option exists to be treated by a private physician. (Note: Referral to another physician or hospital by a physician or hospital does not require OWCP approval.)	If employee elects treatment at Branch Clinic, Building 15, authorize examination and appropriate medical care at Branch Clinic, Building 15, by issuance of NAVSO 5100/9, Dispensary Permit, and CA-17, Duty Status Report. Send employee to Branch Clinic, Building 15.	Provide or obtain necessary medical treatment. Issue Form CA-1 and CA-17 (partially completed) to employee. If employee requires referral to private physician or hospital, notify Compensation Clerk. Show or provide employee with a copy of Privacy Act Statement.

Employee	Supervisor	Civilian Personnel Office, Employee Relations and Services Division
Report to authorized medical facility with: CA-16, Request for Examination or Treatment and CA-17, Duty Status Report.	If employee elects treatment only by duly qualified private physician or hospital, contact the Compensation Clerk, Civilian Personnel Office.	Compensation Clerk. Contact duly qualified private physician or hospital to ensure acceptance of the patient. Issue Forms CA-16 and CA-17 to authorize treatment.
After Initial Necessary Medical Treatment: Complete employee section of CA-1 and give to supervisor. If time is to be lost, prepare and submit with the CA-1 a Leave Choice Form to select the appropriate type of absence. Return to work as soon as the attending physician advises. Advise physician or hospital to forward bills to Employee Relations and Services Division, Civilian Personnel Office, Marine Corps Base, Camp Lejeune, NC 28542.	Complete supervisory section of CA-1, deliver "Receipt of Notice of Injury" and forward to Safety Director. Code Time Card to reflect any time off as follows: "OCC INJ" on injury date and sign employee out at regular time even though he/she left work for treatment and was sent home. "TI" on following day or shift to reflect 45-day COP period (only if a traumatic injury case). "WCP" Leave without pay for purposes of claiming compensation. "A" or "S" - Sick or Annual Leave. (Note: Time Cards must be consistent with Leave Choice Form and CA-1.)	Compensation Clerk. Receive CA-1 and ensure issuance of other appropriate forms. Receive medical bills and other forms from physicians and hospitals and transmit to OWCP for payment.
	If employee's request for COP does not appear to be warranted COP must either be terminated or controverted.	Compensation Clerk. Review circumstances and advise supervisor of appropriate procedure(s) to follow.

Employee	Supervisor	Civilian Personnel Office, Employee Relations and Services Division
	Contact Compensation Clerk for guidance.	
	If injury will result in lost time, notify the cognizant head of employee's organization of injury and request investigation.	Compensation Clerk. Upon receipt of CA-1 or other report indicating lost time, contact cognizant Command/ Department/Staff Section to ensure investigation of lost time accident is being investigated in accordance with paragraph 9 of this Base Order.
Report for duty upon being notified of the availability of limited duty work assignment. Failure to do so will result in termination of COP and unauthorized absence status.	Upon receipt of notification of employee's limited duty restrictions, expend every effort to locate and provide work in employee's permanent work section or another worksite in cooperation with Employee Relations and Services Division.	Compensation Clerk. Obtain a Form CA-17 at earliest practicable date and notify supervisor of limitations for consideration of a limited duty work assignment.
Return to Work - Lost Time Injuries		
Report to Supervisor for referral to Occupational Health Nurse, Branch Clinic, Building 15.	Refer employee to Occupational Health Nurse. Upon receipt of completed release from Branch Clinic, Bldg. 15, assign employee to duties consistent with available medical data.	Compensation Clerk. Upon being notified of employee's return to duty, complete Form CA-3 and forward with other documents to OWCP.
If treated by private physician, a release statement indicating return to duty is required. If returning for assignment to limited duty, medical certification will be provided by Federal Medical Officer in conjunction with medical reports received from a private physician.	Contact Compensation Clerk for completion of CA-3.	Occupational Health Nurse. Ensure returning employee is fit for the full or limited duty and that proper medical certification exists.

ENCLOSURE (1)

Employee	Supervisor	Civilian Personnel Office, Employee Relations and Services Division
2. Recurrence of Traumatic Injury		
When an Injury Recurs		
Report a recurrence of injury to supervisor immediately.	Immediately notify the Compensation Clerk of the recurrence and submit a CA-17.	Compensation Clerk. Upon notification of recurrence, submit Form CA-2a to OWCP. If less than six months following last medical treatment, issue Forms CA-16 and CA-17 to obtain medical treatment. If longer than six months, prior approval of OWCP is required. If employee wishes to file for compensation, prepare CA-7 or CA-8.
If still eligible (less than six months from return to work from initial disability and did not use the whole 45-day period), may request to be placed on COP. If ineligible, may elect annual or sick leave or leave without pay and file a claim for compensation. Prepare a leave choice form and appropriate CA-7.	If less than six months from date employee first returned to work following the initial disability, and some of the 45-day period still remains, place employee on COP. If longer than six months, COP may not be authorized. Employee may elect sick or annual leave to continue income or leave without pay and claim compensation.	
Report for duty upon being notified of availability of limited duty work assignment. Failure to do so will result in termination of COP and unauthorized absence status.	Upon receipt of notification of employee's limited duty restrictions, expend every effort to locate and provide work in employee's permanent work section or another worksite in cooperation with Employee Relations and Services Division.	Compensation Clerk. Obtain a Form CA-17 at earliest practicable date and notify supervisor of limitations for consideration of a limited duty work assignment.
Return to Work Following Recurrence of Traumatic Injury:		
Report to Supervisor for referral to Occupational Health Nurse, Branch Clinic, Building 15. If treatment was by private physician, a release statement indicating return to duty is required.	Refer employee to Occupational Health Nurse. Upon receipt of completed release from Branch Clinic, Building 15, assign employee to duties consistent with available medical data.	Compensation Clerk. Upon being notified of employee's return to duty, complete Form CA-3 and forward with other documents to OWCP. Occupational Health Nurse. Insure returning employee is fit for the full or limited duty and proper medical certification exists.
If returning for assignment to limited duty, medical certification will be provided by Federal Medical Officer in conjunction with medical reports received from private physician.	Contact Compensation Clerk for completion of CA-3.	

Employee	Supervisor	Civilian Personnel Office, Employee Relations and Services Division
3. Non-Traumatic Injury/Occupational Disease or Illness		
When Disabled		
Immediately report the disability to supervisor.	Refer the employee to Compensation Clerk, Employee Relations and Services Division with CA-17.	Compensation Clerk. Provide employee with Forms CA-2 and CA-4 for reporting the occupational disease. Upon receipt of completed forms, return to employee the "Receipt of Notice of Disease or Illness." Obtain appropriate medical certification. Submit paperwork to OWCP. Advise employee of right to elect sick, annual or leave without pay. Issue CA-16 and CA-17 if approved by OWCP.
When referred to Compensation Clerk by Supervisor, prepare forms CA-2, CA-4, and provide Medical Certification required.		
Elect sick, annual or leave without pay by completing a Leave Choice Form.		
Report for duty upon being notified of availability of limited duty work assignment. Failure to do so will result in termination of compensation and unauthorized absence status.	Upon receipt of notification of employee's limited duty restrictions, expend every effort to locate and provide work in employee's permanent work section or another worksite in cooperation with Employee Relations and Services Division.	
Return to Work Following Non-Traumatic Injury/Occupational Disease or Illness		
Report to Supervisor for referral to Occupational Health Nurse, Branch Clinic, Building 15. If treatment was by private physician, a release statement indicating return to duty is required.	Upon receipt of completed release from Branch Clinic, Building 15, assign employee to duties consistent with available medical data.	Compensation Clerk. Upon being notified of employee's return to duty, complete form CA-3 and forward with other documents to OWCP.
If returning for assignment to limited duty, medical certification will be provided by Federal Medical Officer in conjunction with medical reports received from private physician.	Contact Compensation Clerk for completion of CA-3.	Occupational Health Nurse. Ensure returning employee is fit for the full or limited duty and that proper medical certification exists.

Employee	Supervisor	Civilian Personnel Office, Employee Relations and Services Division
4. Recurrence of Non-Traumatic Injury/ Occupational Disease or Illness		
When Disability Recurs		
Report recurrence of disability to immediate supervisor.	Refer employee to Compensation Clerk, Employee Relations and Services Division with CA-17.	Compensation Clerk. Prepare and submit a Form CA-2a. If employee desires to claim compensation and a Form CA-4 was not submitted following original disability, one should be completed and submitted to OWCP. If form CA-4 was submitted, compensation may be claimed by filing Form CA-8 with supporting medical evidence. If employee does not return to duty before the date CA-2a is submitted to OWCP, submit Form CA-3, upon employee's return to duty.
Upon referral by supervisor to Employee Relations and Services Division, prepare Form CA-4 and provide any supporting documentation requested by Compensation Clerk.		
Report for duty upon being notified of availability of limited duty work assignment. Failure to do so will result in termination of compensation and unauthorized absence status.	Upon receipt of notification of employee's limited duty restrictions, expend every effort to locate and provide work in employee's permanent work section or another worksite in cooperation with Employee Relations and Services Division.	Compensation Clerk. Obtain a Form CA-17 at earliest practicable date and notify supervisor of limitations for consideration of a limited duty work assignment.

Employee	Supervisor	Civilian Personnel Office, Employee Relations and Services Division
Return to Work Following Recurrence of Non-Traumatic Injury/Occupational Disease or Illness		
Report to Supervisor for referral to Occupational Health Nurse, Branch Clinic, Building 15. If treatment was by private physician, a release statement indicating return to duty is required. If returning for assignment to limited duty, medical certification will be provided by Federal Medical Officer in conjunction with medical reports received from private physician.	Upon receipt of completed release from Branch Clinic, Building 15, assign employee to duties consistent with available medical data. Contact Compensation Clerk for completion of CA-3.	Compensation Clerk. Upon being notified of employee's return to duty, complete Form CA-3 and forward with other documents to OWCP. Occupational Health Nurse. Ensure returning employee is fit for the full or limited duty and that proper medical certification exists.

TRAUMATIC INJURY RESULTING IN CONTINUATION OF PAY INFORMATION/ FOLLOW-UP REPORT

MCBCL 12810/1

Name	Organization
Doe, John (N)	*BMaint, MCB, CLNC*
Job Title	**Pay No.**
Carpenter	*2341-12345*

Date of Injury	Date Injury Reported	Immediate Supervisor
2-13-80	*2-13-80*	*John P. Jones*

1. Nature & circumstances of injury

Fell and injured right arm while reaching in an awkward position to drive a nail.

2. What evidence determined that injury occurred on the job?

Occurred in Carpenter Shop in front of two witnesses.

3. Was a supervisor present at time of injury? Yes /X/ No / /

I. M. Boss, Maintenance Foreman

4. Has injured employee had similar injuries in the past?

Yes /X/ No / / Explain. *On 8 January 1979, employee fell and injured hip.*

5. a. What unsafe condition or act contributed to the injury?

Mr. Doe was standing on a box on a chair to perform task.

b. Was there a violation of a safety rule or practice?

Yes. Employee should have used a ladder.

6. Was necessary safety equipment available? Yes /X/ No / /
Explain. *Step ladder was available for issue.*

7. Did employee use adequate equipment to perform task safely?

Yes / / No /X/ Explain. *Should have used a ladder.*

Task was minor and ladder was not readily available so employee improvised.

ENCLOSURE (2)

8. What training or instructions have been provided to employees that might have prevented the injury?

Safety lectures are given employees on a quarterly basis.

9. What corrective action has been taken?

Pre-action investigation will be conducted to determine need for disciplinary measures in the case of both employee and supervisor witness.

10. Recommend this case be controverted? Yes / / No /X/

Signature of Investigator	Title/Phone Number
A. B. SEA *A.B. Sea*	*Carpenter General Foreman 5678*

- -

CPO USE ONLY

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1. Has employee filed previous TI?

Yes. 8 January 1979.

2. Number of similar accidents resulting in TI for this employee.

One

3. Average number of days of COP per injury for this employee in the last two years.

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ENCLOSURE (2)

UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542

BO 12630.1G
CPO/RES/sc
11 DEC 1980

BASE ORDER 12630.1G

From: Commanding General
To: Distribution List

Subj: Absence and Leave for Civil Service Employees

Ref: (a) FPM/CMMI/CPM 990-2, Book 630 (NOTAL)
(b) Negotiated Agreement with AFGE, Local 2065
(c) BO 12750.1G
(d) BO 12792.1C
(e) FPM Ltr 630-22 (NOTAL)
(f) BO 12335.2B

Encl: (1) Holidays
(2) Annual Leave
(3) Sick Leave
(4) Absence for Maternity Reasons
(5) Military Leave
(6) Court Leave
(7) Leave Without Pay
(8) Administrative Excusals

*Report Required: Review of Sick Leave (Report Symbol MCB 12630-1) par. 3

1. Purpose. To provide local policies and procedures for administering the absence and leave regulations in accordance with references (a) through (f). References (a) and (e) are available for review in the Civilian Personnel Office. Enclosures (1) through (8) provide detailed guidance available relative to the various types of leave and absences that apply to employees of the activities covered by this Order.

2. Cancellation. BO 12630.1F.

3. General. Proper administration of the absence and leave regulations in accordance with the prescribed procedures and policies as set forth herein is essential to effective and economical management. To the employee, adherence to this Order and the guidance of the supervisor provide protection of salary and position during periods of authorized absences. The lack of adequate supervisory controls over the use of leave privileges results in unnecessary absences, lower morale, increased cost, and decreased production. It is therefore emphasized that supervisors who are authorized to approve leave must assure that employees know and follow the instructions in this Order. It is incumbent upon each level of supervision and management to take immediate appropriate corrective action when it is recognized *that leave privileges are being abused. In order to control possible sick leave abuse, a thorough review of sick leave usage in each Marine Corps Base work center is to be conducted by the staff section head or commanding officer of subordinate unit at the end of the 6th, 13th and 19th pay periods and at the end of the leave year. If the review of the work center reveals that the sick leave used amounts to 60% of the total earned, a report of the review containing the specific action taken or to be taken will be submitted to the Commanding General (Attention: Assistant Chief of Staff, Manpower) within 20 days following the review period. At Marine Corps Air Station (Helicopter), New River, this review of sick leave usage will be conducted by the supervisor upon notification from the S-1 Officer that the employee has used more than 60% of sick leave earned. A report of the review containing specific corrective action to be taken will be submitted to the Commanding Officer (Attention: S-1 Officer) within 20 days following notification.

4. Requesting and Recording Leave. Standard Form 71 (Application for Leave) shall be used for requesting and supporting sick leave in excess of three workdays. This form will be completed, including the required medical certification, approved by the authorizing official and submitted with the Bi-Weekly Time and * Cost Card to the Civil Payroll Office, or Budget and Accounting Office, MCAS(H), New River, as appropriate, or within 15 days after the employee returns to duty if the Time and Cost card has already been submitted. Standard Form 71 is not required for periods of sick leave of three workdays or less or for any other type of leave unless specifically required. Supervisors may use Standard Form 71 for leave requests within their respective units for subsequent recording on the Bi-Weekly Time and Cost Cards. Sick leave of three workdays or less and all other leaves of absence shall be requested and approved on the Bi-Weekly Time and Cost Card. The employee is required to initial each absence opposite the days involved. The space marked "Extra in and out" may be utilized for initialing. The supervisor is required to either sign the Bi-Weekly Time and Cost Card or initial each absence entry. When it is not feasible or practical to obtain the initials of the employee and supervisor, a Standard Form 71 will be submitted with the Bi-Weekly Time and Cost Card regardless of the number of days involved.

5. Authority to Approve Leave. Authority to approve advance annual leave, advance sick leave, leave without pay in excess of five workdays, and excused absence designated in this Order or reference (b) is hereby delegated to the Civilian Personnel Officer. Authority to approve all other leave, unless otherwise specifically delegated, is hereby delegated to Commanding Officers of subordinate units or heads of staff sections. This authority should be redelegated to the immediate supervisor whenever feasible. When this is not practical, such authority should be redelegated to the lowest level appropriate in the circumstances.

6. Charging Leave. Leave shall be charged only for absence on days on which an employee would otherwise work and receive pay and shall be exclusive of holidays and all nonworkdays established by Federal statute or by executive or administrative order. The minimum charge for leave is one hour and additional leave shall be charged in multiples of one hour. There is no authority to combine leave absences on parts of two or more calendar days to provide for a minimum grant of annual or sick leave. Absences within a single day, however, will be accumulated for purposes of charging leave. Unless absence is in a holiday listed in enclosure (1) or administratively excused under the provisions of enclosure (8) of this Order, all absences from duty must be charged to one or a combination of the kinds of leave enumerated in this Order or to absence without leave. Absence without leave is charged for the exact amount of time the employee is absent.

7. Obtaining Leave in Unforeseen Circumstances

a. There is no automatic entitlement to approved leave on the sole basis that unforeseen circumstances, in the employee's opinion, require absence from duty. The determination whether to approve or disapprove requested leave which was not approved in advance rests with the supervisor authorized to approve leave.

b. The reason for an absence not approved in advance must be reported to the supervisor concerned within the time limits set forth in enclosures (2) and (3). Such reports may be made by telephone or message by a fellow employee.

c. There is no remission of the requirement that supervisors must be informed of the reason for an absence not approved in advance. Failure to notify the supervisor as required may result in an unforeseen justifiable absence being charged as unauthorized absence. In genuine emergencies, such as serious accident or illness or death in the employee's immediate family, supervisors should exercise due consideration in enforcing reporting requirements. Mere unforeseen circumstances, such as minor accidents requiring repairs to automobiles or property, or ordinary illness of the employee or family members do not justify failure to notify the supervisor concerned promptly.

d. It is suggested that each employee be given a wallet size card showing the supervisor's telephone extension number, telephone extension of relief or other supervisor authorized to approve leave, and the mailing address at work.

8. Indebtedness for Unearned Leave upon Separation. Refund of any unliquidated unearned annual and sick leave will be made upon separation except when the employee is separated by death or by disability retirement, or is unable to return to duty because of disability.

9. Miscellaneous Problems. Questions and problems that may arise in applying the provisions of this Order should be referred to the Civilian Personnel Office, extension 1579. Questions and problems arising at Marine Corps Air Station (Helicopter), New River, should be referred to the S-1 Officer, extension 6702.

* 10. Timekeeping Procedures. Provisions relating to timekeeping procedures contained herein are applicable to Marine Corps Base, Camp Lejeune, the Naval Regional Medical Center and the Naval Regional Dental Center, but not to the Marine Corps Air Station (Helicopter), New River, which will comply with other applicable directives.

11. Action. Organizational Commanders, Heads of Staff Sections, Department Heads, and Chiefs of Services will ensure all supervisors are thoroughly familiar with the contents of this directive and that the directive is made available to the employees upon request.

12. Change Notation. Significant changes contained in this revision are denoted by asterisks (*) in the outer left margin.

13. Concurrence. Having received the concurrences of the Commanding Officers of Marine Corps Air Station (Helicopter), New River, Naval Regional Medical Center and Naval Regional Dental Center, this Order is applicable to those commands.

M Fridell
J. R. FRIDELL
Chief of Staff

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HOLIDAYS

1. General. The following days have been designated as legal holidays and nonworkdays for Federal employees:

   a. New Year's Day (1 January)

   b. Washington's Birthday (third Monday in February)

   c. Memorial Day (last Monday in May)

   d. Independence Day (4 July)

   e. Labor Day (first Monday in September)

   f. Columbus Day (second Monday in October)

   g. Veterans' Day (11 November)

   h. Thanksgiving Day (fourth Thursday in November)

   i. Christmas Day (25 December)

2. Absence on Holidays. Employees shall not be charged leave for absence on holidays. Failure to report for work on a holiday when ordered to do so, however, shall be treated the same as any other unauthorized absence.

3. Wage Employees Whose Appointments are Limited to 90 Days or Less. Such employees are not entitled to pay for a holiday on which no work is performed, unless they have a regular tour of duty and have served continuously without a break in service for 90 days or more under any combination of types of appointments.

ENCLOSURE (1)

ANNUAL LEAVE

1. Accrual and Credit. An employee whose appointment is for 90 days or longer earns and is credited with annual leave beginning with the first full biweekly pay period in a duty status. If an appointment is for less than 90 days, an employee is not entitled to annual leave until after being employed for a continuous period of 90 days under successive appointments without a break in service. When leave in excess of that earned is requested, leave without pay, not to exceed five workdays, may be approved by the supervisor.

a. Full-time employees accrue leave as follows:

(1) Less than three years of service - four hours for each full biweekly pay period (104 hours or 13 days per year).

(2) Three, but less than 15 years of service - six hours for each full biweekly pay period, except that the accrual for the last full biweekly pay period in the year shall be 10 hours (160 hours or 20 days per year).

(3) Fifteen years or more service - eight hours for each full biweekly pay period (208 hours or 26 days per year).

b. Firefighters who are paid annual premium pay in lieu of overtime, night differential, and holiday pay will be credited and charged with annual leave * on the basis of each 24-hour workday within the regularly scheduled workweek.

2. Maximum Accumulation

a. Employees are entitled to accumulate annual leave until it totals not more than 30 days at the beginning of the first complete biweekly pay period in any year. Leave in excess of this limitation to the credit of employees at the end of the last complete pay period in 1952 may remain to the employees' credit until used. Accumulated annual leave in excess of the maximum permissible carryover is automatically forfeited at the end of the leave year.

b. Under certain conditions (as outlined in paragraph 8), the automatic forfeiture of accumulated annual leave in excess of the maximum permissible carryover may be temporarily suspended and part or all of such forfeited leave restored to a special leave account.

3. Granting Annual Leave

a. Annual leave is provided so that employees may have time off for rest, recreation, vacations, and for personal and emergency purposes. The taking of annual leave is an absolute right of the employee, subject to the right of management to fix the time at which leave may be taken. Management is responsible for the planning and effective scheduling of annual leave for use throughout the leave year. While employees also have an obligation to request annual leave in a timely manner, failure on the employees' part to do so does not relieve management of its responsibility to assure that the leave is in fact scheduled for use. When an employee chooses not to use scheduled annual leave to avoid forfeiture, there is no entitlement to have the forfeited leave restored for later use. Annual leave which has been approved may not subsequently be a basis for disciplinary action.

b. Annual leave to an employee's credit may be granted at any time during the leave year. Supervisors authorized to approve leave are responsible for determining when and to what extent annual leave is granted. To the maximum extent possible, leave granted should include one period of 80 hours for rest and

relaxation. Adequate planning must be undertaken to provide scheduled vacations and otherwise grant annual leave in the best interests of maintaining maximum efficiency and production. In this connection, supervisors will solicit leave requests, for normally not more than two weeks, during the following periods: 1-15 November - for leave during the first half of the next leave year (approximating January through June); 1-15 May - for leave during the last half of the current leave year (approximating July through December). Any problem arising as a result of two or more employees requesting the same period, and all requests cannot be approved, will be resolved by giving preference to the employee(s) with the earliest Federal Service Computation Date. Requests for leave for the weeks in which Christmas Day or New Year's Day fall shall be granted on a rotational schedule regardless of the Service Computation Date. Supervisors will avoid conveying the impression that the nonuse of annual leave is in itself desirable or commendable.

c. Supervisors authorized to approve leave will, during the leave-request period 1-15 November, also solicit requests for annual leave that may be forfeited at the end of the current leave year. Such leave not requested by the employee will be scheduled by the supervisor no later than the end of the pay period in which the leave-scheduling period ends. Whether requested by the employee or scheduled by the supervisor, all such leave will be properly documented on a Standard Form 71 (Application for Leave). When an employee chooses not to use annual leave scheduled to avoid forfeiture, the declination will be documented on or attached to the Standard Form 71.

d. A liberal leave policy shall be followed in circumstances such as, but not limited to, the following:

(1) Death in the employee's immediate family.

(2) Illness in the employee's immediate family where the employee's care and attendance is required and the nature of the illness does not permit the use of sick leave.

(3) Religious observances.

e. Normally annual leave (and leave without pay) will not be granted when it is known in advance that an employee is to be separated. Upon separation from Federal service, employees are entitled to a lump-sum payment for all annual leave credited to the employee's leave account(s). There are, however, situations in which the granting of leave may be appropriate even though it is known in advance that the employee is to be separated without a return to duty. Exceptions may be made for employees under notice of reduction in force, to provide time for settling personal affairs to employees entering military service, to permit career or career-conditional employees to seek and/or continue Federal employment, and pending approval of disability retirement or compensation. The effective date of separation will be the employee's last day of work unless one of the above circumstances justify an exception.

* 4. Requiring Use of Annual Leave

a. Employees may be placed on annual leave with or without their consent whenever it is necessary to do so for administrative reasons. This discretion does not apply to a personal disciplinary-type situation when the employee is ready, willing, and able to work, in which case the suspension procedures contained in reference (c) apply. The following are examples of situations in which an employee may be required to use annual leave, subject to the provisions of paragraph b, below.

(1) Equipment breakdown or power failure.

(2) Lack of material.

(3) Storms, floods, and other natural phenomena.

(4) Temporary reduction in workload.

(5) Temporary periods when operations are uneconomical.

(6) To reduce annual leave accumulations.

b. In cases of interrupted or suspended operations, employees who cannot be assigned to other work will be required to use annual leave in all cases where 24 hours' advance notice in a pay status (one workday) can be given. If a situation develops too late to give 24 hours' advance notice, employees who cannot be assigned to other work will be required to use annual leave only if notice can be given before the end of their shift immediately preceding the one in which they are to be placed on leave. Such involuntary use of leave without 24 hour notice may not exceed five days in any leave year. If the advance-notice requirements cannot be met, employees who cannot be assigned to other work shall be excused in all instances in accordance with enclosure (8).

c. The foregoing applies only to conditions that cannot be reasonably foreseen. Circumstances such as reduction of leave accumulations are not considered "unforeseen." Employees required to reduce large leave balances shall be given the maximum notice possible.

d. When the use of annual leave is directed and the employee has no annual leave available, the employee will be granted advance leave not to exceed that amount to be earned in the remainder of the current leave year. If insufficient advance leave is available the employee may be granted the balance as leave without pay. If LWOP is not requested, every effort will be made to assign other duties elsewhere in the department, in another department, or even at another activity. If this is not possible, furlough may be used as a last resort. Cases in which a furlough appears to be necessary will be referred to the Civilian Personnel Officer. Referrals from the Marine Corps Air Station (Helicopter), New River, will be sent via the S-1 Office.

5. Requests for Annual Leave

a. Annual leave should be requested and approved before the absence begins. The supervisor will notify the employee of the approval or disapproval of a leave request as soon as possible prior to the first day of leave. If workload does not warrant approval of the requested leave, the supervisor must initiate action to reschedule any leave subject to forfeiture.

b. Occasions will arise during off-duty hours, however, when absence from the job without prior authorization may be requested. In such cases:

(1) Employees, except persons working in areas where 24-hour coverage is required, must report reasons for such absences to the supervisor not later than two hours after the beginning of the work schedule on the first day of such absence or as soon as possible thereafter.

(2) Employees working in areas where 24-hour coverage is required will when possible give at least two hours' notice prior to the beginning of their work shift when they know they will be unable to report for work. The employee is responsible for making every reasonable effort to ensure that notification is made,to include the reason for the absence and the estimated duration. If the employee finds that leave is required beyond that originally estimated, the supervisor will be advised not later than the last day of the originally reported absence. The reasons for and anticipated length of the continuing absence will be provided.

(3) Such absences may be approved only on a tentative basis. The notification of the reason for absence does not mean that the leave requested will be approved since the absence must be justified upon return to duty.

6. Status of Absent Employee when Leave was not Requested and Approved in Advance

a. When notice is not received on the first day from the employee explaining the unauthorized absence, the timecard will reflect absent without leave (AWOL). Succeeding days of absence will also reflect AWOL when notice of the reason for absence is not received. The entry on the timecard shall not be adjusted unless extenuating circumstances justify it.

b. Where notice is received and the employee requests annual leave under circumstances that justify it, the entire period of absence shall be reported on the timecard as "A."

c. Where notice is received on the first day of absence or a later day of continuing absence, and the employee requests annual leave under circumstances which do not appear to justify absence without prior authorization, the employee shall be so informed, if possible, and the period of absence reported on the timecard shall remain as absent without leave. Absence so reported shall not later be adjusted to annual leave unless, upon return to duty, the employee requests reconsideration of the case and the supervisor reverses the previous decision.

d. Employees who are denied annual leave in those cases where it is not requested and approved in advance will, upon request, be provided the reason for such denial in writing.

e. When unauthorized absence exceeds five consecutive workdays, the supervisor will make every effort to contact the employee by telephone, through coworkers, or by letter to determine the reason for absence and whether or not the employee intends to return to duty. If it appears that the employee has abandoned his position, the supervisor shall take action in accordance with the provisions of reference (c).

7. Advance Annual Leave

a. Annual leave of 24 hours or more, but not exceeding annual leave that will accrue to an employee during the leave year, may be advanced for humanitarian reasons, e.g., death in the immediate family. Requests for advance annual leave will be prepared in letter form and forwarded through official channels to the Civilian Personnel Officer in triplicate. The unit or section head's endorsement should recommend approval or disapproval. There must be reasonable assurance that the employee will be in a duty status long enough to earn the advance leave. Should the employee be separated, the advance leave must be liquidated by refund or off-set against the retirement fund unless the separation is due to death, disability retirement, or inability to return to work because of illness.

b. No advance leave will be granted to an employee who has been issued a letter of caution or requirement during the preceding year.

8. Restoration of Forfeited Leave

a. Conditions. Under certain conditions, the normal rule that requires that annual leave in excess of the maximum permissible carry-over be automatically forfeited at the end of the leave year may be suspended. These conditions are:

(1) Administrative error when the error causes the loss of annual leave otherwise accruable after 30 June 1960. Restoration to an employee of any annual leave that might be forfeited because of such error is permitted when the error is discovered and the employee's leave record is adjusted to provide proper credit and this results in a forfeiture due to the 30-day carry-over restriction.

(2) Sickness of the employee when it interferes with the usage of scheduled annual leave that is subsequently forfeited.

(3) Exigencies of the public business or operational demands, when of such magnitude or significance that the employee cannot be excused from duty to avoid forfeiture of scheduled annual leave.

b. Request for Restoration

(1) Administrative error. Employees who have, due to administrative error, forfeited annual leave may have all such leave restored so long as the leave was accruable after 30 June 1960, even though the error may have occurred before 30 June 1960. In addition to retroactive adjustment, there is continuing authority for future restoration of all leave to which an employee is entitled in correcting an administrative error of leave earned after 30 June 1960, even though the error occurred before that date. Requests for restoration of forfeited annual leave due to administrative error will be prepared in letter form and forwarded to the Civilian Personnel Officer in triplicate. The request should contain the amount of leave forfeited, the leave period(s) involved, and reasons why the leave should not have been forfeited. Any letters, personnel actions, or documentary evidence in support of the request should be referenced * or attached. If the request is approved, the Civil Payroll Office or Budget and Accounting Office, Marine Corps Air Station (Helicopter), New River, as appropriate, will be advised by memorandum, with a copy to the employee. If disapproved, it will be returned to the employee by memorandum, with reasons.

(2) Sickness. Employees who forfeit scheduled annual leave due to sickness, injury, or any other medical condition for which paid sick leave would be approved may request restoration of such leave provided that:

(a) The annual leave was scheduled in writing in advance of the onset of the sick leave (must meet requirements of paragraph 3c above); and

(b) The period of absence due to the sickness occurred at such time late in the leave year or was of such duration that the annual leave could not be rescheduled for use before the end of the year to avoid forfeiture. Requests for restoration of forfeited annual leave because of sickness will be prepared in letter form and forwarded to the Civilian Personnel Officer in triplicate, via the unit or section head concerned. Such requests must enclose a statement from the employee's private physician indicating the beginning and ending dates of the period(s) of treatment or care, and completed Standard Form 71 (Application for Leave) showing that the annual leave was scheduled and approved prior to the beginning of the sick leave period(s). The forwarding endorsement of the unit or section head shall certify that the sickness occurred at such a time late in the leave year or was of such duration that the annual leave could not be rescheduled for use before the end of the year. If the request is approved, the * Civil Payroll Office or Budget and Accounting Office, Marine Corps Air Station (Helicopter), New River, as appropriate, will be advised by memorandum, with a copy to the employee and the unit or section head concerned. If disapproved, it will be returned to the employee by memorandum, with reasons, with a copy to the unit or section head concerned.

(3) Exigencies of the public business

(a) Scheduled annual leave of an employee will not be cancelled because of an exigency or operational demand, anticipated or unanticipated, without the prior approval of the Senior Command Official when such cancellation may result in the forfeiture of scheduled leave at the end of the leave year.

(b) Requests for approval to cancel scheduled annual leave that may be forfeited will be prepared and forwarded via the chain of command to the Commanding General/Commanding Officer (Attn: Civilian Personnel Officer) in triplicate. Such requests will include the nature of the exigency, specify beginning and ending dates of the exigency period, reason(s) why the exigency is of such importance that annual leave may not be used during the period, and a list of employees affected. In emergency situations, telephone requests, subsequently supported in writing, may be accepted.

(c) In accordance with reference (e), the Civilian Personnel Officer is hereby designated as the management official authorized to determine if a given exigency or operational demand is of such importance as to preclude the use of scheduled annual leave to avoid forfeiture.

(d) Requests for restoration of forfeited annual leave due to an exigency or operational demand will be prepared in letter form and forwarded to the Civilian Personnel Officer in triplicate via the unit or section head concerned and must include the following documentation, as necessary, on or attached to the Standard Form 71 (Application for Leave):

- The calendar date(s) the leave was scheduled and approved;

- The date(s) during which the leave was scheduled for actual use and the amount of leave that was scheduled for use;

- The beginning and ending dates of the exigency and a copy of the approval to cancel leave;

- The calendar date the cancelled leave was rescheduled for use;

- The date(s) during which the leave was rescheduled for use and the amount of leave that was rescheduled for use.

* If the request is approved, the Civil Payroll Office or Budget and Accounting Office, Marine Corps Air Station (Helicopter), New River, as appropriate, will be advised by memorandum with a copy to the employee. If disapproved, it will be returned to the initiator by memorandum with reasons.

SICK LEAVE

1. Accrual and Credit

a. Full-time employees shall accrue sick leave on the basis of four hours for each full biweekly pay period. There is no limit on the amount of sick leave which an employee can accumulate.

b. Firefighters paid premium compensation in lieu of overtime, night differential, and holiday pay, will be credited and charged with sick leave on the * basis of each 24-hour workday within the regularly scheduled workweek.

2. Granting Sick Leave

a. Sick leave shall be granted to an employee when the employee:

(1) Receives medical, dental, or optical examination or treatment;

(2) Is incapacitated for the performance of duties by sickness, injury, or pregnancy and confinement;

(3) Is required to give care and attendance to a member of his/her immediate family who is afflicted with a contagious disease; or

(4) Would jeopardize the health of others by being present at work because of exposure to a contagious disease.

(a) For the purpose of this Order, a "contagious disease" is one which must be reported to the Health Department and requires isolation, quarantine, or restriction of movement for a particular period based on regulations prescribed by local health authorities.

(b) Sick leave will be granted to an employee submitting a certificate from a physician specifically stating that the employee was required to remain at home to care for a family member ill with a reportable contagious disease. Such leave will be granted only for the period of time specifically designated by the physician.

b. Sick leave, if available, shall be granted disabled veterans for the purpose of receiving medical treatment or for the time necessary for making appointments. If sick leave is not available, annual leave or leave without pay shall be granted. This grant is obligatory provided the veteran gives prior notice of definite days and hours of absence required for such treatment.

c. An employee who becomes ill during a period of annual leave may have the period of illness charged to sick leave and the charge against annual leave reduced accordingly. Application for substitution of sick leave for annual leave shall be made within two days after return to duty, and shall be substantiated in the same manner as any other request for sick leave.

d. Sick leave will not be granted to employees on extended leave without pay.

3. Requests for Sick Leave and Pay Status

a. Requests for sick leave for medical, dental, or optical examination or treatment shall be made in advance of the appointment.

b. An employee who is unable to report for work because of incapacitation shall notify his/her supervisor or other designated person as follows:

(1) Employees, except those working in areas where 24-hour coverage is required, who are unable to report for work because of incapacitation shall notify their supervisor or other designated person not later than two hours after the beginning of the work schedule on the first day of such absence, or as soon thereafter as possible. Thereafter, each employee shall report his/her condition every fifth workday and provide the expected date of return to duty.

(2) Employees working in areas where 24-hour coverage is required will, when possible, give at least two hours' notice prior to the beginning of their work shift when they know they will be unable to report for work. The employee is responsible for making every reasonable effort to ensure that notification is made, to include the reason for the absence and the estimated duration. If the employee finds that leave is required beyond that originally estimated, the supervisor will be advised not later than the last day of the originally reported absence. The reasons for and anticipated length of the continuing absence will be provided.

(3) After notice on the first day of absence, supervisors may waive the requirement for subsequent notices when they are aware of all circumstances in the case, except when the absence is prolonged to exceed four weeks. In all cases where the absence exceeds four weeks, the employee is obligated to make application for leave every four weeks, properly supported by a medical certificate indicating a probable return-to-duty date.

(4) Failure to give such notices may result in the absence being charged to another type of leave or absence without leave as the circumstances may justify.

c. When an employee reports that he/she is incapacitated and unable to report for work, such notice is considered tantamount to a request for approved leave. Such absence will be shown on the timecard as sick leave. The Civil Pay-
* roll Office or Budget and Accounting Office, Marine Corps Air Station (Helicopter), New River, as appropriate, will carry the employee on sick leave if available, on annual leave if sick leave is not available, and on leave without pay if no annual or sick leave is available. Since the employee has in effect requested approved leave, charging leave without pay in this case, when no other leave is available, does not constitute leave without pay without consent. The employee will continue to be paid while in a sick leave or annual leave status. Salary may be withheld pending a decision when there is reason to doubt the validity of the sick leave or the employee is under requirement to support all requests for sick leave with a medical certificate.

4. Return to Duty

a. When an employee returns to duty after an absence in excess of three workdays, a written application for sick leave is required. The application must be supported by a medical certificate containing a brief statement of the nature of the illness, inclusive dates of treatment, and a statement releasing the employee to return to duty. In lieu of a medical certificate, a signed statement from the employee indicating the nature of illness and the reason why a medical certificate is not furnished may be accepted whenever it is unreasonable to obtain such certificate because of shortage of physicians, remoteness of locality, or because the circumstances surrounding the employee's absence do not require the services of a physician. When the required medical certificate is not submitted with the application, supervisors will hold the application and allow the employee not more than 15 calendar days after the return to duty to obtain the certificate. Supervisors will ensure that the application for leave form is completed. The employee must certify the reason for absence in all cases. The name, address and telephone number of the physician, dentist, or other practitioner must be shown.

b. For periods of absence of three workdays or less, a medical certificate in support of such absence is normally not required. If it appears that an employee is abusing sick leave, the supervisor will counsel the employee that because of the questionable sick leave record, a medical certificate may be required for future absences on sick leave. If this does not bring about an improvement, the employee will be advised in writing that all future requests for sick leave, regardless of the length of absence, must be supported by a medical certificate. This written advice to the employee will include the following:

(1) Full explanation of why the employee is suspected of abusing sick leave. Reference is to be made to the counseling interview, including the date thereof.

(2) That he/she will be required to submit a medical certificate for all absences due to illness regardless of the length of time involved.

(3) A paragraph similar to the following:

"It is in your interest to correct any physical disability which may be causing recurrent absences. If you have any physical ailment of any kind, it is also in your interest to have such condition medically corrected in order that your job may not be jeopardized by repeated absences. You are urged to attend to this matter promptly by consulting your private physician."

(4) That the letter will be automatically cancelled one year from date of issue.

(5) Distribution will show copy to the Civilian Personnel Office and the Civil Payroll Office or Budget and Accounting Office, Marine Corps Air Station, New River, as appropriate.

c. Employees who have been absent from duty seven or more calendar days as a result of illness or injury will be sent to the Occupational Health Nurse and/or Branch Clinic Medical Officer for examination before they are permitted to return to work. Form NAVSO 5100/9 will be used for this purpose. Additional information concerning return to duty from absence due to sickness or injury is contained in reference (d).

d. Employees who are sent home by the Branch Clinic Medical Officer due to illness will not be required to furnish a medical certificate to substantiate sick leave for the day released from duty.

5. Return to Work After Occupational Injury. In all cases, employees who are returning to duty after absence because of occupational injury are required to report to the Employee Relations Division, Civilian Personnel Office, or the Personnel Office, Naval Regional Medical Center, or Marine Corps Air Station (Helicopter), as appropriate. Clearance by a Federal Medical Officer must be obtained prior to resumption of duty.

6. Disapproval of Sick Leave After Return to Duty

a. If, upon the employee's return to duty and submission of whatever substantiating evidence may be required in the individual circumstances, the requested leave is disapproved, the period of absence will ordinarily be converted to absence without leave.

b. There may arise circumstances in which the requested absence does not justify granting sick leave but could warrant granting annual leave or leave without pay. Officials authorized to approve leave should exercise judgment, in such instances, to grant another type of leave rather than to require conversion to absence without leave.

ENCLOSURE (3)

c. The nonpay status resulting from absence without leave is not in itself a disciplinary action. When requested sick leave is disapproved, a pre-action investigation for unauthorized absence will be initiated. Employees who are denied sick leave for emergency purposes will, upon request, be provided reasons for such denial in writing.

d. When salary payment has been released which includes a period converted to absence without leave or leave without pay, the overpayment will be recovered by payroll checkage.

7. Advance Sick Leave

a. Sick leave of 41 hours or more, but not exceeding 240 hours, may be advanced, to begin upon exhaustion of all accrued sick leave, in cases of serious illness or disability, except as provided below:

(1) Sick leave shall not be advanced to an employee holding a limited appointment, or one expiring on a specific date, in excess of the amount to accrue during the remainder of the appointment.

(2) Sick leave shall not be advanced to an employee known to be contemplating separation by retirement or resignation and in any other case, there should be a reasonable expectation of return to full duty as a prerequisite to advance sick leave.

(3) Annual leave accumulation will be reduced to 80 hours before advancing sick leave.

(4) No advance sick leave will be granted to an employee who is required to furnish a medical certificate for each absence claimed as sick leave, or to an employee having had such a requirement during the year preceding the request.

b. A request for advance sick leave shall be submitted in triplicate to the Civilian Personnel Officer via the unit or section head concerned. Such requests must enclose a statement from the employee's private physician reflecting diagnosis, prognosis and date of probable return to duty. The name, address and telephone number of the physician or practitioner is also required. In addition, employees with two or more years of service will include circumstances which have required the use of all accumulated sick leave. The unit or section head shall review the employee's sick leave record and other matters which must be considered as indicated in subparagraph 7.a., above. The forwarding endorsement of the unit or section head shall indicate whether the request meets the requirement for granting the request. Circumstances which would preclude granting the request shall also be included in the endorsement when disapproval is recommended. If the request is approved, the Civil Payroll Office or Budget
* and Accounting Office, Marine Corps Air Station (Helicopter), New River, as appropriate, will be advised by memorandum, with a copy to the employee and the unit or section head concerned. If disapproved, it will be returned to the employee by memorandum, with a copy to the unit or section head concerned.

8. Recredit of Sick Leave. Sick leave shall be recredited upon reemployment of an employee without a break in service of not more than three years.

9. Placing an Employee on Sick Leave Without his/her Consent. As a general rule an employee may not be placed on sick leave without his/her consent. The physical or mental condition of an employee, however, must be such that a situation is not created in which his presence on the job would constitute an immediate threat to Government property or to the well-being of the employee, fellow workers, or the general public. An employee not meeting this requirement or for whom disability retirement has been approved may be placed on sick leave even though he/she refuses to request it.

10. Appendix A provides additional guidelines for supervisors in administering sick leave.

ENCLOSURE (3)

GUIDELINES FOR SUPERVISORS
IN ADMINISTERING SICK LEAVE

I. The following specific procedures to be observed in administering a fair but firm sick leave program are reemphasized or redefined:

A. Sick leave is to be granted in accordance with enclosure (3).

B. Sick absence extending more than three workdays should be verified by the statement of a physician or other licensed practitioner. If a medical certificate cannot be obtained because the illness did not require the services of a physician or for other reasons, the employee should present a written statement explaining the circumstances in support of the claim for sick leave. Unless some other evidence supports the opposite conclusion, an employee's statement should be accepted.

C. Employees who cannot support claims for sick leave are to be charged absence without leave (AWOL), leave without pay (LWOP), or annual leave as appropriate for such absences. (Descriptions of the use of each of these types of leave are contained in this Order.) Employees should be notified of such changes in leave charges.

D. During extended absences (lasting more than two pay periods), medical certificates or other supporting evidence must be requested of the employee in accordance with this Order, unless the physician has specified a recuperative period of set length in writing in advance. In such cases medical certification may be submitted for the record when the employee returns to duty.

E. Where reasonable doubt exists as to the employee's illness, the employee should be scheduled for a medical examination or a counseling interview, or both. (Consult the Civilian Personnel Office, extension 1579 for guidance.) If, as a result of medical examination, counseling interview, or both, it is determined that the employee is physically fit for normal duties and that an alcohol, drug or other behavioral-medical problem does not exist, the employee will be advised to report for duty and that failure to do so may result in AWOL, which may then be the basis for disciplinary action.

F. If the employee is not fit for normal duties, but is capable of performing less strenuous or demanding duties, reassignment or detail should be considered.

G. If an employee's leave record shows an excessive amount of intermittent absences of short periods, and the employee presents apparently legitimate certificates in support of sick absences, a "fitness for duty" examination may be warranted to ascertain the employee's suitability for continued employment (Base Order 12792.1C). Upon receipt of the medical examination report, the appropriate supervisor or official should interview the employee and provide the results of the examination. If the employee desires information as to the specific medical findings, he/she should be referred to the medical officer. (Disclosure of medical information is controlled by FPM 339.1-4 and requires professional medical judgment.) Based upon the findings of the examining physician, the employee should be ordered back to work, reassigned or detailed to other duties if possible, granted approved sick leave, or subject to other appropriate action, including separation disability, or disability retirement.

H. The following methods may be used as alternatives in correcting sick leave abuse: (Note: Prior to use of formal procedures, supervisors should seek assistance of the Civilian Personnel Office, extension 1579 or the S-1 Office, Marine Corps Air Station (Helicopter), New River, extension 6702, as appropriate, for guidance.)

Appendix A to
ENCLOSURE (3)

1. If an informal warning is ineffective, the employee shall be required to report for a counseling interview. During the counseling interview the employee should be informed that future absences for which sick leave is to be claimed may be required to be supported by an acceptable medical certificate, or other evidence administratively acceptable; otherwise sick leave may not be granted.

2. Require that the employee contact a designated official when reporting sick and that only the designated official or specified alternate has authority to approve a request for sick leave.

3. Where the employee complains that a physical condition prevents performance of regularly assigned duties and the condition is medically certified, assign the employee temporarily to light duty, if available, until physically able to perform regularly assigned duties.

4. Require the employee returning from sick leave to visit the designated official or alternate for interview.

5. Arrange a fitness for duty examination if the employee presents apparently legitimate certificates for an excessive amount of intermittent absences of short periods.

6. Where there is supportable evidence that fraud or abuse of sick leave exists, leave will be disapproved and the abuse will be charged to AWOL Appropriate disciplinary action may be taken subject to procedures in Base Order 12750.1G.

7. If an employee's leave record shows an excessive amount of intermittent absences of short periods, whether or not the employee presents apparently legitimate certificates in support of sick absences, the employee should be scheduled for a counseling interview. The counseling interview may be scheduled in conjunction with or as a result of the medical examination, and in some cases will eliminate the need for it. When the counseling interview identifies an alcohol, drug or other behavioral-medical problem, and the employee does not respond to any recommended treatment or does not otherwise improve his unsatisfactory conduct, appropriate action as outlined in paragraph G above should be taken.

II. Additional procedures which should prove useful in administering a strong but fair sick leave program include:

A. All supervisors should:

1. Use as much care in approving sick leave as they use in denying it.

2. Develop a desire in their employees to conserve sick leave rather than to instill fear of abusing sick leave.

3. Be fully informed about sick leave policies and regulations and the leadership they are expected to provide.

4. Counsel employees to use sick leave in good faith and in accordance with requirements of law. A sick leave application, like a voucher, is a claim for payment.

5. Remember that sick leave is a legal right, but only if the employee concerned actually meets the conditions permitting approval.

6. Realize that disregard of sick leave regulations will spread if abuse is allowed to continue unchallenged.

7. Keep in mind that the sick leave balance alone does not distinguish between an abuser of sick leave and a conscientious employee who may have had a serious extended illness.

8. Review sick leave individually and not establish a minimum sick leave balance below which an employee's sick leave record is considered automatically unsatisfactory.

9. Ensure that employees are fully aware of the values and benefits of sick leave as a bank account against unforeseen injury or illness, and encourage employees to conserve sick leave for the "rainy day" of real need.

10. Keep employees informed of proper leave requirements and, if necessary, advise them that unacceptable practices will not be tolerated.

11. Be alert to the development of a leave abuse pattern which may indicate the existence of a behavorial-medical problem. Having recognized such a pattern, promptly refer the employee for a counseling interview.

12. Identify those few employees who flout and have disrespect for sick leave regulations. In the attempt to identify employees who may lack understanding of sick leave regulations, supervisors must avoid offense to the great majority of the employees who are law-abiding and conscientious. When there is suspicion of questionable leave habits, the supervisor must exercise tact and good judgment in approaching the employee.

13. Remember that conscientious employees resent supervision which permits anyone to get away with sick leave abuse. Such a situation, if allowed to go unchecked, places no premium on honest service. The abuser exhibits a contempt for the supervisor and the organization which are too weak or ineffective to take corrective action.

B. Remember that poor supervision and other work-unit problems breed employee absenteeism and must be given attention if sick leave usage is to improve. Questionable sick leave patterns must be identified by the immediate supervisor. This can be done by obtaining leave records of employees from the Civilian Personnel Office. In analyzing an employee's sick leave record, the following patterns will tend to show possible abuse of sick leave, and aid the supervisor in controlling sick leave absenteeism:

1. Sick leave on the first workday following pay days.
2. Sick leave before or after a holiday.
3. Sick leave on Fridays or Mondays, for a 3-day weekend.
4. Sick leave when work load is heaviest.
5. Sick leave during inclement weather.
6. Sick leave on date of public events, such as ball games.
7. Sick leave when refused a day off.
8. Sick leave when an undesirable job is to be performed.
9. Sick leave taken as soon as it is earned.
10. Sick leave on days an event on TV may be as great a lure as attendance at the event itself.
11. Excessive intermittent sick leave absences of short duration.
12. Sick leave on the same calendar day of the week.
13. Sick leave on dates where it is determined employee worked at outside employment.
14. Sick leave on dates employee is on vacation from outside employer.
15. Sick leave on dates working spouse has days off or is on vacation.

C. Taking into consideration the leave balance brought forward from past years, and the frequency of sick leave absences during the current year,

the employee should be approached by the supervisor and warned against the indiscriminate use of sick leave. Bona fide absences for medical, dental, or optical examination or treatment will tend to show a spotty sick leave record; this should also be taken into consideration in determining whether an employee is abusing his/her sick leave privilege. Tact, discretion, and good judgment should be the keynote of the counseling interview. Keep in mind that the interview is to determine whether there is an abuse or flagrant practice. Experience has shown in most instances absences were legitimate and there was no reason to question the honesty or integrity of the employee. Information during the interview should be imparted sympathetically, as a means of encouraging presumably honest employees to do what is within their own power to improve their sick leave record. The counseling interview is an excellent opportunity to explain the values which the sick leave account affords. It is also an appropriate time to advise the employee that a poor health and attendance record can adversely affect opportunities for promotion.

D. To be effective, the supervisor should keep in mind the counseling interview's six-fold purpose:

1. The employee realizes that the supervisor is alert to sick leave practices of employees, and is determined to have sound, fair administration.

2. The employee is confronted with his/her sick leave record and habits, and is told the reason therefor.

3. The employee is instructed concerning sick leave regulations and proper practices.

4. The employee is cautioned by the supervisor against unacceptable or questionable sick leave practices or abuse, where appropriate and indicated.

5. The supervisor ascertains if there is a health problem or physical condition which causes the employee to take sick leave.

6. The supervisor ascertains what the employee intends to do to bring about an improvement in his/her sick leave record.

E. In the case of retirement-eligible employees it must be remembered that many older people are subject to illness. It must not be assumed that prolonged sick leave absence of an older worker who is eligible for retirement is improper or an indication of abuse. However, it is the supervisor's job to determine whether the sick leave absence is bona fide. There are cases where employees have "rested out" their sick leave balances and then retired. When sick leave is not bona fide, the supervisor should disapprove requested sick leave. As with other employees, when the older employee's sick leave is questioned, the supervisor may initiate an investigation concerning the validity of the absence. If the sick leave absence does not appear to be bona fide, it is up to the supervisor to use the various control measures described herein, including substitution of other categories of leave, a possible reassignment or detail to a less strenuous job, a letter requiring medical certification of all future sick leave requested, a fitness for duty physical, agency-initiated disability retirement, or even disciplinary action.

III. Remember that the Civilian Personnel Office, and for MCAS (H) employees * the S-1 Office, and your own supervisor are available to render assistance in controlling sick leave abuse. In the final analysis, an employee cannot abuse the sick leave privilege without supervisory approval.

Appendix A to
ENCLOSURE (3)

ABSENCE FOR MATERNITY REASONS

1. General

a. Pregnancy is a condition which eventually requires the employee to be absent from the job because of incapacitation. An absence covering pregnancy and confinement is to be treated like any other medically certified temporary disability.

b. Leave granted for maternity reasons may be a combination of as many as three separate kinds of leave: sick leave, annual leave, and leave without pay. The same leave policies, regulations, and procedures apply as for leave generally.

c. Sick leave may be used to cover the time required for physical examination and to cover the period of incapacitation. After delivery and recuperation, the employee may desire a period of adjustment or need time to make arrangements for the care of the child. Such additional leave requirements may be taken care of by the use of available annual leave and/or leave without pay.

2. Policy. It is the policy of the Commands subject to this Order to provide gainful employment and make use of skills of pregnant employees for as long as they are not incapacited for duty.

3. Employee Responsibility. An employee is required to report pregnancy to her supervisor as soon as it is an established fact so that any necessary steps may be taken to protect her health or improve her working conditions. Should an employee consider, at any time during pregnancy, that her working conditions are having an adverse effect upon her physical condition, she shall report any such adverse condition to her supervisor and consult her physician on the matter.

4. Employer Responsibility. Supervisors advised of an employee's pregnancy shall review the employee's duties and working conditions to determine any possible adverse effects on the employee's physical condition as she progresses through pregnancy. If it is determined that any element of the employee's job could have a harmful effect upon her or the unborn child, the employee shall be requested to consult her physician on the matter and provide medical certification as to the nature of any limitations which are recommended by the employee's physician. Upon recommendation by the employee's physician, every reasonable effort shall be made to accommodate an employee's request for temporary modification of her work duties or a temporary reassignment. If significant changes in duties are required, the detail procedure outlined in reference (f) must be followed. The employee's immediate supervisor is responsible for ensuring that the employee discontinues work during the period she is medically certified as incapacitated for duty.

5. Requests for Leave. Employees will advise their supervisor at least two months in advance that they will be requesting leave for maternity reasons including the type of leave, approximate date, and duration. This will allow the supervisor to prepare for any necessary staffing adjustments.

a. For Pregnancy and Confinement. Requests for leave will be submitted to the supervisor on Standard Form 71 (Application for Leave). The employee must indicate the type or types of leave to be used during her absence, the approximate dates, and attach her physician's statement. The physician's statement must show the expected date of delivery, the date the employee should cease work, and the probable return-to-duty date.

ENCLOSURE (4)

b. For Adjustment Purposes. Employees will be granted, if requested, additional leave time after delivery and recuperation for the purpose of adjusting to motherhood and/or making arrangements for the care of the child. Such additional leave requirements, not to exceed four weeks, may be taken care of by the use of available annual leave or leave without pay. The request should be submitted to the supervisor prior to the expiration of leave for pregnancy and confinement. When the request entails use of leave without pay in excess of five workdays, it shall be handled in accordance with the procedures set forth in enclosure (7).

c. Return to Duty. Employees should advise their supervisor at least 10 days prior to their expected date of return to duty, if other than previously approved in writing. Return-to-duty from sick leave procedures shall be followed. Medical certification for the period of time medically incapacitated must be provided as required by enclosure (3).

d. For Paternity Reasons. A liberal leave policy, not to exceed four weeks, shall be followed in regard to leave (annual leave and/or leave without pay) requests by male employees for the purpose of caring for or assisting in caring for the mother of a newborn child or minor children while the mother is incapacitated for maternity reasons. When the request entails use of leave without pay in excess of five workdays, it shall be handled in accordance with the procedures set forth in enclosure (7).

6. Resignations Due to Pregnancy. Employees who desire to resign due to pregnancy should submit their resignation on Standard Form 52. Upon request, sick leave may be used to the extent of medical incapacitation prior to separation, provided that a physician's statement showing the expected date of delivery, date employee should cease work, and date employee should be able to return to work, is attached. In such cases, the employee's resignation will be effected upon expiration of accrued sick leave or the final date of incapacitation as determined by the employee's physician, whichever is earlier.

7. Action by Unit or Section Head

a. When an interim replacement will be required, the unit or section head should submit a Standard Form 52 request through normal channels.

b. Where interim replacements are involved, the unit or section head is responsible for submitting a request to terminate the replacement prior to the return of the incumbent. Termination requests should be submitted to the Civilian Personnel Office no later than seven days prior to the expected return-to-duty date of the incumbent.

MILITARY LEAVE

* 1. Coverage. Employees whose appointments are temporary (for a definite period of time not exceeding one year) or intermittent, are not eligible for military leave. Permanent or indefinite employees who are members of a reserve component or the National Guard must be granted military leave under the following circumstances:

a. For a period not to exceed 15 calendar days a fiscal year for active duty or active duty for training with the reserve components of the Armed Forces listed below.

(1) The Army Reserve.

(2) The Army National Guard of the United States.

(3) The Naval Reserve.

(4) The Marine Corps Reserve.

(5) The Air Force Reserve.

(6) The Air National Guard of the United States.

(7) The Coast Guard Reserve, other than Temporary Reserve.

b. When performing Federal service or full time military service for the state for the purpose of providing military aid to enforce the law. Leave granted for such purpose shall not exceed 22 workdays in a calendar year. An amount (other than a travel, transportation, or per diem allowance) received by an employee for such service shall be credited against the pay payable to the employee with respect to his/her civilian position for that period.

* 2. Granting Military Leave for Active Duty or Active Duty for Training

a. Eligible employees are entitled to leave without loss in pay, time, or performance when they are on active duty or are engaged in field or coast defense training under Sections 502-505 of Title 32 (5 U.S.C. 6323). Employees are allowed 15 calendar days per fiscal year for this purpose. Additionally, up to 15 calendar days unused per fiscal year may be carried over for use in the following fiscal year. Nontemporary part-time employees (as defined in 5 U.S.C. 3401(2)) are entitled to military leave on a prorated basis. The rate for part-time employees is determined by dividing 40 into the number of regularly scheduled hours for the employee.

b. Employees called for training or active duty beyond the time periods cited above may use annual leave and may receive compensation concurrently with pay and allowances for training or active duty beyond such leave available for use.

c. Employees may be granted annual leave or leave without pay for participation in military activities for which military leave is not allowable, e.g., those of state military organizations, or inactive duty for training, under the same considerations as would apply to any leave request.

3. Application for Military Leave. Military leave will be requested as far in advance as circumstances permit. If received by the employee prior to departure, a copy of his orders will be shown to the supervisor authorized to approve leave. Upon return from military leave, the employee must submit a copy of his original orders to active duty, or original orders to provide military aid to enforce the law, to the Civil Payroll Office or Budget and Accounting Office, MCAS(H), New River, as appropriate, in support of his/her leave application. The Civil Payroll Office or Budget and Accounting Office, MCAS(H), New River, as

ENCLOSURE (5)

appropriate, will forward the orders to the Civilian Personnel Office for approval after ensuring that the period involved is not in excess of the maximum allowable. The orders, signed by competent authority, must show the date reported and the date released. In the case of orders for the purpose of providing military aid to enforce the law, the amount received (less allowances) shall be turned in to the Disbursing Office with a copy of the orders. The Disbursing Office will send a copy of the receipt issued to Civil Payroll or Budget and Accounting Office, MCAS(H), New River, as appropriate.

* 4. Computation of Military Leave for Active Duty or Active Duty for Training. Military leave for these purposes is limited to 15 calendar days in a fiscal year plus any unused military leave (not to exceed 15 days) carried over from the preceding fiscal year. Any period up to the amount available that fiscal year within a longer period of active duty may be designated as military leave, if circumstances warrant. Military leave may be taken intermittently, a day at a time, or as otherwise directed by military orders. Nonworkdays within a period of military leave are charged against the 15 days allowed during the year; nonworkdays at the beginning or end of the training period are not.

COURT LEAVE

1. General. When an employee is absent from duty because of a summons to appear as a witness in a judicial proceeding on behalf of a state or local government or for jury duty in any state court or court of the United States, or as a witness in a non-official capacity on behalf of a private party in connection with any judicial proceeding to which the United States, the District of Columbia, or a state or local government is a party, the absence shall not be charged against annual leave, but shall be recorded as Court Leave. Jury duty in police, county, or other courts established under the laws of a state and deriving their authority therefrom is considered jury duty in a state court. Employees who are summoned by the court to appear for the purpose of qualifying for jury service shall be granted court leave for that period of absence, regardless of whether or not they are selected for subsequent jury service. An employee summoned to appear as a witness in a judicial proceeding on behalf of the United States Government or that of the District of Columbia is considered to be in an official duty status.

2. Policy. The Department of the Navy considers it the civic responsibility of all its employees to respond to calls for jury duty and other court services. It is the policy, therefore, that release from jury duty will not be requested except in unusual situations where the public interest would be better served by the employee staying on the job, e.g., when the employee's services are absolutely necessary to meet critical deadlines.

3. Eligibility

a. Jury Duty. Court leave may be granted to regular permanent or temporary employees. A regular part-time employee called into jury service during his/her tour of duty may receive compensation without charge to annual leave. Intermittent employees may not be granted court leave as jurors, but may be granted annual leave for the period during which fees are received for jury service.

b. Witness Service. Regular full-time, temporary, or part-time employees (as distinguished from intermittent employees) are entitled to court leave while serving as witnesses in a judicial proceeding on behalf of a state or local government or in a non-official capacity on behalf of a private party in connection with any judicial proceeding to which the United States, District of Columbia, or a state or local government is a party only if summoned. They are not entitled to court leave if they volunteer. A subpoena is not necessarily required, but the summons must be an official written request. Court leave for witness service (as distinguished from official duty) in a judicial proceeding involving only private parties is not authorized.

c. Official Duty. An employee is considered to be on official duty when summoned or assigned by his/her agency to testify, in an official or non-official capacity, or produce official records on behalf of the United States Government or that of the District of Columbia. The time required to testify in an official capacity or produce official records on behalf of a state or local government, or a private party, is considered official duty also. Travel expenses are to be allowed for such official duty.

4. Application for Court Leave. An employee who receives an official summons for jury duty or witness service for which court leave is authorized will show it to his/her supervisor and apply for court leave prior to the beginning date of such service. The employee will obtain a certificate, signed by the Clerk of the Court or appropriate official, showing days of service, daily fee paid, and total amount received, broken down by fees, travel, and/or subsistence. Court Attendance and Payment Certification, 5ND GEN 7400/1, will also

be shown to the supervisor for the purpose of making any necessary adjustments on the Bi-Weekly Time and Cost Card. Employees on court leave for jury duty in state or local courts, or witness service in a judicial proceeding on behalf of a state or local government or as a witness in a nonofficial capactiy on behalf of a private party in connection with any judicial proceeding to which the United States, the District of Columbia, or a state or local Government is a party, shall collect all fees and allowances authorized. The employee will
* then take the original certificate to the Disbursing Office and turn in all fees. Employees of Marine Corps Air Station (Helicopter), New River, shall take the original certificate and a copy of the letter requesting their attendance at jury duty or witness service to the Marine Corps Air Station (Helicopter), New River, Budget and Accounting Office and turn in all fees. Employees do not receive fees for jury duty in a federal court. Allowances received for meals and transportation may be retained by the employee. The Disbursing Office will send a copy of the receipt to Civil Payroll.

* 5. Duration of Court Leave. An employee under summons to serve on a jury or appear as a witness in a judicial proceeding for which court leave is authorized shall be granted court leave for the entire period, from the reporting date stated in the summons to the time discharged by the court or appropriate official, regardless of the number of days actually served. Such service does not include periods during which the employee is excused or discharged by the court or appropriate official. When no hardship will result, an employee is required to return to duty or suffer a charge against annual leave if excused for one day or even a substantial part of a day. A night shift employee who performs such service during the day is entitled to court leave for the regularly scheduled night tour, and is entitled to the night differential.

6. Retention of Fees. Employees eligible for court leave may not elect to take annual leave in lieu of court leave during a period of such service and retain the fees. Jury and witness fees may be retained in accordance with the following:

a. An employee may retain fees for service on a designated legal holiday falling within a 40-hour tour of duty provided that if he/she had not been serving the employee would have been excused from regular duties on the holiday.

b. All fees and allowances paid for jury or witness service in excess of the employee's salary for the same period may be retained by the employee.

7. Court Leave Guide. The chart on page 3 synopsizes the foregoing instructions on absences of employees in connection with court or court-related services, by indicating the varying conditions for absences and the proper time and attendance recording for each, together with any right to (and retention of) fees for services rendered and right to payment for expenses of travel.

EMPLOYEE ABSENCES FOR COURT OR COURT-RELATED SERVICES

Nature of Service	Type of Absence			Fees			Government travel expenses	
					Yes			
	Court leave	Official duty	Annual leave or LWP	No	Retain	Turn in to agency	No	Yes*
I. Jury Service								
(A) U.S. or D.C. court---	X	--------	--------	X	------	-------	X	-----
(B) State or local court-	X	--------	--------	---	------	X	X	-----
II. Witness Service								
(A) On behalf of U.S. or D.C. Government-------	----	X	--------	X	------	-------	----	X
(B) On behalf of state or local government-----	-----	--------	--------	---	------	-------	----	-----
(1) in official capacity-----	-----	X	--------	---	------	X	----	X
(2) not in official capacity----------	X	--------	--------	---	------	X	X	-----
(C) On behalf of private party----------	-----	--------	--------	---	------	-------	----	-----
(1) In official capacity-----	-----	X	--------	---	------	X	----	X
(2) Not in official capacity----------	-----	--------	--------	---	------	-------	----	-----
(a) when a party is U.S., D.C., or state, or local government------	X	--------	--------	---	------	X	X	-----
(b) when a party is not U.S., D.C., or state or local government------	-----	--------	X	---	X	------	X	-----

*Offset to the extent paid by the court, authority, or party which caused the employee to be summoned.

ENCLOSURE (6)

LEAVE WITHOUT PAY

1. Definition. Leave without pay is a temporary nonpay status and absence from duty, granted upon an employee's request. An employee may not be placed on leave without pay (as distinguished from unauthorized absence or furlough) without his/her consent. An employee has the responsibility of requesting only as much annual leave as that which is either already to his/her credit or may be legally advanced. If such annual leave is insufficient or exhausted, a specific request for leave without pay is required. Leave without pay pending claim for disability retirement, after annual leave and sick leave are exhausted and the employee is unable to work, is not leave without pay without the employee's consent.

2. Administrative Control. Authorizing leave without pay is a matter of administrative discretion. An employee cannot demand to be granted leave without pay as a matter of right, except in the case of disabled veterans who are entitled to leave without pay, if necessary, for medical treatment, and Reservists and National Guardsmen who are entitled to leave without pay, if necessary, to perform military training duties.

3. Matters to be Considered in Acting on Leave without Pay Requests. Each request for leave without pay should be examined closely to assure that the value to the Government or the serious needs of the employee are sufficient to offset the costs and administrative inconveniences to the Government which result from the retention of an employee in a leave without pay status. Among the costs and inconveniences are:

a. Encumbrance of a position.

b. Loss of needed services.

c. Obligation to provide employment at the end of the leave period.

d. Credit of six months in each year toward retirement.

e. Eligibility for continued coverage under the Group Life Insurance and Health Benefits Program (without cost to the employee for up to one year of nonpay status).

f. Complication of reduction in force registers.

4. Basic Conditions to Approval of Extended Leave without Pay. In cases where ultimate separation is not involved, leave without pay should be granted only when the services of the employee can be spared without detriment to the work in which engaged, and when there is reasonable expectation that the employee will return at the end of the approved period. In addition, it should be apparent that at least one of the following benefits would result:

a. Increased job ability.

b. Protection or improvement of employee's health.

c. Retention of a desirable employee.

d. Furtherance of a program of interest to the Government (e.g., Peace Corps volunteers).

ENCLOSURE (7)

5. Action on Requests for Leave without Pay. Normally, leave without pay will be granted only after all accrued leave (annual and/or sick, as applicable) has been used.

a. Supervisors authorized to approve leave requests may grant up to five workdays leave without pay.

b. Requests for leave without pay in excess of five workdays, where ultimate separation is not involved, will be prepared in letter form and forwarded via the unit or section head (and the S-1 office for Marine Corps Air Station (Helicopter), New River employees) to the Civilian Personnel Officer in triplicate. The unit or section head's endorsement should recommend approval or disapproval on the basis of the criteria contained in this enclosure.

c. In the case of career or career-conditional employees where ultimate separation may be involved, requests for not more than 90 days leave without pay (even though annual leave may be available) shall be made by utilizing Part III of Standard Form 52 and shall be forwarded via the unit or section head (and the * S-1 office for Marine Corps Air Station (Helicopter), New River employees) to the Civilian Personnel Officer. The employee must provide the reason for the request, specify the last day of work, express an intent to seek Federal employment at a new location, and include a resignation to be effective at the end of the leave period. The remarks section shall be used to certify that the employee's work performance has been satisfactory.

6. Examples of Proper Cases for Extended Leave without Pay. The following are examples of cases in which extended leave without pay might properly be approved, all other factors being favorable:

a. For educational purposes, when the course of study is related to the work of the activity and its completion would be in the activity's best interest.

b. For service with non-Federal public or private enterprise, when the job is of temporary character and there is reasonable expectation that the employee will return, and when one or both of the following will result:

(1) The service to be performed will contribute to the public welfare.

(2) The experience to be gained by the employee will serve the interests of the employing agency.

c. For the purpose of recovery from illness or disability not of a permanent or disqualifying nature when continued employment or immediate return to employment would threaten impairment of the employee's health, or the health of other employees.

(1) In addition to the criteria enumerated in paragraph 3 above, management, when acting on requests for leave without pay for recovery purposes, should consider the employee's previous pattern of sick leave usage and obtain the opinion of the Branch Clinic Medical Officer.

(2) Each case must be considered on its individual merits. Particularly in the case of employees with long records of satisfactory service, every effort will be made to grant requests for leave without pay when sick leave has been exhausted by illness or disability from which eventual recovery is a reasonable expectation. It is reemphasized, however, that the decision to grant or deny such requests is a management prerogative.

d. For the purpose of protecting employee status and benefits in the following circumstances:

(1) Pending final action by the Office of Personnel Management on a claim for disability retirement, after all sick and annual leave has been exhausted. Leave without pay shall, without exception, be granted under these circumstances.

(2) Pending final action by the Office of Workers' Compensation Programs on employment connected injury or disease.

(a) An employee who is injured on the job may elect to be placed on sick or annual leave or to file claim for workers' compensation. In the latter event, the employee must be in a nonpay status and must be granted leave without pay. (NOTE: In traumatic injury cases, the employee may request 45-days continuation of pay.) For additional information, contact the Employee Relations Division, Civilian Personnel Office, telephone extension 1458.

(b) If in the circumstances described above, the claim for workers' compensation is disallowed, the period of leave without pay may be retroactively converted to sick or annual leave.

(3) An employee who is receiving injury compensation from the Office of Workers' Compensation Programs may be carried on leave without pay for a period not to exceed one year. Extensions may be granted based on review of an individual case. When an employee receiving such compensation has not returned to duty after one year, the supervisor may request a special physical examination to determine if the employee is capable of performing the duties of the position. If a determination is made by the Branch Clinic Medical Officer that the employee examined is unable to perform the duties of the position for which examined, action will be initiated to retire or separate the employee for disability reasons.

e. To permit career or career-conditional employees to seek and/or continue Federal employment. Such employees may apply for annual leave and/or leave without pay, combined leave not to exceed 90 days, prior to separation. The SF-52, or letter, containing the resignation shall include the request for leave and an expressed intent to seek Federal employment at a new location. The head of the staff section or unit must certify that the employee's performance has been satisfactory.

f. For maternity or paternity reasons to enable parents to care for newborn children without incurring a break in service.

7. Absence without Leave. Absence without leave (AWOL) should not be confused with leave without pay. Absence without leave (AWOL) is the descriptive title for absence for which an employee did not obtain advance approval or for which a subsequent request has been disapproved.

ADMINISTRATIVE EXCUSALS

1. General. Employees may be excused, without charge to leave or loss of pay, for purposes and under conditions established herein. Authority to excuse employees for any reason other than those listed must be issued by the Senior Command Official.

2. Applicability. Wage employees who have a regular tour of duty and whose appointments are not limited to 90 days or less or who have been currently employed for a continuous period of 90 days under one or more appointments without a break in service, and all General Schedule employees may be granted excused absence. All other Wage employees who are prevented from working for the reasons stated will be granted leave without pay.

3. Managerial Reasons. When operations are suspended or interrupted because of managerial reasons, every effort must be made to assign employees affected to other work. Employees who cannot be assigned to other work will be required to use annual leave in all cases where 24 hours' advance notice can be given. When such situations develop too late to give 24 hours' notice, employees who cannot be assigned to other work will be required to use annual leave only if notice can be given before the end of their shift immediately preceding the one in which they are to be placed on leave. In those situations when neither 24 hours' notice nor notice before the end of the immediately preceding shift is possible, employees who cannot be assigned to other work shall be excused. The excusal will not exceed eight hours. The employee will then be placed on annual leave for any subsequent absence, provided 24 hours' advance notice is given. This authority applies only to conditions which cannot reasonably be foreseen, e.g., power or equipment failure, lack of material, weather conditions affecting only certain kinds of work but not the activity as a whole. Circumstances such as reduction of leave accumulation for budgetary reasons are not considered "unforeseen."

4. Closing all or Part of the Base. Only the Commanding General may direct * closing all or part of MCB, Camp Lejeune and only the Commanding Officer may direct closing all or part of MCAS(H), New River when normal operations are interrupted by events (e.g., extreme weather conditions and fires) beyond the control of management or employees. When the interrupting events are common to both installations, the Commanding General and the Commanding Officer MCAS(H) will coordinate the closing decision in accordance with disaster preparedness plans. A special administrative order detailing the extent of the closure and excusing those employees whose services can be spared will be promulgated by the Assistant Chief of Staff, Manpower and/or the S-1 Officer, as appropriate.

a. During working hours. Employees must be in an actual duty status in order to be excused. Employees are considered to be in an actual duty status if they are actually on duty at the time of the dismissal; excused from duty at the time of dismissal with the expectation that they will return to duty before the close of the workday; or on duty when the formal notification of the scheduled early dismissal occurs, but request and are granted leave between notification and actual dismissal. Employees who are not in an actual duty status when notification of dismissal occurs after opening hours will be charged the appropriate leave for the entire period of absence. When normal operations are interrupted by events such as those cited above, supervisors are not authorized to excuse employees unless a special administrative order has been promulgated.

b. During nonworking hours. When all or part of the Base or MCAS(H), New River is closed, nonessential employees will be provided 24 hours advance notice (one work shift) in a pay status before being placed on annual leave, leave without pay or nonpay furlough. Administrative excusals are authorized during all or part of this 24-hour notice period.

ENCLOSURE (8)

5. Emergency Rescue or Protective Work. Employees called to participate in Civil Air Patrol searches shall be excused for such duty. Excused absence may not exceed three consecutive workdays, unless approval for a total of not to exceed five workdays is received from higher headquarters. Employees may be excused for other types of rescue or protective work, subject to the same restrictions, at the discretion of the Senior Command Official.

6. Blood Donors. Employees who volunteer as donors to the Tidewater Regional Bloodmobile during the three visits scheduled each year to their installation will be excused from duty without charge to leave for the period of time necessary to donate the blood and for recuperation following donation; however, the maximum excused time shall not exceed four hours for each donation. It should be recognized that individual requirements following donation may differ; therefore, any additional time required shall be charged to leave (sick, annual, leave without pay) as appropriate. Requests for excused absence for the purpose of donating blood for other than the above scheduled visits shall be referred to the Civilian Personnel Office, extension 1579. Referrals for MCAS(H) employees shall be Via the S-1 office.

7. Tests, Interviews, or Examinations. Employees shall be excused without charge to leave or loss of pay when:

a. Tests or interviews are required under the Navy Merit Promotion Program, provided the tests or interviews are conducted during regularly scheduled working hours, and the competition is for positions within the confines of the Camp Lejeune and Air Station complex.

b. Examinations are required for converting TAPER appointments to career-conditional or for noncompetitive actions at the local Command.

8. Medical Examination or Treatment

a. On-the-job injuries. Time spent in obtaining initial examination and emergency treatment when an employee sustains an injury on the job is considered compensable within the limits of scheduled regular and overtime duty. Such time will be regarded as duty status and will not be charged or recorded as leave. Any scheduled overtime for the day will be neither reduced nor extended for purposes of treatment. Employees who are not returned to duty after examination and treatment will be:

(1) Carried in a duty status for the remainder of the scheduled workday, including scheduled overtime.

(2) Carried in a pay status for the duration of the period required for examination and/or treatment, but not to exceed two hours, when the injury occurs during an unscheduled overtime tour of duty.

(3) Carried in a regular pay status for not to exceed 45 calendar days, beginning with the first full day or first full shift after examination and treatment. At the employee's election, sick leave, annual leave or leave without pay may be requested.

b. Employees authorized to visit the Occupational Health Nurse and/or Branch Clinic Medical Officer during regularly scheduled working hours for reasons other than initial examination and emergency treatment of job-incurred injuries will have any absence in excess of one hour charged to leave or leave without pay under the following circumstances:

(1) Visits, after the 45-day continuation-of-pay period, for routine re-examination or treatment of previously diagnosed and treated job-related injuries. The time spent in visiting outside physicians after the 45-day period

will be charged to leave or leave without pay, even if directed by the Office of Workers' Compensation.

(2) Examinations of nonduty-related injuries.

(3) Treatment when an employee becomes ill after reporting to work. If the employee is sent home, time spent being examined is chargeable to sick leave.

c. The following types of absences from duty shall be excused without charge to leave:

(1) Examinations required under the Department of the Navy health programs.

(2) Special examinations by the Branch Clinic Medical Officer, whether requested by the employee or management.

(3) To obtain corrective/protective eye wear required under the sight conservation program. Excused time for this purpose will not exceed one day.

(4) Required medical clearance on return to duty from sick leave. If the employee is not returned to duty, the absence, including time spent with the Branch Clinic Medical Officer, remains charged to leave. If the employee is permitted to return to duty in a light-duty status only, a determination must be made by the employee's supervisor, in accordance with reference (b), as to whether such light duty is available. When it is determined that light duty is not available, the employee will continue to be carried in a leave status.

9. Appeals and Grievances. Appellants and representatives who are current employees will be allowed a reasonable amount of official time (normally not in excess of four hours) to obtain information, not reasonably available outside working hours, for the presentation of the employee's appeal. Appellants and their representative, if any, and designated witnesses who are current employees of the activity will be in a duty status for the purpose of participating in hearings in connection with appeals and grievances. Employees whose scheduled duty hours are not within the hours during which they will participate in a hearing will either have their shift hours changed in accordance with applicable instructions, or will be paid overtime during their participation. No excused time is allowable for the preparation of a grievance.

* 10. Conferences and Conventions

a. Association of Management Officials. Officers or delegates of an association of management officials or supervisors with which an official consultative relationship has been established may be excused, for not more than five working days per calendar year, to attend conventions of the association.

b. Union. The provisions of reference (b) apply to administrative excusal of officers or stewards of American Federation of Government Employees, Local 2065. Requests for administrative excusal relating to matters of mutual concern shall be submitted in triplicate, with appropriate justification, by the President to the Civilian Personnel Office.

c. Employees will not be excused to attend conferences or conventions of political parties or partisan political groups or committees.

* 11. Tardiness and Brief Absence. Brief absence from duty and/or tardiness of less than an hour may be excused when reasons appear to be adequate to the supervisor. Excusals may not occur at the end of a work day unless approved by a Department Head or Chief of Service. The absence may also be compensated for by additional

work or may be charged against any compensatory time the employee may have available or may be charged to annual leave, leave without pay, or absence without leave. A charge to annual leave or LWOP will be in multiples of one hour, in which case the employee may not be permitted to work during the hour. When the absence is neither excused nor charged to leave or LWOP and the employee is charged with AWOL, he is charged with AWOL for the exact amount of time he is AWOL rather than a minimum of one hour. Disciplinary action may then be taken in accordance with reference (c). If the tardiness or brief absence is excused, compensated for by additional work or charged against compensatory time, annual leave or leave without pay, it may not be a basis for disciplinary action.

12. Voting and Registration. Employees are encouraged to register and to vote in national, state, and local municipal elections or referendums. In accordance with reference (a), when the polls are not open at least three hours, either before or after an employee's regular hours of work, the employee may be granted excused time for voting. Inasmuch as North Carolina polls are open from 6:30 a.m. to 7:30 p.m., and registration may be accomplished outside of normal working hours, excused absence for these purposes is not normally warranted. All requests for excused absence for voting and registration will be referred to the Civilian Personnel Office, extension 1579.

13. Funerals for Members of the Armed Forces

a. Funeral Services for Members of the Armed Forces Returned from Overseas for Final Interment in the United States. Employees who are veterans of any war, campaign, or expedition (for which a campaign badge has been authorized), or members of honor or ceremonial groups of organizations of such veterans may be excused from duty without loss of pay or deduction from annual leave, for such time as may be necessary, but not in excess of four hours in any one day, to enable them to participate as active pallbearers or as members of firing squads or guards of honor in funeral ceremonies for members of the Armed Forces of the United States whose remains are returned from abroad for final interment in the United States.

b. Funeral of an Immediate Relative Killed in Line of Duty in the Armed Forces. An employee will, upon written request, be excused to attend the funeral or memorial service of an immediate relative killed in line of duty in the Armed Forces. The length of the excused absence will be determined on the basis of the circumstances of each request. Immediate relative for this purpose will include not only a spouse and parents thereof; but also children, including adopted children, and spouses thereof; parents; brothers and sisters, and spouses thereof; and any other individual related by blood or affinity whose close association with the deceased was such as to have been the equivalent of a family relationship. Requests for excused absence will be submitted via the unit or section head (S-1 Officer, MCAS(H)) to the Civilian Personnel Officer.

14. After Prolonged Overtime or Travel. When it is not possible or reasonable to reschedule an employee's duty or travel time and regular scheduling would require the employee to travel and/or serve in a duty status for more than 16 hours, the employee may be excused without charge to leave or loss of pay for a reasonable time to recuperate from fatigue or loss of sleep. In determining the time to be allowed, the adverse effect on work performance, health, or well being, and any safety hazard which might result from working while fatigued, should be considered. Excusal under this authority will not exceed four hours.

* 15. Absences for Relocation Purposes. An employee may be excused for a reasonable time to make personal arrangements and to transact personal business directly related to a permanent change of station which is in the interest of the

U. S. Government, provided that such business or arrangements cannot be transacted outside the employee's regular working hours. This includes such things as making arrangements for the packing and unpacking of household goods and obtaining driver's license, auto tags, and passports.

* 16. Draft Registration and Examination

a. Registration. Employees required to register under the Military Selective Service Act shall be excused for the time necessary, not to exceed one day, without charge to leave or loss of pay. Additional time required will be charged to annual leave.

b. Examinations. Employees called for examination for duty in the Armed Forces under the Act shall be excused without charge to leave or loss of pay. If absence for this purpose exceeds one day, the employee shall be required to submit a statement from the examining office explaining the necessity for the additional absence.

UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542

BBul 12430
CPO/WRM/eak
9 Mar 1981

BASE BULLETIN 12430

From: Commanding General
To: Distribution List

Subj: Critical Performance Elements; identification of

Ref: (a) Civil Service Reform Act of 1978
(b) BO 12430.1H

Encl: (1) Preparation of Performance Standards
(2) Discussion of Performance Element and Critical Performance Element

1. Purpose. To establish procedures for the identification of critical performance elements for civil service positions as required by reference (a).

2. Background

a. The Civil Service Reform Act (CSRA) of 1978 requires that each agency (e.g., Department of the Navy) develop a Performance Appraisal System that ensures the evaluation of employee performance by use of objective performance standards that are based on specific job requirements. Such performance appraisal system must provide for the:

(1) Identification of performance elements,

(2) Identification of critical elements,

(3) Establishment of performance standards (requirements),

(4) Establishment of performance appraisal methods and procedures, and

(5) Appropriate use of appraisal information in making personnel decisions (e.g., promote, reassign, demote, retain, reward, train, etc.).

Reference (a) further requires that the new Performance Appraisal System be implemented at the activity level not later than 1 October 1981.

b. Department of the Navy has established a basic Performance Appraisal System containing all of the provisions or elements required by the CSRA. The newly developed appraisal system covers all competitive employees in the General Schedule grades GS-1 through GS-12, all excepted service employees (including the professional staff of all Dependents' Schools), and all Federal Wage System employees. Each activity is required to develop instructions for implementing the Performance Appraisal Program including establishing local policy in areas where options are provided, establishing performance standards, and identifying critical performance elements for all employees covered. This process must be completed no later than 1 October 1981. The appraisal system will involve the use of a new appraisal form (NAVSO 12430/9 (11/80)) on which must be shown:

(1) The performance element (duty, task, requirement, responsibility or objective). In addition, those performance elements considered most important or as being critical for satisfactory accomplishment of the work must be designated as critical by placing a "C" in the bracket below the element number on the form.

(2) The performance standard established for the satisfactory performance level. Further, the performance elements and performance standards must be discussed with the employee at the beginning of the appraisal period and, following the discussion, a copy of the appraisal form signed by the employee and the supervisor must be given to the employee.

c. The process of designating performance elements and developing performance standards will require considerable time and effort by supervisors, management officials, and personnel specialists. Therefore, the process should begin immediately in order to be completed by system implementation time. Most of the performance standards of record, required by reference (b), may not need to be revised at this time; however, it will be necessary to take immediate steps to identify, and make a part of the official record, the critical performance elements for all positions.

d. Department of the Navy is developing a training program for supervisory personnel in implementing the new appraisal system. It is expected that local training on establishing performance standards and identifying critical elements will be provided at some later date. However, it is emphasized that, in order to meet the 1 October 1981 required implementation date, supervisors should begin work immediately on performance standards and critical elements.

3. Action. Organizational Commanders, Heads of Staff Sections, Department Heads, and Chiefs of Service will:

a. Review position descriptions for all positions (General Schedule, Fxcepted Service, and Federal Wage System), ensure that existing performance standards are adequate and compatible with the official duties. See enclosure (1).

b. Take immediate steps to prepare performance standards for those positions for which no standards exist. Fnclosure (1) provides instructions on the identification of performance elements and the preparation of performance standards.

c. Review each performance standard and identify by number each performance element (duty, task, requirement, responsibility, or objective) that is considered to be very important or critical to satisfactory accomplishment of the position. Fnclosure (2) provides instructions on how to determine or identify critical elements of a position.

d. Fnsure all employees are given the opportunity to comment on performance elements including critical elements and performance standards proposed for his/her position. Comments and recommendations by the employee will be considered by the supervisor prior to final approval.

e. Annotate the performance standard (whether now existing or newly developed) to reflect the performance elements (by duty or paragraph number) considered critical for satisfactory performance.

f. Fnsure all supervisors are thoroughly familiar with the contents of this directive and that the directive is made available to the employees upon request.

4. Applicability. Having received the concurrence of the Commanding Officers of Marine Corps Air Station (Helicopter), New River; Naval Regional Medical Center; Naval Regional Dental Center, Camp Lejeune; and Navy Recruiting District, Raleigh; this Bulletin is applicable to those commands.

5. Self-Cancellation. 15 September 1981.

J. R. FRIDELL
Chief of Staff

DISTRIBUTION: C less Category III

PREPARATION OF PERFORMANCE STANDARDS

1. Discussion

a. Office of Personnel Management (OPM) defines performance standards as "the expressed measure of the level of achievement established by management for the duties and responsibilities of a position or group of positions. Performance standards may include, but are not limited to, elements such as quantity, quality, and timeliness."

b. Performance standards are guides that show "how well" an employee must perform his duties in order to accomplish them in a fully satisfactory manner. They are descriptions of performance expected by management for a particular position. Performance standards are statements of the results that are expected or objectives to be obtained. They are "yardsticks" used to measure an employee's performance in his or her job.

c. OPM regulations require that performance standards, as well as critical performance elements, be put in writing and communicated to the affected employee prior to the rating period. Periodic performance appraisals are also required to be in writing and provided to the employee.

d. Since job duties and performance standards are linked, a good practice is to develop them at the same time. Standards should be consistent, from an overall standpoint, with the title, series, and grade of the position and reflect duties and responsibilities contained in the position description. This does not mean that standards must be "word-for-word," identical to the position description; only that they bear a logical and identifiable relationship to it. When standards are developed, supervisors and managers should take into account quantitative, qualitative, and timeliness aspects of performance as well as the level of achievement. Quantitative measures include such things as number of forms processed, amount of time used, number of pages typed, percentage of increase in production, etc. Qualitative measures include accuracy, quality of work, ability to coordinate, analyze, evaluate, etc. Most jobs involve both aspects of performance, but in varying proportions depending upon the nature of the job. A production job on an assembly line may depend as much on quantity as on quality of production, whereas a research position may concentrate more on quality of results than with quantity. It is easier to measure performance against standards which can be stated in quantitative terms; thus, a good practice is to attempt to develop standards in that fashion. For instance, if there is a need to improve the quality of an employee's work by reducing the error rate in performing a task, the standard could be written in terms of a numerical or percentage limit on the errors allowed. However, a complete set of performance standards for a position will probably contain some objectives which cannot be quantitatively measured. These should be written in an objective, explicit fashion which describes the specific result desired.

2. Principles of Developing Performance Standards

a. Performance standards can be prepared for all positions. Quantitative and qualitative standards are more easily established for routine repetitive operations. However, written standards can also be prepared for high-grade nonroutine positions. To say that written standards cannot be prepared for a position is the same as saying that the supervisor or manager does not know what is expected of the employee and that the employee's work cannot be evaluated.

b. Performance standards should be set at what constitutes fully acceptable or satisfactory performance, not perfection, unless nothing short of perfection in the performance of that task is acceptable. The standard should be set at the performance level that is expected of a fully trained and competent employee, and it should be attainable. Employees cannot be expected to keep trying to reach goals that are beyond their grasp. If unattainable standards are set, we are merely setting a desired goal and not establishing a practical yardstick. If desired goals are used as standards, many employees will not be able to attain them and will appear as unsatisfactory or weak in any honest application of the standards. Likewise, the level of performance chosen as a standard must relate both to the needs of the agency and to the capacities of competent employees. The standards must be high enough for the agency to accomplish its objectives and low enough for competent employees to reach them.

c. Performance standards should be written for the specific, permanent and significant tasks of the position. The tasks for which standards are written should be in terms of definite actions taken. General statements about a responsibility must be avoided. Also, temporary or unusual assignments and minor tasks should not be included.

d. Performance standards should be written for a specific position, not a broad class. For example, identical performance standards cannot properly be written for all clerk-typist positions. Both the specific duties of the position and the conditions under which work is done vary widely. A clerk-typist working in an office concerned with statistical reports, charts, etc., would not have the same standards as a clerk-typist working in an office preparing answers to correspondence on a day-to-day basis. It would be unfair, for example, to use the same quantity requirements for these two positions. Undesirable variations between positions should be reduced to an absolute minimum; however, a high degree of uniformity is not always possible to attain. As long as significant differences in operating practices or working conditions exist, differences in standards will be necessary. Only when several positions are identical in duties and working conditions may a single set of standards apply to all.

ENCLOSURE (1)

e. Performance standards will be discussed with the employees. Discussion of performance standards with the employee will do much to remove any uncertainty about what performance is expected. Although the supervisor has the responsibility for setting performance standards, the importance of employee participation cannot be overemphasized. This procedure will pay dividends in several ways:

(1) Assuring that standards are based on the actual duties of employees;

(2) Developing valuable habits of employee self-evaluation and self-criticism;

(3) Training employees in the analysis of their positions; and

(4) Increasing employee acceptance of the performance standards for their positions.

Employee understanding of performance standards is essential; otherwise, many of the constructive values of written standards will be lost.

f. Performance standards should be changed as the significant tasks or duties of the job change, or as better standards can be written. The statement of duties, tasks and standards should not be considered as static. Performance standards are so dependent on working conditions surrounding a job that as these conditions change, standards will quite likely have to be revised. Likewise, as standards are applied, the supervisor will undoubtedly find better ways of expressing them. For these reasons, standards of performance should be periodically reviewed and revised.

g. Performance standards are applicable to supervisory as well as nonsupervisory jobs. In developing supervisory standards, such factors as the following should be considered: planning and organizing work; managing positions; selecting, assigning and appraising employees; training and developing workers; using incentives; maintaining employee-management communication; administering constructive discipline; administering leave; promoting safety and furthering equal employment opportunity. In considering the last factor, standards should cover, when applicable, supervisory fairness in making selections, supervisory encouragement and recognition of employee achievements, supervisory treatment of minority group employees, and supervisory sensitivity to the developmental needs of all employees, including minority groups and women.

3. Pitfalls to be Avoided in Writing Performance Standards

a. Do not confuse working procedures with performance standards. A task or duty is a work activity. It is what the employee actually does. Standards give some yardstick or measure of what is considered to be fully satisfactory performance. Standards answer questions like: How many? How well? Within what time limits? A standard must contain a measuring stick that enables the supervisor and the employee to judge how well the task is being performed.

b. Avoid too much detail in statement of tasks. If all minor tasks are listed separately, there is risk of making the performance standards too long and complicated. There is also the danger of detracting from their significance. Tasks may be grouped together when they provide a better picture of the operation or when the standards really apply to the combined or overall operation.

c. Avoid using vague or general words or phrases in writing standards. Words such as "rarely," "seldom," "accurately," etc., should not be used. These words allow a lot of personal interpretation. How frequent is "rarely" or "seldom?" One person might think "rarely" or "seldom" means not more than one or two instances a year. Another person might think that these words mean from ten to 15 instances a year.

d. Be careful when using percentages. Percentages can be very tricky. An accuracy of 90% to 95% may sound very high. But when applied to filing or sorting mail, a 90% accuracy allows one error in each ten items filed or sorted. This would certainly not be considered average for a satisfactory employee.

e. Avoid expressing standards in terms that require unnecessary computations. Express standards in the most easily understood and the most usable form. For example, in setting an accuracy standard for the task, "sorting and distributing incoming mail," 99% accuracy might be required. However, this is a rather meaningless figure unless translated into terms of the number of errors permitted during the receipt of a certain amount of mail. In fact, to determine whether a person's work meets the 99% accuracy standard, we must know how much mail is received for a certain period and how many errors are normally made in the distribution. For example, let's assume that the employee receives 60 pieces of correspondence per day or 300 pieces per week. To perform with 99% accuracy, the employee would be allowed less than three errors per week. Since this is the case, why go through the steps necessary to convert the above figures into a percentage? Why not write the standards in terms of the number of errors permitted? Such a standard could easily be written as: "distributes approximately 300 pieces of incoming mail per week with not more than two to four errors." Such a standard is easier to understand and is more easily applied.

f. Beware of standards that require 100% accurate performance. Over a considerable period of time perfect performance is usually not attainable. If, in good conscience, it can be said that nothing short of perfect performance of a task is fully satisfactory, then there is no alternative but to use that as your performance standard. But, such a standard must be practical and realistic.

g. Avoid writing standards that call for a specific point of performance. Fully satisfactory performance normally covers a range, a minimum point below which the performance is short of the standards and a maximum point beyond which the performance is outstanding (i.e., three to five errors, not four errors).

h. Be careful of using the average performance of a group as the performance standards. While the average performance of a group of employees may give some tentative indication of the level that should be expected, it should be critically analyzed. The performance of the group may be above or below that actually needed to do the job properly.

i. Be careful of setting performance standards at the level of performance of the person currently in the job. If the employee is actually doing an outstanding job, he/she will be penalized by making it appear that only a satisfactory job is being performed. Also, future employees in the job will be penalized by making their performance appear inadequate. On the other hand, if the current employee is actually doing an inadequate job and his/her performance is taken as a standard, the agency is penalized and the employee's performance is overrated. Likewise, such a standard would be unfair to other employees whose performance is being judged against proper standards.

4. Methods of Expressing Performance Standards

a. Because of the differing nature of job duties and tasks, various means of expressing standards are necessary. Not all of the means, however, are pertinent to each task and the degree of importance to be attached to each may vary from position to position even though the tasks may appear to be the same.

b. Some of the more prevalent means of expressing performance standards are as follows:

(1) Quantity of work. States how many units must be completed within a specified time period for this aspect of the work to be completely satisfactory. In other words, how much work must the person do? Quantity standards must be definite; they must state specific numbers -- "how many?" -- "how fast?"

(2) Quality of work. Quality standards exist for almost every task. Quality is usually expressed in terms of accuracy, appearance of work, innovativeness, or general results achieved. Quality standards answer the questions "how well must the work be done?"--"how good a job?"--"how thorough?"

(3) Time. Time standards are used where quantity cannot be measured, but time limits can be set as a definite requirement of satisfactory work. Time standards answer the questions of "when"--"how soon?"--"within what period of time?"

(4) Effect obtained. Used when the performance standard can be best measured or expressed in terms of the ultimate effect to be obtained. In writing this type of standard, such conjunctive phrases as the following are often helpful: "so that," "in order that," "in order to," "as shown by," etc.

(5) Manner of performance. Manner of performance is often a useful measure of whether a task is being properly performed. This type of standard usually applies to tasks in which personal contacts are an important consideration. Manner-of-performance standards answer the question "in what way?" Also considered are initiative, attitude, adaptability, reliability, etc.

(6) Method of doing. Method-of-doing standards are used when only a certain procedure or method for accomplishing a task is acceptable. These standards answer a question such as "must the work be done in accordance with some specific procedures, such as set forth in any Navy bulletin, directive, or manual?" For example, this standard might be expressed in the following manner: "Fails to follow prescribed military correspondence procedures in not more than four to six instances during the year."

c. After performance standards have been written, the following questions may be used as a checklist to assure that they are suitable:

(1) Are the standards objectively measurable?

(2) Is the way of measurement clearly specified?

(3) Are the standards fair and reasonable as to series and grade level?

(4) Are they consistent with standards for similarly situated employees?

(5) Can they be assessed on a regular basis or does the supervisor have to wait for a long period to determine how the employee is performing?

(6) Can the consequences of error in performance be identified?

(7) Can differences between acceptable and unacceptable performance be identified?

(8) Can enough information be collected on the performance element to evaluate performance?

(9) Will differing levels of performance on the performance element lead to differing outcomes in job accomplishment?

DISCUSSION OF PERFORMANCE ELEMENT AND CRITICAL PERFORMANCE ELEMENT

1. Performance Element

a. A performance element is defined as any major component (i.e., duty, task, requirement, responsibility, or objective) of a position for which the employee is held accountable and performance of which contributes meaningfully to his or her success or failure in that position. Performance elements may be viewed as the key result areas or activities of a position from which standards of performance are derived.

b. Performance elements may be regular and recurring duties, special assignments, or associated tasks/activities. They can be identified from position descriptions, budgets, staffing charts, supervisor/subordinate knowledge of the work, etc. Performance elements, when identified, should bear a clear and logical relationship to the employee's official position description. This does not imply that the element should be written word-for-word from the position description, but rather the basis for that element should be evident in the position description. If it is not and the element is in fact performed by the employee, then the official position description should be revised to reflect it. When identified, the element should describe results that are measurable or observable and attainable by the incumbent. It should also be compatible with the overall mission of the organization.

c. The Civil Service Reform Act of 1978 requires that performance elements, as well as all other appraisal factors, represent objective criteria. Criteria that are not defined in terms of job-related behaviors, tasks, or outcomes are not considered to be objective.

d. When identifying performance elements, it is recommended that an appropriate form of job analysis be employed that will provide a systematic, logical approach to determining job tasks, requirements, responsibilities, etc. Significant variation in the process is acceptable, as long as the results are adequate to meet the aforementioned criteria for performance elements. The following Checklist (A) should be helpful in determining if performance elements identified are suitable:

(1) Are the elements comprehensive? Is the job covered?

(2) Are the elements objective? Do they refer to results that can be evaluated as opposed to "trait ratings" (e.g., cooperative, resourceful, motivated, etc.)?

(3) Do the elements refer to work under the employee's control? Is the employee responsible within the authority of the position?

(4) Are the elements appropriate for the employee's series and grade level?

(5) Are the elements clear and unambiguous?

(6) Are the elements derived from the overall mission of the organization?

(7) Are they compatible with and supportive of results assigned to other organizational components?

2. Critical Performance Element

a. A critical performance element is simply a very important performance element. Office of Personnel Management (OPM) regulations define critical element as:

> "...a component of an employee's job that is of sufficient importance that performance below the minimum standard established by management...may be the basis for removing or reducing the grade level of that employee. Such action may be taken without regard to performance on other components of the job."

In terms of time spent, consequence of error, or other factors affecting organizational outcomes, a critical performance element is considered of such importance to overall success in the job that substandard performance in that component of the job outweighs acceptable or better performance in other aspects of the position, thereby resulting in unacceptable overall performance.

b. A critical performance element may reflect a large proportion of time spent performing particular aspects of a job. However, it may also reflect, with equal validity, certain duties and responsibilities which are crucial to fulfilling the purpose of the position, even though relatively little time is actually spent performing them. Duties and responsibilities of this type, even though requiring little total time, are typically ongoing and recurring as are those components which require a major amount of time. An exception to this could occur in a position which involves routinely working on special assignments or projects which are each unique and one-of-a-kind. As long as this is a normal part of the job, it could be the basis for a critical element.

c. Since inadequate performance on a single critical performance element could result in the demotion or separation of an employee, obviously that critical performance element must be

an important and significant part of the job. They are not "extras" or "nice-to-have" components, but rather they must designate aspects of the work that bear a significant relationship to the basic purpose of the position. Inadequate performance by an employee on a critical performance element is very serious and, by law, steps must be taken to assist the employee to improve. Employees who continue to perform unacceptably after being assisted to improve and having had an opportunity to demonstrate acceptable performance, must be reassigned, reduced in grade, or removed.

d. A primary consideration in identifying critical as well as noncritical performance elements is organizational outcome. Each element should have a measurable outcome/service/result. This outcome refers to the overall efficiency and effectiveness of the organization. Therefore, job components may be based on any job-related factor which affects organizational productivity.

e. The following Checklist (B) may be used to determine if critical performance elements have been correctly identified:

(1) Is there a willingness to remove or demote the employee if performance does not meet the minimum standard for this element?

(2) Will unacceptable performance on this element actually adversely affect the objectives of the organization?

(3) Is the employee being held accountable for an element which is not within the employee's power to meet? Do factors exist which are outside of the employee's control?

(4) Does the job have at least one critical performance element?

(5) Does the element constitute a major portion of the work or reflect duties, responsibilities, etc., which are crucial to fulfilling the purpose of the position?

f. One simple approach for identification of performance elements and designation of those that are critical is outlined below:

Step (1) -- Identify all possible performance elements for the position. (Regular and recurring duties, special assignments, associated tasks or activities.)

Step (2) -- Eliminate from this list all performance elements except those for which the employee will be held accountable during the rating period. (If the elements are important enough for the supervisor or manager to keep track of through observation, monitoring and evaluation, they should be included.)

Step (3) -- Use Checklist (A) on page 1 of this enclosure to verify that the performance elements are potentially useful.

Step (4) -- Use the criteria related to critical performance elements contained in this enclosure, especially Checklist (B) to designate those remaining performance elements which can be considered critical.

g. Following the above procedure will provide the manager/supervisor with a draft plan of performance elements, including designated critical performance elements, which will be discussed with the affected subordinate. This discussion may result in addition, deletion or modification of elements.

Store

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO

BO 12432.1
CPO/JFS/sah
30 Sep 1981

BASE ORDER 12432.1

From: Commanding General
To: Distribution List

Subj: Reduction in Grade and Removal Based on Unacceptable Performance

Ref: (a) CPI 432 (NOTAL)
(b) BO 12430.1J

1. Purpose. To promulgate the policies and procedures established by reference (a).

2. Information. The Civil Service Reform Act of 1978 and Office of Personnel Management (OPM) Regulation 5 C.F.R. Part 432 created new procedures for effecting reductions in grade and removal actions based on unacceptable performance. Reference (a) establishes the Department of the Navy procedure for effecting such actions.

3. Policy. Civil Service employees whose performance deteriorates to an unacceptable level will be advised in writing of the minimal performance standards for the critical element(s) of their job or position. Such employees will be given at least 30 days to demonstrate acceptable performance after being provided minimum performance standards. If an employee fails to meet the minimum performance standards of the job, the employee will be removed from the position. If the employee cannot be reassigned to another position of equal grade, the employee shall be reduced in grade or removed.

4. Definitions:

a. "Critical element" means any requirement of the job which is sufficiently important that inadequate performance of it outweighs acceptable or better performance in other aspects of the job.

b. "Days" means calendar days.

c. "Official" means an employee who has been delegated authority to propose or decide an action under this Order.

d. "Opportunity to demonstrate acceptable performance" means a chance for the employee to show that the individual can meet established minimum performance standards for the critical elements of the job.

e. "Reasonable time" means an amount of time commensurate with the duties and responsibilities of the employee's job which is sufficient to allow the employee to show whether or not the individual can meet minimum performance standards.

f. "Reduction in grade" means the involuntary assignment of an employee to a position at a lower classification or job grading level. For purposes of this Order, a reduction in grade is always to the first step or entry salary level of the grade to which the employee is reduced.

g. "Removal" means the involuntary separation of an employee from employment except when taken as a reduction-in-force action.

h. "Senior command official" means Commanding General, Marine Corps Base, Camp Lejeune and those Commanding Officers shown in paragraph 13, or in their absence, the military officer designated by competent authority to succeed to the position of command.

i. "Unacceptable performance" means performance of an employee which fails to meet established performance standards in one or more critical elements of such employee's position.

5. Coverage. This Order applies to all Department of the Navy employees except:

a. An employee of a non-appropriated fund instrumentality.

b. An individual occupying a position not in the competitive service excluded from coverage by regulations of OPM.

6. Exclusions. The following actions are excluded from coverage of this Order:

a. An action initiated under authority of the Special Counsel (5 USC 1206).

b. An action taken in the interests of national security (5 USC 7532).

c. An action taken under a provision of statute, other than one codified in 5 USC, which excepts the action from the provisions of 5 USC.

d. A reduction-in-force action.

e. A voluntary action initiated by the employee.

f. An adverse action for cause.

g. An action which terminates a temporary promotion within a maximum of two years and returns the employee to the position from which the employee was temporarily promoted, or reassigns or demotes the employee to a different position that is not at a lower grade or pay than the position from which the employee was temporarily promoted.

h. An action which terminates a term promotion at the completion of the project or specified period, or at the end of a rotational assignment in excess of two years but not more than five years, and returns the employee to the position from which promoted or to a different position of equivalent grade and pay.

i. An involuntary retirement because of disability.

j. A termination in accordance with terms specified at the time the appointment was made.

k. An action against a reemployed annuitant.

l. A reduction to the grade previously held by a supervisor or manager who has not completed the supervisory or managerial probationary period.

m. The reduction in grade or removal of an employee in the competitive service who is serving a probationary or trial period under an initial appointment or who has not completed one year of current continuous employment under other than a temporary appointment limited to one year or less.

n. The reduction in grade or removal of an employee in the excepted service who has not completed one year of current continuous employment in the same or similar positions.

7. Delegation of Authority

a. The authority to propose or effect actions for unacceptable performance may be exercised by an official "acting" in the absence of the official to whom the respective authority has been delegated, but it may not be exercised "By direction."

b. Senior Command Officials, respectively, hereby delegate authority to propose and effect (decide) reductions in grade and removal under this Order.

(1) Marine Corps Base

(a) Propose Actions. Division Heads and designated subordinates of organizational commanders and command staff section heads.

(b) Effect Actions. Assistant Chiefs of Staff, organizational commanders and command staff section heads.

(2) Marine Corps Air Station (Helicopter)

(a) Propose Actions. Department Heads, designated subordinates of Commanding Officer, Headquarters and Headquarters Squadron and designated subordinates of command special staff heads.

(b) Effect Actions. Heads of Staff Sections, Commanding Officer, Headquarters and Headquarters Squadron, and command special staff heads.

(3) Naval Regional Medical Center

(a) Propose Actions. Chiefs of Services.

(b) Effect Actions. Director of Administrative Services.

(4) Naval Regional Dental Center

(a) Propose Actions. Designated subordinates of Directors of Services.

(b) Effect Actions. Directors of Services.

(5) Navy Recruiting District

(a) Propose Action. Designated subordinates of Executive Officer.

(b) Effect Action. Executive Officer.

8. Timing of Actions

a. An employee may be reduced in grade or removed at any time during the performance appraisal cycle that the employee's performance in one or more critical elements of the job becomes unacceptable.

b. An advance notice of proposed action may not be given until the employee has been informed of the unacceptable performance on the critical element(s) of the job and been given a reasonable time (at least 60 days) to demonstrate acceptable performance. The amount of time deemed reasonable may vary depending upon the complexity of the job; however, it should be consistent within similar job categories.

c. No instance of unacceptable performance more than one year old at the time of the advance notice may be a basis for a proposed removal or reduction in grade.

d. The decision to retain, reduce in grade, or remove must be made within 30 days after the expiration of the notice period.

e. The decision on a notice of proposed action must be delivered to the employee before the effective date of the action.

9. Procedures

a. At any time during the appraisal cycle when performance falls below the "marginal" level, a written performance appraisal must be conducted in accordance with reference (b), critical performance elements and standards reviewed, corrective action identified and a reasonable time frame established (at least 60 days) during which the employee is given an opportunity for performance to improve. At the end of this period, the employee's performance should again be appraised. If the employee's performance is still appraised below the marginal level in one or more critical elements, action must be taken to reassign, demote or remove the employee.

b. To initiate an action under this Order, the official delegated proposal authority in paragraph 7 will forward a written request for preparation of the action to the Employee Relations Superintendent, Civilian Personnel Office. The request will contain a copy of the initial performance appraisal of unacceptable performance in one or more of the employee's critical elements, a description of any assistance given the employee during the period established for improvement and a detailed description of the specific instance(s) of unacceptable performance upon which the proposal is to be based and identification of the critical performance element(s) involved.

c. An employee whose reduction in grade or removal is proposed is entitled to.

(1) Thirty days advance written notice of the proposed action which identifies:

(a) Specific instances of unacceptable performance by the employee on which the proposed action is based.

(b) The critical element or elements of the employee's position involved in each instance of unacceptable performance.

(c) The name and title of the official designated to hear an oral reply and/or receive the written reply.

(d) The number of days that the employee is allowed to answer orally and in writing.

(2) Be represented by an attorney or other representative.

(3) A reasonable amount of official time to prepare an answer to the advance notice, if the employee is otherwise in an active duty status.

(4) A reasonable time, not less than seven days, to answer orally and in writing.

(5) A written decision which:

(a) In the case of reduction in grade or removal, specifies the instances of unacceptable performance by the employee on which the reduction in grade or removal is based.

(b) Is signed by an official in a higher position than the official who proposed the action.

(c) Specifies the employee's right of appeal to the Merit Systems Protection Board (MSPB) and right, when applicable, to file a grievance under the negotiated grievance procedure, but not both. (Non-preference eligible, professional employees of Camp Lejeune Dependents' Schools may not appeal to MSPB.)

(d) Provides the time limits for filing an appeal to MSPB, the address of the Board Office for filing the appeal, a copy of the Board's regulations and a copy of the Board's appeal form.

d. The official authorized to effect the action may extend the notice period for not more than 30 days. The notice period may be extended for more than 30 days with prior approval of OPM.

e. Employees in receipt of an advance notice may request an additional time to respond orally and in writing. The official designated to accept the response may make a decision regarding such request subject to the time limitations expressed elsewhere in this Order.

10. Expedited Procedure for Determining Choice of Representative

a. An employee's choice of an employee representative in any of the procedures described in this Order may be disallowed if such representative would result in a conflict of interest or position, conflict with the priority needs of the activity, or would give rise to unreasonable costs to the Government. Such matters of dispute over employee representation will be decided by the level of official delegated authority in paragraph 7 of this Order to render a final written decision for the contemplated action. All such matters will be reviewed by the Employee Relations Superintendent, Civilian Personnel Office prior to referral to the official. Referral of the representation issue will be in writing.

b. An employee whose representative is disallowed may request a review of that decision by the immediate superior in command of the official who rendered the decision within five days of the disallowance determination.

c. The reviewing official will review the reasons for disallowance as well as any information submitted by the employee and will make a final decision in writing within five days of the request.

d. Processing of the original action will be held in abeyance pending resolution of the representation issue.

11. Records

a. When an action is effected, all relevant documentation concerning a reduction in grade or removal based on unacceptable performance will be available for review by the effected employee and the employee's representative. The Civilian Personnel Office will maintain a record which, at a minimum, will contain copies of:

(1) The proposed action.

(2) The employee's written answer, if any.

(3) A summary of the employee's oral reply, if one was made.

(4) The notice of decision and the reasons therefore.

(5) Any supporting material including documentation regarding the opportunity afforded the employee to demonstrate acceptable performance.

b. The record shall be maintained for a minimum of one year or until an appeal or complaint arising from an action under this Order is finally adjudicated, whichever is longer.

c. If, because of performance improvement by the employee during the notice period, the employee is not reduced in grade or removed, and the employee's performance continues to be acceptable for one year from the date of the advance written notice, any entry or other notation of the unacceptable performance for which the action was proposed shall be removed from any record relating to the employee.

12. Action. Organizational Commanders, Heads of Command Staff Sections, Department Heads, and Chiefs of Services will ensure all supervisors are thoroughly familiar with the contents of this directive and that the directive is made available to the employees upon request.

13. Applicability. Having received the concurrences of the Commanding Officers of Marine Corps Air Station (Helicopter), New River; Naval Regional Medical Center and Naval Regional Dental Center, Camp Lejeune; and Navy Recruiting District, Raleigh, this Order is applicable to those commands.

J. R. FRIDELL
Chief of Staff

DISTRIBUTION: C less Category III

UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542

BBul 7400
COMP-A/IAS/sh
17 NOV 1980

BASE BULLETIN 7400

From: Commanding General
To: Distribution List

Subj: Civilian Overtime Work

Ref: (a) MCBul 12551 dtd 30 Jul 80
(b) OPNAV Notice 12551, Ser 141D2/700535 dtd 18 Jun 80
(c) BO 7420.2C

Encl: (1) Instructions for collecting and reporting civilian overtime work

1. Purpose. To provide a consistent policy for the collecting, reporting and payment of actual overtime worked; and, to further ensure such policy follows the guidance provided in references (a) and (b).

2. Background. To ensure a consistent Navy-wide policy regarding the payment of overtime, reference (b) recommended three alternatives which may be utilized. The alternatives offer the local activity a choice of selecting the one alternative that best suits the activity's needs. Currently, reference (c) requires the collecting and reporting of overtime in increments of 15 minutes. Although reference (b) allows the payment of locally established increments, the method currently used to drop minutes that are short or over the 15 minute increment is not entirely consistent with reference (b).

3. Action

a. Effective upon receipt, and until a revision of reference (c) is completed, timekeepers will collect and report overtime worked as follows:

(1) Regularly scheduled overtime work. All periods, approved and worked, will be recorded on the biweekly time and cost card. The Comptroller General has defined "regularly scheduled overtime" to mean overtime which is duly authorized in advance and scheduled to recur on successive days or after specified intervals. Regularly scheduled overtime will not be approved in increments of less than 15 minutes.

(2) Irregular, unscheduled overtime work. All periods of time worked, to the nearest whole minute, will be recorded on the biweekly time and cost card. Enclosure (1) provides a sample for reporting overtime to the nearest whole minute.

b. The Payroll Office will compute and pay overtime as follows:

(1) Regularly scheduled overtime work. All regularly scheduled overtime work will be paid for the periods approved.

(2) Irregular, unscheduled overtime work. All periods of time will be accumulated on a work week basis, and any remaining time which does not satisfy

a full fraction of 15 minute increments will be dropped (e.g. 14 minutes or less will be dropped for the accumulated work week; 1 minute will be dropped if the accumulated work week is 31 minutes; 14 minutes will be dropped if the accumulated work week is 44 minutes).

4. Self-Cancellation. 1 May 1981.

J. R. FRIDELL
Chief of Staff

DISTRIBUTION: C less
Categories III and IV

INSTRUCTIONS FOR COLLECTING AND REPORTING CIVILIAN OVERTIME WORK

REGULARLY SCHEDULED OVERTIME

BI-WEEKLY TIME & COST CARD

CERTIFICATION: ATTENDANCE AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS. NO OVERTIME SUFFERED OR PERMITTED EXCEPT AS REPORTED HEREON.

D. A. Smith

DO NOT FOLD
KEEP DRY

AUTHORIZED SIGNATURE

ASSIGNED WORK CENTER: R 2505
BADGE NUMBER: 12345
NAME: JACK HELSEL
HOURLY RATE:
CLOCK STATION: 23
PERIOD: 20 Oct

FA	JOS	WC	HOURS			W/G	EXC
23	0201	2301	35	00			
23	0201	2505	45	00			
23	0201	2501	10	15			CP
TKPRS INITIALS →			90	15	TOTAL HOURS		

	REGULAR IN	REGULAR OUT	EXTRA IN	EXTRA OUT	TIME REG	TIME OT	TIME EDN	TIME LV	TIME OUT
SUN									
MON	0800	1730			8	1.00			
TUE	0800	1730			8	1.00			
WED	0800	1730			8	1.00			
THU	0800	1730			8	1.00			
FRI	0800	1730			8	1.00			
SAT									
SUN									
MON	0800	1730			8	1.00			
TUE	0800	1730			8	1.00			
WED	0800	1730			8	1.00			
THU	0800	1730			8	1.00			
FRI	0800	1745			8	1.15			
SAT									

SPACES BELOW FOR PAYROLL USE ONLY

CODE	HRS.
REG. HRS.	10.15
HOURS	80

GLOBE 411788

Overtime minute conversion chart

15 minutes	.15
30 minutes	.30
45 minutes	.45

Only "approved" regularly scheduled overtime will be recorded. Regularly scheduled overtime will not be approved in increments of less than 15 minutes.

ENCLOSURE (1)

INSTRUCTIONS FOR COLLECTING AND REPORTING CIVILIAN OVERTIME WORK

IRREGULAR UNSCHEDULED OVERTIME

BI-WEEKLY TIME & COST CARD

DO NOT FOLD
KEEP DRY

CERTIFICATION: ATTENDANCE AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS. NO OVERTIME SUFFERED OR PERMITTED EXCEPT AS REPORTED HEREON.

AUTHORIZED SIGNATURE: D. A. Smith

ASSIGNED WORK CENTER: R2301
BADGE NUMBER: 12346
NAME: JAMES HARTLEY
HOURLY RATE:
CLOCK STATION: 23
PP: 20 Oct

FA	JOS	WC	HOURS		WG	EXC
23	0101	2305	35	00		
23	0105	2305	30	00		
23	0107	2304	15	00		
23	0109	2301	10	06		CØ
TKPRS INITIALS →			90	06	TOTAL HOURS	

	REGULAR IN	REGULAR OUT	EXTRA TIME IN	EXTRA TIME OUT	REG	OT	ON	LV	OUT
SUN									
MON	0800	1630			8				
TUE	0800	1630	1630	1836	8	2.06			
WED	0800	1630			8				
THU	0800	1630			8				
FRI	0800	1630			8				
SAT			0800	1630	8.00				
SUN									
MON	0800	1630			8				
TUE	0800	1630			8				
WED	0800	1630			8				
THU	0800	1630			8				
FRI	0800	1630			8				
SAT									

SPACES BELOW FOR PAYROLL USE ONLY

CODE	HOURS
OT REG HRS	10.06
	80

GLOBE 411788

Overtime minute conversion chart

1 minute	.01
2 "	.02
3 "	.03
4 "	.04
5 "	.05
6 "	.06
7 "	.07
8 "	.08
9 "	.09
10 "	.10
11 "	.11
Etc.	
59 minutes	.59
60 minutes	1.00
1 hour & 1 minute	1.01
Etc.	

Actual time worked will be recorded, on the Biweekly Time and Cost Card, to the nearest whole minute.

ENCLOSURE (1)

UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542

BO 12532.1L Ch 1
CPO/WRM/eak
21 Nov 1980

BASE ORDER 12532.1L Ch 1

From: Commanding General
To: Distribution List

Subj: Wage Schedules for Trades and Labor Employees

Encl: (1) New page inserts to BO 12532.1L

1. Purpose. To transmit new page inserts to the basic Order.

2. Action

a. Remove page 1 of the basic Order and replace with page 1 of enclosure (1) hereto.

b. Remove present enclosures (1) and (2) and replace them with corresponding pages contained in enclosure (1) hereto.

J. R. FRIDELL
Chief of Staff

DISTRIBUTION: C less Category III

UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542

BO 12532.1L
CPO/WRM/eak
22 Apr 1980

BASE ORDER 12532.1L

From: Commanding General
To: Distribution List

Subj: Wage Schedules for Trades and Labor Employees

Ref: (a) FPM Supplement 532-1, Appendix J (NOTAL)
* (b) DoD Wage Fixing Authority ltr of 21 October 1980, Subj: Federal Wage System Regular and Special Production Facilitating Wage Rate Schedules for the Wage Area of Southeastern North Carolina (NOTAL)
* (c) DoD Wage Fixing Authority ltr of 21 October 1980, Subj: Special Rates for Navy Installations in the Southeastern North Carolina Wage Area (NOTAL)

* Encl: (1) Hourly Wage Rate Tables
* (2) List of Jobs with Special Wage Rates
(3) Environmental and Night Shift Differentials
(4) List of Approved Trades and Labor Jobs

1. Purpose. To promulgate authorized ratings for Trades and Labor occupations with applicable rates of pay, to establish the policy and set forth circumstances under which subject employees may receive payment of environmental differentials listed in reference (a) in addition to their regular hourly rates, and to outline responsibility of management officials in administering the regulations covering payment of environmental differentials.

2. Cancellation. BO 12532.1K.

3. Information. Revised wage rates are provided by enclosures (1) and (2). Trades and Labor employees may also receive pay, in addition to the regular hourly rates, for certain environmental conditions such as exposure to various degrees of hazards, physical hardships, and working conditions of an unusual nature as defined in enclosure (3). Enclosure (3) provides detailed information on how the plan operates, the additional pay situations approved for local use, and designates officials having authority to approve payment. Further, Trades and Labor employees may receive additional pay for shift work at the rates set forth in enclosure (3).

* 4. Action. In accordance with references (b) and (c), the wage rates cited in enclosures (1) and (2) are effective 1 October 1980. Enclosure (4) provides a list of Trades and Labor jobs approved for local use. Organizational Commanders, Heads of Staff Sections, Department Heads, and Chiefs of Services will ensure all supervisors are thoroughly familiar with the content of this Order and that the Order is made available to the employees upon request.

5. Change Notation. Significant changes contained in this revision are denoted by asterisks (*) shown in the left margin.

6. Applicability. Having received the concurrence of the Commanding Officers of Marine Corps Air Station (Helicopter), New River; Naval Regional Medical Center; and Naval Regional Dental Center, this Order is applicable to those commands.

J. R. FRIDELL
Chief of Staff

DISTRIBUTION: C less Category III

Ch 1 (21 Nov 1980)

HOURLY WAGE RATE TABLES

Authority: DoD Wage Fixing Authority Letter of 21 October 1980
Effective Date: 1 October 1980

WG-NONSUPERVISORY

WL-LEADER

Calendar Weeks Service Between Steps

	26	78	104	104		26	78	104	104	
STEP	1	2	3	4	5	1	2	3	4	5
GRADE										
1	4.56	4.75	4.94	5.13	5.32	5.02	5.23	5.44	5.65	5.86
2	5.00	5.21	5.42	5.63	5.84	5.50	5.73	5.96	6.19	6.42
3	5.48	5.71	5.94	6.17	6.40	6.03	6.28	6.53	6.78	7.03
4	5.96	6.21	6.46	6.71	6.96	6.56	6.83	7.10	7.38	7.65
5	6.42	6.69	6.96	7.23	7.49	7.07	7.36	7.65	7.95	8.24
6	6.89	7.18	7.47	7.75	8.04	7.58	7.90	8.22	8.53	8.85
7	7.36	7.67	7.98	8.28	8.59	8.10	8.44	8.78	9.12	9.45
8	7.83	8.16	8.49	8.81	9.14	8.62	8.98	9.34	9.70	10.06
9	8.30	8.65	9.00	9.34	9.69	9.13	9.51	9.89	10.27	10.65
10	8.78	9.15	9.52	9.88	10.25	9.68	10.08	10.48	10.89	11.29
11	9.27	9.66	10.05	10.43	10.82	10.20	10.63	11.06	11.48	11.91
12	9.76	10.17	10.58	10.98	11.39	10.73	11.18	11.63	12.07	12.52
13	10.25	10.68	11.11	11.53	11.96	11.27	11.74	12.21	12.68	13.15
14	10.74	11.19	11.64	12.09	12.53	11.82	12.31	12.80	13.29	13.79
15	11.22	11.69	12.16	12.63	13.09	12.35	12.86	13.37	13.89	14.40

WS-WD-WN RATES

Calendar Weeks Service Between Steps

WS GRADE	WD PAY LEVEL	WN PAY LEVEL		26	78	104	104	
			STEP	1	2	3	4	5
1				7.23	7.53	7.83	8.13	8.43
2				7.66	7.98	8.30	8.62	8.94
3	1			8.13	8.47	8.81	9.15	9.49
4	2			8.60	8.96	9.32	9.68	10.04
5	3			9.06	9.44	9.82	10.20	10.57
6	4			9.53	9.93	10.33	10.72	11.12
7	5	1		10.01	10.43	10.85	11.26	11.68
8	6	2		10.47	10.91	11.35	11.78	12.22
9	7	3		10.94	11.40	11.86	12.31	12.77
10	8	4		11.43	11.91	12.39	12.86	13.34
11	9	5		11.65	12.14	12.63	13.11	13.60
12	10	6		11.96	12.46	12.96	13.46	13.96
13	11	7		12.33	12.84	13.35	13.87	14.38
14		8		12.77	13.30	13.83	14.36	14.90
15		9		13.28	13.83	14.38	14.94	15.49
16				13.86	14.44	15.02	15.60	16.17
17				14.52	15.12	15.72	16.33	16.93
18				15.24	15.87	16.50	17.14	17.77
19				16.02	16.69	17.36	18.03	18.69

WT-SHOP TRAINEES

Calendar Weeks Service Between Rates

Target Grade	Rates	1 (26)	2 (26)	3 (26)	4 (26)	5 (26)	6
(Two-Year Training Program)							
WG-6		4.67	5.30	5.93	6.55		
WG-7		4.99	5.66	6.33	7.00		
WG-8		5.30	6.02	6.73	7.45		
(Three-Year Training Program)							
WG-8		5.30	5.78	6.25	6.73	7.21	7.68
WG-9		5.62	6.13	6.63	7.14	7.64	8.15

Shop Trainee jobs are authorized for the following occupations:

	Target Grade
Boiler Plant Operator	WG-9
Pest Controller	WG-8
Preservation Packager	WG-6
Preservation Servicer	WG-7
Sewage Disposal Plant Operator	WG-8
Water Treatment Plant Operator	WG-9
Wood Worker	WG-7

ENVIRONMENTAL DIFFERENTIALS

The pay differential for each approved environmental pay category is computed as a percentage of WG-10 Step 2 as follows:

4%	-	$ .37
6%	-	.55
8%	-	.73
25%	-	2.29
50%	-	4.56

LIST OF JOBS WITH SPECIAL WAGE RATES

The jobs listed below have been set aside by the Office of Personnel Management for further study and development of specific grading criteria. In the meantime, pay for such jobs is determined in accordance with Department of the Navy instructions.

Authority: DoD Wage Fixing Authority Letter of 21 October 1980
Effective Date: 1 October 1980

PRINTING & LITHOGRAPHIC SERVICE

Title	1st Step	2nd Step	3rd Step	4th Step	5th Step	Occupational Code
NONSUPERVISORY						
Bindery & Finish Worker	8.57	8.93	9.29	9.64	10.00	WP 44002 14
Film Assembler-Stripper (Black & White)	8.14	8.48	8.82	9.16	9.50	WP 44005 12
Helper Photolithographer	6.42	6.69	6.96	7.23	7.49	WP 44014 04
Lithographic Pressman (17 x 22)	8.86	9.23	9.60	9.97	10.34	WP 44017 16
Multilith Operator	7.50	7.81	8.12	8.43	8.75	WP 44017 09
Photolithographer (Halftone)	8.86	9.23	9.60	9.97	10.34	WP 44014 16
Printing Equipment Mechanic	8.86	9.23	9.60	9.97	10.34	WP 44018 16
Shop Planner (Printing)	10.13	10.55	10.97	11.39	11.82	*WP 44901 35
SUPERVISORY						
Foreman (Leadingman) (Printing)	11.50	11.98	12.46	12.94	13.42	*WP 44260 62

*Pay Differentials for Shop Planner and Foreman

Shop Planner: 14.4% of WG-10 Step 2 added to WP-16 Step 2 becomes the second step rate.

Foreman: 30% of WG-10 Step 2 added to WP-16 Step 2 becomes the second step rate.

Compute first, third, fourth and fifth steps at 96, 104, 108, and 112 percent, respectively, of the second step rate.

UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542

BO 12511.1B
CPO/WRM/eak
04 NOV 1980

BASE ORDER 12511.1B

From: Commanding General
To: Distribution List

Subj: Position Classification

Ref: (a) CMMI 511 (NOTAL)
(b) MCO P12000.7B
(c) BO 5310.2B
(d) CMML 511-1 (NOTAL)
(e) BO 12430.1H

Encl: (1) Policy and Procedures Concerning Position Classification
(2) Functional Organization Charts for Organizations Employing Civilians
(3) Preparation of General Schedule Position Descriptions
* (4) Appeals of Classification of General Schedule Positions

1. Purpose. To re-emphasize this activity's program for classification of positions subject to Chapter 51, Title 5, of the U. S. Code; to set forth policies and procedures for carrying out the provisions of references (a) through (e); and to provide essential instructions and information concerning the position classification program.

2. Cancellation. BO 12511.1A

* 3. Action. Organizational Commanders, Heads of Staff Sections, Department Heads, and Chiefs of Services utilizing General Schedule employees will be guided by the contents of enclosures (1) through (4). In addition, each official will ensure that all supervisors are thoroughly familiar with the contents of this directive and that the directive will be made available to the employees upon request. Additional information and assistance on subject matter may be obtained by contacting the Civilian Personnel Office, telephone 1532.

4. Change Notation. Significant changes contained in this revision are denoted by asterisks (*) shown in the left margin.

5. Applicability. Having received the concurrence of the Commanding Officers of Marine Corps Air Station (Helicopter), New River; Naval Regional Medical Center; Naval Regional Dental Center, Camp Lejeune; and Naval Recruiting District, Raleigh; this Order is applicable to those Commands.

J. R. FRIDELL
Chief of Staff

DISTRIBUTION: C less Category III

POLICY AND PROCEDURES
CONCERNING POSITION CLASSIFICATION

1. Legal Basis. Chapter 51, Title 5 of the U.S. Code is the legal basis for the position classification program. Chapter 51 provides a plan for classifying positions under which:

a. The principle of equal pay for substantially equal work shall be followed; and

b. Individual positions are required to be placed in classes according to their duties, responsibilities, and qualification requirements in compliance with standards issued by the Office of Personnel Management.

The Federal Pay Comparability Act of 1970 provides for adjustments in basic pay under the General Schedule on an annual basis.

2. General

a. Effective position classification relies largely upon the efforts of line supervision towards recognition, acceptance, and practice of the principles governing classification actions. Line supervisors are primarily responsible for the accuracy of position descriptions. Line supervisors should bear in mind that public funds are paid out on the basis of information contained in position descriptions.

b. A position maintenance review to determine the currency and adequacy of descriptions is required on an annual basis. Changes during the interim period which require new descriptions must be reported when they occur, in accordance with the requirements of reference (c). The annual position maintenance review program does not supersede this requirement. Rather, it is to provide for an orderly review of descriptions for currency and to discover discrepancies which, through an oversight or unavoidable circumstances, have not been acted on.

c. Only by grouping like positions together can it be sure that employees occupying similar positions will be treated alike. Intelligent and fair treatment in such matters as recruitment, placement, training, performance appraisal, and reductions-in-force are possible only when positions which are essentially similar are placed in the same class, while those which are essentially different from each other are placed in different classes.

3. Responsibilities

a. Secretary of the Navy. The Secretary of the Navy has delegated through the chain of command down to the activity level, for further delegation as deemed appropriate, responsibility for classification of General Schedule positions.

b. Commanding General/Commanding Officers. The Commanding General/Commanding Officers are responsible for insuring compliance with position classification standards and related classification criteria and instructions issued by the Office of Personnel Management and the Department of the Navy.

c. Civilian Personnel Officer. The Civilian Personnel Officer insures that appropriate action is taken to establish and maintain an efficient classification program and that proper action is taken to put into effect all personnel actions resulting from the operation of the classification program.

d. Classification Superintendent. The Classification Superintendent is responsible for determining titles, series, and grades to be assigned to officially approved position descriptions, and for certifying position classification actions for official record. All classification actions taken shall comply with Chapter 51, Title 5 of the U.S. Code, and instructions issued by

the Office of Personnel Management, the Department of the Navy, the Commandant of the Marine Corps, and the Commanding General. The Classification Superintendent arranges for and/or conducts training in classification principles and procedures as a regular part of the employee development program.

e. Organizational Commanders, Heads of Staff Sections, Department Heads, and Chiefs of Services. The effectiveness, timeliness, and overall adherence of line supervisors to applicable policies and procedures regarding classification matters is the direct responsibility of organizational commanders, heads of staff sections, department heads, and chiefs of services. Positions may be transferred within an organization at the discretion of the head of the organizational entity, but such position transfers may be executed only after approval of new position descriptions or amendments to existing position descriptions which document the necessity for transfers. Marine Corps Base positions may be transferred within an organization and changes in classification effected only after proposed position descriptions have been reviewed by the classification staff, advisory classification opinions have been provided, and the Table of Organization has been changed, as required by reference (c). A continuing responsibility is to ensure that performance standards are prepared and submitted in accordance with reference (e).

f. Intermediate Supervisors. It is the responsibility of all levels of supervision to encourage, recommend, and review actions relative to determining the need for, and the work assignment of, subordinate positions.

* g. Immediate Supervisors. The basic responsibility for the continual review of subordinate positions is vested in the immediate supervisor. In addition, the immediate supervisor is responsible for productively utilizing the services of subordinate personnel with a constant view toward the elimination of any duplication of effort, wasted motion, or unnecessary operations. In carrying out these responsibilities, the immediate supervisor will maintain a copy of position descriptions for subordinate employees and make such descriptions available to the employees upon request.

FUNCTIONAL ORGANIZATION CHARTS FOR ORGANIZATIONS EMPLOYING CIVILIANS

1. General. Information pertaining to functional and organizational relationships is required in order to properly classify General Schedule positions. In the interests of clarity and brevity, such information will be represented pictorially in chart form. Contained herein are instructions for the preparation, submission, and maintenance of functional organization charts.

2. Responsibilities

a. Organizational Commanders, Heads of Staff Sections, Department Heads, and Chiefs of Services utilizing General Schedule positions are responsible for furnishing the Civilian Personnel Office two properly authenticated copies of functional organization charts, which will be prepared according to the format of Appendix A to this enclosure.

b. Civilian Personnel Office. The Civilian Personnel Office is responsible for the maintenance of an up-to-date file of said charts for all organizational segments which utilize General Schedule positions. This office is also responsible for submitting such charts to the Commandant of the Marine Corps, the Department of the Navy, and to the Office of Personnel Management.

3. Procedures

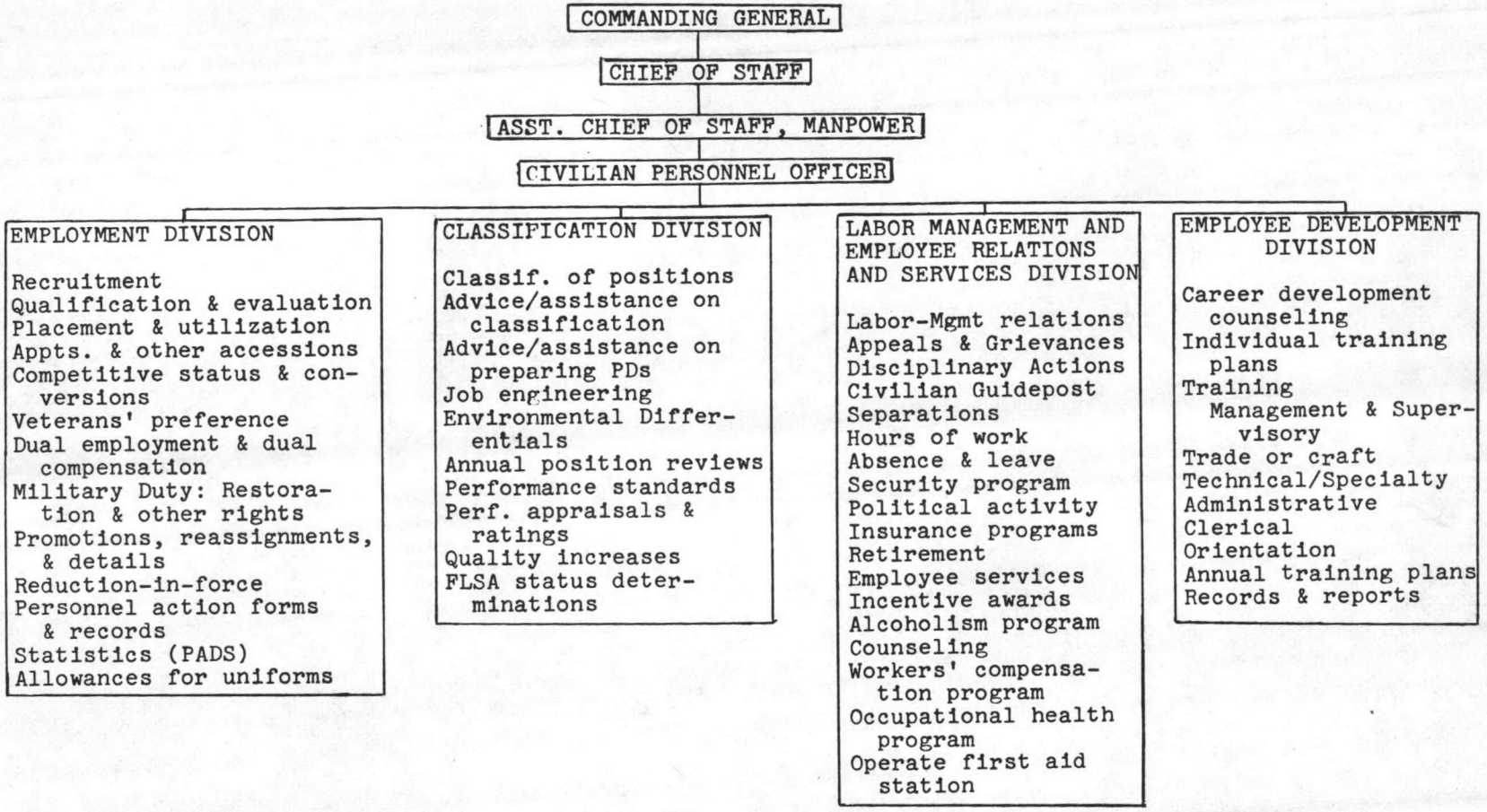
a. Terminology. In order to attain consistency of terminology, the designation of organizational sub-divisions below the department level will be division, branch, section, unit and sub-unit.

b. Authentication. Each functional organization chart for Marine Corps Base organizations will be signed by the respective subordinate organizational commander, head of staff section, or department head. Organization charts for other commands serviced should be signed by the respective commanding officer or his designated representative.

c. Size. Use of size 8½" x 11" WHITE paper is required.

d. Changes. Redistribution or deletion of functions within an organization will be reflected on revised charts as such changes occur. These changes will be submitted in duplicate as set forth in 2a supra.

APPENDIX A to
ENCLOSURE (2)



Approved: Ron Kirby 31 Oct 80
(Department Head) (Date)

1

BO 12511.1B
04 NOV 1980

PREPARATION OF GENERAL SCHEDULE POSITION DESCRIPTIONS

1. General. Effective position classification relies upon the information given in the position description. Position classification decisions can only be as good as the facts on which they are based. Therefore, position descriptions must be comprehensive, clear, accurate, and yet concise in order to obtain accurate results. In writing position descriptions, it is absolutely necessary to stick to facts regarding the position. Only the duties, responsibilities, supervisory relationships, and qualifications required by the position can be considered in the classification process.

2. Classification Systems - Currently, there are two classification systems in use:

a. Traditional System - This system is used for nonsupervisory positions not covered by paragraph 2b and all supervisory General Schedule positions. The traditional system utilizes various combinations of classification factors, some of which do not apply to all occupations. The standards are mostly long narrative descriptions of grade levels. Some are quantitative and factor-format standards. The position description format is frequently inconsistent, especially with the standard. The traditional system will be phased out over a period of years and replaced by the Factor Evaluation System discussed below. See subparabraph 4b(2)(a) for guides and instructions for writing position descriptions (nonsupervisory and supervisory) under the traditional system. If the position being described is covered by an FES standard only the FES format may be used. Since the traditional system is being phased out, it is recommended that the factor format be used in describing all nonsupervisory General Schedule positions.

b. Factor Evaluation System (FES) - This is a new method authorized by the Office of Personnel Management for classifying nonsupervisory positions GS-1 through GS-15 under the General Schedule. Using this method, the positions are placed in grades on the basis of their duties, responsibilities, and the qualifications required as evaluated in terms of nine factors found to be common to all nonsupervisory positions in General Schedule occupations. These factors are:

Factor 1 - Knowledge Required by the Position

Factor 2 - Supervisory Controls

Factor 3 - Guidelines

Factor 4 - Complexity

Factor 5 - Scope and Effect

Factor 6 - Personal Contacts

Factor 7 - Purpose of Contacts

Factor 8 - Physical Demands

Factor 9 - Work Environment

The Factor Evaluation System has a precise structure which is consistent throughout regardless of the particular occupation or job involved. The primary standard, the series factor level descriptions, and the benchmark description, which make up the grading criteria, as well as the position descriptions are written in terms of the nine factors cited above. Over a period of years, on an occupation-by-occupation basis, all classification standards will be issued in the factor format. Until a Factor Evaluation System standard is published for a particular occupation, the current narrative classification standard must be used. The narrative and factor

classification systems will co-exist for several years. The Factor Evaluation System requires a new format that must be used in writing position descriptions. All nonsupervisory positions covered by a FES classification standard must be redescribed in the factor format before the standard can be applied. See subparagraph 4b(2)(b) for guides and instructions for writing position descriptions under the Factor Evaluation System. (Note: No supervisory position may be described in the FES format. See subparagraph 4b(4) for instructions for describing supervisory positions.)

3. Steps Leading to the Preparation of Descriptions

a. Within the limits of established functional statements, cognizant line management is responsible for deciding what the duty and responsibility content of each position shall be. Line management may add, remove, or change assignments at any time, however, when changes in grade for positions at Marine Corps Base are proposed or expected, the procedures in enclosure (3) to reference (c) must be followed. All organizational information cited within the official position description and that shown on the position description cover sheet (Optional Form 8) will conform to the organizational alignment reflected in official functional charts required by enclosure (2) of the basic Order.

b. Position descriptions are reports of current assignments and organizational locations of positions, and must be kept current on a day-to-day basis to maintain proper classification. The annual position maintenance review program does not supersede this requirement.

c. Cognizant line supervision shall direct the preparation of each position description and shall determine in each case who shall describe the duties. Since the description must be factual, it should be written by the one who knows the work best. In the case of an occupied position, that person is usually the incumbent. The choice is ordinarily between the employee or the supervisor--not between the employee and some third party who may not know the work of the position or may not have the intimate knowledge of the duties and responsibilities of the position represented by the combined judgement of the incumbent and the supervisor. Vacant positions shall be described by the supervisor.

d. All descriptions shall be very carefully reviewed by cognizant supervisors for accuracy, adequacy, and clarity. The supervisor should pay particular attention to that part of the description which outlines supervisory control over the work performed, making sure that there is no conflict with, or contradiction of, his/her own or other existing descriptions.

e. The supervisor must correct any erroneous concepts which the employee may have about the scope of work, the degree of responsibility, or the relation of his/her position to other positions under the supervisor's cognizance. If an employee assumes duties or responsibilities not specifically assigned or discontinues assignments, or otherwise performs differently than directed by the supervisor, failure of the supervisor to control the employee's actions can be interpreted only as giving tacit consent to the change the employee has made in his/her position.

4. Describing the Duties and Responsibilities of Positions

a. The person preparing the description should keep notes concerning the work performed for a period of time which would normally cover the complete cycle of work. These notes can be invaluable in describing major duties and assigning reasonable percentages of time thereto. Only major duties of positions will be described. A major duty is any assignment or responsibility of a position which is a qualification determinant for appointment to the position, or will occupy a significant amount of the employee's time (5% or more). A separate percentage of time will be shown for each major duty. Minor duties are not to be described in a position description. A minor duty

is any incidental or miscellaneous duty or responsibility which is not a qualification determinant for appointment to the position and occupies less than 5% of the employee's time. In lieu of describing minor duties, the following statement shall be entered in the position description: "Performs miscellaneous minor duties as assigned, such as..." No more than 10 - 15% of the time shall be spent on miscellaneous duties.

b. Sources of Information. In addition to the following sources of information which may be obtained from the Civilian Personnel Office, group discussions on the preparation of position descriptions will be held periodically and/or upon request.

(1) Special Question Lists. These guides are designed to assure inclusion in the position description of data necessary for the proper application of the classification standards. Use of applicable Special Question Lists is mandatory. See Appendix A to enclosure (3) for a complete list of available Special Question Lists.

(2) Guides for Writing Position Descriptions

(a) Traditional System - See Appendix B to enclosure (3) for instructions. This format has been issued by the Secretary of the Navy. It is to be used in writing descriptions of General Schedule positions (GS-1 through GS-15). For supervisory position use the SQL cited in subparagraph (4) below.

(b) Factor Evaluation System - See Appendix C to enclosure (3) for instructions and format. This format is required for all nonsupervisory General Schedule positions covered by published FES standards. Also, use of this format in describing nonsupervisory General Schedule positions not covered by FES standards is encouraged. The FES format, however, may not be used in describing supervisory General Schedule positions. For supervisory positions use the SQL cited in subparagraph (4) below.

(3) Office of Personnel Management Classification Standards. Published classification standards will be made available to any employee or management official upon request. However, copying of the contents in the preparation of descriptions should be avoided unless the material is directly applicable.

(4) SQL for positions covered by Part I of the Supervisory Grade Evaluation Guide. This is a locally devised guide for describing positions which supervise clerical, technician, or other one-grade interval work.

(5) Additional information and assistance may be obtained by contacting the Civilian Personnel Office, telephone 1532.

c. Procedure for Identical, and Nearly Identical Positions. When one or more positions are identical to another position, only Optional Form 8 shall be completed for the purpose of identifying such position(s). When one or more positions will be substantially similar but not identical to another position, describe only the differences, and attach this statement of difference to Optional Form 8.

d. Procedure for Position Description Amendment. The amendment procedure shall be given consideration prior to preparing an entirely new description. An amendment is an official written statement of changes in major duties of a position already classified, when the changes are material, but not sufficient to warrant a complete rewrite of the existing description. This statement should indicate what material should be deleted from the description or what should be added. An amendment exceeding one page in length should not be submitted. In addition, a position description may be amended no more than two times.

5. Processing the Position Description

a. After careful review by cognizant line management, the position description(s) and/or amendment(s), along with performance standards prepared in accordance with reference (e), will be forwarded to the Civilian Personnel Office for final review and classification action. (Note: Official classification action will not be completed in the absence of adequate and consistent performance standards approved by the submitting official and classification staff.) The submissions will contain the original and one copy of each position description or amendment, with a Position Description Cover - Optional Form 8 attached to both the original and the copy. Optional Form 8 is available at the Self-Service Center. Position descriptions shall be written on plain white paper, size 8½" x 11". Optional Form 8 will be completed according to instructions printed on the reverse side thereof.

b. Position descriptions play a vital role in determining pay levels and qualification requirements, and thus in authorizing payment of public funds, in establishing sources of recruitment, in setting conditions for competition for appointment and advancement, and determining whether positions should be excepted from the competitive service. It is emphasized that all levels of supervisors who propose or approve official statements of duties and responsibilities ensure that they understand the supervisory certification, item 20 on Optional Form 8 before affixing signature thereto.

SPECIAL QUESTION LISTS

TITLE	SERIES	NAVEXOS P-2198-
Basic and Applied Research		54
Safety Management and Engineering Work	GS-018	71
Security Administration Work	GS-080	53
Fire Fighter Positions and Driver-Operator Fire Fighting Positions	GS-081	52
Fire Protection Inspector Positions	GS-081	51
Fire Chiefs	GS-081	67
Detectives	GS-083	1
Policemen or Policewomen	GS-083	2
Guards	GS-085	3
Personnel Officers	GS-201 (1)	61
Military Personnel Clerks	GS-204	68
Technical Placement or Position Classification Work	GS-212 or GS-221 or GS-201 (11)	4
Employee-Management Relations and Cooperation Work	GS-230	65
Employee Development Assistants or Officers	GS-235	5
Messengers	GS-302	6
Clerks	GS-303	76
Digital Computer Systems Operators	GS-332	12
Digital Computer Systems Analysts	GS-334	14
Digital Computer Programmers	GS-334	11
Management Analyst and Management Analysis Officer	GS-343	55
Data Transcriber	GS-356	16
Electric Accounting Machine Operators	GS-359	56
EAM Project Planners, Supervisory EAM Project Planners and EAM Program Supervisors	GS-362	61
Telephone Operators	GS-382	17
Teletypists	GS-385	18
Communications Relay Equipment Operators	GS-390	19
Financial Managers	GS-505	70
Accountants and Accounting Officers	GS-510	75
Cash Clerks or Assistants	GS-530	22
Supervisory Cashiers	GS-530	23
Tellers	GS-530	24
Voucher Examiners	GS-540	25
Payroll Clerks	GS-544	26
Budget Analysts or Budget Officers	GS-560	27
Time and Leave Clerks	GS-590	28
Professional Engineers	GS-800	31
Engineering Aids or Technicians	GS-802	32
Safety Management and Engineering Work	GS-803	71
Architects	GS-808	72
Engineering Draftsmen	GS-818	33
Electronic Technicians	GS-856	34
Industrial Engineers	GS-896	60
Attorneys	GS-905	35
Photographers	GS-1060	36
Writers and Editors	GS-1082	73
Technical Writers and Editors	GS-1083	74
Contract Negotiators, Administrators, Specialists, or Termination Specialists	GS-1102	37
Procurement Assistants or Agents	GS-1102	38
Property Disposal Specialists or Property Sales Specialists	GS-1104	39
Property Disposal Assistants or Officers	GS-1104	40

APPENDIX A to
ENCLOSURE (3)

SPECIAL QUESTION LISTS, Cont'd

TITLE	SERIES	NAVEXOS P-2198-
Procurement Clerks	GS-1105	47
Purchasing Agents	GS-1106	48
Commissary Store Management	GS-1144	41
Industrial Specialists	GS-1150	78
Housing Management Work	GS-1173	42
Physical Science Aids or Technicians	GS-1311	43
Librarians	GS-1410	44
Statisticians	GS-1530	57
Statistical Clerks	GS-1531	58
Equipment Specialists	GS-1670	45
Investigators or Criminal Investigators	GS-1810	46
Supply Clerk	GS-2005	49
Storage Officers	GS-2030	63
Traffic Managers	GS-2130	64
Freight Classification or Rate Work	GS-2131	50
Travel Clerks and Assistants	GS-2132	69

Supervisory Position - See the SQL for position covered by Part I of the Supervisory Grade Evaluation Guide. This is a locally devised guide for describing positions which supervise clerical, technician, or other one-grade interval work.

INSTRUCTIONS FOR PREPARING DESCRIPTIONS OF GRADED POSITIONS (GS-1 through GS-15)

Before starting to write a position description, thoughts about the position should be organized in terms of the outline in this instruction. Descriptions should be written in plain, clear language using short, factual statements. General, indefinite terms and vague expressions should not be used. Minute detail is neither required nor desired. Abbreviations, form numbers, and phrases which have no meaning outside the immediate office should not be used. In writing position descriptions, words connoting sex of the incumbent, such as he, she, his, her, woman or man should not be used. Duties are best described by using active verbs which result in a description that is both impersonal and simplified. For example, a duty may read "Types correspondence in final form..." rather than "The incumbent (or she) is responsible for typing..." Conclusions or opinions about the difficulty of the work should not be given. Descriptions prepared in accordance with these instructions will facilitate their processing and the classification of positions.

(Note: Since the Factor Evaluation System (FES) is replacing the traditional classification system, it is recommended that the factor format (see Appendix C) be used in describing all nonsupervisory General Schedule positions.)

REMEMBER - CONCENTRATE ON MAJOR DUTIES

Follow this format:

I. Introduction

State briefly the functions of the organizational unit in which the position is located and describe the purpose of the position. One or two sentences should suffice for this part of the description.

II. Major Duties and Responsibilities

List each major duty separately and describe each briefly and clearly so that what is involved in its performance can be understood. A major duty is any duty of a position which (1) is a determinant of a qualification requirement for employment in the position or (2) occupies a significant amount of the employee's time (5% or more). Ordinarily, the duties and responsibilities should be listed in descending order of importance or in order of work sequence. Give percentage of time devoted to each major duty.

The description should also indicate the responsibilities of the position and the extent of authority for making decisions, recommendations, or official commitments, devising or revising ways of doing things, or persuading others to a course of action.

(Supervisory positions should be described in a manner which will show clearly the nature and extent of the supervision, e.g., planning, assigning, and reviewing work. Subordinate positions should be identified by position title, grade and number. The SQL for positions covered by Part I of the Supervisory Grade Evaluation Guide, should be used when describing supervisory positions. This guide is available at the Civilian Personnel Office, telephone 1532.)

III. Controls Over the Position

Identify the supervisor of the position by title and organizational location. Describe the nature of instructions, guidance, and review provided by the supervisor or others. Indicate, by example if necessary, the kinds of problems or matters referred to the supervisor for assistance. Indicate the nature of policy and procedural controls imposed upon the position by higher authority, e.g., manuals, written instructions or guides, or precedent decisions, and show generally how they assist in performing the work assigned.

IV. Qualification Requirements of the Work

Specify what special knowledges, skills, education, or training are required to perform the official duties of this position.

HOW TO WRITE POSITION DESCRIPTIONS UNDER THE FACTOR EVALUATION SYSTEM

A. INTRODUCTION

This guide will help you to write position descriptions (PD's) for non-supervisory General Schedule positions covered by the Factor Evaluation System (FES). It explains:

Sources of available information and facts to obtain before starting to write a PD,

How to write FES duty statements, and

How to analyze a position and describe the nine FES evaluation factors in terms of the work performed.

A PD should have enough information for carrying out personal activities such as classifying the position, deciding whether or not it is exempt or nonexempt from the Fair Labor Standards Act, and determining the factors important for recruitment. For classification under FES, a PD must be in the FES factor format described in this guide.

Other General Schedule positions may also be described in the factor format if you are careful to include any extra information that might be needed for classifying the PD's by the proper non-FES standards.

An outline for a PD and a sample PD are provided at the end of the guide.

B. GENERAL STEPS IN PREPARING PD's

In writing a PD, you should know the kinds of information to look for (Step 1), develop facts about the position (Step 2), write the PD in FES factor format (Steps 3 and 4), and obtain agreement on its accuracy (Step 5).

Step 1: Before starting to write the PD, review this guide and the complete FES classification standard(s), if available, for the position being described to gain an understanding of:

The kinds of information used in classifying the position and

How the factors are described in terms of the occupation or the kinds of work in the position.

Step 2: Develop facts about the official duties and responsibilities of the position using one or more of the following techniques:

Interview employees, supervisors, or management officials (see kinds of information needed in Sections C and D),

Review existing PD's,

Observe work in progress,

Review technical manuals or charts,

Review organizational or program material, or

Review questionnaires or lists of duties prepared by employees, supervisors, or management officials (often helpful in working with large numbers of similar positions to determine likenesses and grouping together for coverage by single PD's).

Step 3: List the duties of the position as described in Section C.

Step 4: Use the PD outline and Section D in describing the nine FES factors in terms of the work performed.

Step 5: Determine/obtain agreement on the completeness and accuracy of the PD. Resolve differences of opinion, if any, and obtain signatures.

In signing a PD, the supervisor(s) certifies to its accuracy on the Position Description Cover Sheet, Optional Form 8, as follows:

> "I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations."

Although other supervisors may not sign the PD, if they propose or approve official statements of duties and responsibilities, they are, in effect, attesting to this certification. Before officially classifying the PD, the classifier may also resolve substantive questions that arise concerning its completeness and accuracy.

C. WRITING FES DUTY STATEMENTS

The duties section of the PD should give an overall view of the position. If desired, it may be preceded by an introductory paragraph or sentence describing the general characteristics of the position and its organizational relationships, for example: "performs the department's administrative audit of vouchers" or "performs nursing care in the Outpatient Clinic."

The order in which duties are described may vary. One way to start listing major duties is to consider the function(s) of the position and the work performed in carrying out each function. They may be listed in order of their importance or in the sequence in which they occur--day by day, over a longer period of time, or during an entire cycle. You may wish to group related duties according to function. Include percentages of time spent on major duties involving distinctly different kinds or levels of work (for example, clerical duties and inspection duties might be different kinds of work assigned to one employee).

Use active verbs, for example:

> Balances cash in register against the total on register tape, locating and correcting errors.
>
> Types memoranda, letters, and reports in final form from handwritten notes.
>
> Designs art work for multicolor posters to meet specified needs of requestors.
>
> Posts test scores to record cards.
>
> Establishes food standards and plans regular menus complying with nutritional and cost allocations.
>
> Develops plans, specifications, and estimates for urban expressways with separated intersections, dividing strips, weaving lanes and ramps.

If incidental duties are described, explain how often they occur, for example: once a month..., in the absence of..., as requested by..., in emergencies...

D. DESCRIBING FES FACTORS

The descriptions of the major duties and the evaluation factors should complement each other. Because the evaluation factors are used in point rating, information under major duties is often repeated and expanded upon in describing the factors. Statements made in the factor descriptions must be related to (supported by) the major duties.

Most of the nine FES evaluation factors have two or more parts (referred to as underlying concepts or subfactors) as shown in the outline for a PD on page 12. The following suggestions for writing the factors are in the same sequence as the outline. The parts of the factor or subfactors are emphasized in the examples under each factor.

IMPORTANT: When a position has two or more distinctly different kinds or levels of work, the classifier must evaluate each separately and determine the highest grade for classification. Therefore, in describing the factors for these mixed-grade-occupation positions, it is essential that significant differences in the factors relating to different kinds or levels of work be made clear. For example, if developmental work is more closely reviewed than other work, the description of Factor 2, Supervisory Controls, should state this fact.

It is not necessary to describe the nine factors separately for each kind of level of work when the differences can be explained in a sentence or a phrase.

Factor 1: Knowledge Required by the Position

What levels of knowledges and skills are required and used in doing acceptable work in the position? This includes:

The nature or kind of knowledges and skills needed, and

How these knowledges and skills are used in doing the work.

Under FES, knowledges are information or facts such as procedures, work practices, rules and regulations, policies, theories and concepts, principles, and processes which the employee must know to be able to do the work. When you list a particular knowledge, it is understood that skill is used in applying that knowledge.

Knowledge: Example #1	Engineer
a. Kind of Knowledge:	A professional knowledge of the theories, principles, practices, and techniques of civil engineering.
b. How used:	To design flood control structures such as high retaining walls and closed box channels.
Knowledge: Example #2	Clerk
a. Kind of Knowledge:	Knowledge of the terminology used with a variety of diagnostic and treatment procedures provided general medical patients.
b. How used:	To record and report medical information such as X-ray and test results.

Knowledge:	Example #3	Clerk-Typist
a.	Kind of Knowledge:	Knowledge of English grammar, spelling, and punctuation.
b.	How used:	To correct obvious errors in material being typed.

Sometimes, it is easier to describe a requirement as a skill rather than as a knowledge. A knowledge exists before skill can be demonstrated, for example: A person who knows the typewriter keyboard can acquire a particular level of proficiency through practice to show "skill in typing." Skills (as used for FES usually can be observed, that is, you can see a person type and review the typed material easily to decide that the person has "knowledge of the typewriter keyboard." Therefore, it is common practice to describe skills associated with a certain dexterity as shown below.

Skill:	Example #1	Voucher Examiner
a.	Kind of skill:	Skill in using a calculator.
b.	How used:	To compute totals, discounts, taxes, transportation charges, etc.
Skill:	Example #2	Shorthand Reporter
a.	Kind of skill:	Skill in taking dictation.
b.	How used:	At higher speeds to provide verbatim transcriptions.

If you aren't sure whether to describe a requirement as a knowledge or skill, describe it as a level of knowledge.

Additional "Tips" in Writing Factor 1

1. Benchmarks and factor-level descriptions in the FES classification standard may be used as references for how knowledges are treated in the occupation. EXCEPTION: FES classification standards sometimes describe a level of education, training, or experience. Such criteria are developed by occupational specialists after a point-rating process. Educational requirements or arbitrary degrees of proficiency SHOULD NOT be described in PD's unless there is documentation backup to prove that these requirements specifically apply to the position being described.

2. Show only the knowledges and skills that are essential for full performance of the work. Generally, Factor 1 can be adequately described with four or five knowledges or skills. If you have a list of 20, some of them can probably be combined into a broader description.

3. Label a knowledge as "professional" only when the nature of the work meets the definition of a professional occupation. Professional occupations are identified as such in the series definition of the occupational standard. As a minimum, such occupations require a Bachelor's Degree from an accredited college.

4. As appropriate, include any "special" knowledge or skill that would be required as a selective factor in recruitment such as "Skill in using conversational Spanish to interview witnesses."

5. Do not copy knowledge/skill requirements from qualification standards. The qualification standard gives the minimum requirements needed for

applicants. Nontrainee PD's describe the kind of knowledges and skills needed to perform the work satisfactorily after the "break-in" period.

6. Avoid listing "abilities." For example, "ability to examine vouchers" is too vague to be used in evaluating Factor 1. Instead, show what the employee has to know to do the examination. The example below shows how two positions involving "ability to examine vouchers" would require different knowledges because of differences in what the employees do with the vouchers and the mental processes, insights, and understandings needed.

Wrong	Better
Ability to examine vouchers	Knowledge of domestic travel regulations to check vouchers for compliance and accuracy of terminology.
Ability to examine vouchers and transportation accounts	Knowledge of professional accounting concepts, principles, and theories to audit the total accounting system.

7. Don't describe personal characteristics such as patience, adaptability, integrity, or creativity under Factor 1. (When important, job-related aspects of personal characteristics are credited in other ways. For example, the need for patience is inherent in considering Factor 7, Purpose of Contacts. Aspects of creativity involve Factor 2, Supervisory Controls, in the independence of action; Factor 3, Guidelines, in the judgement used; and Factor 4, Complexity, in the nature of item created.)

8. After you have completed Factor 1, doublecheck the listed knowledges and skills to assure they agree with the duties described. For example, if you list "Skill in operating an electric typewriter," the duties statement should show what the employee types.

Factor 2: Supervisory Controls

"Supervisory Controls" has three parts:

How the work is assigned,

The employee's responsibility for carrying out the work, and

How the work is reviewed.

a. How is the work assigned? Supervisors have direct or indirect controls over the work in the way assignments are made, instructions are given, priorities and deadlines are set, and objectives and boundaries are defined. For example, a supervisor might make assignments with detailed instructions concerning how to do the work; with instructions only for new, difficult, or unusual aspects of the work; with suggestions for procedures; or with information only about the objective to be achieved, priorities, and deadlines.

b. What is the employee's responsibility for carrying out the work? To what extent is the employee expected to develop the sequence and timing of various aspects of the work, to modify or recommend modification of instructions, and to participate in establishing priorities and defining objectives? For example, an employee might do the work exactly as instructed; do routine assignments independently without specific instruction; refer situations not covered by instruction to supervisor; handle all work independently according to policies, previous training, or accepted practice; or resolve conflicts which arise by determining approaches to be taken and methodology to be used.

c. How is the work reviewed? What is the nature and extent of the review work? For example, there may be close and detailed review of each phase of the assignment; detailed review of the finished work, spot-check of finished work for accuracy; or review only for adherence to policy.

TIP: Supervisory controls in the employee's PD should "dovetail" with "supervision exercised" in the supervisor's PD. For example, if the employee's PD states that the work is accepted as being technically accurate without review, but the supervisor's PD states that detailed review is given the employee's work, one of the PD's is wrong. The facts must be rechecked and appropriate changes made.

Supervisory Controls: Example #1, File Clerk

a. How Work Assigned:	The file room supervisor assigns work, advises of changes of procedures, and is available for assistance when required.
b. Employee Responsibility:	Routine work is performed independently following set procedures.
c. How Work Reviewed:	The work is reviewed for accuracy by spot-checking, the ease with which filed items are found, and through complaints from users.

Supervisory Controls: Example #2, Clerk-Stenographer

a. How Work Assigned:	The administrative law judge dictates without interruption and provides any special instructions that differ from normal procedures.
b. Employee Responsibility:	The clerk-stenographer independently transcribes and collates material into final form, with responsibility for format, word usage, and grammar.
c. How Work Reviewed:	Completed work is reviewed for accuracy of transcription, punctuation, grammar, and format.

Supervisory Controls: Example #3, Engineer

a. How Work Assigned:	The supervisor assigns work in terms of project objectives and basic priorities and is available for consultation in resolving controversial issues.
b. Employee Responsibility:	The engineer independently plans and carries out the projects, selecting the approaches and methods to be used in solving problems.
c. How Work Reviewed:	Projects are reviewed to determine that the objectives are met and for compliance with agency policies and regulations.

Factor 3: Guidelines

The factor "Guidelines" has two parts:

The nature of guidelines for performing the work, and

The judgement needed to apply the guidelines or develop new guides.

a. What guidelines are used in doing the work? Guides may be operating procedures and policies, traditional practices, or references such as desk manuals, dictionaries, style manuals, engineering handbooks, the pharmacopoeia, and the Federal Personnel Manual. Individual jobs vary in the degree to which the guidelines are specific, applicable, and available for doing the work. For example, dictionaries and style manuals are available, applicable, and specific on matters involving punctuation and spelling; a Federal Personnel Manual is available in the Personnel Office, but may not apply to a particular personnel problem; although three or four standardized tests exist for a diagnostic procedure, the operating policy may state the conditions under which one or the other of these tests may be used.

b. How much judgement is needed in using the guidelines? The existence of specific instructions, procedures, and policies may limit the opportunity of the employee to interpret or adapt the guidelines. On the other hand, the absence of a method for a phase of work may require the employee to use considerable judgement in researching related methods to develop a new one.

Explain the nature of guidelines and the extent to which the employee follows them explicitly or uses judgement in deciding between alternatives, in interpreting, in adapting, or in developing guidelines. Below are examples:

Guidelines: Example #1, File Clerk

a. Guides:	Written and oral guides provide specific instructions for filing material.
b. Judgement:	A substantial portion of these instructions are easily memorized and little interpretation is necessary. When instructions do not apply, the problem is referred to the supervisor.

Guidelines: Example #2, Engineer

a. Guides:	Guidelines include agency regulations and directives, manufacturer's catalogs and handbooks, precedents, and files of previous projects.
b. Judgement:	While these guidelines are generally applicable, the engineer makes adaptions in dealing with problems such as limited funds or the need to modify the facility for loads and stresses not anticipated in the original design.

Factor 4: Complexity

Complexity has three parts.

The nature of the assignment.

The difficulty in identifying what needs to be done, and

The difficulty and originality involved in performing the work.

Be sure to study the FES classification standard, if available, before describing this factor in the PD. The kind of information needed to describe "Complexity" differs from occupation to occupation.

a. What is the nature of the assignment? Briefly describe the general nature and variety of the tasks, methods, functions, projects or programs carried out in the position being described.

b. What facts or conditions does the employee consider in identifying what needs to be done? The employee may have little or no choice about what needs to be done. On the other hand, certain facts may have to be developed, checked, analyzed, interpreted, or evaluated by the employee before work progresses. The level of difficulty in carrying out the work varies depending on whether the facts of conditions are clear-cut and directly apply to the problem or issue, vary according to the nature of the subject matter, phase, or problem being handled, or involve unusual circumstances and incomplete or conflicting data.

c. After considering the facts, what actions or responses does the employee make? In some situations, the work is easily mastered, the employee takes the obvious course of action. The level of difficulty and originality increases as the employee is required to consider differences in courses of action and refine methods or develop new techniques, concepts, theories, or programs in solving problems.

Explain the three parts of "Complexity" for the position being described. Below are examples:

Complexity: Example #1, Mail Clerk

a.	Nature of Assignment:	Opens, sorts, and routes mail by general subject matter to approximately 150 delivery points and by specialized subject matter to 70-80 points.
b.	Identifying What Needs To Be Done:	Examines the content of a variety of materials to identify and associate subject matter with closely related technical units.
c.	Difficulty & Originality:	Determines proper routing or other action to be taken.

Complexity: Example #2, Clerk-Stenographer

a.	Nature of Assignment:	In addition to taking and transcribing dictation with highly specialized terminology from many different dictators, performs a variety of duties such as collecting material for inclusion in the final copy.
b.	Identifying What Needs To Be Done:	Checks apparent discrepancies of statements of fact in dictated material by referring to source material in the file.
c.	Difficulty & Originality:	Makes changes in wording to clarify language and to insure compliance with Bureau correspondence rules.

Complexity: Example #3, Engineer

a.	Nature of Assignment:	Projects involve developing designs, plans and specifications for plumbing, heating, ventilating, and air-conditioning systems for multi-story office buildings, hospitals, and similar structures.

b. Identifying What Needs to Be Done: Considers such factors as unusual local conditions, increased emphasis on energy conservation, and relationship of problems and practices in related engineering fields.

c. Difficulty & Originality: Projects often require departing from past approaches and extending traditional techniques or developing new ones to meet major objectives without compromising design and engineering principles.

Factor 5: Scope and Effect

"Scope and Effect" has two parts:

The purpose of the work, and

The impact of the work product or service.

a. What is the ultimate goal to be achieved in the position? "Purpose of the work" concerns the end objective such as conclusions reached, decisions or recommendations made, treatment or service provided, reports written, results of tests or research performed, and approvals or denials made. More specific examples are "to prepare statistical charts," "to perform cross-match blood tests," and "to make Voice-of-America broadcasts."

NOTE: This subfactor is different from the nature of the assignment under Factor 4, Complexity. Nature of the assignment concerns the kind and variety of tasks, functions or projects required to fulfill the purpose or objective of the work. Factor 4 deals with "how" the work is done.

b. What is the impact of the work product or service? Who or what benefits from the employee's work? For example, statistical charts help supply management officials in identifying areas needing improvement, the cross-matching of blood helps the physician in giving emergency treatment to patients, and many people in foreign countries depend on VOA broadcasts for reliable reporting of the world news.

Describe the impact of work that is performed the right way. For example, for the Construction Analyst, the impact of the work might be described as:

"The work contributes to the marketability, attractiveness, and structural soundness of housing and to the understanding and compliance with requirements for mortgage insurance. Homeowners and lending institutions are protected against major deficiencies in construction or rehabilitation of housing."

While specific credit cannot be provided for "possible consequences of error," this element is considered indirectly. It is inferred in the example that, when the Construction Analyst does not do the work properly, insurance might be approved for housing that does not meet the agency's standards, that structurally unsound homes might be purchased resulting in possible death, injury or financial ruin, that housing might be constructed that is not marketable, etc.

When "responsibility for accuracy" is important in a position, it may also affect the complexity involved and special knowledges required to maintain a level of accuracy.

Below are examples:

Scope and Effect: Example #1, File Clerk

a. Purpose: The purpose of the work is to maintain control and reference files for incoming correspondence.

b. Impact: This work contributes to the efficiency of daily operations of the organizational entity.

Scope and Effect: Example #2, Engineer

a. Purpose: The technical expertise provided by the engineer.

b. Impact: Affects the designs of mechanical systems abcard floating plants and equipment used in dredging activities throughout the agency nationwide.

Factor 6: Personal Contacts

"Personal Contacts" is considered to be a one-part factor covering the people and conditions under which contacts are made. Describe the face-to-face, radio, or telephone contacts which the employee has in terms of the "work relationship" of the people contacted to the employee. Different kinds of contacts might be coworkers on the same project, patients receiving treatment, applicants seeking jobs, students in a class, immigrants entering the U.S.A., manufacturers' representatives selling products, contractors providing services, professors giving technical advice, and scientists consulting with other scientists. If a scientist is treated in a hospital, the "work relationship" of the scientist to the nursing team is as a patient. (Do not describe contacts with the supervisor because supervisory contacts are included under Factor 2.)

Indicate if the people come from elsewhere or the contacts occur outside the agency. Describe any unusual circumstances or conditions such as problems in making appointments, (e.g., inaccessibility of people in high-level positions) problems in identifying the role or authority of the people contacted, or the use of different ground rules for different contacts.

Below are examples:

Personal Contacts: Example #1, Mail Clerk

Contacts are with coworkers, personnel on the mail route in units throughout the installation, and U.S. Postal Service employees who deliver mail to the unit.

Personal Contacts: Example #2, Engineer

Intra-agency personal contacts include other engineers and architects on the base, procurement personnel, officials and managers of the user services, and headquarters engineering experts who approve construction projects. Meets with architect-engineer firms, contractors, and manufacturers involved in providing supplies/services for construction projects at the work site and at their places of business.

Factor 7: Purpose of Contacts

"Purpose of Contacts" is a one-part factor.

Explain the purpose of the personal contacts described in Factor 6, for example: to give or exchange information, to resolve problems, to provide

service, motivate, influence, or interrogate persons, or to justify, defend, negotiate, or settle matters. As appropriate, include other information which might affect the nature of the contacts, for example: dealing with people who are skeptical, uncooperative, unreceptive, hostile (such as patients or inmates), and settling controversial issues or arriving at compromise solutions with people who have different viewpoints, goals, or objectives.

Below are examples:

Purpose of Contacts: Example #1, Mail Clerk

The personal contacts involve exchange of information regarding the processing, delivering or dispatching of mail.

Purpose of Contacts: Example #2, Shorthand Reporter

Contacts are made to arrange for recording the proceedings of the grand jury, identify attorneys, and secure seating charts.

Purpose of Contacts: Example #3, Engineer

Resolves difficulties and controls the work performed by engineers within the offices. Some persuasion may be necessary to obtain agreement on technical points and methods that conflict with those of other engineers. Discusses contract requirements or developments with manufacturing concerns, architect-engineers and construction firms.

Factor 8: Physical Demands

"Physical Demands" is a one-part factor.

Describe the nature of physical demands placed on the employee such as climbing, lifting, pushing, balancing, stooping, kneeling, crouching, crawling, or reaching. Indicate how often and how intense the activity is (prolonged standing requires more effort than intermittent standing). Include any physical characteristics or special physical abilities needed such as specific agility or dexterity requirements. Below are examples:

Physical Demands: Example #1, Engineer

The work is mostly sedentary, however, some walking, bending, and climbing is required to inspect buildings at various stages of construction.

Physical Demands: Example #2, Mine Inspector

Regularly conducts onsite inspections of underground coal mines. Much of the time is spent walking, crouching, standing, carrying heavy sampling and testing equipment, and climbing high ladders to examine shafts.

Factor 9: Work Environment

"Work Environment" is a one-part factor.

Describe the physical surroundings in which the employee works (for example, in an office where there are normal, everyday risks, in a hospital where there is possible exposure to contagious diseases, or in a coal mine where there is potential for roof falls, explosions, and fires) and any special safety regulations or precautions which must be observed to avoid mishaps or discomfort (for example, use of protective clothing or gear such as masks, gowns, coats, hard-toed boots, safety goggles, gloves, or shields).

NOTE: It is not necessary to describe normal everyday safety precautions such as use of safe work practices in an office, observance of fire regulations and traffic signals.

Below are examples:

Work Environment: Example #1, Clerk

The work is performed in an office setting.

Work Environment: Example #2, Nursing Assistant

Rotates to various hospital wards. Wears a surgical mask, gloves and/or gown and uses special aseptic techniques when providing personal and nursing care to patients who have contagious diseases.

An outline of all of the nine FES factors and a sample PD in FES format are on the following pages.

Outline

FES FACTOR FORMAT FOR PD

Major Duties

Include location and purpose for the position. Use active verbs to describe duties.

Factor 1: Knowledge Required by the Position

Kind or nature of knowledges and skills needed, and

How these knowledges and skills are used in doing the work.

Factor 2: Supervisory Controls

(Note: Identify the supervisor by position title and number.)

How the work is assigned,

The employee's responsibility for carrying out the work, and

How the work is reviewed.

Factor 3: Guidelines

The nature of guidelines for performing the work, and

Judgement needed to apply the guidelines or develop new guides.

Factor 4: Complexity

Nature of the assignment,

Difficulty in identifying what needs to be done, and

Difficulty and originality involved in performing the work.

Factor 5: Scope and Effect

Purpose of the work, and

Impact of the work product or service.

Factor 6: Personal Contacts

People (except supervisor) and conditions under which contacts are made.

Factor 7: Purpose of Contacts

Reasons for contacts in Factor 6, skill needed to accomplish work through person-to-person activities.

Factor 8: Physical Demands

The nature, frequency, and intensity of physical activity.

Factor 9: Work Environment

The risks and discomforts imposed by physical surroundings and the safety precautions necessary to avoid accidents or discomfort.

SAMPLE

FES POSITION DESCRIPTION FOR MAIL CLERK

Major Duties

Performs mail duties in the central mail processing unit of the activity.

Sorts incoming mail and issuances, including packages, telegrams, and special messages. Selects and time-stamps designated mail items. Verifies or secures enclosures. Sorts and racks mail by file designations or subject matter categories for attachment of required background information by the files section. Loads incoming mail on delivery cart and delivers it.

Picks up outgoing mail, checks for attachments and calls attention of sender to obvious discrepancies. Sorts mail picked up enroute for immediate delivery to succeeding mail stops. Checks outgoing mail for completeness and conformance to applicable instructions and regulations, and sorts into various categories (e.g., chain mail, stop mail, air mail, registered, certified, foreign, etc.) Wraps packages and separates different classes of mail for delivery.

Detaches file copies from outgoing mail and routes to appropriate sources.

Makes special messenger trips as requested.

Factor 1: Knowledge Required by the Position

Knowledge of the functions, locations, and organizational components of the agency to sort and deliver mail.

Knowledge of mail handling procedures (to time-stamp, obtain background information, sort by category, file designation, or subject matter, wrap for mailing, and detach file copies).

Factor 2: Supervisory Controls

The Mail Supervisor, PD# _____, makes assignments, giving specific instructions on new or revised procedures to be used. The incumbent performs routine work on own initiative. Work is reviewed for conformance to established requirements. Promptness and accuracy of mail distribution is spot-checked.

Factor 3: Guidelines

Mail distribution points and delivery schedules are pre-established and are updated frequently with changes in organizational designations. Mail-handling instructions are specific. The employee uses some judgement in expediting delivery to avoid undue delays, e.g., sorting and delivery enroute.

Factor 4: Complexity

The work involves recurring mail processing tasks, i.e., sorting, seeing that background material is attached or detached, and delivering mail to approximately 45 delivery points. Considers the category of mail or subject matter and identifies obvious discrepancies. Different categories of mail receive different treatment.

Factor 5: Scope and Effect

Accuracy and reliability in the processing and flow of mail facilitates work accomplishments in the agency.

Factor 6: Personal Contacts

Contacts are with employees in the immediate office and people within the building who are designated to receive and send mail.

Factor 7: Purpose of Contacts

Contacts are for the purpose of exchanging factual information, reporting problems, making special or routine deliveries, and picking up mail.

Factor 8: Physical Demands

The work involves considerable walking with pushing or pulling of delivery carts. Packages lifted onto the carts occasionally weigh up to 25 pounds.

Factor 9: Work Environment

The incumbent observes normal safety precautions while working in the mail room and delivering mail throughout the office building.

APPEALS OF CLASSIFICATION OF GENERAL SCHEDULE POSITIONS

1. General. The right of an employee to appeal the classification of the position to which assigned is safeguarded by appeal procedures. As outlined in reference (a), the appeal may be made (1) within the Department of the Navy, or (2) directly to the Office of Personnel Management. Specific instructions pertaining to each of these appeal procedures follow.

2. Basis for Appeal. An appeal must be based on a belief that an existing classification is in error. The question to be decided may involve the title, series, grade, or pay category (General Schedule or Wage) of the position. An appeal may not be based upon change in duties or responsibilities from those stated in the official position description of record or the belief that the position does not accurately describe the duties and responsibilities.

3. Who May Appeal

a. Within Navy. The employee (or a representative designated in writing) or the Senior Command Official may appeal a classification decision within Navy.

b. To the Office of Personnel Management. The employee affected (or representative designated in writing) may appeal directly to the Southeast Region, Office of Personnel Management.

4. When an Appeal May be Made

a. Within Navy. An appeal of an activity's classification decision may be submitted within Navy at any time. A classification decision made by the Office of Personnel Management may not be appealed within Navy.

b. To the Office of Personnel Management. An appeal of a classification decision made by either the activity or the Navy may be made to the Office of Personnel Management at any time. Although an employee may appeal an activity's decision directly to the Office of Personnel Management, it is in the best interest of all concerned for the employee to seek action through Navy channels first. The Office of Personnel Management encourages the employee to follow this suggestion. An employee who appeals directly to the Office of Personnel Management may not subsequently appeal the same case through Navy channels.

c. Adverse action resulting from a classification decision. In order to obtain retroactive restoration of grade or compensation resulting from a classification decision, the appeal must be submitted in accordance with instructions contained in the Adverse Action Notice of Decision.

5. Preparation of Appeals

a. To the Department of the Navy

(1) Employees of the Marine Corps Base and Marine Corps Air Station (Helicopter) should address appeals relating to title, series, grade and/or pay category as follows:

Secretary of the Navy (Special Assistant for Civilian
Personnel/Equal Employment Opportunity)
Washington, DC 20390

Via: (1) Commanding General, Marine Corps Base
Camp Lejeune, North Carolina 28542

or, as appropriate

Commanding Officer, Marine Corps Air Station
(Helicopter) New River, North Carolina 28540

ENCLOSURE (4)

(2) Commandant of the Marine Corps (Code MPC-30)
Washington, DC 20380

(2) Employees of the Naval Regional Medical Center, Naval Regional Dental Center, and Navy Recruiting District, Raleigh, North Carolina:

(a) Appeals relating to title, series, and grade should be addressed to:

Special Assistant for Civilian Personnel/Equal
Employment Opportunity
C/O Southern Field Division
Naval Civilian Personnel Command
Building A-67
Naval Station
Norfolk, Virginia 23511

(b) Appeals relating to pay category (General Schedule to Federal Wage System or vice versa should be addressed to:

Special Assistant for Civilian Personnel/Equal
Employment Opportunity
C/O Office of the Chief of Naval Operations (OP-141C)
Washington, DC 20350

(3) The following information in original and five copies must be submitted by the appellant:

(a) Location of official headquarters.

(b) Exact location in the organization structure of the unit in which appellant works.

(c) Present title, series, and grade of position occupied.

(d) Requested title, grade or any other classification action sought.

(e) Reasons why the position is believed to be erroneously classified.

(f) A statement of any conditions or classification standards which the appellant thinks may affect the appeal.

(g) Copies of current position description.

(4) The appeal will be delivered to the Head of the staff section or subordinate unit concerned. (The appeal should not be addressed via or endorsed by the Head of the staff section or subordinate unit.) The Head of the staff section or subordinate unit may attach a memorandum to the appeal which expresses that official's views or provides pertinent information to the Senior Command Official. Only one endorsement from the activity will be forwarded with each appeal. In case the Senior Command Official does not grant the appeal, the case shall be forwarded within 30 days of receipt.

b. <u>To the Office of Personnel Management</u>

(1) Employees of all commands should address the appeal as follows:

Director, Southeast Region
Office of Personnel Management
Richard B. Russell Federal Building
75 Spring Street, S.W.
Atlanta, Georgia 30303

(2) The following information (original only) must be submitted by an employee electing to appeal directly to the Office of Personnel Management:

(a) Name and mailing address.

(b) Location of official headquarters.

(c) Exact location in the organization structure of the unit in which the appellant works.

(d) Present title, series, and grade of position occupied.

(e) Requested title, grade or other classification action sought.

(f) Reasons why the position is believed to be erroneously classified.

(g) Statement of any facts or classification standards which the appellant thinks may affect the appeal.

(h) Complete and accurate description of duties and responsibilities performed. (Certified copy of position description on which classification was based will suffice.)

6. In the adjudication of a position classification appeal, the Secretary of the Navy (Special Assistant for Civilian Personnel/Equal Employment Opportunity) or Office of Personnel Management (as appropriate) will:

a. Decide whether the position is appropriately classified with regard to title, series, and grade; and

b. change the classification of the position to the appropriate title, series, and grade where the facts warrant. (This means that a position classification appeal may result in continuation of the position at its current grade, evaluation to a higher grade, or reduction to a lower grade.)

7. Classification Standards. General Schedule Positions are classified by use of position classification standards published by the Office of Personnel Management and/or Department of the Navy. The standards are available for perusal. In addition, the employee is entitled to a copy of the evaluation report for the position to which assigned. Any incumbent who desires to see the classification standards and/or obtain a copy of the evaluation report should contact the Civilian Personnel Office, telephone 1532. Reference to published standards will often eliminate misunderstanding relative to the accuracy of classification decisions.

UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542

BO 12713.5D
EEOO/ACM/se
03 JUL 1980

BASE ORDER 12713.5D

From: Commanding General
To: Distribution List

Subj: Regional Affirmative Action Program Plan for Marine Corps Base; Marine Corps Air Station (Helicopter), New River; Naval Regional Medical Center and Naval Regional Dental Center, Camp Lejeune, North Carolina

Ref: (a) Public Law 92-261 (NOTAL)
(b) Equal Employment Opportunity Commission Management Directive EEOC-MD 702 (NOTAL)
(c) Civilian Manpower Management Instruction CMMI 713.2 (NOTAL)

Encl: (1) Affirmative Recruitment Plan (FEORP)
(2) Transition Year Goals
(3) Summary of Affirmative Action Program Plan

1. Purpose. To publish pertinent sections of the Affirmative Action Program Plan for distribution and for implementation by appropriate department heads.

2. Cancellation. BO 12713.5C.

3. Background. The Affirmative Action Program Plan was developed in accordance with references (a) through (c). Affirmative Action means positive actions designed to bring about desirable changes in the command's workforce profile. Challenging and realistic goals are established to be accomplished during FY-80. Objectives are established with specific actions to be taken during FY-80 to accomplish the established goals.

4. Discussion

a. Enclosure (1), "Federal Equal Opportunity Recruitment Plan," establishes 12 targeted occupations. Six appropriated fund (Civil Service) occupations and six nonappropriated fund occupations are identified. Three of each targeted category are administrative and/or professional occupations. Underrepresentation for a given targeted occupation is determined by race or national origin group and by sex. Recruitment sources are identified and prioritized with appropriate recruitment strategies to be utilized for each underrepresented group for a particular targeted occupation.

b. Enclosure (2), "Transition Year Goals," establishes goals for each underrepresented group by sex in each of the 12 targeted occupations. Vacancies are projected and hiring or promotion goals are determined utilizing the Equal Employment Opportunity Commission's formula for determining these goals. However, where the goals derived by the formula are unrealistic, challenging and realistic goals are established.

c. Enclosure (3), "Summary of Affirmative Action Program Plan," establishes an objective for each underrepresented group to achieve the established goal for the particular targeted occupation. Specific actions with a quarterly time table are established to achieve the objectives and the hiring and/or promotion goals.

5. Action. Addressees shall carefully review and comply with this Order. Full participation, cooperation and commitment to this plan are directed. It is incumbent upon all commanders, department heads, chiefs of services and OIC's to ensure that supervisors at all levels are familiar with the contents of this Order and implement appropriate actions directed toward accomplishing established goals. It is directed that any personnel action impacting on the goals established in this Order will be coordinated with the Civilian Personnel Officer or the appropriate nonappropriated fund (NAF) personnel officer and Deputy EEO Officer. The appropriate personnel officers at Marine Corps Air Station (Helicopter), New River are the S-1 Officer for appropriated fund personnel/positions and the Services Officer for nonappropriated fund personnel/positions.

6. Applicability. Having received the concurrence of the Commanding Officer, Marine Corps Air Station (Helicopter), New River; Commanding Officer, Naval Regional Medical Center and Commanding Officer, Naval Regional Dental Center, this Order is applicable to those commands.

R. W. KIRBY
Chief of Staff
Acting

DISTRIBUTION: C Plus DEEOO 25 copies

AFFIRMATIVE RECRUITMENT PLAN (FEORP) Targeted Occupation: Education AD-1710

Race or National Origin Group: Black

Sex: Male

UNDERREPRESENTED GROUP	OCCUPATIONAL LEVELS IN WHICH THERE IS UNDER-REPRESENTATION	* TARGETED RECRUITMENT PRIORITIES			RECRUITMENT STRATEGIES TO BE UTILIZED
		AGENCY WORKFORCE	FEDERAL WORKFORCE	CIVILIAN WORKFORCE	
Black	Administration	3	2	1	1. College recruitment to a predominantly Black campus.
	Teachers	3	2	1	2. Announcements of vacancies to colleges and to agency workforce.

* Indicates the order of priority: first, second, third

ENCLOSURE (1)

BO 12713.5D
3 July 1980

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ENCLOSURE (1)

BO 12713.5D
3 July 1980

AFFIRMATIVE RECRUITMENT PLAN (FEORP) Targeted Occupation: Education AD 1710

Race or National Origin Group: Hispanic 3

Sex: Male & Female

UNDERREPRESENTED GROUP	OCCUPATIONAL LEVELS IN WHICH THERE IS UNDER-REPRESENTATION	* TARGETED RECRUITMENT PRIORITIES			RECRUITMENT STRATEGIES TO BE UTILIZED
		AGENCY WORKFORCE	FEDERAL WORKFORCE	CIVILIAN WORKFORCE	
Hispanic	Administration	3	2	1	1. College recruitment to a predominantly Hispanic campus.
	Teachers	3	2	1	2. Announcements of vacancies to colleges and to agency workforce.

* Indicates the order of priority: first, second, third

Education

AFFIRMATIVE RECRUITMENT PLAN (FEORP) Targeted Occupation: AD 1710

Race or National Origin Group: Asian/PI

Sex: Male & Female

UNDERREPRESENTED GROUP	OCCUPATIONAL LEVELS IN WHICH THERE IS UNDER-REPRESENTATION	* TARGETED RECRUITMENT PRIORITIES			RECRUITMENT STRATEGIES TO BE UTILIZED
		AGENCY WORKFORCE	FEDERAL WORKFORCE	CIVILIAN WORKFORCE	
Asian/PI	Administration Teachers	3	2	1	1. College recruitment to a campus with high concentration of Asian/PI's. 2. Announcements of vacancies to colleges and agency workforce.

* Indicates the order of priority: first, second, third

ENCLOSURE (1)

BO 12713.5D
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ENCLOSURE (1)

AFFIRMATIVE RECRUITMENT PLAN (FEORP) Targeted Occupation: See 2nd column

Race or National Origin Group: See 1st column

Sex: " " " "

BO 12713.5D 3 July 1980

UNDERREPRESENTED GROUP	OCCUPATIONAL LEVELS IN WHICH THERE IS UNDER-REPRESENTATION	* TARGETED RECRUITMENT PRIORITIES			RECRUITMENT STRATEGIES TO BE UTILIZED
		AGENCY WORKFORCE	FEDERAL WORKFORCE	CIVILIAN WORKFORCE	
All minority groups both male and female	Housing Mgt "All Levels"	3	2	1	External recruitment. Expand area of consideration.
All males and females of all minority groups except black	Nurse "All Levels"	3	2	1	Recruit at educational institutions having minority group and male representation among nursing students.
All females and males of all minority groups except black	Carpenter "All Levels"	2	3	1	Cooperative educational agreement with technical training institutions.
"	Motor Vehicle Operator "All Levels"	1	2	3	Recruit utilizing the upward mobility program.
"	Warehouseman "All Levels"	2	3	1	External recruitment at the worker-trainee level

* Indicates the order of priority: first, second, third

Administration

AFFIRMATIVE RECRUITMENT PLAN (FEORP) Targeted Occupation: UA 1182

Race or National Origin Group: Black

Sex: Male

UNDERREPRESENTED GROUP	OCCUPATIONAL LEVELS IN WHICH THERE IS UNDER-REPRESENTATION	* TARGETED RECRUITMENT PRIORITIES			RECRUITMENT STRATEGIES TO BE UTILIZED
		AGENCY WORKFORCE	FEDERAL WORKFORCE	CIVILIAN WORKFORCE	
Black Male	Adminstration				
	Mgrs/Asst. Mgrs	1	0	2	1. Announce the UA 1182 vacancy under merit promotion and monitor during the announced period to ascertain the participation of qualified black males. 2. Qualified blacks are currently in UA 1182 at the UA-5 level, which provides a source of applicants to be utilized by merit promotion procedures.

* Indicates the order of priority: first, second, third

ENCLOSURE (1)

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ENCLOSURE (1)

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AFFIRMATIVE RECRUITMENT PLAN (FEORP) Targeted Occupation: Food Service 7408

Race or National Origin Group: White

Sex: Female

UNDERREPRESENTED GROUP	OCCUPATIONAL LEVELS IN WHICH THERE IS UNDER-REPRESENTATION	* TARGETED RECRUITMENT PRIORITIES			RECRUITMENT STRATEGIES TO BE UTILIZED
		AGENCY WORKFORCE	FEDERAL WORKFORCE	CIVILIAN WORKFORCE	
White Female	Food Services	1	0	2	1. Announce the NA 7408 vacancy under the merit promotion program and monitor during the announced period to ascertain participation of qualified white females. 2. Qualified white females are currently in the applicants pool. 3. If the vacancy is at the entry level the local civilian work force will be utilized as a source of recruitment. If it is above the entry level merit promotion provisions will be utilized using the agency work force as a source for recruitment.

* Indicates the order of priority: first, second, third

Food Service

AFFIRMATIVE RECRUITMENT PLAN (FEORP) Targeted Occupation: 7408

Race or National Origin Group: Hispanic

Sex: Female and Males

UNDERREPRESENTED GROUP	OCCUPATIONAL LEVELS IN WHICH THERE IS UNDER-REPRESENTATION	* TARGETED RECRUITMENT PRIORITIES			RECRUITMENT STRATEGIES TO BE UTILIZED
		AGENCY WORKFORCE	FEDERAL WORKFORCE	CIVILIAN WORKFORCE	
Hispanic (Male and Female)	Food Service	1	0	2	1. Announce the NA 7408 vacancy under the merit promotion program and monitor during the announced period to ascertain participation of qualified Hispanics. 2. If the vancancy is at the entry level vigorous effort will be initiated to assure eligible Hispanics are in the applicant pool. 3. If the vacancy is above the entry level, the current applicant pool will be reviewed for either qualified or qualifiable Hispanics. 4. Establish the next simular billet as a training billet to promote equal opportunity and affirmative action.
* Indicates the order of priority:		first, second, third			

ENCLOSURE (1)

BO 12713.5D
3 July 1980

TRANSITION YEAR GOALS

TARGETED OCCUPATIONS	OCCUPATIONAL LEVEL	PERCENTAGE OF GROUP IN CLF	TOTAL NUMBER EST VACANCIES	COMPUTATION OF GOALS (a) = (b) - (c)	GOALS
AD-1710 Education	Administration (Pay level based on MA in school admin plus years experience)	Black M&F 3.4 + 3.1=6.5	1	6.5% x 1 = .065	0
		Hispanic M&F 1.6 + 0.9=2.5	1	5%* x 1 = .05	0
		Asian/PI M&F 1.8 + 0.3=2.1	1	4.2%* x 1 = .042	0
		Am. In. M&F 0.1 + 0.1=0.2	1	0.4%* x 1 = .004	0
	Teachers (Pay level based on years of experience)	Black male 3.4	15	3.4% x 15 = .510	1
		Hispanic M&F 1.6 + 0.9=2.5	15	5%* x 15 = .75	1
		Asian/PI M&F 1.8 + 0.3=2.1	15	4.2%* x 15 = .63	1
		Am. In. M&F 0.1 + 0.1=0.2	15	0.4%* x 15 = .060	0
6907 Series - Wage System - Warehouse/ Stockman	Other (WG) (WG-04, 05, 06, 07: WL-05, 06)	White female 34.3	20	68.6%* x 20 = 13.72	3
		Black female 8.6	20	17.2%* x 20 = 3.44	1
		Hispanic male 2.9	20	5.8%* x 20 = 1.16	1
		Hispanic female 1.9	20	3.8%* x 20 = .760	1

ENCLOSURE (2)

BO 12713.5D
3 July 1980

TRANSITION YEAR GOALS

TARGETED OCCUPATIONS	OCCUPATIONAL LEVEL	PERCENTAGE OF GROUP IN CLF	TOTAL NUMBER EST VACANCIES	COMPUTATION OF GOALS (a) = (b) - (c)	GOALS
6907 Series - Wage System Warehouse/Stockman (con't)	Other (WG-04, 05, 06, 07: WL-05, 06)	Asian/PI M&F 0.8 + 0.6=1.4	20	2.8%* x 20 = .560	1
		Am. In./Aleut M&F 0.4 + 0.3=0.7	20	0.7%* x 20 = .014	0
	Supervisor (WS-03, 04, 05, 06, 07)	White female 34.3	4	68.6%* x 4 = 2.744	0
		Black female 8.6	4	17.2%* x 4 = .688	0
		Hispanic M&F 2.9 + 1.9=4.8	4	9.6%* x 4 = .384	0
		Asian/PI M&F 0.8 + 0.6=1.4	4	2.8%* x 4 = .112	0
		Am. In./Aleut M&F 0.4 + 0.3=0.7	4	1.4%* x 4 = .056	0

* Underrepresentation more than 50%, therefore, CLF % doubled.

TRANSITION YEAR GOALS

TARGETED OCCUPATIONS	OCCUPATIONAL LEVEL	PERCENTAGE OF GROUP IN CLF	TOTAL NUMBER EST VACANCIES	COMPUTATION OF GOALS (a) = (b) - (c)	GOALS
GS-610 Nurse	Other	Black Male 3.4	8	6.8% x 8 = .524 (1) *	1
		Hispanic M&F 1.6 + 0.9=2.5	8	5% x 8 = .4 (0) *	0
		Asian/PI M&F 1.8 + 0.3=2.1	8	4.2% x 8 = .336 (0) *	0
		Am. In. M&F 0.1 + 0.1=0.2	8	0.4% x 8 = .032 (0) *	0
GS-1173 Housing Management	Other	Black Male 10.3	2	10.3% x 2 = .21 (0) *	1
		Black Female 8.6	2	8.6% x 2 = .17 (0) *	
		Hispanic M&F 2.9 + 1.9=4.8	2	4.8% x 2 = .10 (0) *	0
		Asian/PI M&F 0.8 + 0.6=1.4	2	1.4% x 2 = .03 (0) *	0
		Am. In. M&F 0.4 + 0.3=0.7	2	0.7% x 2 = .01 (0) *	0

*Underrepresentation more than 50%, therefore, CLF % doubled.

ENCLOSURE (2)

BO 12713.5D
3 July 1980

TRANSITION YEAR GOALS

TARGETED OCCUPATIONS	OCCUPATIONAL LEVEL	PERCENTAGE OF GROUP IN CLF	TOTAL NUMBER EST VACANCIES	COMPUTATION OF GOALS (a) = (b) - (c)	GOALS
Wage System					
4607 Series Carpenter.	WG-05-09	Black Female 8.6	7	17.2% * x 7 = 1.204 (1)	0
		Hispanic M&F 2.9 + 1.9=4.8	7	9.6% * x 7 = .68 (1)	0
		Asian/PI M&F 0.8 + 0.6=1.4	7	2.8% * x 7 = .196 (0)	0
		Am. In M&F 0.4 + 0.3=0.7	7	1.4% * x 7 = .098 (0)	0
		White Female 34.3	7	68.6% * x 7 = 4.602 (5)	1
	WS-09-12	Black Female 8.6	1	17.2% * x 1 = .172 (0)	0
		Hispanic M&F 2.9 + 1.9=4.8	1	9.6% * x 1 = .096 (0)	0
		Asian/PI M&F 0.8 + 0.6=1.4	1	2.8% * x 1 = .028 (0)	0
		Am. In. M&F 0.4 + 0.3=0.7	1	1.4% * x 1 = .014 (0)	0
		White Female 34.3	1	68.6% * x 1 = .686 (1)	0

* Underrepresentation more than 50%, therefore, CLF % doubled.

TRANSITION YEAR GOALS

TARGETED OCCUPATIONS	OCCUPATIONAL LEVEL	PERCENTAGE OF GROUP IN CLF	TOTAL NUMBER EST VACANCIES	COMPUTATION OF GOALS (a) = (b) - (c)	GOALS
5703 Series Motor Vehicle Operator	WG-05-08	Black Female 8.6	6	17.2%* x 6 = 1.032 (1)	1
		Hispanic M&F 2.9 + 1.9=4.8	6	9.6%* x 6 = .576 (1)	0
		Asian/PI M&F 0.8 + 0.6=1.4	6	2.8%* x 6 = .168 (0)	0
		White Female 34.3	6	68.6%* x 6 = 4.116 (4)	1

*Underrepresentation more than 50%, therefore, CLF % doubled.

TRANSITION YEAR GOALS

TARGETED OCCUPATIONS	OCCUPATIONAL LEVEL	PERCENTAGE OF GROUP IN CLF	TOTAL NUMBER EST VACANCIES	COMPUTATION OF GOALS (a) = (b) - (c)	GOALS
UA 1182 Managers-Asst Managers UA-5 - UA-11	UA-6	Black Male** 10.3	2	10.3%*x 2 = .206 (0)	1
		Black Female** 8.6	2	8.6%*x 2 = .172 (0)	0
		Hispanic M&F 2.9 + 1.9=4.8	2	9.6%*x 2 = .192 (0)	0
		Asian/PI M&F 0.8 + 0.3=1.1	2	2.2%*x 2 = .044 (0)	0
		Am I/Al Nat M&F 0.4 + 0.3=0.7	2	1.4%*x 2 = .028 (0)	0
7408 Food Service Worker NA-1 - NS-13	NA-1 - NA-4	White Female 34.3	7	34.3% x 7 =2.401 (2)	1
		Hispanic M&F 2.9 + 1.9=4.8	7	9.6%*x 7 = .672 (1)	1
		Am I/Al Nat M&F 0.4 + 0.3=0.7	7	1.4%*x 7 = .098 (0)	0
		Asian/PI Male 0.8	7	1.6%*x 7 = .112 (0)	0

* Underrepresentation more than 50%, therefore, CLF% doubled.
**Although this occupation as a whole does not show underrespresentation from calculations, the UA-6 and above is underrepresented.

SUMMARY OF AFFIRMATIVE ACTION PROGRAM PLAN

TARGETED OCCUPATION	TRANSITION YEAR GOAL	OBJECTIVES	SPECIFIC ACTIONS	QUARTERLY MILESTONES			
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Education AD-1710 Professional		To attract under-represented groups to applicant pool.	Expand distribution of vacancy announcements to colleges and minority organizations and to agency workforce			X	
	Black M&F 1		On-site visits and recruitment in predominantly Black college campus.		X		
	Hispanic M&F 1		Contact with predominantly Hispanic college campus for recruitment.			X	
	Asian/PI M&F 1		Contact with campus with high concentration in Asian/PI's for recruitment.			X	

ENCLOSURE (3)

SUMMARY OF AFFIRMATIVE ACTION PROGRAM PLAN

TARGETED OCCUPATION	TRANSITION YEAR GOAL	OBJECTIVES	SPECIFIC ACTIONS	QUARTERLY MILESTONES			
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Series GS-1173 Housing Mgt	One Black Male or Female	1. To attract applicants from this group into the applicant pool	1. Utilize external recruitment sources and where necessary expand the area of consideration.			X	
			2. Review applications to assure applicant pool includes qualified blacks.				X
			3. Expand recruitment efforts through contacts with black organizations.				X
		2. To fill a vacancy with a member from the underrepresented group.	1. Provide a staffing opportunity.				X
			2. Assure members of the underrepresented groups are considered.				X
			3. Assure affirmative action needs and requirements are one of the criterion items utilized for selections.				X
			4. Apply the requirements of the uniform guidelines on employee selections.				X

SUMMARY OF AFFIRMATIVE ACTION PROGRAM PLAN

TARGETED OCCUPATION	TRANSITION YEAR GOAL	OBJECTIVES	SPECIFIC ACTIONS	QUARTERLY MILESTONES			
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Series GS-610 Nurse	One Black Male	1. To attract Black males into the applicant pool	1. Utilize external recruitment sources and where necessary expand the area of consideration.			X	
			2. Contact educational institutions having Black males represented among nursing students.			X	
			3. Review applications to assure that members of the underrepresented group are among the qualified.				X
		2. To fill a position with a Black male.	1. Assure that members of the underrepresented group are considered.				X
			2. Assure Affirmative Action needs and requirements are one of the criterion items utilized for selection.				X
			3. Utilize staffing strategies conducive to goal obtainment.				X

ENCLOSURE (3)

BO 12713.5D

ENCLOSURE (3)

SUMMARY OF AFFIRMATIVE ACTION PROGRAM PLAN

TARGETED OCCUPATION	TRANSITION YEAR GOAL	OBJECTIVES	SPECIFIC ACTIONS	QUARTERLY MILESTONES			
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Series 4607 Carpenter	One White Female	1. To attract white females into the applicant pool.	1. Review technical training institutions to determine if white females are among the students of the desired trade.			X	
			2. Contact the institutions for recruitment.			X	
			3. Review applications to assure that members of the underrepresented group are among the qualified.				X
		2. To fill a position with a white female.	1. Where the applicant pool has qualified applicants of the underrepresented group, staffing strategies conducive to goal obtainment will be utilized.				X
			2. Consideration will be given to the possibility of developing a cooperative education agreement.				X

SUMMARY OF AFFIRMATIVE ACTION PROGRAM PLAN

TARGETED OCCUPATION	TRANSITION YEAR GOAL	OBJECTIVES	SPECIFIC ACTIONS	QUARTERLY MILESTONES			
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Series 5703 Motor Vehicle Operator	One Black Female and one White Female	1. To attract white and black females into the applicant pool.	1. Announce vacancy as upward mobility.			X	
			2. Review applications to assure applicant pool includes eligible white and black females.			X	
			3. Where necessary expand recruitment area of consideration.				X
			4. Utilize the Federal Women's Program to attract women.				X
		2. To fill two positions with women, one white and the other black.	1. Ensure that members of the underrepresented group are considered.				X
			2. Assure affirmative Action needs and requirements are one of the criterion items utilized for selection.				X
			3. Utilize staffing strategies conducive to goal obtainment.				X

SUMMARY OF AFFIRMATIVE ACTION PROGRAM PLAN

TARGETED OCCUPATION	TRANSITION YEAR GOAL	OBJECTIVES	SPECIFIC ACTIONS	QUARTERLY MILESTONES			
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Series 6907 Warehouseman WG/WL	White F 3 Black F 1 Hispanic M 1 Hispanic F 1 Asian/PI M & F 0	1. To attract representation in the internal applicant pool	1. Announce and fill at lowest possible grade.			X	
			2. Assess each vacancy for possible grade reduction for recruitment, designation and filling through upward mobility program.				X
			3. Programs of education and publicity in addition to vacancy announcements internally for lower level employees who are mainly General Schedule clerical workers.				X
			4. Expand career counseling.				X
		2. To establish external applicant pool and attract representation in it.	1. Conduct search of VRA register.			X	
			2. Publicize objective of fully integrated work force in community newspapers through community organizations, women's and minority groups.				X

SUMMARY OF AFFIRMATIVE ACTION PROGRAM PLAN

TARGETED OCCUPATION	TRANSITION YEAR GOAL	OBJECTIVES	SPECIFIC ACTIONS	QUARTERLY MILESTONES			
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Series 6907 Warehouseman (continued)			3. Personal visits with school and employment counselors to encourage them to inform students and job applicants that nontraditional jobs are an option.				X
			4. Participate in career days and talk with students in local junior and senior high schools.				X
			5. Participate in community seminars for displaced homemakers or other women who may be reentering the labor force.				X
UA 1182 Retail Mgr/Asst Mgr/ Uniform Mgr	One Black Male	1. To identify qualified blacks for consideration for the UA-6.	1. Determine race, National origin and sex of individuals in the applicant pool.			X	
			2. Review applications to assure applicant pool includes qualified blacks.			X	

ENCLOSURE (3)

SUMMARY OF AFFIRMATIVE ACTION PROGRAM PLAN

TARGETED OCCUPATION	TRANSITION YEAR GOAL	OBJECTIVES	SPECIFIC ACTIONS	QUARTERLY MILESTONES			
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
UA 1182 Retail Mgr/Asst Mgr/ Uniform Mgr (continued)			3. Provide UA-1182-6 announcements to black organizations.			X	
		2. To identify qualifiable blacks for consideration for the UA-6	1. Determine race, National origin and sex of individuals in the applicant pool.			X	
			2. Review applications to assure applicants pool includes qualifiable blacks.			X	
			3. Identify training requirements to assist the applicant to qualify.			X	
			4. Develop a training module.			X	
			5. Establish the vacancy as a training billet.				X
		3. To select one black male for UA-6	1. Utilize the current recruitment and staffing procedure to effect appropriate staffing action.				X

SUMMARY OF AFFIRMATIVE ACTION PROGRAM PLAN

TARGETED OCCUPATION	TRANSITION YEAR GOAL	OBJECTIVES	SPECIFIC ACTIONS	QUARTERLY MILESTONES			
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
7408 Food Service	One White Female	1. To recruit and select one white female for the vacancy in the NA-7408 occupation	1. Announce vacancy.				X
			2. Ascertain white females are in the applicant pool.				X
			3. Utilize current recruitment and staffing procedures to select and or promote a white female.				X
7408 Food Service	One Hispanic Female	1. To recruit and select one Hispanic female in the NA-7408 occupation	1. Review applications to certify eligible Hispanic females are in the applicant pool.			X	
			2. Provide additional announcements to Hispanic organizations when there is a need to recruit from the local civilian work force.			X	
			3. Utilize current recruitment and staffing procedures to select and/or promote an employee from this underrepresented group.				X

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO
BO 12711.1A
CPO/RAW/bhy
16 JAN ~~1979~~ 1980

BASE ORDER 12711.1A

From: Commanding General
To: Distribution List

Subj: Official Time for Representational Functions

Ref: (a) BO 7420.2C

1. Purpose. To emphasize the importance of properly accounting for official time used for representational functions.

2. Cancellation. BO 12711.1.

3. Background

a. Definition. Representational function is defined to mean those activities undertaken by employees on behalf of other employees pursuant to such employees' right to representation under statute, regulation, or collective bargaining agreement. It includes activities undertaken by specific individual designation as well as those activities authorized by a general collective bargaining designation. An example of the former is the designation of a representative in an individual grievance action processed under the Navy Administrative Grievance Procedure. An example of the latter is the designation of Local 2065, American Federation of Government Employees, as the representative of all appropriated fund employees in the Units covered by the negotiated agreement.

b. Information. The use of official time for representational functions has been the subject of recent Comptroller General issuances. Accounting for official time used by employees for representational functions is mandatory. The Office of Personnel Management is being urged to step up its enforcement of the record keeping rules.

4. Action. In accordance with the reference, Fund Administrators will ensure that appropriate action is taken to record and distribute labor effort to the proper cost classification for the following:

a. "Time spent by Union officers and stewards for representational functions on behalf of unit employees on such matters as grievances and appeals." (Any official time granted Union stewards/officials for authorized Union business is to be reported under this job order.)

b. "Time spent by any employee acting solely as a representative on behalf of another employee concerning such matters as grievances and appeals."

Organizational Commanders, Heads of Staff Sections, Department Heads, and Chiefs of Services are enjoined to ensure proper accounting for official time used for representational functions. Charges to the above cited job order descriptions will be restricted to appropriated fund employees authorized to represent other appropriated fund employees. There is no provision for allowing representational time under any other circumstances. Proper use of the Civilian Employee Pass, MCBCL Form 5512/5, will facilitate proper accounting.

5. Applicability. Having received the concurrence of the Commanding Officers of Marine Corps Air Station (Helicopter), New River; Naval Regional Medical Center and Naval Regional Dental Center, this Order is applicable to those Commands.

J. R. FRIDELL
Chief of Staff

DISTRIBUTION: C less Category III

Mr. Stone
MCAS Maint

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

BO 12000.2C
CPD/HH/smb
9 Nov 1981

BASE ORDER 12000.2C

From: Commanding General
To: Distribution List

Subj: Civilian Personnel Management Program

Ref: (a) FPM/CMMI 250 (NOTAL)
(b) MCO P12000.7B (NOTAL)

Encl: (1) Functional Chart

1. Purpose. To reissue a statement of the objectives and responsibilities pertaining to Civilian Personnel Management prescribed in references (a) and (b).

2. Cancellation. BO 12000.2B.

3. Definition. Civilian Personnel Management is the function of management which deals with the attraction, selection, motivation, leadership, understanding, and utilization of people as individual employees and as members of the civilian work force.

4. Objectives

a. To maintain a Federal public service of high competence and character.

b. To contribute directly and effectively to the accomplishment of activity missions and programs.

c. To foster in managers, supervisors, and employees an attitude of responsive service to the public.

d. To carry out pertinent public policy as expressed in laws, Executive Orders, regulations or other directives.

e. To utilize manpower resources wisely and economically.

f. To treat employees, individually and in groups, fairly; and to help them achieve personal satisfaction and pride in their work; and to enhance their opportunities for career advancement through training and utilization of their abilities.

g. To recognize and deal with Union representatives in accordance with Federal policy and to promote relationships with these representatives that are constructive and beneficial to the collective interests of the employees, the accomplishment of the mission, and the efficiency of the activity.

h. To provide a work environment which stimulates initiative, imagination, productivity, personal development and cost consciousness.

i. To establish and maintain a career system which will provide opportunities for advancement through training, education, development and utilization.

j. To maintain the high reputation of the Federal Government as an employer and to contribute to constructive community relations.

k. To preserve and nourish the traditional values of the Federal Civil Service, including integrity, continuity, nonpartisanship, and merit, which are essential to the mutual confidence that exists between this service and the public it serves.

5. Responsibilities

a. Senior command officials are primarily responsible for personnel management as defined in this Order. In carrying out this responsibility, such officials should recognize the role of the Civilian Personnel Officer and staff and fully utilize their expertise in carrying out their personnel management responsibilities. In this regard, specific personnel management decisions themselves, in such areas as labor relations, recruiting and selecting of employees, training and development, motivation, and separation of employees, determine greatly the extent to which the personnel management objectives are achieved.

b. First line supervisors have important personnel management responsibilities. The person-to-person relationships that occur at the worksite are of critical importance. These relationships decisively affect employee morale and productivity, either positively or negatively. The first line supervisor is the member of the management team who, through skill in communication,

leadership, human relations, motivation, evaluation of performance, and bilateral dealings with employee representatives, makes higher level management decisions and policies effective at the working level. The criteria of a good supervisor, in this context, are:

(1) Utilizing manpower economically and effectively by defining duties clearly, selecting individuals to perform those duties and making appropriate day-to-day work assignments.

(2) Making objective evaluations of the quality of individual performance, based on valid performance measurements and sound judgment; communicating these evaluations to the employees concerned; and using the evaluations to take corrective action in accordance with applicable personnel management policy, including the initiation of appropriate position changes, training, separations, or other indicated action.

(3) Developing and motivating employees to reach their fullest potential and granting or recommending recognition for superior work or innovative contributions.

(4) Dealing with employees in a fair and equitable manner and in accordance with established policy including the terms of the negotiated agreement.

(5) Keeping all employees fully informed of their role in accomplishing the agency's mission; of public policy and management decisions affecting their employment and mission accomplishment; and of their rights, privileges, and obligations as Government employees.

(6) Dealing in good faith on a bilateral basis with local union officials, including shop stewards, on matters relating to working conditions, grievances, and the application of personnel policies.

c. Civilian Personnel Officer has staff responsibility for the administration of the Civilian Personnel Management Program. That person is the activity commander's professional advisor and representative in the field and is responsible for providing effective staff services.

6. Specific Functions Performed by the Civilian Personnel Division. Enclosure (1) is a chart showing the various functions performed by each branch within the division.

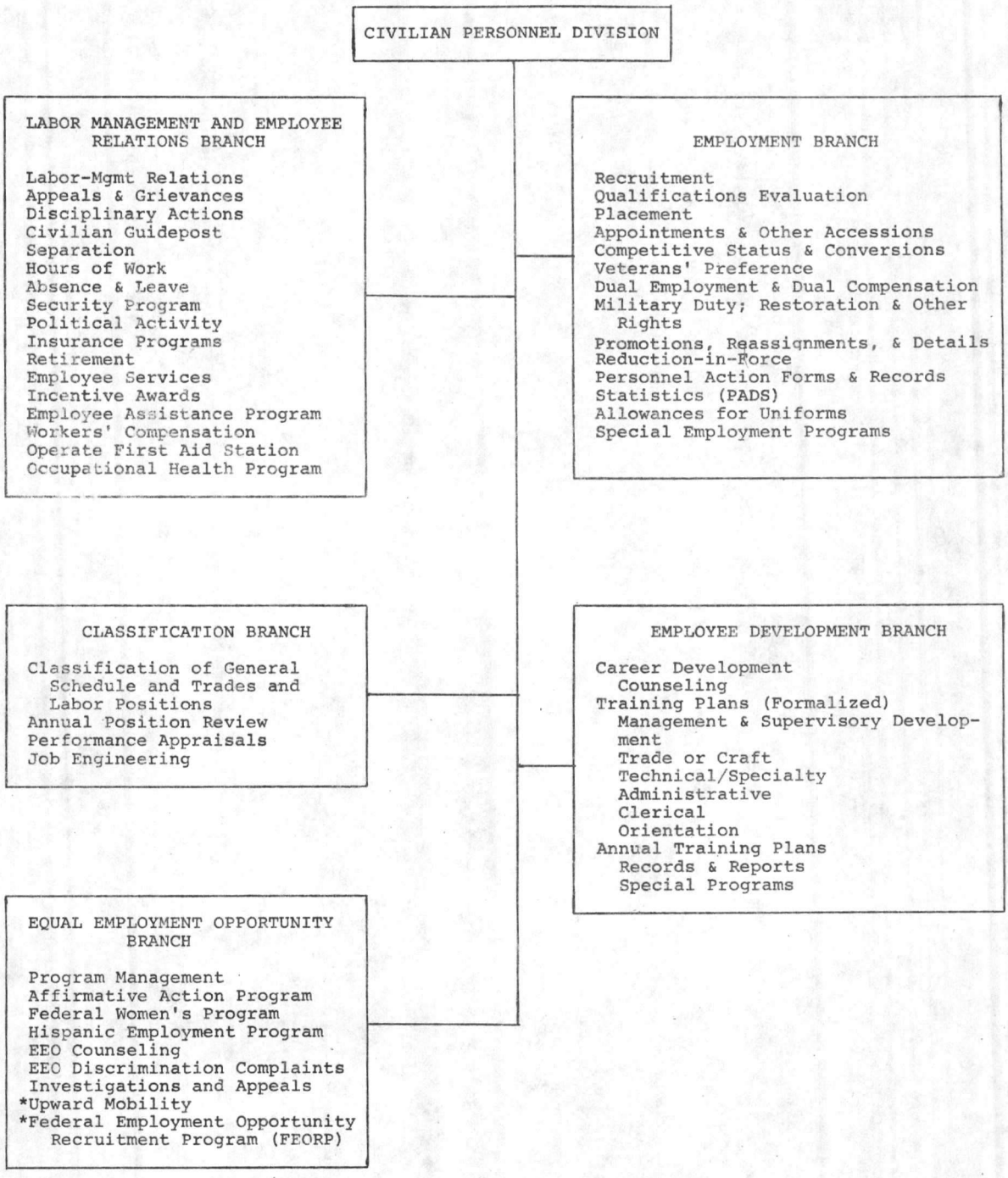
7. Action. Organizational Commanders, Heads of Command Staff Sections, Department Heads, and Chiefs of Service will ensure all supervisors are thoroughly familiar with the contents of this directive and the directive is made available to the employees upon request.

8. Applicability. Having received the concurrences of the Commanding Officers of Marine Corps Air Station (Helicopter), New River; Naval Regional Medical Center; and Naval Regional Dental Center, Camp Lejeune; and Navy Recruiting District, Raleigh, this Order is applicable to those commands.

J. R. FRIDELL
Chief of Station

DISTRIBUTION: C less Category III

FUNCTIONAL CHART



*Joint responsibility with Employment Branch.

ENCLOSURE (1)

Mr Stone

UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542

BO 12335.1C
CPO/GBF/hlm
22 SEP 1981

BASE ORDER 12335.1C

From: Commanding General
To: Distribution List

Subj: Merit Staffing Program

Ref: (a) FPM Chapter 335 (NOTAL)
(b) CPI 335 (NOTAL)
(c) FPM Supplement 335-1 (NOTAL)
(d) CPI S-335-1 (NOTAL)
(e) MCO P12000.7B (NOTAL)
(f) SECNAVINST 5310.11D (NOTAL)
(g) BO 5310.10
(h) BO 12771.1

Encl: (1) Promotion Plan for Excepted Service Positions in Camp Lejeune Dependents' Schools
(2) Career Ladder Positions

1. Purpose. To publish the Merit Staffing Program in accordance with references (a) through (e), and to assign responsibilities and establish procedures for administering the Program. Instructions governing the promotion of Excepted Service personnel in the Camp Lejeune Dependents' Schools are contained in enclosure (1).

2. Cancellation. BO 12335.1B.

3. Policy. It is the policy of commands under this Order that the identification, qualification, evaluation and selection of candidates shall be based solely on the job related criteria, and without regard to political, religious, labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, nondisqualifying physical handicap, or age.

4. Objectives. Objectives of the Merit Staffing Program are:

a. To provide a method by which internal staffing needs may be met in a timely fashion.

b. To enhance organizational effectiveness by assuring that internal competitive actions are made by selection from among available candidates who are most capable of performing the duties of positions to be filled.

c. To ensure that employees receive fair and appropriate consideration for advancement and developmental opportunities.

d. To provide incentive for employees to improve their performance and develop their knowledges, skills and abilities.

e. To provide a proper balance between maximum utilization of employees and infusion of new talent, to include consideration of affirmative action and the Federal Equal Opportunity Recruitment Program goals and objectives.

f. To assure that promotions are made only when there is an actual need for performance of higher level duties and only when there is a candidate with the ability to perform at the higher level. References (f) and (g) provide policy guidance and instructions on position management.

g. To foster employee understanding of and confidence in the Merit Staffing Program and employee utilization policies.

h. To provide management the flexibility to staff positions from any source provided merit requirements are met.

5. Responsibilities. A Merit Staffing Program which serves the above stated objectives is in the interest of both management and employees. To this end the following responsibilities are assigned:

a. Civilian Personnel Officer

(1) Ensure that applicants are evaluated properly and coordinate administration of other aspects of the Program in compliance with directives of higher authority.

(2) Provide appropriate training and publicity.

(3) Solicit nominations for and appoint rating panels.

(4) Counsel employees on the Program and specific actions thereunder as requested.

(5) Coordinate a review of the Program annually and report the results thereof.

(6) Develop and maintain required records and render reports.

(7) Maintain a list of employees entitled to prior consideration for placement.

b. Management Officials and Supervisors

(1) Become familiar with the contents of this Order and comply therewith.

(2) Provide input as requested in the projection of staffing needs.

(3) Consider the objective of a fully integrated work force in deciding the method of filling vacant positions.

(4) Assist in the evaluation process by serving on rating panels when appointed in the capacity of subject matter experts.

(5) Promptly complete appraisals of performance forms for employees competing under Merit Staffing announcements.

(6) Ensure that proper and equal consideration is given to each applicant referred for consideration under the Merit Staffing Program.

(7) Promptly distribute vacancy announcements and ensure copies are posted on official bulletin boards.

c. Employees

(1) Become familiar with the Merit Staffing Program and procedures.

(2) Take self-improvement action as appropriate to their individual needs and interest which would increase their competitiveness as applicants under Merit Staffing announcements.

(3) File application for vacancies as announced for which qualified and interested.

(4) Serve on rating panels as appointed as subject-matter experts.

6. General. The Merit Staffing Program will be carried out in conjunction with other personnel management programs, objectives, processes and constraints; e.g., career management, position management, recruitment, career development, personnel ceilings and average grade constraints, affirmative action and the DoD Program for Stability of Civilian Employment. Vacancies may be filled by means other than internal competitive procedures, either concurrently or to the exclusion of internal competition. Other means include, but are not limited to:

a. Selection from an Office of Personnel Management (OPM) register.

b. Reinstatement of a former career or career conditional Civil Service employee to the same or lower grade level than the last held permanent grade level.

c. Reassignment or demotion of an employee to a position with no higher potential than the currently held position.

d. Selection from the Repromotion Priority List (RPL) at the same or lower grade level than the position from which separated.

e. Transfer of an employee of another Federal agency to the same or lower grade level with no higher potential than the currently held position.

f. Selection from the DoD Priority Placement List.

7. Coverage. Internal competitive procedures shall apply to all promotions except those excluded in paragraph 8 below. Internal competitive procedures also apply to the following actions:

a. Reassignment or demotion to a position with more potential than the employee's current position.

b. Reassignment or demotion to a position with no more potential than the employee's current position when initiated by the employee through application under a vacancy announcement.

c. Detail to a higher grade position or one with known promotion potential in excess of 120 days. Competition will be restricted to employees of the Command where the position is located.

d. Transfer of an employee of another agency to a higher grade position or one with known higher promotion potential.

e. Reinstatement to a position at a higher grade than last held under a non-temporary appointment in the competitive service.

f. Selection from the RPL at a higher grade than that from which the employee was demoted.

g. Selection for training required for promotion.

h. Temporary promotion of more than 120 days. Competition will be restricted to employees of the Command where the position is located.

8. Exclusions. Internal competitive procedures do not apply to the following actions:

a. A promotion resulting from the upgrading of a position without significant change in the duties and responsibilities due to the issuance of a new classification standard or the correction of an initial classification error.

b. The promotion of an employee whose position is classified at a higher grade level due to the accretion of duties which are directly related to the employee's major (and grade controlling) duties when there is no change in organizational entity (immediate supervisor) and where there is no addition of supervisory duties to a non-supervisory position.

c. A position change permitted by Reduction-in-Force (RIF) regulations.

d. A career promotion of an employee when competition was held at an earlier date either through appointment from an OPM register or through internal competitive procedures, including the initial appointment of students in cooperative education programs and in the Federal Junior Fellowship Program. Enclosure (2) provides a list of career ladder positions.

e. Temporary promotions of not more than 120 days.

f. Details of not more than 120 days to higher graded positions or positions with known promotion potential.

g. The repromotion, to a level no higher than that from which demoted, of an employee in retained grade/pay status who was demoted, through no fault of the employee and not at the employee's request (repromotion eligibles). The Civilian Personnel Officer will maintain records of repromotion eligibles and refer them for each vacancy for which they are entitled to priority consideration.

h. Selections of permanent government employees from OPM registers for higher grade positions or positions with known promotion potential.

i. A management-initiated position change (either reassignment or promotion) of an employee to a position and/or grade level no higher in grade level than that which the employee formerly held on a permanent basis.

j. The promotion of an employee to a position with a representative rate which is the same or lower than that of the position currently held which, because of pay setting policies, results in a technical promotion only.

k. The reinstatement of a former Federal employee to a position with known promotion potential but which is no higher than, and has the same promotion potential as the last held permanent position.

l. The position change (either reassignment, demotion or promotion) of any permanent employee from a position having known promotion potential to a position having no higher potential.

m. The selection of an employee who did not receive proper consideration in a prior internal competitive action due to a procedural, regulatory, or program violation.

9. Merit Staffing Announcements. Positions filled through internal competitive procedures are publicized through Merit Staffing Announcements. These announcements may cover several positions or ratings, or may be restricted to a single vacancy. However, before taking any action to fill vacant positions employees entitled to prior consideration for placement must be given proper consideration in accordance with reference (b). As a minimum, Merit Staffing Announcements will contain the following:

a. Title, Series, Grade and Salary. If the announcement is for a trainee position or one reduced in grade for recruitment purposes, the target position and grade will also be shown. Announcements issued under provisions of the Upward Mobility Program will so indicate

b. Area of Consideration. This is the area in which the search for candidates is directed, where the announcement is distributed and from which applications will be accepted from appointable candidates who file. The area of consideration for temporary promotions and competitive details will be limited to the Command where positions are located. In all other cases, the minimum area of consideration will be all Department of Defense activities in the Camp Lejeune - New River Air Station complex.

c. Closing Date for Receipt of Applications. This is the date by which applications must be received in the Civilian Personnel Office, or by which the envelope must be postmarked if the applications are sent through the U. S. Postal Service.

d. Location of the position(s).

e. Qualification requirements for the position(s), or reference to the qualification standards.

f. Basis of rating and ranking.

g. Non-discrimination statement.

h. How and where to file.

i. Provisions for consideration of all appointable DON employees within area of consideration.

10. Absent Employees. Employees who are on approved absence from duty during the time announcements are open and who have not had an opportunity to apply may do so upon return to duty. Such absences, however, will not delay efforts to fill positions.

11. Qualification Requirements. Applicants must meet the following to be eligible under merit staffing announcements:

a. Qualification standards prescribed by the Office of Personnel Management and any selective factors established as being essential for satisfactory performance in the position.

b. Time-in-grade requirements, if applicable, as of the closing date of the announcement

c. Time after competitive appointment restrictions, if applicable, as of the closing date of the announcement. (An employee may not be promoted or reassigned to a different line of work during the first three months following the employee's latest non-temporary competitive appointment.)

12. Rejection of Applications. Applications will be rejected if:

a. They are from non-status candidates.

b. Outside the area of consideration and concurrent consideration was not extended

c. There is not enough information upon which to make a qualifications determination.

d. The applicant falsified the application.

e. Untimely filed.

13. Evaluation. When there are more than five qualified/eligible competing candidates, they will be formally evaluated by a rating panel who will assess the degree to which candidates possess the knowledges, skills, abilities and personal characteristics (KSAP's) determined to be important to the position(s) being filled. Such KSAP's are identified in the staffing announcement. Rating panels are composed of subject matter experts and a staffing specialist of the Civilian Personnel Office who serves as Technical Advisor. When there are five or less qualified/eligible competing candidates, formal evaluation of candidates is optional. Crediting plans and evaluation methods will be established in accordance with reference (b).

14. Registers. The names of qualified/eligible candidates who have been formally evaluated will be entered on the appropriate register in one of two categories - Highly Qualified or Qualified. Numerical grades will be assigned within each category. Registers are established for 12 months unless terminated earlier.

15. Referrals

a. When the number of eligibles permits, 10 names are certified to the selecting official for consideration for single vacancies. When there are two or more vacancies, additional names are certified on a one for one basis. Names are entered on the certificate in alphabetical order within category, Highly Qualified or Qualified, and no numerical grades are shown. When no formal evaluation of candidates has been made, names are certified as "eligibles" in alphabetical order.

b. Selecting officials will be given all qualification information available on certified candidates, to include awards received, and will be provided the Official Personnel Folder in the case of candidates employed by Commands to which this Order is applicable.

16. Selections

a. Advisory selection panels are required when filling upward mobility and formal trainee positions, supervisory and managerial positions, and other key positions GS-9 and above. Use of panels is optional when filling other positions. When panels are used, all candidates must be interviewed unless they are not available. Local candidates must be notified of their scheduled interview no later than the workday preceding the date of interview. Panels are appointed by the selecting official and consist of three members, including a chairperson. If the supervisor of the position being filled is the selecting official, the supervisor may not serve on the panel.

b. Selection panels must be instructed by the selecting official, in writing, what the panel is assigned to do, i.e.:

(1) Rank applicants in descending order.

(2) Recommend the applicant(s) for selection.

(3) Rate applicants on an ascending scale of one through five on selection criteria provided to the panel.

Interview questions and any selection criteria must be job related and must be reduced to writing prior to conducting interviews.

c. Selecting officials are entitled to select any competing candidate certified, or to non-select all candidates. Each candidate certified must be given full consideration and the selection made based on who will best fill management's needs in terms of productivity and the total objective of the organization, including affirmative action and equal opportunity. When selecting from a group of certified competing candidates who have not been formally evaluated, the selecting official will document, based on the KSAP's, what in the person's background makes the person the best candidate to meet the requirements of the position.

17. Notification and Release of Employees

a. Notifications of selections are made by the Civilian Personnel Office. Employees selected under competitive procedures will be released for assignment to the new position effective the first pay period following two weeks notification of the selection. In unusual circumstances, the release date may be extended an additional pay period provided the releasing and selecting officials agree.

b. Employees will be provided specific information concerning any promotion case in which they are competitors including who was selected; in what areas, if any, they can improve; supervisory appraisals and any other information allowed in accordance with the Freedom of Information and Privacy acts.

18. Grievances. Grievances of Unit employees arising out of rating/ranking for positions in the Unit will be processed in accordance with the Negotiated Agreement with the American Federation of Government Employees, Local 2065. Grievances of non-Unit employees arising out of rating/ranking will be processed in accordance with the Administrative Grievance Procedure contained in reference (h).

19. Action. Organizational Commanders, Heads of Staff Sections, Department Heads and Chiefs of Services will ensure that all supervisors are thoroughly familiar with this Order and will ensure that this Order is made available to employees upon request.

20. Applicability. Having received the concurrence of the Commanding Officers of Marine Corps Air Station (H), New River; Naval Regional Medical Center and Naval Regional Dental Center, this Order is applicable to those Commands.

J. R. FRIDELL
Chief of Staff

DISTRIBUTION: C Less Category III

PROMOTION PLAN FOR EXCEPTED SERVICE POSITIONS
IN CAMP LEJEUNE DEPENDENTS' SCHOOLS

1. Coverage. This promotion plan covers all excepted service supervisory positions in the Camp Lejeune Dependents' Schools.

2. Promotion Announcements. Promotion announcements will be the means used to establish lists from which to issue eligibility letters for positions covered by this plan. The announcement will contain as a minimum, the following information:

a. Area of consideration.

b. Brief description of the duties of the position.

c. Qualification requirements.

d. Non-discrimination statement.

e. Closing date for receipt of applications.

f. What to file (i.e., application, forms, certificates).

g. Location of the position.

h. Where and how to apply.

i. Salary.

3. Area of Consideration. The minimum area of consideration will be the Camp Lejeune Dependents' Schools. The area of consideration may be expanded to assure an adequate number of qualified candidates.

4. Qualification Standards. The minimum qualification standards used for promotion will be a certification issued by any state Department of Education which meets standards set forth by the state and the Southern Association of Colleges and Schools. The promotion announcement will furnish more detailed information on the qualification requirements for a given position.

5. Basis of Rating. Applicants will be rated on the basis of experience and education. Qualified applicants will be placed in one of two ratings, A or B. Applicants who have completed a Master's Degree or Doctorate in the areas of certification and have at least three years teaching experience are assigned an A rating. Applicants who have completed a Master's Degree in the areas of certification and have less than three years teaching experience are assigned a B rating.

6. Promotion Lists. Promotion lists will be used only to fill the specific vacancy identified in the announcement.

7. Certification and Selection. Certification will be from among the best of the rated applicants. A range of from two to 10 candidates will be certified for a vacancy. When there are less than two qualified candidates in the A rating group, a sufficient number of the best candidates in the B qualified group will also be furnished to the selecting panel. The selecting panel is composed of a member of the school board, the Associate Superintendent, and one other professional school administrator who has a good knowledge of the requirements of the position and is serving at or above the level of the position being filled.

8. Consideration to Absent Employees. Consideration will be given to qualified employees absent in the military service, and employees on official travel during the period of evaluation or consideration for selection.

9. Temporary Promotions. A temporary promotion may be made for 260 days or less without competition.

CAREER LADDER POSITIONS

PART A - GENERAL SCHEDULE POSITIONS

GS	TITLE	TARGET LEVEL	ENTRY LEVEL
018	Safety Management	9	5/7
081	Fire Protection & Prevention	4	3
185	Social Worker	9	5/7
200	Personnel Management/Equal Opportunity	9/11	5/7
203	Personnel Clerical	5	3/4
204	Military Personnel Clerical	4/5	2/3
303	Miscellaneous Clerical/Assistance	4/5	2/3
305	Mail & File	4	2/3
312	Clerk Stenography & Reporting	4	2/3
318	Secretarial	5	3/4
319	Closed Microphone Reporting	8	6
322	Clerk-Typing	3	2
332	Computer Operation	7	4/5
334	Computer Specialist	9/11	5/7
335	Computer Clerical/Assistance	5/7	4/5
343	Management Analysis	9/11	5/7
344	Management Assistance	5	3/4
356	Data Transcribing	3	2
390	Communications Equipment Operation	5	3/4
460	Forestry Management	9	5/7
462	Forestry Technical	4	2/3
501	General Accounting Clerical	5	3/4
510	Accounting	11	5/7
525	Accounting Technical	5	3/4
530	Cash Processing	5	3/4
540	Voucher Examining	5	3/4
544	Payroll	5	3/4
560	Budget Administration	9	5/7
610	Nursing	8/9	7
621	Nursing Assistance	4/5	3/4
682	Dental Hygiene	5	3/4
800	Engineering/Architectural	11	5/7
802	Engineering Technical	9	4/5
986	Legal Clerical	5	3/4
1102	Contract & Procurement	9	5/7
1105	Purchasing	5	3/4
1106	Procurement Clerical	5	3/4
1144	Commissary Store Management	9	5/7
1173	Housing Management	9/11	5/7
1311	Physical Science Technical	6	4/5
1320	Chemistry	9	5/7
1410	Library	9	5/7
1411	Library Technical	6/7	4/5
1712	Training Instruction	9	5/7
2005	Supply Clerical/Technical	5/6	3/4
2050	Supply Cataloging	7	5
2091	Sales Store Clerical	3	2
2131	Freight Rate Clerical	6/7	4/5
2132	Travel Clerical	6	4/5
2134	Shipment Clerical	4	2/3
2152	Air Traffic Control	11	5/7

PART B - WAGE GRADE POSITIONS

TARGET LEVEL	ENTRY LEVEL
Air Conditioning Equipment Mechanic, WG-8/10	Helper/Worker
Air Conditioning Equipment Operator, WG-10	Shop Trainee/Helper
Aircraft Refueler, WG-8	Helper
Asphalt Worker, WG-5	Laborer
Automotive Mechanic, WG-10	Helper/Worker
Blocker and Bracer, WG-8	Helper
Boiler Plant Equipment Mechanic, WG-10	Helper/Worker Heating Equipment Mechanic
Boiler Plant Operator, WG-7/9/10/11	Shop Trainee/Boiler Plant Operator/ Boiler Tender/Coal Handling Equipment Operator
Boiler Tender, WG-6	Helper/Laborer
Bridge Operator, WG-8	Helper
Cable Splicer (Communications), WG-10	Helper/Worker

ENCLOSURE (2)

TARGET LEVEL	ENTRY LEVEL
Carpenter, WG-7/9	Helper/Worker
Coal Handling Equipment Operator, WG-6	Helper/Laborer
Cook, WG-5/8	Food Service Worker/Cook
Crane Operator, WG-9	Helper
Electrical Equipment Repairer, WG-9/10	Helper/Worker
Electrician, WG-8/10	Helper/Worker
Electrician (High Voltage), WG-8/10	Helper/Worker
Electronics Integrated Systems Mechanic, WG-12	Electronics Mechanic
Electronics Mechanic, WG-11/12	Helper/Worker
Engineering Equipment Operator, WG-8/10	Helper
Equipment Cleaner, WG-4	Laborer/Custodial Worker
Equipment Mechanic, WG-10	Helper/Worker/Equipment Repairer
Food Service Worker, WG-4	Food Service Worker/Laborer/Custodial Worker
Fork Lift Operator, WG-5	Laborer/Warehouse Worker
Fuel Distribution System Worker, WG-8	Helper
Gardener, WG-4	Laborer
Glazier, WG-9	Helper
Heating Equipment Mechanic, WG-8	Helper
Heavy Mobile Equipment Mechanic, WG-8/10	Helper/Worker
Insulator, WG-10	Helper/Worker
Laundry Equipment Repairer, WG-8	Helper
Laundry Machine Operator, WG-3/5	Laundry Worker
Machinist, WG-10	Helper/Machine Operator
Maintenance Mechanic, WG-9	Helper/Worker
Mason, WG-10	Helper/Worker
Meatcutter, WG-8	Meatcutting Worker
Milling Worker, WG-9	Helper
Mobile Equipment Servicer, WG-5/6	Laborer/Helper
Mobile Equipment Metal Mechanic, WG-10	Helper/Worker
Motor Vehicle Operator, WG-5/6/7/8	Laborer/Helper/Motor Vehicle Operator
Packer, WG-4	Laborer
Painter, WG-9	Helper
Pest Controller, WG-6/8/9	Laborer/Shop Trainee/Helper
Pipefitter, WG-8/10	Helper/Worker
Plasterer, WG-9	Helper
Plumber, WG-7/9	Helper/Worker
Preservation Servicer, WG-7	Laborer/Shop Trainee
Preservation Packager, WG-6	Laborer/Shop Trainee
Presser, WG-2	Laundry Worker
Sewage Disposal Plant Operator, WG-9/10	Shop Trainee/Sewage Disposal Plant Operator
Sheet Metal Mechanic, WG-10	Helper/Worker
Small Arms Repairer, WG-8	Helper
Store Worker, WG-4/5	Laborer/Store Worker
Telephone Mechanic, WG-10/11	Helper/Worker
Tools and Parts Attendant, WG-4/5	Laborer
Toolroom Mechanic, WG-8	Helper/Tools and Parts Attendant
Tractor Operator, WG-5/6	Laborer
Warehouse Worker, WG-4/5/6	Laborer/Forklift Operator/Warehouse Worker
Water Plant Operator, WG-7	Helper
Water Treatment Plant Operator, WG-10	Shop Trainee/Helper/Water Plant Operator
Welder, WG-8/10	Helper/Worker/Welder
Wood Worker, WG-7/8	Helper/Worker

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO
BO 12000.1P Ch 2
CPO/WRM/iws
2 OCT 1979

BASE ORDER 12000.1P Ch 2

From: Commanding General
To: Distribution List

Subj: Position Maintenance Review

Encl: (1) New page inserts to BO 12000.1P

1. Purpose. To transmit new page inserts to the basic Order.

2. Action. Remove present enclosure (1) and replace with enclosure (1) hereto.

J. R. FRIDELL
Chief of Staff

DISTRIBUTION: C less Category III

POSITION MAINTENANCE REVIEW SCHEDULE

1. The position maintenance review consists of concurrent review of all General Schedule and Trades and Labor positions within a single organization. For example, all General Schedule and Trades and Labor positions for Base Maintenance are to be reviewed during the scheduled period of 1 October through 2 November 1979.

2. Procedures. The applicable procedures for conducting the Position Maintenance Review are as follows:

a. The Civilian Personnel Office will forward the review forms, Position Maintenance Review Report, MCBCL 12510 (Rev. 7-75), to the organization to be reviewed prior to the review date listed in the schedule.

b. Each position description shall be reviewed by the incumbent of the position and the immediate supervisor to determine the accuracy of the description. In this connection, reference (f) requires that all descriptions be thoroughly and carefully reviewed to determine if any duties and/or physical requirements are unnecessarily restrictive to the employment of the handicapped, e. g., in a clerical position the requirement to lift and carry objects weighing 100 pounds. A careful review should be made to ensure that the stated physical requirements are realistic for the position. Such requirements must be a prerequisite to fill the position in order to be valid.

c. When a description is found to be inaccurate the supervisor will:

(1) Determine what duties have changed, and what necessitated the change, i. e., new regulations have been published, new equipment, improved work procedures, change initiated for convenience of the incumbent.

(2) Determine if the change is really appropriate.

(a) If found to be unjustified, instruct the employee to return to the duties as described in the current position description.

(b) If the changes are necessary, redescribe the duties by either amending the current description or preparing a new description.

d. Positions whose current descriptions require no changes will be certified as current and accurate by a check mark in column (4) of the Position Maintenance Review Report Form.

(Note: Effective 1 October 1979, Optional Form 8 (Rev. 8-77) must be used as the cover sheet for position/job descriptions. The source of supply for Optional Form 8 (Rev. 8-77) is the Self-Service Center (Building - 1606).

e. The revised descriptions or amendments shall be certified by the incumbent and the immediate supervisor. The Position Maintenance Review Report, including any proposed new descriptions or amendments, shall be forwarded to the Head of the Department.

f. The Department Head will review the Report and all attached proposed new descriptions or amendments. When fully satisfied that all descriptions, both current and proposed, are accurate and reflect the needs of the organization, the Department Head so certifies by signing and dating the Review Report. The completed report form and the original plus one copy of the revised position/job description and amendments along with current functional organization charts, prepared in accordance with references (c) and (d), shall be forwarded to the Civilian Personnel Office. Any deviation from the scheduled submission dates must be approved by the Civilian Personnel Officer.

g. In the event tentative classification of the proposed descriptions or amendments reveals any changes in grade levels or position titles, the affected descriptions will be returned to the organization for compliance with reference (e).

3. The following schedule is established for the Position Maintenance Review:

1 Oct - 2 Nov 79	3 - 7 Dec 79	31 Dec - 4 Jan 80
Base Maintenance	Civilian Personnel Office Provost Marshal Naval Recruiting District, Raleigh, NC	Public Works MCSSS Camp Lejeune Dependents' Schools

7 - 18 Jan 80	21 Jan - 8 Feb 80	11 - 22 Feb 80
Base Motor Transport	NRMC	Comptroller Department
25 - 29 Feb 80	**3 - 7 Mar 80**	**10 - 14 Mar 80**
Mgmt. Eng. Office Base Adjutant Postal Section	Family Housing Special Services Base Comm-Elect.	Fire Department
17 - 21 Mar 80	**24 - 28 Mar 80**	**31 Mar - 4 Apr 80**
AC/S, Sup. Svcs. Admin. Div. Food Services Div. Property Control Div.	AC/S, Sup. Svcs. Laundry Div. Printing Plant	AC/S, Sup. Svcs. Commissary Div. Bachelor Housing
7 Apr - 2 May 80	**5 - 9 May 80**	**12 - 16 May 80**
Base Materiel Battalion	Automated Services Center	NRDC Base Inspector H&S Battalion Safety Office SJA, MCB SJA, 2dFSSG SJA, 2dMarDiv
19 - 23 May 80	**26 - 30 May 80**	**2 - 13 June 80**
MCAS(H) Base Chaplain MCES	MCAS(H) Base Military Personnel Office Joint Public Affairs Office	MCAS(H) Base Education Office

16 - 20 June 80

Office of:
- Commanding General
- Assistant Chief of Staff, Facilities
- Assistant Chief of Staff, Manpower
- Assistant Chief of Staff, Personnel Services
- Assistant Chief of Staff, Training

ENCLOSURE (1)
Ch 2 (2 Oct 1979)

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DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, D.C. 20380

MCO 4733.1
LMA-4-mad
8 Feb 1980

MARINE CORPS ORDER 4733.1 w/ch 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: Marine Corps Test, Measurement, and Diagnostic Equipment Calibration and Maintenance Program

Ref: (a) TI-4733-15/7
(b) MCO 4200.24A

Encl: (1) Calibration Activity Codes

1. Purpose. To establish policy, provide guidance and general information, and promulgate responsibilities relative to the Marine Corps Test, Measurement, and Diagnostic Equipment (TMDE) Calibration and Maintenance Program (CAMP).

2. Cancellation. MCO P4355.5B.

3. Information. The Marine Corps TMDE CAMP has been developed to provide and maintain prescribed accuracies in standards of measurement and to ensure satisfactory performance of all Marine Corps TMDE at posts and stations in the Fleet Marine Forces. The policy and broad action aspects of the program are stated herein. Procedural aspects of the program are provided in various technical instructions (TI's), technical manuals (TM's), support concepts (SC's), and other Marine Corps orders (MCO's) as identified in reference (a). Additional TI's, TM's, SC's, and MCO's will be published; and existing ones will be canceled or updated as requirements change. Reference (a) will be changed concurrently when TI's, MI's, SC's, or MCO's are added, deleted, or revised.

4. Policy. It is the policy of the Marine Corps that all TMDE be calibrated only to the extent and at the intervals necessary to adequately perform the measurement involved. It is also the policy of the Marine Corps to accomplish such calibration in the most cost effective way that will satisfy operational requirements. Interservice support will be utilized to the maximum extent consistent with the policies of satisfying operational requirements and cost effectiveness.

5. Action. Reference (a) provides a listing and short description of publications which contained detailed procedures relative to the operation of the Marine Corps TMDE CAMP. Actions and responsibilities outlined herein will be accomplished in accordance with the procedures contained in the publications listed in reference (a).

a. Organizations Holding TMDE (hereinafter referred to as using organizations)

(1) Commanders of Marine Corps organizations assigned TMDE are responsible for:

(a) Submitting for calibration all TMDE requiring calibration.

(b) Scheduling TMDE for calibration in such a manner as to maintain, on hand, a sufficient amount of TMDE to preclude the loss of required test capabilities.

(c) Ensuring that all TMDE submitted for calibration are complete and have had the proper preventive maintenance performed.

(d) Ensuring that TMDE is adequately protected during transportation to and from the TMDE calibration and maintenance facility, hereinafter called calibration facility, by using packing materials and/or containers as necessary.

(e) Ensuring that all TMDE without a current calibrated, special calibration, or calibration not required (CNR) label affixed are not used. Even though a current calibrated or special calibration label is affixed, TMDE received from the supply system should have a cross-check performed prior to use. When the validity of the TMDE's calibration, except for those items assigned CNR status, is in doubt, it should be submitted for calibration.

(f) Submitting to the supporting calibration facility a list of all TMDE which are to be included in the Sliding Calibration Interval Program (SCIP), when such a program is provided by the supporting calibration facility.

(g) Analyzing measurement requirements and requesting special calibration for TMDE when its entire measurement capability is not being utilized. The using unit is also responsible for requesting inactive and CNR labels from the supporting calibration facility for specifically identified TMDE.

(h) Ensuring that TMDE is used properly to preclude damage thereto.

(i) Requesting assistance, as necessary, from the supporting Marine Corps calibration facility for education of personnel in analyzing measurement requirements and proper use of TMDE as addressed in paragraphs 5a(1)(g) and (h), preceding.

(2) Formal schools assigned TMDE are responsible for all portions of paragraph 5a(1), preceding, and the following:

(a) Identifying TMDE used for measurement of values where the accuracy of the measurement is not considered essential to the effectiveness of the training involved, shall be assigned CNR status. Such TMDE need not be submitted for periodic calibration but must have CNR labels affixed.

(b) The TMDE and Small Missile Systems School, Marine Corps Logistics Base, Albany, Georgia, is authorized to perform in-house calibration for equipment, as required. Such calibration will be performed within the measurement capabilities and the availability of calibration personnel at the school.

(3) Commanders of Marine Corps Reserve organizations are responsible for all portions of paragraph 5a(1), preceding, and determining which TMDE is used for training only. TMDE used for training only need not be submitted for periodic calibration at normal intervals, but must be submitted for calibration on an annual basis prior to active duty for training unless the item of TMDE has a current calibration label affixed. TMDE used for training only must have CNR labels affixed.

b. Fleet Marine Force Commands Authorized TMDE Calibration and Maintenance Facilities. Commanders of Fleet Marine Force organizations assigned TMDE calibration and maintenance facilities are responsible for:

(1) Taking the necessary actions to assume maximum calibration and repair support, within the capabilities of their facilities, of Marine Corps TMDE belonging to using organizations. Use will be made of interservice support agreements, commercial calibration support, and higher level Marine Corps calibration facilities to support TMDE for which there is no resident capability. The amount of calibration effort required and the length of turnaround time may be minimized if maximum use is made of special calibration, CNR, and inactive status assignments.

(2) Submitting recommendations for additional calibration equipment, as required.

(3) Participation in the Marine Corps Standards Exchange Program.

(4) Forwarding to appropriate higher echelon calibration laboratories calibration facility equipment which are beyond their internal capability, but are not included in the Marine Corps Standards Exchange Program.

(a) Calibration of calibration facility equipment forwarded to Navy calibration facilities is funded by Headquarters Marine Corps.

(b) Calibration of calibration facility equipment forwarded to other than Navy calibration facilities must be funded locally.

(5) Proper use of calibration labels and tags.

(6) The use of the calibration checklist, as local requirements dictate.

(7) Initiating action for retirement of unstable and unreliable TMDE.

(8) Direct liaison with the Marine Corps Liaison Officer, Pomona, Navy Metrology Engineering Center (MEC), Naval Weapons Station, Seal Beach, Pomona Annex, P.O. Box 2436, Pomona, California 91766, concerning calibration procedures and other technical problems in the general calibration area.

(9) Operation of an optional 2ND SCIP when determined to be appropriate.

(10) Providing assistance, when requested, to using organizations in the education of personnel in analyzing measurement requirements and proper use of TMDE as addressed in paragraph 5a(1)(i), preceding.

(11) Advising using organizations when it becomes apparent (based on the condition of the TMDE when submitted for calibration or repair) that their TMDE is not being properly maintained or used and offering assistance in educating personnel in that regard. It is not necessary to advise using organizations of isolated instances of improper use or maintenance other than by an annotation on the equipment repair order.

c. Marine Corps Logistics Bases

(1) Calibration facilities have been established at the Marine Corps logistics bases, as fixed installations, with a limited deployment capability for on-site calibration. These calibration facilities are primarily for the organic TMDE and calibration of TMDE prior to issue. These facilities also provide support to field units on a reimbursable basis.

(2) The commanding generals of the Marine Corps logistics bases have the responsibility for the support and implementation of the Marine Corps TMDE CAMP at their respective bases, which will include the following:

(a) Calibration of TMDE prior to issue.

(b) Providing reimbursable calibration and maintenance support for TMDE owned by field commands, as required.

(c) Operating and maintaining their calibration standards, including forwarding to the appropriate higher echelon calibration laboratory, standards and other TMDE which are beyond the internal capability of their calibration facility and funding for the cost of such higher echelon support.

(d) Proper use of calibration labels and tags.

(e) Providing assistance, when requested, to using organizations in education of personnel in analyzing measurement requirements and proper use of TMDE as addressed in paragraph 5a(1)(i), preceding.

(f) Advising using organizations when it becomes apparent (based on the condition of the TMDE when submitted for calibration or repair) that their TMDE is not being properly maintained or used and offering assistance in educating personnel in that regard. It is not necessary to advise of isolated instances of improper use or maintenance other than by an annotation on the equipment repair order.

(g) Funding and arranging for calibration training for civilian personnel, as necessary.

(h) Direct liaison with the Marine Corps Liaison Officer, MEC, Pomona, California, concerning calibration procedures and other technical problems relating to calibration of TMDE.

(i) Supporting the storage quality control program from a calibration standpoint in accordance with current directives.

(j) Initiating action for retirement of unstable and unreliable TMDE.

(k) Operating an optional SCIP when determined to be appropriate.

(ℓ) Submitting recommendations for additional calibration equipment, as required.

d. Marine Corps Liaison Officer, MEC, Pomona, California. The Marine Corps Liaison Office, Pomona, California, provides liaison between Headquarters Marine Corps, Marine Corps calibration facilities, and the MEC located at the Naval Weapons Station, Seal Beach, Pomona Annex, Pomona, California. The Marine Corps Liaison Officer, Pomona, is responsible for:

(1) Coordinating, with MEC, the preparation of calibration procedures and evaluation of calibration equipment requirements to support the Marine Corps TMDE CAMP.

(2) Providing direct liaison to all Marine Corps calibration facilities concerning calibration procedures and other technical problems relating to calibration of TMDE.

(3) Monitoring Marine Corps procurement requests in accordance with reference (b).

(4) Coordinating, with MEC and affected field commands, the evaluation of Marine Corps calibration facilities upon direction of the Commandant of the Marine Corps (Code LMA). These evaluations may concern both the administrative and technical aspects of the overall calibration and maintenance program.

(5) Coordinating Headquarters Marine Corps requests for performance of engineering services by MEC in support of the Marine Corps TMDE CAMP.

(6) Coordinating, with MEC, the revision of calibration procedures used by the Marine Corps TMDE CAMP, as required.

(7) Coordinating calibration requirements with MEC for new items of TMDE procured by the Marine Corps.

(8) Carrying out other duties as directed by the Commandant of the Marine Corps (Code LMA) in the letter of instruction, other correspondence, and directives.

e. Headquarters Marine Corps. The policy guidance and technical direction of the Marine Corps TMDE CAMP are the responsibilities of the Commandant of the Marine Corps (Code LMA) which include the following:

(1) Budgeting for and the initiation of procurement of new or replacement calibration equipment.

(2) Informal coordination with field commands for assignment of military personnel to calibration training.

(3) Initiating action for the preparation of calibration procedures to support Marine Corps TMDE.

(4) Ensuring that calibration capabilities and procedures are available for new items of TMDE introduced into the Marine Corps.

(5) Providing information of a temporary nature to calibration personnel and users of TMDE as an interim in the TI-4700 series.

(6) Authorizing and reviewing evaluations (administrative and technical) of Marine Corps calibration facilities in order to maintain an efficient, updated TMDE CAMP.

6. Calibration Activity/Laboratory Codes. The enclosure is a list of calibration activity/laboratory codes which have been assigned to identify the individual Marine Corps calibration facilities and are to be used during preparation of calibration labels and tags.

7. Marine Corps Aviation. The instructions contained in this Order are not applicable to Marine Corps aviation calibration facilities which operate under the Naval Aviation Command Calibration Program.

8. Recommendation. Recommendations concerning the contents of the Marine Corps TMDE CAMP are invited. Submit recommendations to the Commandant of the Marine Corps (Code LMA) via the appropriate chain of command.

9. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

H. A. Hatch

H. A. HATCH
Deputy Chief of Staff
for Installations and Logistics

DISTRIBUTION: AB/JA

Copy to: 7000161 (5)
7000144/8145001 (1)

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, D. C. 20380

MCO 4733.1 Ch 1
LMA-4-mad
14 Mar 1980

MARINE CORPS ORDER 4733.1 Ch 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: Marine Corps Test, Measurement, and Diagnostic Equipment Calibration and Maintenance Program

1. Purpose. To direct pen changes to the basic Order.

2. Action

a. On page 3, paragraph 5b(9), change the word "optical" to read "optional".

b. On page 4, paragraph 5c(2)(k), change the word "optical" to read "optional".

H. A. Hatch

H. A. HATCH
Deputy Chief of Staff
for Installations and Logistics

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CALIBRATION ACTIVITY CODES

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TBM	1stFSSG
TCM	2dFSSG
TDM	1stMarBde
TEM	1stFSSG, Det A
TFM	MWCS-18
TGM	MWCS-28
THM	MWCS-38
AAM	MCLB, Albany
BAM	MCLB, Barstow
ATM	TMDE and Small Missile Systems School, MCLB, Albany

ENCLOSURE (1)

BASE MOTOR TRANSPORT
Marine Corps Base
Camp Lejeune, North Carolina 28542

MTO/JDA/wjn
19 February 1980

DEPARTMENTAL INSTRUCTION 2-80

From: Motor Transport Officer
To: Distribution List

Subj: Property Section, Standard Operating Procedures

Ref: (a) COPARS Contract
(b) MILSTRIP/MILSTRAP Desk Guide, NAVSUP Pub 409
(c) MCO P4400.5C
(d) MCO P4400.19B
(e) BO 4200.2
(f) MCO P4200.15D
(g) MCO 5370.3
(h) SECNAVINST 5370.G
(i) MCO P4355.5D
(j) TI-4355-15/1
(k) TM-4700-15/1B
(l) MCO 4400.15H
(m) MCO 4440.27C
(n) MCO 11240.50A
(o) MCO 11240.75A

1. Purpose. To publish a standard operating procedure for the property section of Base Motor Transport. This standard operating procedure provides the necessary procedures for accomplishing the property/supply mission and requirements of the above references and incorporates those essential for the property/supply control system utilized as a management guide in the daily operation of the Property Section.

2. Action. All supervisors will ensure that the provisions of this instruction are understood and implemented by personnel under their supervision.

C. F. SIMERLY

DISTRIBUTION: Each supervisor

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SECTION I

GENERAL

101. MISSION. The mission of the Property Section, Base Motor Transport is to purchase, requisition, issue and account for all equipment, services, and supplies necessary to accomplish the mission of the organization.

102. FUNCTION AND RESPONSIBILITY. The Property Section is responsible for the following functions:

a. Purchase of all property items from the Shop Stores Branch, Base Support Battalion, MCB.

b. Purchase of all property items from the Self-Service Center, Base Support Battalion, MCB.

c. Maintain Equipment Custody Record Cards (ECR Form NAVMC 10359-SD) and related accounting records for motor vehicles, minor property, and Classes III and IV property.

d. Requisition, issue and account for equipment and supplies through the Direct Support Stock Control (DSSC) and maintain requisition files, document logs, etc.

e. Requisition and turn in of garrison type property from the Base Property Control Division/Base Plant Account Officer and maintain requisition files, document logs, etc.

f. Requisition all open purchase items through the Purchasing and Contracting Officer, Base Support Battalion, MCB.

g. Administer all Blanket Purchase Agreements (BPA's).

h. Receive all new vehicles and prepare acquisition reports to Headquarters, Marine Corps and to the Base Plant Account Officer.

i. Administer the accounting procedures required to report vehicles in a survey status to CMC for disposition instructions and to carry out these instructions when received.

j. Prepare all work orders to Base Maintenance, Base Telephone, Base Comm-Elec for the repair and upkeep of all buildings, communication equipment and parking areas assigned to Base Motor Transport.

k. Prepare and submit T/E modification requests to CMC and responsible for properly recording the approved modifications in the T/E.

l. Prepare monthly Garrison Mobile Equipment (GME) Report to CMC.

m. Maintain a library of microfiche film used in researching data pertinent to preparing requisitions.

n. Administer the Calibration Program in accordance with current directives.

SECTION II

SOURCES OF SUPPLY

201. SECTION REQUEST PROCEDURES. The source of supply for all supplies and/or materials for the responsible sections will be the Property Section. However, certain procedures will apply to different situations. Supervisors will submit Supply Request Forms for supplies/materials prior to noon Wednesday of each week to the Property Section. (The form will be signed, dated, and approved by the Section Head.) The Motor Transport Officer or Assistant Motor Transport Officer and the Property Section Supervisor will approve the Supply Request Forms (Figure 1). When Supply Request Forms have been approved, they will be screened for Self-Service/Shop Stores/COPAR/System/Blanket Purchase Agreement/ and Open Purchase items. These items are researched for National Stock Numbers by the use of microfiche film, GSA catalogues, or other sources as appropriate.

202. Self-Service Procedures

1. Items required from Self-Service Center will be prepared on a NAVMC 10700, Self-Service Shopping List (Figure 2).

2. The Self-Service lists will be separated into the following categories and submitted in original and three copies to Self-Service Center:

a. NAVMC Blank forms.

b. Blank forms.

c. Counter items.

d. Shelf or floor items.

3. On the day that the Property Section Clerk is assigned to shop, the Self-Service Shopping List and the Self-Service credit card is received from the Property Section Supervisor.

4. The Property Section Clerk will complete the Shopping List while at the Self-Service Center by annotating the unit price and quantity issued on each item purchased. The unit price will be annotated under the item number column of the list. If the unit price is not available, the unit price from the Self-Service cashier will be used. Original and one (1) copy of Shopping List will be left with cashier.

5. Upon completion of shopping, the Property Section Clerk will return the Self-Service credit card to the Property Section Supervisor. Two (2) copies of the completed shopping list will be returned to the Property Section and total cost calculated and annotated on the list.

One copy will be distributed to Fiscal Section and a copy retained on file.

6. Incomplete shopping lists will not be accepted and must be completed prior to approval of further request.

7. The Fiscal Section Supervisor will provide the Property Section with Self-Service funds. Funds from time to time will be adjusted by the Fiscal Supervisor in order to better serve the mission of the Property Section.

203. Shop Stores Procedures

1. Items required from Shop Stores will be prepared on a Shop Stores Sales Slip (Figure 3).

2. The Shop Stores Sales Slip will be submitted in original and one (1) copy to Shop Stores.

3. On the day that the Property Section Clerk is assigned to shop, the Shop Stores Sales Slip will be initialed and approved by the Fiscal Supervisor. The Shop Stores credit card will be obtained from the Property Section Supervisor.

4. The Property Section Clerk will complete the shopping sales slip while at Shop Stores by annotating the quantity issued, list price, and cost price of each item purchased. When the unit price is not available, the unit price from the Shop Stores cashier will be used. Shop Stores will prepare their sales slip.

5. Upon completion of shopping, the Property Section Clerk will return the Shop Stores credit card to the Property Section Supervisor. The original and one (1) copy of the completed shopping slip will be returned and total cost calculated and annotated on the shopping slip. Original copy will be distributed to the Fiscal Supervisor, and a copy retained on file.

6. Incomplete Shopping Slips will not be accepted and must be completed prior to approval of further request.

204. Contractor Operated Parts Store (COPARS) Procedures

1. COPARS contract is with a commercial parts company and is subject to change if the contract is violated. Reference: COPARS contract.

2. Items required from COPARS will be prepared on the COPARS sales slip, original and two copies (Figure 4).

3. The Property Section Clerk will present the COPARS Sales Slip to COPARS for ordering and delivery. The COPARS Sales Slip will be initialed by the Fiscal Supervisor prior to ordering to ensure funds are available.

4. Upon completion of the order, COPARS will deliver the material to the Property Section. The Property Section Clerk will check the materials and certify the COPARS delivery ticket. COPARS will retain the original copy of the delivery ticket, second copy will be distributed to Fiscal, and the third copy retained on file.

5. Materials ordered from COPARS must be filled within 48 working hours or order will be cancelled and ordered through another source of supply.

205. Supply System Procedures

1. Items required through the supply system will be typed on a Requisition System Document, DD Form 1348 (6-pt) (Figure 5).

2. The Property Section Clerk will type the information on the DD Form 1348 in the blocks A, B, 1 through 3, 7 through 51, 60 through 61, 67 through 80, and L through U.

3. The Property Section Clerk will assign document number, enter it in the Fiscal Year Logbook, and prepare a requisition envelope with the document number, stock number, nomenclature, source of supply, unit price, and quantity entered on the outside of the envelope. The envelope with the file copy is retained in the pending file until material is received.

4. The Unit Property Officer will sign the back of the first hard copy of the 1348. All priority 08's are signed by the Motor Transport Officer. Blocks 62 through 64 must be completed on the 1348.

5. Job Order Numbers (blocks 67 through 80) are located in the JON book or can be obtained through Fiscal Section.

6. Original and first three copies of the 1348 are distributed to Resource Management System (RMS), Base Support Battalion, Bldg. 1011, number 4 copy is placed in the requisition envelope and the number 5 copy is distributed to Fiscal Section.

7. Requisition status card will be received from Direct Support Stock Control (DSSC), Materiel Division, Supply Services, Bldg. 1011 weekly. The Property Section Clerk checks status cards against the requisition, date stamps card upon receipt, posts status in Fiscal logbook, files card in requisition envelope, and files envelope in appropriate section of file (Figure 6). Reference: MILSTRIP/MILSTRAP Desk Guide NAVSUP Pub 409.

8. Receiving Section, Bldg. 1011, Base Support Battalion will notify the Property Section (Base Motor Transport) when material is received. The Property Clerk will go to Bldg. 1011, receipt for and pick up material. Reference: MCO P4400.5C, MCO P4400.19B.

206. Blanket Purchase Agreement (BPA) Procedures

1. Blanket Purchase Agreements (BPA) are with commercial distributors and are subject to change/cancellation at any time. Reference: BPA Contracts.

2. Items required on Blanket Purchase Agreements are for supplies and/or services that are not available through the supply system. Authorized personnel will place calls up to $500.00 per call limitation as set forth in the BPA.

3. When calls are placed the Property Clerk will prepare a DD Form 250, Material Inspection and Receiving Report in the following blocks:

Blocks 1. Proc. Instrument Iden (Contract) and Order Number (Call number.)

4. Document number.

6. Date.

7. Page number.

9. Prime Contractor.

10. Administered by.

13. Shipped to.

14. Marked for.

15. Item number.

16. Stock/Part number and description.

17. Quantity ship/received.

18. Unit.

19. Unit Price.

20. Amount.

23. Fill in complete accounting data with Job Order Number that material is to be charged to. Enter total amount to be paid in upper right hand corner of this block. Unit Property Officer will sign in lower right hand corner (Figure 7).

References: (a) BO 4200.2 - Purchasing and Contracting Division order.

(b) MCO P4200.15D - Marine Corps Purchasing Procedure Manual.

(c) MCO 5370.3 - Standards of Conduct for Procurement Personnel.

(d) SECNAVINST 5370.G - Standards of Conduct for Procurement Personnel.

4. Assign document number, call number, and log in Fiscal Year logbook.

5. Prepare BPA Worksheet by entering BPA contract number, suppliers name, call number, date of call, requisition number/item description, dollar amount, due date, and completion date (Figure 8).

6. Property Section Clerk will pick up supplies and deliver them to the Inspector at Bldg. 1011 for inspection. The Inspector will sign the DD 250 in block 21B. The Property Section Clerk will sign the vendor's receipt, and the DD 250 in Block 21A. The Inspector will pull the Receipts Control copies of the DD 250, the vendor's sales slip and forward them to the administrative section pending receipt of the invoice. When a call is placed for services a DD 250 will be prepared and distributed as set forth previously. The second copy will be marked "Hold Copy" and retained with the original on the pending DD 250 side of the BPA file. When services are completed, the Property Section Clerk will sign the vendors service slip and forward the "Hold Copy" plus one of the DD 250 to Bldg. 1011. An inspector will stamp the DD 250 as complete and then forward it to the administrative section pending receipt of the vendor's invoice.

7. Persons authorized to place calls against a BPA must read and sign a Standards of Conduct statement semiannually at the end of March and September.

8. Upon completion of the BPA call, the original copy of the DD 250 and a copy of the sales ticket will be retained in Property Section BPA file. Copies 1, 4, and 6 of the DD 250 and original copy of sales ticket will be delivered to the Inspector, Bldg. 1011 by the Property Section Clerk. Copy 2 of the DD 250 is distributed to Purchasing and Contracting Office, Bldg. 1211. Copy 3 is distributed to Base Fiscal Office, Bldg. 1005. Copy 5 and a copy of the sales ticket will be distributed to Fiscal Section, Base Motor Transport.

207. Open Purchase Procedures

1. Material/Services/Repairs and parts required that cannot be purchased by the authorization of the Property Section will be purchased through Purchasing and Contracting Office, Bldg. 1011. This includes rubber stamps, re-charging of fire extinguishers, repair of jacks, purchasing of tools and minor property, etc.

2. The Property Clerk will type the information on the DD Form 1348 in blocks A, B, 1-3, 23-51, 60-64, and 67-80. Annotate in the remarks column the description, justification, and source of supply for the requested item. Fill in blocks T through U (Figure 9).

3. The Property Clerk will assign a document number, log it in the Fiscal logbook, and prepare a requisition envelope with the document number, nomenclature, source of supply, unit price, and quantity entered on the outside of the envelope. The envelope with the file copy inside is filed in the appropriate section of the file until purchase order and material/services are received.

4. The Unit Property Officer will sign the back of the first hard copy of the 1348. All priority 08's are signed by the Motor Transport Officer and blocks 62-64 must be completed on the 1348.

5. Job Order Numbers in block 67-80 are located in the JON book or can be obtained through Fiscal Section.

6. The original and the first, second, and third copies of the 1348 are distributed to Resources Management System (RMS), Base Support Battalion, Bldg. 1011. The number 4 copy is placed in the requisition envelope and the number 5 copy is distributed to Fiscal Section, Base Motor Transport. Requisitions for minor property will be routed through Base Property, Bldg. 1101.

7. Base Support Battalion, Receiving Section, Bldg. 1011 will notify the Property Section, Base Motor Transport when material is available for pick up. The Property Section Clerk will go to Bldg. 1011, sign for and pick up material.

208. Calibration Program Procedures

1. Calibration for test and measuring instruments will be done by commercial contracts and/or sent to 2d FSSG for services and repair. References: See commercial contracts.

MCO P4355.5D - Calibration Program.

TI-4355-15/1 - Instruments Requiring Calibration.

TM-4700-15/1B - Establishment of Calibration Program.

2. Two sets of index header cards, of different colors, covering the months of the year are prepared, designating one set as the even year and the second set as the odd year.

3. Prepare one index header card labeled "Inactive".

4. Prepare one index header card labeled "Cal Not Req" (calibration not required).

5. Prepare one index header card labeled "At Cal Fac" (at calibration facility).

6. The index cards will be prepared with nomenclature, serial number, ID number, national stock number, location, calibration due date, date calibrated, calibration cycle, and remarks. The cards will be filed

behind the appropriate header card (Figure 10).

7. Calibration items not carried under contract will be calibrated by 2d FSSG by filling out a Tactical Equipment Repair Order (TERO) 11240 for each item, in accordance with 8-6 of reference (j), and deliver the equipment to 2d FSSG facility. Retain one copy of the TERO for file (Figure 11).

8. Upon receipt of the item from calibration, retreive the items card from the appropriate file and enter new calibration due date, date of calibration, calibration cycle, and indicate any pertinent remarks.

9. File the card behind the month when the equipment is next due for calibration, observing the color-coded (odd or even) calendar year.

209. Property Control Procedures

1. All Responsible Officers will be appointed in writing by the Motor Transport Officer for pick up/turn in of equipment (Figure 12).

2. The releiving Responsible Officer will inventory all items appearing on the custody records, and make a careful inspection of the records and condition of the responsible sub-account. Preferably, a joint inventory will be conducted with the present and newly appointed Responsible Officers.

3. If the releiving Responsible Officer is not satisfied with the condition of the records, supplies, or the other matters coming to his attention, he will immediately report the facts to the Unit Property Officer for appropriate action.

4. Within ten (10) days of assignment, the releiving Responsible Officer will sign the original custody records maintained by the Unit Property Officer.

5. The property records are maintained by means of Consolidated Memorandum Receipt lists (CMR), Non T/E Materiel Allowance list, and Equipment Custody Record cards (4440) NAVMC 10359.

6. The Equipment Custody Record Cards (4440) NAVMC 10359 (ECR), are maintained by the Property Clerk and must be kept current. An ECR card will be prepared for each account and each new Responsible Officer.

7. The ECR card will be completed as follows for all property to be controlled except for Garrison Mobile Equipment (GME) (Figure 12).

a. Responsible Unit.

b. Authority, T/E, Allowance List, etc.

c. Date issued to sub-account.

d. Voucher number.

e. Increase.

f. Decrease.

g. Balance.

h. Remarks.

i. Signature of Responsible Officer (new card for each new Responsible Officer).

j. Control number block enter Plant Account number.

k. Description.

l. Allowance.

m. Stock number.

n. Account number block enter sub-account number.

o. On the back of the ECR card enter the serial number of the item.

8. Request for new items or replacement for unserviceable items will be typed on a DD Form 1348 by completing blocks A-B, 1-6, and 8-43 (Figure 13).

9. Request for turn in of unserviceable items will be typed on a DD Form 1348 completing blocks A-B, 1-6, and 8-43 (Figure 14).

10. After the DD Form 1348 has been prepared to Base Property for new/replacement items, assign document number, log in fiscal year log-book, and prepare requisition envelope. The Unit Property Officer will then sign document. The Property Section Clerk will post the action on the CMR and ECR card, and hold file document until debit/credit memo is received. Distribute original, first and third copies to Base Property. The fourth copy is retained in the appropriate file with requisition envelope, and the fifth copy is retained in the Base Property Outstanding Voucher Notebook in Property Section until debit/credit memo is received.

11. Prepare ECR cards for Garrison Mobile Equipment (GME) from Vehicle Assignment and Credit Form MCBCL 11240/3 received from Maintenance Control Section. The same ECR card will be used for new Responsible Officers or re-issue. Fill in the following blocks:

a. Responsible Unit.

b. Authority (T/E, Allowance List, etc.) enter 7500.

c. Date received.

d. Voucher number.

e. Increase.

f. Decrease.

g. Balance.

h. Remarks.

i. Responsible Officer signature (use same card for change of RO's) and change of account.

j. Bottom of signature column enter requisition price of vehicle.

k. Control number (enter Plant Account Number).

l. Description of vehicle with collateral equipment received and equipment code.

m. Allowance.

n. Stock number enter stock number and USMC Vehicle Number.

o. Account number leave blank (Figure 15).

12. Property (other than Garrison Mobile Equipment) turned in or picked up from Property Section will be credited/debited on a 1348-1 for record purposes only (Figure 16).

13. Material sent to Defense Property Disposal Office (DPDO) must be accompanied by a 1348-1 completed in accordance with DPDO procedures excluding Garrison Mobile Equipment (GME) (Figure 17).

14. The Consolidated Memorandum Receipt (CMR) for Base Property and Plant Account Property is received annually. Any discrepancies must be adjusted by submitting loss/gain documents and will accompany the signed CMR back to Base Property/Plant Account.

Reference: MCO P4400.15H.

210. Garrison Mobile Equipment (GME) Procedures

1. Responsible Officers for Garrison Mobile Equipment will be appointed in writing by the Commanding Officer of the unit and submitted to the Unit Property Officer, Base Motor Transport. Responsible Officer certification will be verified monthly.

2. All new items of Garrison Mobile Equipment (GME) is received at Lot 201 and inspected by the Base Support Battalion Inspectors. The Inspector will call the Property Clerk to receipt for the equipment. The Property Clerk will go to the Lot 201 with sufficient drivers and gasoline to

enable the vehicles to be driven to Base Motor Transport Repair Lot. Plant Account will be notified to assign and attach a Plant Account number on each vehicle. The Property Clerk will check vehicles, tag keys with USMC number, Plant Account number, mileage, and manuals. The Property Clerk will notify the Motor Transport Officer and Maintenance Director when new vehicles are received. The vehicle will be checked for collateral equipment (OEM).

3. The Property Clerk will prepare a Motor Vehicle Record Folder (NAVMC 696-SD) for each new vehicle and enclose a spare set of keys. The record folder is turned over to the Maintenance Control Supervisor with the following data entered on the front:

a. Registration Number and USMC Equipment Code Number.

b. Description and name of manufacturer.

c. Plant Account number and chassis number.

d. Acquisition cost of vehicle.

All new vehicles will be processed through the Maintenance Repair Shop before issue.

4. The Property Clerk will receive a Vehicle Assignment and Credit Form (MCBCL 11240/3) from Maintenance Control for each vehicle. The clerk receipts for the form and retains the original and one copy. The form must contain the following information:

a. Vehicle code and description.

b. USMC number and date.

c. Present location code of vehicle and location code of unit to which vehicle is being assigned (Figure 18).

5. The Property Clerk telephones the Responsible Officer of the receiving unit and advises the vehicle is available for pick up. When the vehicle is issued, the clerk annotates the Assignment and Credit Form whether or not the following items are present on the vehicle:

a. Spare tire, lug wrench, jack.

b. Seat belts, windshield washer.

c. Fiberglass or canvas top.

d. Fire extinguisher.

e. Gas card.

The Responsible Officer signs the form for the vehicle and is given the original copy of the form. The Property Clerk will prepare the

Equipment Custody Record Card (ECR) for the vehicle, and the Responsible Officer will sign the card (Figure 15).

6. The Property Clerk will prepare the Plant Account Acquisition Form and forward to Plant Account for debit on the CMR listing for vehicles received.

7. The Property Clerk will report all vehicles received to the Commandant of the Marine Corps (Code LME-5). CMC will furnish GME red top record cards. These cards will be filed behind the ECR cards after verifying their correctness. When the vehicle is disposed of through Survey Action, the Property Clerk will send the GME card to CMC as an enclosure to the Mobile Garrison Equipment Report prior to the 20th of each month.

8. Maintenance Control will furnish the Property Clerk with the following when a vehicle meets survey criteria:

a. Vehicle history jacket.

b. Limited Technical Inspection (LTI).

c. Vehicle Assignment and Credit Form.

d. Gas card.

e. Keys.

f. Rough letter with the initials indicating approval by the Motor Transport Officer/Assistant Motor Transport Officer to be typed and submitted to CMC requesting disposition instructions.

9. The Property Clerk will call the unit concerned and issue the credit chit after the vehicle jacket has been received. The unit will deliver the spare tire, lug wrench, and jack with the vehicle prior to receiving the credit chit.

10. When the Property Clerk receives approval from CMC with disposition instructions, the gas credit card will be destroyed by cutting.

11. The Property Clerk submits a request to Plant Account Officer requesting that the vehicles for survey be invoiced to the disposal agency named in the CMC letter. This letter is supported by copies of the CMC letter and the LTI.

12. The Property Clerk will receive invoices from the Plant Account Officer. The clerk will assemble all correspondence with the Vehicle History Jacket and contact the Base Motor Transport wrecker driver to deliver surveyed vehicles to DPDO. One copy of the invoice is returned to Property Section for filing.

13. Prior to receiving the invoices from Plant Account the property clerk will provide personnel at the Tire Shop with a listing of the

surveyed vehicles. The tire shop personnel will check vehicles, replace serviceable tires with less serviceable ones, remove any fuel from gas tank, removes and stores any fire extinguishers, lug wrenches, jacks, etc. found in vehicle. This information is recorded on a mimeographed memorandum form supplied by the Property Clerk and returned to the Property Clerk for filing.

14. The Property Clerk prepares a Table of Equipment Modification (T/E) Requests form MCBCL 4442 approved by the Motor Transport Officer/Assistant Motor Transport Officer as follows:

a. Requesting organization.

b. Number of the T/E.

c. National Stock Number, if known.

d. Nomenclature.

e. Present allowance.

f. Recommended allowance.

g. Justification.

h. Whether modification is recommended for other units.

The T/E modification will be accompanied by a cover letter to CMC. When the reply is received from CMC, the Property Clerk will make the necessary changes to the T/E and the Vehicle Assignment and Location Board. All documents pertaining to the transaction will be retained in the T/E file folder.

Reference: MCO 4440.27C, MCO 11240.50A, and MCO 11240.75A.

Attachment-A

BASE MOTOR TRANSPORT
Marine Corps Base
Camp Lejeune, North Carolina 28542

APPROVED BY:
MTO _____
SUPPLY SUPV _____

SUPPLY REQUEST

SECTION _____ DATE _____ SUPERVISOR _____

NOTE: All supply requests will be approved by the Motor Transport Officer o the Assistant Motor Transport Officer prior to submission to the Unit Property Officer. Requests will be submitted prior to noon on Wednesdays. Supplies will be picked up from the Supply Office Friday afternoons.

ITEM	QTY REQ'D	QTY REC'D	REC'D BY

APPROVING OFFICIAL

Figure-1

Attachment #3

SELF-SERVICE CENTER SHOPPING LIST (4404)

NAVMC 10700 (REV. 2-78)
SN: 0000-00-006-2261 U/I: PD (100 SHEETS PER PAD)
PREVIOUS EDITION MAY BE USED.

INSTRUCTIONS

Prepare in triplicate.

The NSN portion of this Shopping list must be completed prior to going through check out counter.

If the issue of an item is a non-recurring demand (NRD) place NRD in the item number column.

Unit of issue, Quantity, and Description are for customer use if desired.

10 19 79 A.R.

STAMP CHARGE PLATE HERE

B7A
M93052
AA02400072402T
01 FY82
860 BASE [illegible], TRANSPORT 9292

(1) ITEM NO.	(2) NATIONAL STOCK NUMBER 8 - 20	(3) UNIT OF ISSUE	(4) QTY.	(5) QUANTITY ISSUED 25 - 29	(6) DESCRIPTION (IF DESIRED)	(7)
2538	4730-00-105-1417	EA	2	2	Test Coffin	50.76
1/2	2540-00-909-4476	EA	12	12	Highlighters	1.32
1103	7520-00-055-9915	DZ	1	4	Pens	4.40
1054	7520-00-904-1215	DZ	2	2	Filler	2.10
1105	7510-00-[illegible]-1139	EA	1	1	Red Ex. Crossing Tape	1.80
1106	7510-00-[illegible]	EA	1	1	[illegible]	1.80
1135	7510-00-924-1819	EA	1	1	Glue	1.85
1138	7510-00-924-1826	EA	1	1	Glue	1.80
1139	7510-00-846-0154	EA	1	1	Eraser	1.80
1140	7510-00-949-1138	EA	1	1	Erasers	1.80
11						
12						
13						
14				(8) Grand Total		69.43
15						
16						
17						
18						

(9) RECEIVED BY [signature]

(10) DATE 10-19-79

(11) REQUESTING UNIT [illegible]

Figure 2

SHOP STORES SALES SLIP

Credit card

(1) RUC: M93052 (2) JON: ~~AA7-24~~ (3) REQUESTED BY: Tool Room (4) DATE: 10-23-79

(5) QTY	(6) U/I	(7) NSN	(8) NOMENCLATURE	(9) LIST PRICE	(10) COST PRICE
24	EA	5340-00-213-1776	Key Blank ~~10-3 pin tumb~~ ILCO 1146	.10	2.40
			This blanks was just		
			pick up on next time		
			notice key blanks for		
			Lucas pad lock		
2	DR	9130-00-191-2226	OE/HDC 10 wt	$96.56	193.12
5	DR	9130-00-189-6134	30 "	$164.59	822.95
5	DR	6850-00-285-8012	DRY CAN SOLV	$28.33	141.99
2	DR	9130-00-285-5344	6D 40 NAS	~~47.35~~	~~1456.66~~
					(11) 1160.46

(12) RECEIVED BY: Robert L Bell (13) DATE: 10-23-79

4 required 3

Exhibit 79

HUST BROTHERS, INC.

P.O. BOX 591 710 3RD ST. MARYSVILLE, CA. 95901
PHONE 743-1561

MAKE NA
MODEL
SERIAL
ID/CAT.

P.O. Nº 20585 DATE 12/3/79
VEHICLE Supply Copy EDD 24 Hr
JON Pink ADD

ORDER 1 1
SOURCE
PHONE
FREIGHT

VDP | RECALL

WHSE. USE ONLY
REC. & SHIP. & DATE

QTY.	SHIP.	PART NUMBER	DESCRIPTION
3	GI	IF KNOWN	MAT DRESSING

HUST BROTHERS, INC.

P.O. BOX 591 710 3RD ST. MARYSVILLE, CA. 95901
PHONE 743-1561

MAKE NA
MODEL
SERIAL
ID/CAT.

P.O. Nº 20585 DATE 12/3/79
VEHICLE EDD 24 Hr
JON Yellow ADD

ORDER 1 1
SOURCE
PHONE
FREIGHT

VDP | RECALL

WHSE. USE ONLY
REC. & SHIP. & DATE

QTY.	SHIP.	PART NUMBER	DESCRIPTION
3	GI	IF KNOWN	MAT DRESSING

HUST BROTHERS, INC.

P.O. BOX 591 710 3RD ST MARYSVILLE, CA. 95901
PHONE 743-1561

MAKE NA
MODEL
SERIAL
ID/CAT.

P.O. Nº 20585 DATE 12/3/79
VEHICLE EDD 24 Hr
JON White ADD

ORDER 1 1
SOURCE
PHONE
FREIGHT

VDP | RECALL

WHSE. USE ONLY
REC. & SHIP. & DATE

QTY.	SHIP.	PART NUMBER	DESCRIPTION
	GI	IF KNOWN	MAT DRESSING
			SAMPLE
		White Copy To Accounting	
		Yellow Copy To Field	
		Pink Copy To File	
		White Copy will be returned to Field and be signed before	
		Actual Use	

Figure 4

9214-0004

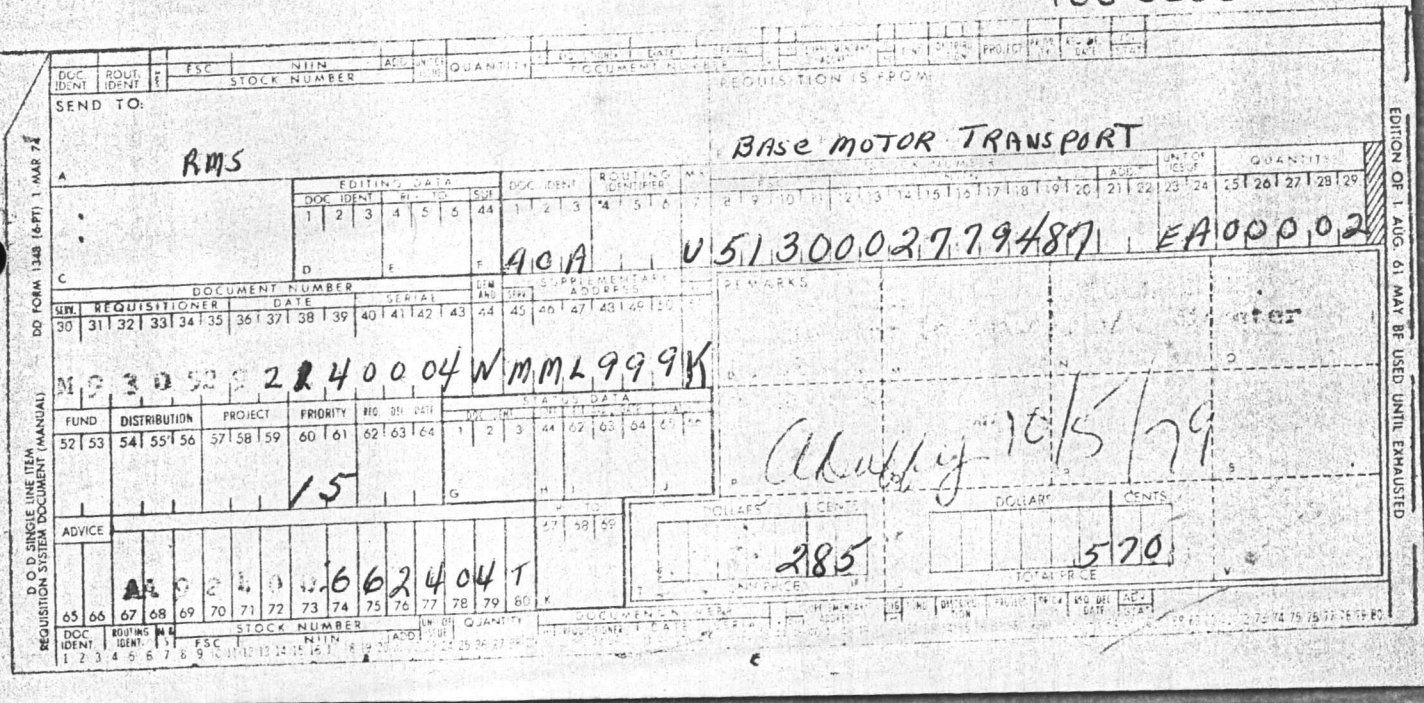
Complete Oct 79

2 EA

AOA 5130-00-277-9487
GRINDING Wheel Steel BRUSH
6" diameter (outside)
5/8" diameter (inside)

GSA
$2.85

Toolroom



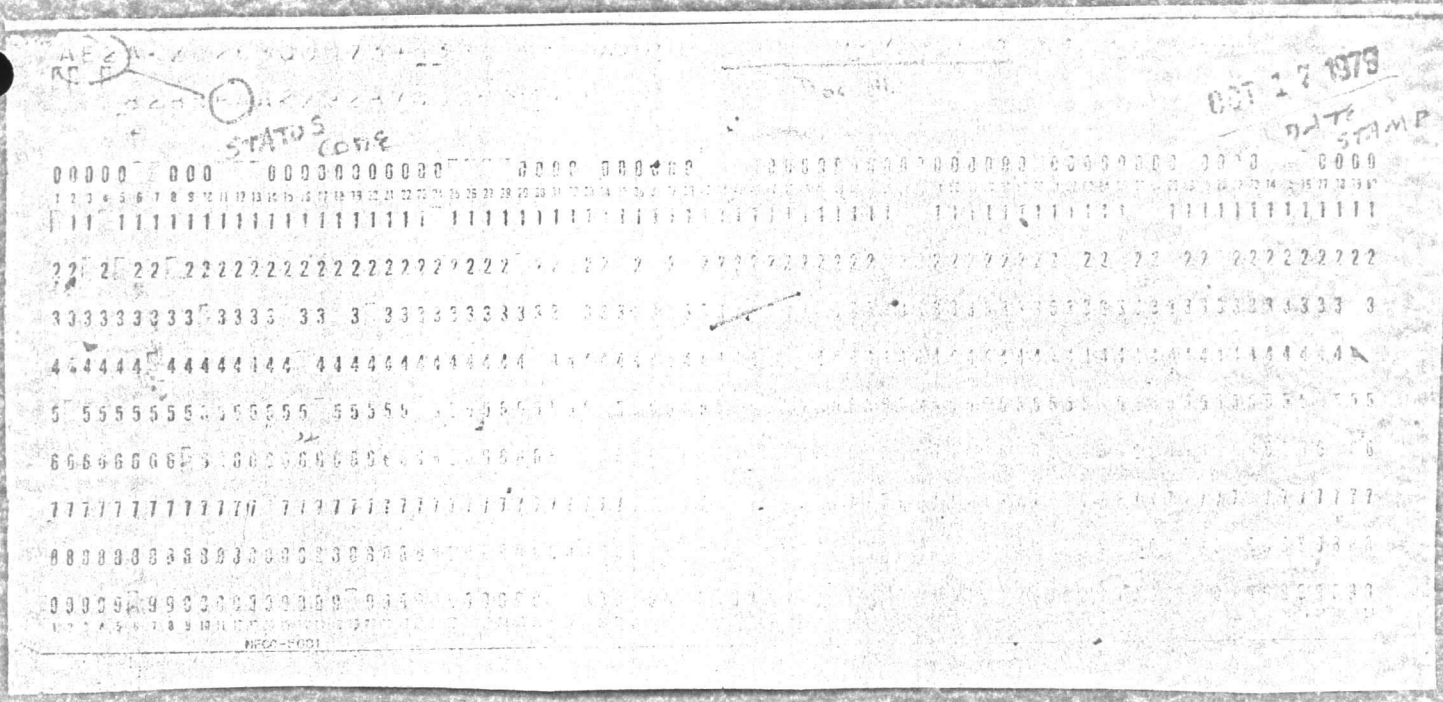
DD Form 1348 Requisition System Document (Manual)

1. Assign document # & log in FY log
2. Make requisition envelope
3. UPO signs back of original (*if Priority 8, the MTO must sign and the RDD (Required Delivery Date) must be given.)
4. JON (Job Order Number) is located in the JON book or can be obtained through the Finance & Accounting Office (BMT)

DISTRIBUTION: Original, Copies 1, 2, & 3 - RMS, BMatBn, Bldg. 2011

Copy 4 - Supply Requisition Envelope
Copy 5 - Finance & Accounting (BMT)

Figure 5



REQUISITION STATUS CARD

1. Date stamp card upon receipt at Supply (BMT)
2. Check status codes & post in FY log
3. File card in requisition envelope & move to the appropriate section (e.g. back order, due in, etc.)

Figure 6

MATERIAL INSPECTION AND RECEIVING REPORT

1. PROC. INSTRUMENT IDEN(CONTRACT) 79-A-0044 (ORDER) NO. (R078) | 6. INVOICE | DATE 09 Oct 79 | 7. PAGE 1 OF 1 | 8. ACCEPTANCE POINT

2. SHIPMENT NO. | 3. DATE SHIPPED | 4. B/L | TCN M93052-9282-0002 | 5. DISCOUNT TERMS

9. PRIME CONTRACTOR CODE
STANDARD AUTO PARTS
Dallas 347-1731

10. ADMINISTERED BY CODE
BASE MOTOR TRANSPORT
R. L. Bell - 1710

11. SHIPPED FROM (If other than 9) CODE | FOB:

12. PAYMENT WILL BE MADE BY CODE

13. SHIPPED TO CODE
ACTIVITY PICK UP

14. MARKED FOR CODE
Supply
Due Date: 10 Oct 79

15. ITEM NO.	16. STOCK/PART NO. DESCRIPTION (Indicate number of shipping containers - type of container - container number.)	17. QUANTITY SHIP. REC'D *	18. UNIT	19. UNIT PRICE	20. AMOUNT
1.	Rim for USMC # 268511	1	EA	$ 15.00	$ 15.00
2.	Paint Drier, P/N V6VS	2	GL	15.72	31.44
3.	Tubes, 700x14 for USMC #'s 268697 & 268700	5	EA	4.80	24.00

Certified as an EMERGENCY requirement. Material not immediately available through normal sources.

21. PROCUREMENT QUALITY ASSURANCE

A. ORIGIN
☐ PQA ☐ ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.
DATE | SIGNATURE OF AUTH GOVT REP
TYPED NAME AND OFFICE

B. DESTINATION
☐ PQA ☐ ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.
DATE | SIGNATURE OF AUTH GOVT REP
TYPED NAME AND TITLE

22. RECEIVER'S USE
Quantities shown in column 17 were received in apparent good condition except as noted.
DATE RECEIVED | SIGNATURE OF AUTH GOVT REP
TYPED NAME AND OFFICE

* If quantity received by the Government is the same as quantity shipped, indicate by (✔) mark; if different, enter actual quantity received below quantity shipped and encircle.

23. CONTRACTOR USE ONLY

TOTAL $ 70.44

1701106.2720 000 67001 0 067001 2D 000000 AA0 24 2048 2404T (Item 1)
1701106.2720 000 67001 0 067001 2D 000000 AA0 24 0066 2404T (Item 2)
1701106.2720 000 67001 0 067001 2D 000000 AA0 24 0477 2404T (Item 3 - 3 each)
1701106.2720 000 67001 0 067001 2D 000000 AA0 24 0480 2404T (Item 3 - 2 each)
J. D. Anderson
UPO M93052

J. D. Anderson

Figure 7.

DD FORM 250 1 NOV 68 REPLACES EDITION OF 1 JAN 65 WHICH MAY BE USED S/N 0102-LF-002-2002

BPA WORKSHEET

BPA M67001-79-A- 0036 Company Name [illegible]

Call #	Date of Call	Requisition Number/ Item Description	Dollar Amount	Due Date	Completion Date
R076	7-3-79	9184-0008	112.71	5 July 79	5 July 1979
R077	5 July 79	9186-0009	25.95	6 July 79	9 July 1979
R078	13 July 79	9194-0001	25.05	13 July 79	13 July 1979
R079	18 July 79	9200 0009	51.75	19 July 79	19 July 79
R080	24 July 79	9205-0001	91.16	24 July 79	24 July 79
R081	26 July 79	9207-0003	193.32	1 Aug 79	1 Aug 79
R082	27 July 79	9208 0004	45.99	30 July 79	30 July 79
R083	31 July 79	9212-0002		31 July 79	

DD Form 250 Material Inspection & Receiving Report
* Used for Blanket Purchase Agreements

1. Prepare, assign document # & log in FY log
2. Assign Call # & log on BPA Worksheet
3. If purchase involves USMC vehicle repair parts, a copy of the sales ticket must accompany the Shop Repair Order (held by the repair sections).

DISTRIBUTION: Original & copy of sale ticket - Supply (BPA file)
Copies 1, 4, & 6 & original sale ticket - Inspectors, EME, Bldg. 1011 (Hand carried by Supply Clerk GS-4)
Copy 2 - Purchasing & Contracting, B. 1211
Copy 3 - Base Fiscal, Bldg. 1005
Copy 5 & copy of sales ticket - F&A (BMT)

Figure 8.

9261-0001

1EA

$592.18

AOE

Wheel Drive, P/N 4780-494-3

Source: Dillon Supply
Raleigh NC

$592.18

PRI 08 ROD 261

Act 79
Complete

Carter
USMC#256885

DD FORM 1348 (6-PT) 1 MAR 74 — DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL) — EDITION OF 1 AUG. 61 MAY BE USED UNTIL EXHAUSTED

SEND TO: Purchasing & Contracting VIA RMS.

REQUISITION IS FROM: Base Motor Transport M93052

DOC IDENT	ROUT IDENT	S	FSC / STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY	DOCUMENT NUMBER	SUPPLEMENTARY ADDRESS	FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ DEL DATE	ADV STAT
					EA	00001								

EDITING DATA: DOC IDENT 1 2 3 | RI TO 4 5 6 | SUF 44

DOC. IDENT.	ROUTING IDENTIFIER	M&S	STOCK NUMBER (FSC / NIIN / ADDIT)	UNIT OF ISSUE	QUANTITY
AOE				EA	00001

DOCUMENT NUMBER: SER | REQUISITIONER | DATE | SERIAL — DEM AND SER 44

SUPPLEMENTARY ADDRESS 45–50 — H 51

M93052 2261 0003 N MML999K

REMARKS

Justification: This Part is urgently needed - vehicle downtime is over 35 days.

FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ. DEL. DATE
			08	261

STATUS DATA: DOC IDENT 1 2 3 — G; SUPPLY STATUS 44 — H; FWD DOC DATE 62 63 64 — I; QUANTITY 65 66 — J

ADVICE: AA52430682407T — K

PRI TO 67 68 69

DOLLARS	CENTS	UNIT PRICE
592	18	T

DOLLARS	CENTS	TOTAL PRICE
592	18	U

C O Carter — Acting PO TO — V

DOC IDENT	ROUTING IDENT	S	FSC / STOCK NUMBER / NIIN	ADD	UNIT OF ISSUE	QUANTITY	DOCUMENT NUMBER / REQUISITIONER / DATE / SERIAL	SUPPLEMENTARY ADDRESS	SUF	FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ DEL DATE	ADV STAT
1 2 3	4 5 6	7	8 9 10 11 12 13 14 15 16 17 18 19 20	21 22	23 24	25 26 27 28 29	30 31 32 33 34 35 36 37 38 39 40 41 42 43	45 46 47 48 49 50	51	52 53	54 55 56	57 58 59	60 61	62 63 64	65 66

Figure 9

NOMENCLATURE: TORQUE WRENCH 1/2 SERIAL 74089 ID 8088A

NSN: 5120-00-640-6365 LOCATION/COMPONTATN Tool Room

CALIBRATION DUE DATE	DATE CALIBRATED	CALIBRATION CYCLE	REMARKS
25 Sept 79	25 June 79	3 mo	Pulled out OFF File, Year

SAMPLE INDEX CARD

Figure 10

Calibration Control

TACTICAL EQUIPMENT REPAIR ORDER (11240)

NAVMC 10245 (REV. 12-86) SN: 0000-00-002-7902 U/I: SE
(2-61 EDITION WILL BE USED.)

USMC REGISTRATION NO.	MODEL	TYPE	CAPACITY	DRIVE	MILEAGE/NO. READING
74089	8088A	TORQUE WRENCH	250 FT LBS		

ORGANIZATION TO WHICH VEHICLE IS ASSIGNED	PHONE NO.	AUTHORIZED BY (Signature)	DATE	REQUEST NO.
Base Motor Transport, MCB, CLNC M93052	1710	Jean D. Anderson	19 June 1979	0016 79

ORGANIZATION PERFORMING REPAIRS	ACCEPTED BY (Signature)	DATE	REPAIR ORDER NO.
2d Maintenance Bn, Electronics Maintenance Co, Calibration Sect	W R Rau	9176	B6998

Item No.	DESCRIPTION OF WORK	LABOR (Hours)	MECHANIC (Signature)	MATERIAL USED	STOCK NO.	QTY.	COST
1.	Calibrate one Torque Wrench			44 14			
	Serial # 74089						
				CALIBRATION			
				DUE DATE 9-25-79			
				Turn in above item to the nearest Marine Corps Calibration Facility within 15 days of the calibration due date IAW MCO P4355.5			
				Cycle 3 Mo			
	WL 9176						
	RC 9176	0.5	Woland				
				SHOP OVERHEAD $1.95			
				LABOR $6.47			
				TOTAL $8.42			
	I am the assigned unit representative, [illegible] this equipment and [illegible] in satisfactory/ serviceable condition.			Completed Ter D. Completed			
	Robert L Bell Bmt Name (printed) unit						
	TOTAL LABOR HOURS	0.5	C.Y	CC91J9600EX00T	TOTAL MATERIAL COST		$

REMARKS:
A.
B.
C.
D.
E. 01.
F.
G. 14
H.
I. AA9 24 0114 2404Q
J.
K.

J. D. Anderson
J. D. Anderson, UPO M93052

WORK COMPLETED		INSPECTED BY		USING UNIT NOTIFIED		DELIVERED TO	
SIGNATURE	DATE	SIGNATURE	DATE	SIGNATURE	DATE NOTIFIED	INDIVIDUAL'S SIGNATURE	DATE DEL'VD
J Woland	9176	[signature]	9176	W R Rau	9/7	[signature]	7-3-79

EQUIPMENT CUSTODY RECORD (4440)

NAVMC 10359 (Rev 1-69) *Previous edition will not be used* SN [illegible]

RESPONSIBLE UNIT: Base Motor Transport

AUTHORITY OF ACCEPTANCE OF EQ: BP CMR

DATE	VOUCHER NUMBER	INCREASE	DECREASE	BALANCE	REMARKS	SIGNATURE
15 Mar 79		BROUGHT FORWARD		9	INV RECON	[signature]
14 May 79		1		10	FROM ACC. #5	[signature]
JUL 12 1979				10	[illegible]	[signature]
AUG 03 1979	9215-0005		1	9	Rcvd to S/C	[signature]
		CARRIED FORWARD				

CONTROL NUMBER:

DESCRIPTION: WRENCH, Impact

ALLOWANCE: 9

STOCK NUMBER: 5130-00-889-2134

ACCOUNT NUMBER: 2 BP

(Back of ECR card) 9215-0005 RECORD OF SERIAL USMC REGISTRATION NUMBERS

6047A384	6048A546	~~6139A342~~	6049A393	6048A326	6153A245	6150A186	7220242	7220600
7220931								

NAVMC 10359 (Rev 1-69)

Figure 12

DD FORM 1348 (6PT) 1 MAR 74 — DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL) — EDITION OF 1 AUG 61 MAY BE USED UNTIL EXHAUSTED

SEND TO:

A Base PROPERTY CONTROL

REQUISITION IS FROM:

P BASE MOTOR TRANSPORT M93052

C

D F

B6V BPC 5130008578528 EA 0 0 0 1

DOCUMENT NUMBER: X 9 3 0 5 2 9 2 1 5 0 0 1 6

SUPPLEMENTARY ADDRESS

REMARKS: TURN IN UNSERVICEABLE

L

M Property Control ON [illegible]. WORN THROUGH NORMAL USE, NO NEGLIGENCE OR CULPABILITY INVOLVED.

S

UNIT PRICE: DOLLARS 70 CENTS 00

TOTAL PRICE: DOLLARS 70 CENTS 00

V

9215-0016

BPC credit 8/24

1EA

B6U 5130-00-857-2528
Sander, Elec., Portable SIN 1542163
Uns. Repl. req. on 9215-0017
$70.00

BPC 8/31/79

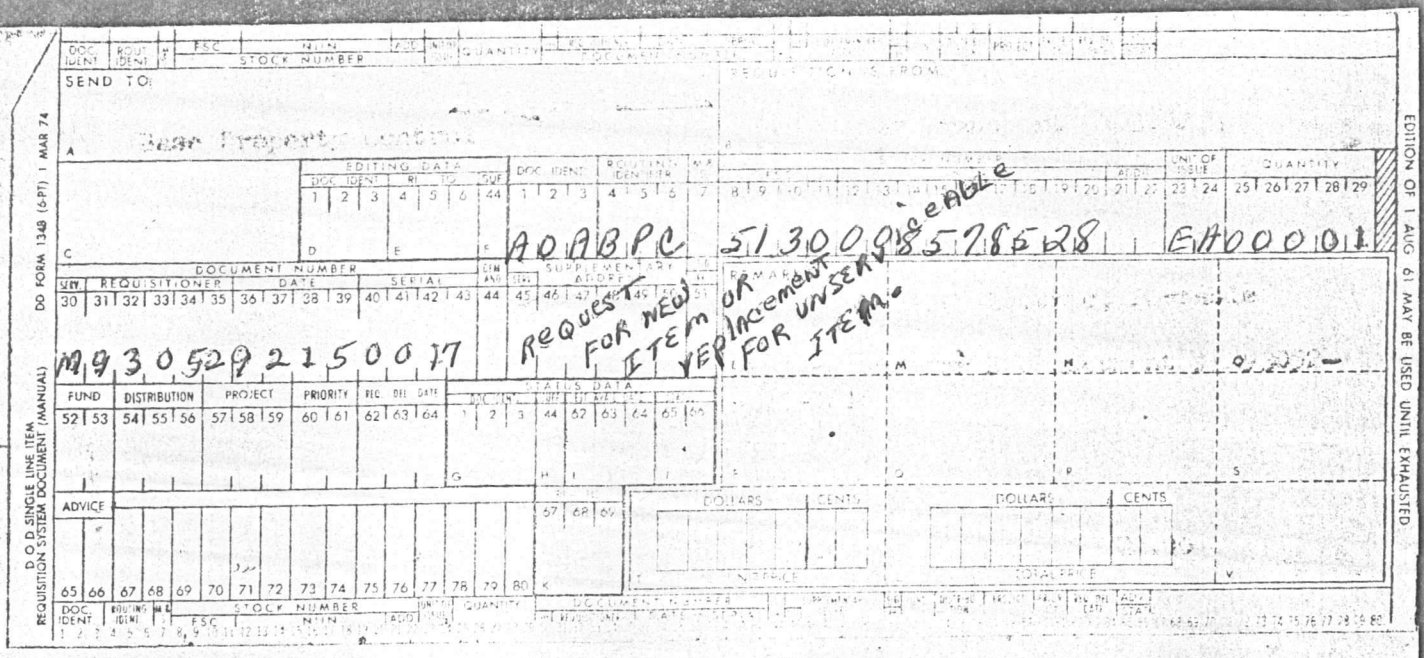
Acc 1

DD Form 1348 * for Base Property

1. Prepare 1348, assign document #, log in FY log, make requisition envelope
2. Unit Property Officer signs
3. Post action on CMR & ECR card
4. Document is not complete until debit/credit memo is received

DISTRIBUTION: Original & Copies 1-3 - to Base Property
Copy 4 - Supply requisition envelope
Copy 5 - Held in black notebook in Supply until debit/credit memo is recv'd

Figure 13



9215-0017

12A

EMD 8/25

AOA 5130-00-857-8528
Sander, Elec. Portable
Repl for Blk 9215-0016
$70.00

Acc 2

Figure 14

EQUIPMENT CUSTODY RECORD (4440) Made for each Vehicle from Vehicle Assignment and Credit form (NAVMC BC 4112 40/3)

NAVMC 10359 (Rev. 1-69) *Previous edition will not be used* SN: 0000-00-003-9501 U.I.S.E.

RESPONSIBLE UNIT: Base Motor Transport

AUTHORITY (T/E, Allowance List, etc.): T/E 7500

DATE	VOUCHER NUMBER	INCREASE	DECREASE	BALANCE	REMARKS	SIGNATURE
		BROUGHT FORWARD				
9 May 1978	- Newly Acquired -- Milpr No.			M95450-7-75004, RPN-N-B4478-1, GS-00S-78006		
11 May 78	Newly Acquired			1	MCAS (H) 728	
23 OCT 1978	Disposed of			/	" "	
		CARRIED FORWARD				$5,159.00

Figure 15

CONTROL NUMBER: P. A. NO. 211778

STOCK NUMBER: MC NO. 266654

DESCRIPTION: w/spare tire, jack & lug wrench

Truck, Van, Compact, 4x2 (Pass) (DDC 1978)

(Code 0501) ALLOWANCE

ACCOUNT NUMBER

Figure 15

DOC. IDENT. | RI FROM | M & S | STOCK OR PART NUMBER | QUAN

1110-00-166-0967 [illegible]

SHIPPED FROM

Bmt Motor Pool

WAREHOUSE LOCATION | TYPE OF UNIT | UNIT PACK | UNIT WEIGHT | CUBE

SUBSTITUTE DATA ITEM ORIGINALLY REQUESTED | FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

to Ofc

Dept Transf DIP Unsv.

SHIPPER → SELECTED BY AND DATE | TYPE OF CONTAINER | INSPECTED BY AND DATE

PACKED BY AND DATE | NO OF CONTAINERS | WAREHOUSE LOCATION

[signature]

10/30/79

REMARKS:

FIRST DESTINATION ADDRESS

1348 WHEN IT TURNED IN TO SUPPLY AS EXCESS / UNSERVICEABLE

13 TRANSPORTATION CHARGEABLE TO

or for repair.

DOC. IDENT. | RI FROM | M & S | STOCK OR PART NUMBER | QUAN

5130-00-596-8558 EA00001

SHIPPED FROM

Base Motor Transport (Supply) MCAC (Operations)
Mr. Rowe

DD Form 1348-1 Release/Receipt Document

WAREHOUSE LOCATION | TYPE OF UNIT | UNIT PACK

* Used when an authorized person picks up/turns in garrison or plant account property from Supply for a sub-account. The Responsible Officer is then required to come by Supply to sign for the property on the Equipment Custody Record cards.

SUBSTITUTE DATA ITEM ORIGINALLY REQUESTED | FREIGHT CLASSIFICATION NOMENCLATURE

ITEM NOMENCLATURE

WRENCH, Impact, Pneumatic ¾"
Serial # 1281

SHIPPER → SELECTED BY AND DATE | INSPECTED BY AND DATE

PACKED BY AND DATE | NO OF CONTAINERS | WAREHOUSE LOCATION

NAME [signature]

DATE 5/21/79

REMARKS:

1348 WHEN PICKED UP FROM SUPPLY.

FIRST DESTINATION ADDRESS

13. TRANSPORTATION CHARGEABLE TO

DD FORM 1348-1 1 AUG 61 | DD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

Figure 16

DOC IDENT: B7J | RI FROM: 2610- | STOCK/PART NUMBER: EA00089 M93052-9262-0001

SHIPPED FROM: Base Motor Transport | Defense Property Disposal Office

WAREHOUSE LOCATION | FREIGHT CLASS | QUANTITY PACK | UNIT WEIGHT | UNIT | UNIT PRICE | H

SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED) | FREIGHT CLASSIFICATION

ITEM NOMENCLATURE: TIRES, Different Sizes, Unserviceable, No Acct., Record Purpose Only

SHIPPER'S | SELECTED BY AND DATE | TYPE OF CONTAINER | TOTAL GROSS WEIGHT | TOTAL CUBE | PACKED BY AND DATE: J. D. Anderson UPO M93052 | NO. OF CONTAINERS | TOTAL NET WEIGHT

REMARKS:

FIRST DESTINATION ADDRESS | DATE SHIPPED

TRANSPORTATION CHARGEABLE TO | TYPE SERVICE DESIRED

DD FORM 1348-1 1 AUG 61 — DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

DD Form 1348-1 * for DPDO (Defense Property Disposal)

1. Prepare, assign document #, log in FY log, & prepare requisition envelope.
2. Unit Property Officer signs
3. Once material has been disposed of, post completed date in log and on envelope and file with completed requisitions.

DISTRIBUTION: Original & Copies 1-5 - to DPDO
Copy 6 - Supply (Requisition envelope)

Figure 17

VEHICLE ASSIGNMENT AND CREDIT

MCBUL 11240/3

VEHICLE CODE 0503 USMC NO. 250858

TYPE VEHICLE Truck, Van, Carpt

FROM (CODE) 101 TO (CODE) 245

APPROVED P.E. Thigpen DATE: 23 Mar 79

VEHICLE CHECK	YES	NO	REMARKS
SPARE TIRE			SIZE:
SPARE TIRE RACK			
JACK & LUG WRENCH			
SEAT BELTS			
WINDSHIELD WASHER KITS			
FIBERGLASS TOP			
FIRE EXTINGUISHER			
CANVAS TOP & BOWS			
CIGAR LIGHTER			
TIRE BRANDED			SIZE:
OPERATORS MANUAL			
GAS CARD			
UTILIZATION FORM			

JON (MAINT) JON (OPER) 0263

FILE BOOK

BOARD ASSIGN CHIT

REC'D MT SUPPLY Hattie Ashley DATE 23 Mar 1979

ISSUED TO DATE

Figure 18

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO
BO 12792.1C
CPO/RAW/jn
20 Sep 1979

BASE ORDER 12792.1C

From: Commanding General
To: Distribution List

Subj: Medical examinations and services for civil service employees

Ref: (a) FPM Supp 339-31 (NOTAL)
(b) NCPI 792 (NOTAL)
(c) FPM Supp 831-1 (NOTAL)
(d) BO 12715.1
(e) BO 12750.1G
(f) BUMEDINST 6320.31A (NOTAL)
(g) BUMEDINST 6260.6B (NOTAL)
(h) NAVREGMEDINST 5450.2A (NOTAL)
(i) NAVREGMEDINST 5000.2A (NOTAL)
(j) Federal Register, Vol. 43, No. 22 (NOTAL)

Encl: (1) Examination Intervals for Persons in Hazardous Occupations

1. Purpose. To set forth the policy and to provide instructions and guidance to all personnel concerning the various medical examinations and services applicable to civil service employees, in accordance with references (a) through (j).

2. Cancellation. BO 12792.1B.

3. Pre-employment Medical Requirements. It is the policy of the Office of Personnel Management to require that applicants have only the minimal medical capacities which are necessary for safe and efficient work performance. To effect this policy, physical standards have been developed for specific jobs and groups of jobs to assure that applicants and employees have the physical ability to perform the duties of the positions to which appointed without hazard to themselves or others. Appointing officers are authorized to determine that applicants meet the appropriate requirements for employment in competitive positions. They are also authorized to eliminate an applicant or employee from consideration for appointment to a specific position for failure to meet appropriate medical requirements. The

appointing officer's determinations will be made on the basis of information provided in Standard Form 171 (Application for Federal Employment) and Standard Form 177 (Statement of Physical Ability for Light-Duty Work) or Standard Form 78 (Certificate of Medical Examination) and the pre-employment medical tests.

* a. Pre-employment Medical Tests. As part of the employment processing, all new and reinstated employees will receive a blood test (Rapid Plasma Reagin-Serology), urinalysis, and audiogram. The tests will be conducted at the Branch Clinic, Building 15. Additionally, as indicated by the type of position, the medical information required in subparagraphs b or c below will be provided.

b. Light-Duty General Schedule Positions. For appointments to light-duty General Schedule positions, except the ones excluded by reference (a), a SF-177 will be completed in full by the applicant. If, as a result of replies on the SF-177, personal observation, or results of the medical tests, the appointing officer believes an applicant is medically unable to do the job or would create a hazard to self or others, he/she may require the applicant to undergo a medical examination (SF-78) as a prerequisite to employment in the position.

c. Wage Grade and Other General Schedule Positions. For appointments to Wage Grade and the General Schedule positions excepted by subparagraph b above, a medical examination is required. This examination will be performed by a Medical Officer and recorded on a SF-78.

d. Procedures

* (1) Medical Tests. All applicants selected for employment will be provided MCBCL Form 12339 (Request for Pre-Employment Medical Tests) in duplicate and sent to the Occupational Health Nurse in Building 15 who will arrange for the tests. The original of Form 12339 will be sent to the Civilian Personnel Office via the Occupational Health Nurse with the results of the tests.

(2) Medical Examinations. Applicants and employees required to undergo a medical examination will be examined by a Medical Officer and the examination results recorded on a SF-78. The Civilian Personnel Office will originate the SF-78 and enter all required information on the form other than preliminary examining data and the examining physician's report. The applicant will take the form to the Occupational Health Nurse who will perform preliminary examining duties

and arrange for the applicant to be examined. Part C and D of the SF-78 will be completed by the examining physician and returned to the Civilian Personnel Office via the Occupational Health Nurse. The Employment Superintendent is responsible for reviewing the completed medical certificate to determine if the applicant or employee meets the physical requirements of the position for which he/she is being considered. If the applicant meets the requirements, Parts A through C of the SF-78 will be returned for filing by the Occupational Health Nurse in the employee's medical record. Parts D through F will be retained at the Civilian Personnel Office and filed in the employee's Official Personnel Folder. When practicable, the medical tests and examination will be conducted at the same time.

* 4. Separation Medical Requirements. All civilian personnel who enter into, or terminate service with, the Navy or Marine Corps shall, to the extent feasible, receive audiometric examinations, in order to comply with reference (g). The tests will be conducted at the Branch Clinic, Building 36, on all employees. In complying with the check-out procedures set forth in reference (d), attention should be given to the work schedules of the appropriate examining facilities to allow for the tests to be made.

5. Return to Duty from Sick Leave

a. All employees who have been absent from work due to illness or injury for seven or more consecutive calendar days shall be examined before they are permitted to begin work.

* b. Procedure. Employees returning to duty will report to their supervisor at the beginning of working hours and obtain form NAVSO 5100/9 (Dispensary Permit) in duplicate. Employees, with their medical certification, will then report to the Occupational Health Nurse, Building 15. The examining physician will record findings and disposition on both copies of the Dispensary Permit. The original will be given to the employee for return to the supervisor and the copy will be sent to the Occupational Health Nurse.

c. The supervisor will return the employee to work or send him/her home as may be indicated on the form. If the examining physician recommends that the employee be assigned light duty, the duration of the assignment will be specified and the necessity of further examination prior to return to full duty indicated. In such case, the supervisor will attempt to have the employee assigned to light duty in lieu of sending him/her home.

d. In emergencies, the examining physician may send the employee directly home. In such instances the Occupational Health Nurse or other examining official will notify the employee's supervisor by telephone.

6. Hazardous Occupations

a. All employees subject to exposures hazardous to their health and all employees whose defects may endanger the health of themselves and/or others shall be given health examinations at intervals sufficient to ensure that necessary precautions may be taken to maintain and improve their health and efficiency. Enclosure (1) is a partial list of hazardous occupations and examination intervals. Additional occupations may require examination as determined by the Occupational and Preventive Medicine Service.

b. Procedure. Physical examinations of civilian employees shall be made in accordance with the existing rules and regulations of the Office of Personnel Management and with instructions issued by or under the direction of the Secretary of the Navy in regard thereto. Examination schedules will be maintained by the Civilian Personnel Office in accordance with established intervals. A SF-78 will be originated for each employee and forwarded to the Occupational Health Nurse in accordance with the schedules. The Occupational Health Nurse will attach any additional forms that may be required and arrange for the examination. Thereafter, the SF-78 will be used and processed as prescribed in paragraph 3d(2), above. The Administrative Office of the unit concerned will be notified of the time and date the employee is to report to the Branch Clinic, Building 15, for examination.

7. Influenza Vaccinations

a. Influenza vaccination of all employees will be given annually on a voluntary basis.

b. Procedure. When Preventive Medicine has vaccine available for Civil Service employees, the Civilian Personnel Office will be notified and a notice published in the Guidepost. Vaccinations will be provided prior to the flu season or as soon thereafter as possible.

8. Annual Tuberculin Skin Testing

* a. Tuberculin skin testing of all employees having "negative" skin test shall be conducted, if practicable, once a year on a voluntary basis. Annual 14 x 17 chest x-ray of

personnel with a positive reaction will be conducted only in accordance with reference (j).

b. Procedure. Schedules for conducting the annual Tuberculin Testing Program will be established by the Occupational Medicine Branch, Occupational and Preventive Medicine Service, Naval Regional Medical Center. The Occupational Health Nurse will advise supervisors of the time, date, and place employees may report for testing.

9. Special Examinations

a. Background. Under the provisions of reference (a), certain types of special examinations may be made upon the request of the employee or management officials to determine:

(1) An employee's physical ability to perform the work assigned.

(2) An employee's visual or auditory acuity.

(3) The nature of illness when an employee becomes ill at work.

(4) Fitness for continuing assignment (alcoholism, psychopathic personality, or contagious disease).

(5) Need for change of duty.

(6) Presence of conditions of chronic and/or serious nature.

(7) Presence of mental illness and/or acute emotional imbalance.

(8) Degree of progress occurring in cases requiring rehabilitation.

b. Procedures. One of the following procedures, as applicable, will be used when requesting a special physical examination for any of the reasons specified in paragraph 8a above:

(1) Request by Employee

(a) An employee may submit a written request via his organizational commander/staff section head/department head/chief of service to the Commanding General/Commanding Officer (Attention: Civilian Personnel Officer) requesting a special physical examination to determine his/

her fitness for continued performance of regularly assigned duties. This request must include the following:

1. A brief statement explaining fully the reasons for requesting the examination,

2. A statement concerning the specific duties of the position that he/she is unable to perform, and

3. A statement from the employee's private medical doctor which includes history, diagnosis, prognosis, and a recommendation concerning continuation of work.

(b) The endorsement by the organizational commander, head of staff section, department head, or chief of service (as appropriate) shall contain additional information concerning the employee's ability to perform regularly assigned duties and shall specifically state the duties that the employee is unable to perform because of his/her physical condition.

(2) Request by Management Officials

(a) Organizational commanders, heads of staff sections, departments heads, and chiefs of services (as appropriate) are responsible for making a preliminary determination that the employee's performance, attendance, or behavior is below the level of acceptability, and on the basis of management evidence, that a health problem exists which could account for the service deficiencies. Management evidence means information obtained from such readily available sources as supervisory observation of job performance, absence from duty, or knowledge of illness, accident, or hospitalization.

(b) The organizational commander, head of staff section, department head, or chief of service (as appropriate) must have evidence of record that the employee's services are not useful and efficient (based on such things as performance, attendance, or behavior) and that the apparent cause is mental or physical illness or injury of other than a short-term nature. Except where an issue of safety of life or property or an issue of security clearance can be decided only upon the basis of the state of physical or mental health of the employee, the available evidence should be sufficient to warrant consideration of the employee's removal under adverse action procedures if medical findings do not support disability retirement.

(c) A counseling session will be conducted by a representative of the organization concerned and of the Civilian Personnel Office to discuss the problem and to inform the employee of the advantages/disadvantages of the various alternatives.

(d) If the counseling session does not result in a mutually acceptable course of action, the employee may be directed to report for a fitness-for-duty examination.

(e) In the event that a fitness-for-duty examination is necessary, it shall be scheduled and conducted in accordance with the provisions of reference (c). The employee has the right to be heard and represented at all stages and must be informed in writing as to why he/she is being sent for a fitness-for-duty examination. The Civilian Personnel Officer, or designated representative, will review all drafts of correspondence directed to the employee prior to issuance to ensure that the prescribed procedures are followed. Necessary contact with medical officers or physicians will be coordinated by the Civilian Personnel Office.

10. Motor Vehicle Operators

a. Background. Separate instructions for Marine Corps Base personnel require that one copy of Standard Form 47 (Physical Fitness Inquiry for Motor Vehicle Operators), be completed and submitted with each application for a Government Motor Vehicle Operator's Identification Card.

b. Procedure. The supervisor concerned will assist the employee in completing the SF-47. The form will then be sent to the Occupational Health Nurse, Building 15, for review and comparison with the employee's medical records. If the medical records do not indicate a need for a physical examination, the appropriate certification will be made on the SF-47 and the form will be forwarded to the Motor Transport Licensing Section. If the SF-47 or the employee's medical record indicate that a physical examination may be necessary to determine whether or not the employee is physically able to operate a motor vehicle, the application for the license will be forwarded to the Civilian Personnel Office for review. If it is determined that a physical examination is required, a SF-78 will be prepared and sent to the Occupational Health Nurse for scheduling. A medical examination is always required for truck drivers who have not been examined in the past year. Employees selected for promotion to truck driver will also be examined prior to the effective date of their promotion.

* 11. Hearing Conservation Program. In addition to the audiogram required for all new and reinstated employees, employees assigned to work in designated noise hazardous areas will be referred to the Occupational Health Nurse who will arrange for proper size, fit and instruction in the proper use of insert-type ear plugs.

a. Employees will be referred by the supervisor by use of NAVSO 5100/9 (Dispensary Permit) in duplicate, requesting an audiogram and/or fitting of ear plugs as appropriate.

(1) The size of the ear plugs required will be noted on the Dispensary Permit, a copy of which will be attached to the audiogram in the employee's Health Record.

(2) The original of the Permit will be returned to the supervisor who will procure the ear plugs from self-service.

b. The Occupational Health Nurse will maintain appropriate records and follow-up on employees referred under the Program.

c. The employing Section/Department Head is responsible for referring exposed employees to the Nurse, procuring prescribed protective devices, and informing the Nurse when employees are no longer exposed.

* 12. Sight Conservation Program. Employees working in eye hazardous areas and who wear prescription eye wear are required to wear occupational safety glasses.

a. Employees are referred by the supervisor to the Occupational Health Nurse who prepares NAVMED 5101/2 (Prescription Safety Eye Wear) in quadruplicate.

b. The Nurse refers the employee to an ophthalmologist at the Naval Regional Medical Center or under contract to the government or a private eye doctor, if requested by the employee; with the NAVMED form.

c. After the examination, the prescription is forwarded to the appropriate Safety Office at the Naval Regional Medical Center or Marine Corps Base, which orders the safety glasses.

d. When the glasses are received by the Nurse, the employee is contacted to pick them up and is referred to the ophthalmologist for fitting.

e. The Nurse contacts affected employees approximately every two years for re-examination.

f. Separating employees are permitted to keep prescription eye wear issued to them.

13. Refusal to be Examined. If an employee objects to being examined by a medical officer and is unwilling to select a different medical examiner, charges may be brought against the employee which may include a charge of refusing to report for an examination as directed.

14. Medical Treatment

a. Background. When a civilian employee sustains a personal injury while in the performance of duty, he/she is entitled to full medical care for effects of the injury under the Federal Employee's Compensation Act. The term "injury" includes a disease which is proximately related to the duties of the employee.

b. Procedure. The procedure prescribed for "return-to-duty" examinations in paragraph 5 above will be followed.

15. Competence-for-Duty Examination. Procedures for obtaining medical evaluations of employees suspected of reporting for duty or being on duty under the influence of intoxicants are contained in reference (e).

16. Safety Office. When any examination discloses an injury, illness, or other condition that appears to be due to occupational causes, the Occupational Health Nurse will bring the case to the attention of the appropriate Safety Director/ Officer.

17. Change Notation. Significant changes contained in this revision are denoted by asterisks (*) in the outer left margin.

18. Applicability. Having received the concurrences of the Commanding Officers of Marine Corps Air Station (Helicopter), New River, Naval Regional Medical Center, and Naval Regional Dental Center, this Order is applicable to those commands.

J. R. FRIDELL
Chief of Staff

DISTRIBUTION: C less Cat III
plus 50 to CivPersOff

EXAMINATION INTERVALS FOR PERSONS IN HAZARDOUS OCCUPATIONS

The following is a partial list which may serve as a guide of the occupations now considered to entail hazards to the personnel involved. Examination intervals indicated are approximate and will vary depending on the degree of exposure as determined by the Occupational and Preventive Medicine Service.

OCCUPATION OR CHARACTER OF WORK	EXAMINATION INTERVALS
(1) Handling radium or radioactive luminous compounds.	Complete medical and dental examination every six months. Radon breath samples only when radium is not in capsule.
(2) X-ray operators.	Complete medical examination yearly. Complete blood count and hemoglobin every three months.
(3) Cutting and welding painted or coated materials containing lead.	Porphyrin screening test on urine quarterly, if positive perform lead urine test.
(4) Spraying lead and non-lead pigmented paint.	Same as (3), in addition to a complete medical examination yearly.
(5) Crane operators. Operations on scaffolding.	Complete medical examination yearly-should include history and urinalysis. (Epilepsy, diabetes, hypertension, etc.)
(6) Enginemen (hoisting and portable).	Same as (5).
(7) Firefighters.	Same as (5).
(8) Benzol Processes.	Complete blood count and urinary sulphate determination every six months.

ENCLOSURE (1)

(9) Cable splicers, solderers, linotype operators and remelt men.	Same as (3).
(10) Lead azide workers and others engaged in handling of explosives.	Test annually for pathological factors which may be associated with exposure to the particular explosive.
(11) Foundry Workers and Sandblasters (silicone exposure).	Chest x-ray every six months.
(12) Pest Control Mixers and Applicators.	Cholinesterase, kidney and liver function tests, and neurological examination on annual basis.
(13) Operators of nuclear reactors and radar equipment.	Eye examination annually.
(14) Buffers and Polishers, Magnoflux operators, pipe coverers (asbestos).	Annual chest x-ray.
(15) Electroplate operators.	Nasal examination and complete blood count semi-annually, annual chest x-ray.
(16) Paint stripping operations.	Complete blood count quarterly.
(17) Chlorinated hydrocarbons processes.	Complete physical examination and cephalin flocculation test yearly.
(a) Trichlorethylene processes.	(a) Complete physical and trichloracetic and urine yearly.
(18) Waxes, pitches and tars.	Complete medical and physical examination and x-ray of lungfields

		yearly. Special attention should be given to the skin.
(19)	Cold room workers.	Physical examination yearly.
(20)	Excessive noise.	Audiometric examination as indicated.
(21)	Motor Vehicle Operators.	Physical examination as required by Federal Personnel Manual.
(22)	Aviation technical observers.	Physical examination as indicated (Manual of the Medical Department).
(23)	Personnel exposed to possible radiation associated with particle accelerators, nuclear reactors, and radar equipment.	Eye examination by qualified ophthalmologist including visual acuity tests, ophthalmoscopic examinations for retinal lesions, and slit-lamp examinations with diagrammatic recording of all lesions. Tests shall be performed prior to duty assignment, periodically as deemed necessary by cognizant medical officers, and when duty is terminated.

Mr. Stone

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO
BO 12792.1B
CPO/JFS/eab
28 Sep 1976

BASE ORDER 12792.1B

From: Commanding General
To: Distribution List

Subj: Medical examinations and services for civil service employees

Ref: (a) FPM Supp 339-31 (NOTAL)
(b) NCPI 792
(c) FPM Supp 831-1 (NOTAL)
(d) BO 12352.1F
(e) BO 12750.1G
(f) ART 15-57 MMD
(g) BUMEDINST 6320-31
(h) BUMEDINST 6260.6B
(i) NAVREGMEDINST 5450.2A
(j) DISPSERVORDER 500.2

Encl: (1) Examination Intervals for Persons in Hazardous Occupations

1. Purpose. To set forth the policy and to provide instructions and guidance to all personnel concerning the various medical examinations and services applicable to civil service employees, in accordance with references (a) through (j).

2. Cancellation. BO 12792.1A.

* 3. Pre-employment Medical Requirements. It is the policy of the Civil Service Commission to require that applicants have only the minimal medical capacities which are necessary for safe and efficient work performance. To effect this policy, physical standards have been developed for specific jobs and groups of jobs to assure that applicants and employees have the physical ability to perform the duties of the positions to which appointed without hazard to themselves or others. Appointing officers are authorized to determine that applicants meet the appropriate requirements for employment in competitive positions. They are also authorized to eliminate an applicant or employee from consideration for appointment to a specific position for failure to meet appropriate medical requirements. These determinations will be made on the basis of information provided in Standard Form 177 (Statement of

Physical Ability for Light-Duty Work) or Standard Form 78 (Certificate of Medical Examination) and the pre-employment medical tests by the Civilian Personnel Officer.

a. Pre-employment Medical Tests. As part of the employment processing, all new and reinstated employees will receive an RPR - serology, urinalysis, chest x-ray, and audiogram. These tests will be conducted at the Central Branch Clinic, Building 15. Additionally, as indicated by the type of position, the medical information required in subparagraphs b or c below will be provided.

b. Light-Duty General Schedule Positions. For appointments to light-duty General Schedule positions, except those excluded by reference (a), an SF-177 will be completed in full by the applicant. If, as a result of replies on the SF-177, personal observation, or results of the medical tests, the appointing officer believes an applicant is medically unable to do the job or would create a hazard to himself or others, he may require the applicant to undergo a medical examination (SF-78) as a prerequisite to employment in the position.

c. Wage Grade and Other General Schedule Positions. For appointments to Wage Grade and those General Schedule positions excepted by subparagraph b above, a medical examination is required. This examination will be performed by a Medical Officer and recorded on an SF-78.

d. Procedures

(1) Medical Tests. All applicants selected for employment will be provided MCBCL Form 339 (Request for Medical Tests) in duplicate and sent to the Occupational Health Nurse in Building 1403 who will arrange for the tests. After the tests the applicant will be sent to the Civilian Personnel Office with the carbon copy of Form 339 showing that the tests have been made. The original of Form 339 will be sent to the Civilian Personnel Office via the Occupational Health Nurse with the results of the tests.

(2) Medical Examinations. Applicants and employees required to undergo a medical examination will be examined by a Medical Officer and the examination results recorded on an SF-78. The Civilian Personnel Office will originate the SF-78 and enter all required information on the form other than preliminary examining data and the examining physician's report. The applicant will take the form to the Occupational Health Nurse who will perform preliminary examining duties and arrange with the Branch Clinic for the applicant to be

examined. After the examination, the applicant will be sent back to the Civilian Personnel Office. Part C and D of the SF-78 will be completed by the examining physician and returned to the Civilian Personnel Office via the Occupational Health Nurse. The Civilian Personnel Officer is responsible for reviewing the completed medical certificate to determine if the applicant or employee meets the physical requirements of the position for which he is being considered. If the applicant meets the requirements, Parts A through C of the SF-78 will be returned for filing by the Occupational Health Nurse in the employee's medical record; Parts D through F will be retained at the Civilian Personnel Office and filed in the employee's Official Personnel Folder. Any Handicap Code shown in Part F of the SF-78 will be entered on the SF-7 (Service Record) card maintained in the Civilian Personnel Office and the SF-7B (Employee Record) card maintained in the Administrative Office where the employee is assigned. When practicable, the medical tests and examination will be conducted at the same time.

* 4. Separation Medical Requirements. In accordance with reference (f), roentgenographic examination of the chest (14 x 17) of all persons employed within the Naval Shore Establishment shall be made when practicable, immediately prior to leaving employment, except when such examination has been made and recorded without defect, within the previous six months. All civilian personnel who enter into, or terminate service with, the Navy or Marine Corps shall, to the extent feasible, receive audiometric examinations, in order to comply with reference (h). These tests will be conducted at the Branch Clinic, Building 15, on all employees except personnel of the Naval Regional Medical Center. Naval Regional Medical Center employees will be tested at the Center Hospital. In complying with the check-out procedures set forth in reference (d), attention should be given to the work schedules of the appropriate examining facilities to allow for these tests to be made.

* 5. Return to Duty from Sick Leave

a. All employees who have been absent from work due to illness or injury for seven or more consecutive calendar days shall be examined before they are permitted to begin work.

b. Procedure. When an employee returns to duty, he will report to his supervisor at the beginning of his working hours and obtain form NAVSO 5100/9 (Dispensary Permit) in duplicate. All civilian employees except Naval Regional Medical Center employees will then report to the Occupational Health Nurse for interview and record purposes; and if deemed

necessary, shall be referred to the Central Branch Clinic for examination. Naval Regional Medical Center employees shall report to the Center Hospital for examination. The examining physician will record his findings and disposition on both copies of the form NAVSO 5100/9. The original will be given to the employee for return to his supervisor and the copy will be sent to the Occupational Health Nurse. The supervisor will return the employee to work or send him home as may be indicated on the form. If the examining physician recommends that the employee be assigned light duty, he will specify the duration of this assignment and whether or not re-examination is necessary prior to return to full duty. In such case, the supervisor will attempt to have the employee assigned to light duty in lieu of sending him home. In emergencies, the examining physician may send the employee directly home. In such instances the Occupational Health Nurse will notify the employee's supervisor by telephone.

* 6. Hazardous Occupations

a. All employees subject to exposures hazardous to their health and those whose defects may endanger the health of themselves and/or others shall be given health examinations at intervals sufficient to ensure that necessary precautions may be taken to maintain and improve their health and efficiency. Enclosure (1) is a partial list of hazardous occupations and examination intervals. Additional occupations may require examination as determined by the Occupational and Preventive Medicine Service.

b. Procedure. Physical examinations of civilian employees shall be made in accordance with existing rules and regulations of the Civil Service Commission and with instructions issued by or under the direction of the Secretary of the Navy in regard thereto. Examination schedules will be maintained by the Civilian Personnel Office in accordance with established intervals. An SF-78 will be originated for each employee concerned and forwarded to the Occupational Health Nurse in accordance with the schedules. The Occupational Health Nurse will attach any additional forms that may be required and arrange for the examination. Thereafter, the SF-78 will be used and processed as prescribed in paragraph 3 above. The Administrative Office of the unit concerned will be notified of the time and date the employee is to report to the Central Branch Clinic, Building 15, for examination.

7. Annual Tuberculin Skin Testing

a. Tuberculin skin testing of all employees having "negative" skin tests shall be conducted, if practicable,

once a year on a voluntary basis. Personnel who have a history of a "positive" skin test shall be examined only by means of an annual 14 x 17 chest x-ray.

b. Procedure. Schedules for conducting the annual Tuberculin Testing Program will be established by the Occupational Medicine Branch, Occupational and Preventive Medicine Service, Naval Regional Medical Center. The Occupational Health Nurse will advise supervisors of the time, date, and place employees may report for testing.

8. Special Examinations

a. Background. Under the provisions of reference (a), certain types of special examinations may be made upon the request of the employee or management officials to determine:

(1) An employee's physical ability to perform the work assigned.

(2) An employee's visual or auditory acuity.

(3) The nature of illness when an employee becomes ill at work.

(4) Fitness for continuing assignment (alcoholism, psychopathic personality, or contagious disease).

(5) Need for change of duty.

(6) Presence of conditions of chronic and/or serious nature.

(7) Presence of mental illness and/or acute emotional imbalance.

(8) Degree of progress occurring in cases requiring rehabilitation.

b. Procedures. One of the following procedures, as applicable, will be used when requesting a special physical examination for any of the reasons specified in paragraph 8a above:

(1) Request by Employee

(a) An employee may submit a written request via his organizational commander/staff section head/department head/chief of service to the Commanding General/Commanding Officer (Attention: Civilian Personnel Officer) requesting

a special physical examination to determine his fitness for continued performance of his regularly assigned duties. This request must include the following:

1. A brief statement explaining fully the reasons for requesting the examination

2. A statement concerning those specific duties of the position that he is unable to perform; and

3. A statement from the employee's private medical doctor which includes history, diagnosis, prognosis, and a recommendation concerning continuation of work.

(b) The endorsement by the organizational commander, head of staff section, department head, or chief of service (as appropriate) shall contain additional information concerning the employee's ability to perform his regularly assigned duties and shall specifically state those duties that the employee is unable to perform because of his physical condition.

(2) Request by Management Officials

(a) Organizational commanders, heads of staff sections, department heads, and chiefs of services (as appropriate) are responsible for making a preliminary determination that the employee's performance, attendance, or behavior is below the level of acceptability, and on the basis of management evidence, that a health problem exists which could account for the service deficiencies. Management evidence means information obtained from such readily available sources as supervisory observation of job performance; absence from duty; or knowledge of illness, accident, or hospitalization.

(b) The organizational commander, head of staff section, department head, or chief of service (as appropriate) must have evidence of record that the employee's services are not useful and efficient (based on such things as performance, attendance, or behavior) and that the apparent cause is mental or physical illness or injury of other than a short-term nature. Except where an issue of safety of life or property or an issue of security clearance can be decided only upon the basis of the state of physical or mental health of the employee, the available evidence should be sufficient to warrant consideration of the employee's removal under adverse action procedures if medical findings do not support disability retirement.

(c) A counseling session will be conducted by a representative of the organization concerned and of the Civilian Personnel Office to discuss the problem and to inform the employee of the advantages/disadvantages of the various alternatives.

(d) If the counseling session does not result in a mutually acceptable course of action, the employee may be directed to report for a fitness-for-duty examination.

(e) In the event that a fitness-for-duty examination is necessary, it shall be scheduled and conducted in accordance with the provisions of reference (c). The employee has the right to be heard and represented at all stages and must be informed in writing as to why he is being sent for a fitness-for-duty examination. The Civilian Personnel Officer or his representative will review all drafts of correspondence directed to the employee prior to issuance to ensure that the prescribed procedures are followed. Necessary contact with medical officers or physicians will be coordinated by the Civilian Personnel Office.

9. Motor Vehicle Operators

a. Background. Separate instructions require that one copy of Standard Form 47 (Physical Fitness Inquiry for Motor Vehicle Operators), be completed and submitted with each application for a Government Motor Vehicle Operator's Identification Card.

b. Procedure. The supervisor concerned will assist the employee in completing his portion of the SF-47. The form will then be sent to the Occupational Health Nurse, Building 1403, for review and comparison with the employee's medical records. If the medical records do not indicate a need for a physical examination, the appropriate certification will be made on the SF-47 and the form will be forwarded to the Motor Transport Licensing Section. If the SF-47 or the employee's medical record indicate that a physical examination may be necessary to determine whether or not the employee is physically able to operate a motor vehicle, the application for the license will be forwarded to the Civilian Personnel Office. A final determination will be made and if a physical is required, an SF-78 will be prepared and returned to the Occupational Health Nurse for scheduling the physical examination. A medical examination is always required for truck drivers who have not been examined in the past year. Employees selected for promotion to truck driver will also be examined prior to the effective date of their promotion.

10. Refusal to be Examined. If an employee objects to being examined by a medical officer and is unwilling to select a different medical examiner, charges may be brought against him which may include a charge of refusing to report for an examination as directed.

11. Medical Treatment

a. Background. When a civilian employee sustains a personal injury while in the performance of duty, he is entitled to full medical care for effects of the injury under the Federal Employee's Compensation Act (F USC 751-793). The term "injury" includes a disease which is proximately related to the duties of the employee.

b. Procedure. The procedure prescribed for "return-to-duty" examinations in paragraph 4 above will be followed.

12. Competence-for-Duty Examination. Procedures for obtaining medical evaluations of employees suspected of reporting for duty or being on duty under the influence of intoxicants are contained in reference (e).

13. Safety Office. When any examination discloses an injury, illness, or other condition that appears to be due to occupational causes, the Occupational Health Nurse will bring the case to the attention of the Safety Director.

14. Change Notation. Significant changes contained in this revision are denoted by asterisks (*) in the outer left margin.

15. Applicability. Having received the concurrences of the Commanding Officers of Marine Corps Air Station (Helicopter), New River; Naval Regional Medical Center; and Naval Regional Dental Center, this Order is applicable to those commands.

G. C. FOX
Chief of Staff

DISTRIBUTION: "C" less Cat III
plus 50 to CivPersOff

EXAMINATION INTERVALS FOR PERSONS IN HAZARDOUS OCCUPATIONS

The following is a partial list which may serve as a guide of the occupations now considered to entail hazards to the personnel involved. Examination intervals indicated are approximate and will vary depending on the degree of exposure as determined by the Occupational and Preventive Medicine Service.

OCCUPATION OR CHARACTER OF WORK	EXAMINATION INTERVALS
(1) Handling radium or radioactive luminous compounds.	Complete medical and dental examination every 6 months. Radon breath samples only when radium is not in capsule.
(2) X-ray operators.	Complete medical examination yearly. CBC and hemoglobin every 3 months.
(3) Cutting and welding painted or coated materials containing lead.	Porphyrin screening test on urine quarterly; if positive perform lead urine test.
(4) Spraying lead and non-lead pigmented paint.	Same as (3), in addition to a complete medical examination yearly.
(5) Crane operators. Operations on scaffolding.	Complete medical examination yearly-should include history and urinalysis. (Epilepsy, diabetes, hypertension, etc.)
(6) Enginemen (hoisting and portable).	Same as (5).
(7) Firefighters.	Same as (5).
(8) Benzol Processes.	Complete blood count and urinary sulphate determination every 6 months.
(9) Cable splicers, solderers, linotype operators and remelt men.	Same as (3).

ENCLOSURE (1)

(10)	Lead azide workers and others engaged in handling of explosives.	Test annually for pathological factors which may be associated with exposure to the particular explosive.
(11)	Foundry Workers and Sandblasters (silicone exposure).	Chest x-ray every six months.
(12)	Pest Control Mixers and Applicators.	Cholinesterase, kidney and liver function tests, and neurological examination on annual basis.
(13)	Operators of nuclear reactors and radar equipment.	Eye examination annually.
(14)	Buffers and Polishers, Magnoflux operators, pipe coverers (asbestos).	Annual chest x-ray.
(15)	Electroplate operators.	Nasal examination and CBC semi-annually; annual chest x-ray.
(16)	Paint stripping operations.	Complete blood count quarterly.
(17)	Chlorinated hydrocarbons processes.	Complete physical examination and cephalin flocculation test yearly.
	(a) Trichlorethylene processes.	(a) Complete physical and trichloracetic and urine yearly.
(18)	Waxes, pitches and tars.	Complete medical and physical examination and x-ray of lungfields yearly. Special attention should be given to the skin.
(19)	Cold room workers.	Physical examination yearly.
(20)	Excessive noise.	Audiometric examination as indicated.

(21)	Chauffers and/or Truck drivers.	Physical examination yearly.
(22)	Aviation technical observers.	Physical examination as indicated (MMD).
(23)	Personnel exposed to possible radiation associated with particle accelerators, nuclear reactors, and radar equipment.	Eye examination by qualified opthalmologist including visual acuity tests, ophthalmoscopic examinations for retinal lesions, and slit-lamp examinations with diagrammatic recording of all lesions. Tests shall be performed prior to duty assignment, periodically as deemed necessary by cognizant medical officers, and when duty is terminated.

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

BBul 12721
CPO/JFS/eab
30 Jan 1976

BASE BULLETIN 12721

From: Commanding General
To: Distribution List

Subj: Officers and Stewards of the American Federation of Government Employees, Local 2065

Ref: (a) Multi-Unit Negotiated Agreement between Marine Corps Base, Camp Lejeune; Marine Corps Air Station (Helicopter), New River, Jacksonville; Naval Regional Medical Center, Camp Lejeune; and Naval Medical Field Research Laboratory, Camp Lejeune; and the American Federation of Government Employees, Local 2065

Encl: (1) Officers of AFGE, Local 2065
(2) Authorized Stewards of AFGE, Local 2065

1. Purpose. This Bulletin is published to provide a comprehensive listing of the Officers, Authorized Stewards, and designated area(s) represented by each Steward of the American Federation of Government Employees, Local 2065.

2. Information

a. In accordance with reference (a), the Union will designate and the Employer will recognize an adequate number of Stewards so that each employee in the Unit will have reasonable access to a Steward.

b. Enclosure (1) is a listing of Officers of AFGE, Local 2065, by activity, for all commands to which the Agreement applies.

c. Enclosure (2) is a listing of Authorized Stewards by Units, area(s) represented by each Steward, and each Steward's telephone extension.

d. Employees desiring to contact a Steward must contact the Steward designated for their assigned area. Employees in work areas not having a designated Steward must contact

the Steward geographically located nearest to their work area within the appropriate Unit. Where there are no Stewards designated in a Unit, employees may contact the Vice President or Chief Steward of the appropriate Unit.

e. Questions concerning Steward designations should be referred to the Civilian Personnel Office, extension 1579.

3. Action

a. Supervisors should ensure that they are aware of the name and telephone extension of the Steward having cognizance over their work area.

b. This Bulletin will be posted on all Official Bulletin Boards for civil service employees.

4. Applicability. This Bulletin is applicable to those Commands covered by reference (a).

5. Self-cancellation. 15 August 1976.

G. C. FOX
Chief of Staff

DISTRIBUTION "C" less cat III
plus 150 to CivPersOff

OFFICERS OF AFGE, LOCAL 2065

REPRESENTING ALL UNIT EMPLOYEES OF CAMP LEJEUNE COMPLEX

Office	Name	Telephone
President	William W. Crawford	346-9357
Executive Vice President	Warren T. Sanders	451-5909
Secretary Treasurer	William G. Koppersmith	451-2821

REPRESENTING UNIT EMPLOYEES OF MARINE CORPS BASE

Office	Name	Telephone
First Vice President	Henry Ellis	455-6553
Second Vice President	Linwood P. Parker	451-1689
Chief Steward	Henry McNair	451-5580

REPRESENTING UNIT EMPLOYEES OF MARINE CORPS AIR STATION (HELICOPTER)

Office	Name	Telephone
Vice President	Elmer A. Kassube	455-6644
Chief Steward	John W. Humphrey	455-6644

REPRESENTING UNIT EMPLOYEES OF NAVAL REGIONAL MEDICAL CENTER

Office	Name	Telephone
Vice President	Carlton C. Franck	451-4522
Chief Steward	Vacant	

REPRESENTING UNIT EMPLOYEES OF NAVAL MEDICAL FIELD RESEARCH LABORATORY

Office	Name	Telephone
Vice President	Vacant	
Chief Steward	John S. Moore	451-5115

ENCLOSURE (1)

BBul 12721
30 Jan 1976

AUTHORIZED STEWARDS OF AFGE, LOCAL 2065

MARINE CORPS BASE STEWARDS

Building	Area	Steward	Telephone Extension
900/901 902/905	Maintenance Battalion	John R. Mantle	1484
908/909	Preservation and Packing	Robert Peeler	3654
909	Box Shop	Benjamin F. Cannon	3187
1011	Receipt Control	Roger A. Thuotte	1507
1011	DSSC	VACANT	
1011	Support Division	Cecil Brinson	2541
1011	Receiving and Traffic	VACANT	
1201	Maintenance Issue Point	Robert DeVaughn, Jr.	5414
1606	Self-Service	VACANT	
Lot 201		VACANT	
1300	Subsistence	VACANT	
1211	Purchasing and Contracting	Kathleen P. Pratt	2169
1202	Carpenter Shop	VACANT	
1202	Plumbing and Heating	John L. Spencer	3457
1202	Metalworking Shop	Odell Thomas	5110
1202	Paint Shop	VACANT	
1202	Refrigeration and Electric Shop	Frank Lane	3235
1300/1700	Cold Storage and Central Heating Plants	John Bradley	3627
	Sewage Treatment Plants	Tommie H. Kennedy	2022 455-6723
122 MCAS(H)	Maintenance	Theodore R. Hunter Telford M. Morton	455-6818 455-6818
1105	General Services	James H. Pickett	5158
45	Heavy Equipment	Jackson V. Humphrey	5909
TC-832	E/S Shop-Camp Geiger	Floyd D. Jones	0221

ENCLOSURE (2)

Building	Area	Steward	Telephone Extension
BB31 RR11	E/S-Courthouse Bay Rifle Range	William A. Rourk	7447
FC-301	E/S Shop	VACANT	
4000	E/S Shop-Midway Park	VACANT	
M-103	E/S Shop-Montford Point	VACANT	
1919	E/S Shop-Paradise Point	Levi Hill	5355
TT-42	E/S Shop-Tarawa Terrace	VACANT	
	Water Treatment Plants	Gilbert Campbell	2075
	Steam Plants	Alvis A. Pittman Robert J. Jones	3627 3627
1200	Commissary Meat Dept.	Harry L. Melvin	2172
1200	Commissary Personnel, Grocery, and Produce Depts.	Furney V. Pollock	2381
1201	Commissary Warehouse	VACANT	
TT-2455	Tarawa Terrace Commissary	VACANT	
414 (MCAS(H))	Commissary Annex (MCAS(H)) and Supply	VACANT	
1407	Motor Transport Operations	Horace A. Sanders	3585
1502	Motor Transport	Alvin P. Rochelle	5608
118 MCAS(H)	Motor Transport	George W. Humphrey	455-6705
	Base Fire Department	Lewis C. Eakman	3004
1/1005	Disbursing	Alice J. Chacto	3051
7/13	Base Legal	VACANT	
37/80	Provost Marshal's Office and Printing Plant	Walter L. Smith	1564
1005	Accounting Division and Public Works Dept.	VACANT	

ENCLOSURE (2)

Building	Area	Steward	Telephone Extension
1101	Data Processing Service, Management Engineers, and Property Control	VACANT	
1500	Base Laundry	Sylvia W. Mattocks	3504
1501	Furniture Section, Quarters and Housing	VACANT	
2617	BOQ, Paradise Point	VACANT	

MARINE CORPS AIR STATION (HELICOPTER) STEWARDS

Building	Area	Steward	Telephone Extension
*			

NAVAL REGIONAL MEDICAL CENTER STEWARDS

Building	Area	Steward	Telephone Extension
	Public Works	VACANT	
	Food Service	O D Matlock	4314
	Food Service	Evorn Hill	4314

NAVAL MEDICAL FIELD RESEARCH LABORATORY STEWARDS

Building	Area	Steward	Telephone Extension
*			

* Where there are no Stewards designated in a Unit, employees may contact the Vice President or Chief Steward of the appropriate Unit.

ENCLOSURE (2)

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO
BO 12293.1A
CPO/HH/h1m
29 Sep 1976

BASE ORDER 12293.1A

From: Commanding General
To: Distribution List

Subj: Maintenance, Use, and Disposition of Civil Service Personnel Records and Files

Ref: (a) FPM Supplement 293-1 (NOTAL)
(b) FPM/CMMI 293 (NOTAL)
(c) FPM 294 (NOTAL)

1. Purpose. To provide instructions governing the maintenance, use, and disposition of personnel records and files of Civil Service employees by operating officials.

2. Cancellation. BO 12293.1.

3. Basic Personnel Records and Files System. References (a) and (b) prescribe the basic civilian personnel records and files system to be maintained by each command. Records authorized for Organizational Commanders, Heads of Staff Sections, Chief of Services, and Department Heads, other than the Civilian Personnel Office, are limited to the following:

a. Employee Record Card (Standard Form 7B). The Employee Record Card is the only employee record card authorized for use at the operating level. This card is prepared initially by the Civilian Personnel Office and is forwarded to the unit or section for filing and maintenance. This card will be filed organizationally for General Schedule (GS) or Excepted positions. Multicolored dividers may be used to show organizational levels. Cards for Wage employees will be filed in the same manner except where there are large blocks of employees in a given occupation, the cards may then be filed alphabetically by occupation. The card is designed for use in pocket-type visible files and is used by operating officials as a basis for initiating personnel actions, recording personnel actions, details, pay adjustments, and recording other items which assist them in their management of personnel. The source of information for posting on the Employee Record Card will be either the employee's copy of the personnel action or EAM card. Entries will be handwritten in ink. After posting, the personnel action or EAM card must then be delivered promptly

RECEIVED
4 OCT 1976

to the employee. Duplicate copies of personnel action forms will not be made or maintained. When an employee vacates a position by termination, the card will be forwarded to Civilian Personnel Office. When employee vacates a position for other reasons the card will be immediately forwarded to the gaining unit or section.

b. Position Identification Strip (Standard Form 7D). This strip is filed in the pocket of the visible file with the Employee Record Card. Use of this strip is recommended for all General Schedule and Wage jobs. The strip contains a record of the position/job title, series, grade, and position number. When the employee vacates the position/job, the card is removed and the strip remains showing the position/job is "vacant". The strip is destroyed when the position/job description is cancelled or the position/job is abolished.

c. Position/Job Description, Performance Standard and Appraisal File. A file of descriptions for either Wage, General Schedule, or Excepted positions will be maintained in each subordinate unit or staff section. Copies of descriptions, with performance standards attached, will be filed by organizational segments from the highest grade to the lowest. Maintenance of a file of position/job descriptions assists officials in maintaining and planning proper work assignments and in organizational analysis and planning. The position/job description file also provides a means of acquainting employees with the duties and responsibilities of their positions.

4. Release of Information from Personnel Records and Files. Instructions concerning the release of information are contained in reference (c). In view of the Privacy Act, release to the public of any information from personnel records and files on Civil Service employees by operating officials is prohibited; this includes an employee's home address and telephone number. All requests for information should be referred to the Employment Division, Civilian Personnel Office, extension 2763.

5. Assistance. Assistance in the maintenance of personnel records may be obtained by contacting the Employment Superintendent, Civilian Personnel Office, extension 5918.

6. Applicability. Having received the concurrence of the

Commanding Officers of Marine Corps Air Station (H), New River; Naval Regional Medical Center and Naval Regional Dental Center, this Order is applicable to those Commands.

B. H. CURWEN, JR.
Chief of Staff

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UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO
BO 12451.1G
CPO/EA/ca
25 Jun 1979

BASE ORDER 12451.1G

From: Commanding General
To: Distribution List

Subj: Civilian Incentive Awards Program/Military Cash Awards Program

Ref: (a) FPM/CMMI 451 (NOTAL)
(b) MCO P12000.7B (NOTAL)
(c) SECNAVINST 1650.24A
(d) MCO 1650.17D

Encl: (1) Beneficial Suggestion Program
(2) Special Achievement Awards
(3) Honorary Awards and High-Level Government and Non-Government Awards
(4) Scales for Determining Amount of Cash Award
(5) Incentive Awards Committees

1. Purpose. To set forth policy, procedures, and responsibilities for the administration of the Civilian Incentive Awards and Military Cash Awards Program in compliance with references (a) through (d).

2. Cancellation. BO 12451.1F.

3. Background. References (a) and (b) provide implementing instructions for the Incentive Awards Program for civil service employees. References (c) and (d) established objectives, assigned responsibilities, and prescribed procedures for the administration, operation, and reporting of the Cash Awards Program for military personnel.

a. The Civilian Incentive Awards Program and the Military Cash Awards Program provide an avenue for civilian and military personnel to submit their ideas for recognition and award consideration. This avenue is commonly known as the Beneficial Suggestion Program. The Beneficial Suggestion Program is a management tool which, if properly utilized, can result in increased productivity, better quality work, less waste, conservation of our natural resources, and more efficient operations throughout the Command and the Government. Recognizing that the Suggestion Program returns

approximately $13 in tangible first-year benefits for each dollar spent, it is Command policy to support the Program vigorously. In order for the Command to achieve maximum benefits, support from all levels of management is required.

b. Enclosure (1) provides information concerning the Beneficial Suggestion Program. Enclosure (2) provides information concerning Special Achievement Awards. Enclosure (3) provides information concerning Honorary Awards. Enclosure (4) provides guidance for determining the amount of cash awards.

4. Participation by Military Personnel. Under the provisions of references (c) and (d), military personnel are encouraged to participate in the Cash Awards Program through the submission of contributions, i.e., suggestions, inventions, or scientific achievements, which may be of benefit to the Government. Method of submission and awards for adopted ideas are outlined in enclosure (1). Special achievement and other awards as specified in this Order are not applicable to military personnel.

5. Policy. It is the policy of this Command to improve Government operations and to recognize civilian employees by incentive awards, in keeping with the purpose of the Program. Awards under this Program are designed to:

a. Encourage employees to participate in increasing productivity and improving the efficiency and economy of Government operations.

b. Appropriately recognize and reward employees in a timely manner, individually or in groups, for their suggestions, inventions, special achievements, or other personal efforts that contribute to increased productivity, efficiency, economy, or other improvements in Government operations.

c. Recognize and reward employees individually or in groups who perform special acts or services in the public interest in connection with or related to their official employment.

6. Definitions

a. Contribution:

(1) An employee's suggestion, invention, superior accomplishment, or other personal effort substantially contributing to the productivity, efficiency, economy, or other improvement of Government operations, or achieving a significant reduction in paperwork.

(2) An employee's special act or service in the public interest, connected with or related to his official employment.

To be considered for an incentive award, the contribution must have been made while the contributor was a Government employee, and must be described in writing.

b. Incentive award means either a cash award, an honorary award, or both. It is an all-inclusive term covering any type award granted under reference (a), but does not include a quality increase.

c. Suggestion award means an award (cash and certificate, or certificate) for an idea submitted by civilian or military personnel and adopted by management which contributes to the economy, efficiency, or effectiveness of Government operations.

d. Special achievement award means any award granted for performance exceeding job requirements. The award may be for performance relating to a one-time occurrence or over a sustained period or for a special act or service in the public interest, connected with, or related to official employment.

e. Non-cash award means an incentive award granted in the form of a letter of appreciation, commendation, or other appropriate means used to recognize employee contributions which do not meet the standard for a cash award.

7. Program Administration. The task of supporting and promoting the Program is the joint responsibility of management officials and supervisors at every level. It is imperative that management officials and supervisors be familiar with the provisions of this Order to ensure appropriate awards and recognition for all personnel. The following specific responsibilities are assigned:

a. Incentive Awards Committees. Incentive Awards Committees are established to assist in the administration of the Program.

(1) Membership. Enclosure (5) lists personnel who have been designated to comprise the Incentive Awards Committees. Each committee shall meet at the discretion of its chairman.

(2) Duties. The committees will monitor the operations of the awards program, stimulate participation, review

contested decisions, select nominees for competitive and honorary awards, assure coordination of the Incentive Awards Program activities and publicity with other management programs, review and make recommendations on cash awards in excess of the amounts delegated to line officials, and perform other policy and program functions. The committee will receive data semiannually relative to program accomplishments and distribution of awards. After reviewing the data, the Chairman will provide the Senior Command Official and his staff with a report and/or recommendations.

b. Civilian Personnel Officer. The Civilian Personnel Officer is assigned general administrative responsibility for the Program and is authorized to sign by direction of the appropriate Senior Command Official replies to inquiries relative to disapproved suggestions or other award recommendations and reports. He will provide leadership and positive evidence of management support for the Program, review Program results to identify weaknesses and take corrective action, assign an administrator for the Program, and nominate members for the committees and serve as Chairman of the Other Activities committee.

c. Administrator, Incentive Awards Program. The Employee Relations Superintendent will serve as Administrator for the Program. The administrator maintains general jurisdiction over the Incentive Awards Program, provides staff services for incentive awards committees, promotes and develops the program to serve the needs of the commands, coordinates the Program with the training program and other programs, provides guidance and assistance to the committees, management, and employees, and reviews all suggestion and performance award cases to assure consistent and equitable evaluations, appraisals and awards.

* d. Assistant Chief of Staff, Comptroller. The Assistant Chief of Staff, Comptroller, is assigned responsibility for advising the Administrator, Incentive Awards Program, by memorandum, of (1) any change in the composite standard military rates and accrual rates for other personnel costs as specified in paragraphs 035750-3B and 4B of the NAVCOMPT Manual and (2) any change in the locally determined acceleration rate for civil service labor.

e. Management Responsibility. It is the responsibility of all management officials to ensure compliance with the policy of the Command as outlined in paragraph 5, above.

(1) Supervisors. All supervisors will encourage employees to submit improvement ideas and give a reasonable amount of assistance in preparing suggestions, motivate employees and groups of employees to improve performance and recommend employees for appropriate awards. They must evaluate promptly and fairly all employee contributions applicable to their own area of supervision.

(2) General and Special Staff Officers, Chiefs of Service, and Organizational Commanders at or above the Battalion level will:

(a) Assure that supervisors fulfill their responsibilities as described under subparagraph (1) above.

(b) Provide the Administrator of the Program with required information.

8. Authority to Approve Cash Awards

a. Marine Corps Base, Naval Regional Medical Center, and Naval Regional Dental Center. In accordance with reference (a), Assistant Chiefs of Staff, Special Staff Officers, Organizational Commanders at or above the Battalion level, and Chiefs of Services are authorized to approve cash awards of $350 or less. This authority may not be redelegated. Awards exceeding $350 but not more than $1500 must be approved by the Senior Command Official. The Civilian Personnel Officer is authorized to certify approved awards for payment by endorsement on Suggestion Disposition Record, MCBCL 12450,and Special Achievement Record, MCBCL 12450/1. (See enclosures (1) and (2).)

b. Marine Corps Air Station (Helicopter), New River. Reference (d) sets forth the authority for final approval for payment of cash awards as the responsibility of the Commanding Officer and limits the amount for local approval to $500. The Civilian Personnel Officer is authorized to certify approved awards for payment as described in subparagraph a, above.

9. Reports. The Civilian Personnel Officer will submit required reports for the Civilian Incentive Awards Program and the Military Cash Awards Program.

10. Change Notation. Significant changes contained in this revision are denoted by asterisks (*) in the outer left margin.

11. Applicability. Having received the concurrences of the Commanding Officers of Marine Corps Air Station (Helicopter), New River, Naval Regional Medical Center, and Naval Regional Dental Center, this Order is applicable to those commands.

J. R. FRIDELL
Chief of Staff
Acting

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BENEFICIAL SUGGESTION PROGRAM

1. Beneficial Suggestion. A beneficial suggestion is an idea-type contribution which directly contributes to productivity, economy, or efficiency, or directly increases effectiveness in carrying out Government programs or missions. Primarily, this means idea-type contributions that will save manhours, materials, supplies, equipment, or money.

2. Idea-Type Contributions Not Qualifying as Beneficial Suggestions. The following kinds of ideas--unless related to energy conservation--are not acceptable as beneficial suggestions and will be processed as employee-management communications as outlined in paragraph 5b (2), below.

a. Services and benefits to employees or military personnel such as vending machines, cafeteria services, rest room facilities, parking facilities, or holidays.

b. Working conditions such as air conditioning, decorations,furniture, or mirrors.

c. The routine work of taking care of buildings, grounds, and parking lots, such as repairing, cleaning, replacing, painting, or adjusting.

d. Normal or routine safety practices such as normal protective devices, removal of obstructions, or installation of warning and traffic signs.

3. Preparing Suggestions. Suggestions must be in writing to be eligible for award consideration. Suggestion Form NAVSO 5305/4 (1-78) will be used for this purpose. (Supervisors shall retain a supply of suggestion forms for employees' use. The Self-Service Center is the stocking point for suggestion forms.)

4. Submitting Suggestions. Civilian and military personnel should submit suggestions through their immediate supervisor. If the employee objects, suggestions may be sent directly to the Administrator, Incentive Awards Program, Civilian Personnel Office(Guard Mail Stop 1). To be eligible for award consideration, suggestions which have been implemented prior to submission for award consideration must be submitted in writing not later than six months after the date of implementation.

ENCLOSURE (1)

5. Management Action Upon Receipt of Suggestion

a. Supervisor's Action. Supervisors receiving suggestions will immediately discuss the idea with the employee and will offer assistance if it is considered that the employee needs help rewriting the suggestion for clarity and completeness. Supervisors will not pass judgment on suggestions at the time of submission unless requested to do so by the employee. Following any discussion, the suggestion will be forwarded to the approving official designated in paragraph 8 of this Order for further processing.

b. Approving Official's Action

(1) Suggestions Affecting Another Organization. If the suggestion does not relate to the organization in which the suggester works, it will be forwarded to the Administrator for processing.

(2) Employee-Management Communications. If the contribution does not qualify as a beneficial suggestion, as outlined in paragraph 2 of this enclosure, it will be considered by management and handled as an employee-management communication. A statement addressing the employee's idea will be forwarded to the Administrator (original and one copy), along with the employee's contribution. The Administrator will then inform the employee by memorandum why his idea could not be processed as a suggestion and enclose a copy of the statement for the employee's information. Note: Under unusual circumstances, an idea that does not qualify as a suggestion may be very valuable to the Government and the employee submitting such an idea may merit an award. Such situations should be further processed under special achievement procedures outlined in enclosure (2).

(3) Suggestions Concerning Approving Official's Area of Cognizance

(a) Call the Administrator, extension 1579 or 1458 for assignment of a suggestion number.

* (b) Complete the top section of Contribution Record NAVSO 5305/5 (1-78) 5 PT (snappack). (The Civilian Personnel Office is the stocking point for this form.)

(c) Forward immediately the NAVSO 5305/5 Contribution Record, Contribution Progress Report, and Contribution Follow-up portions of the snappack to the

Administrator, Incentive Awards Program, Civilian Personnel Office (Guard Mail Stop 1).

(d) Conduct an investigation or assign an Investigator to conduct an investigation of the suggestion and enter results on the Contribution Investigation Report portion of the snappack. Investigators should also refer to appendix A to this enclosure, Instructions for Completing Contribution Investigation Report. Questions concerning completion of the Investigation Report form should be referred to the Administrator, extension 1579 or 1458. Investigations should be completed within 10 days of receipt of the suggestion. Upon completion of the investigation, forward the suggestion file to the Administrator for technical review. Upon completion of the technical review, the suggestion file will be returned to the approving official with a notation that it meets the requirements for approval or comments on discrepancies noted. In addition, if the suggestion merits adoption, the approving official will be advised of the appropriate award (i.e., amount of cash award or Certificate of Award). The approving official will then sign the report, noting approval of adoption/non-adoption of the suggestion. When an award is approved, an endorsement specifying the award will be inserted on the back of the Report and signed by the official delegated authority to approve payment of the award. For sample endorsements, refer to paragraph 17 of this enclosure. Upon completion, forward the suggestion file, with both copies of NAVSO 5305/5, to the Administrator for further processing.

6. No Personnel Barred. No personnel, civilian or military, supervisory or nonsupervisory, are barred from receiving award consideration solely because of their position, title, or assigned duties.

7. Lack of Originality. Lack of originality in a suggestion will not in itself justify denying an award. The award determination will be based entirely on the usefulness of the idea to the Government and the eligibility of the employee.

8. Determining the Extent of Job Responsibilities. The first and second levels of supervision are in the best position to determine normal job expectancy of an employee.

a. Following determination that a suggestion will be adopted, and prior to approval of an award, the official

having authority to approve awards is responsible for certifying that the suggestion exceeds normal job expectancy to warrant award recognition.

b. If it is determined that the suggestion does not clearly exceed normal job expectancy, the official having authority to approve awards should consider the following in order to determine the extent, if any, that the suggestion exceeds normal job expectancy.

(1) It exceeds normal job expectancy if the suggester is not expected or required to make suggestions of the type and quality under consideration.

(2) If the nature of the suggestion is such that the suggester's performance would be judged less than satisfactory if he or she had not made the suggestion, it does not exceed normal job expectancy.

(3) If the suggestion is one pertaining to the immediate work area which the suggester can place into operation without consulting higher authority and which affects only his or her work, it does not exceed normal job expectancy.

(4) If the suggestion affects the work of other employees, other sections within the department, and/or other departments within the command, it exceeds normal job expectancy.

(5) If a portion of a suggestion falls within the range of normal job expectancy, it does not mean that the entire suggestion is excluded from award consideration. There must be an estimate of the percentage that the idea exceeds normal job expectancy.

(6) A suggestion may fall in any one of the following categories:

(a) It may barely exceed normal job expectancy and therefore not merit special recognition.

(b) It may partially exceed normal job expectancy to merit special recognition, but at the same time it may not warrant full cash-award recognition. In such case, the percentage by which the idea exceeds normal job expectancy is the percentage appropriate for cash award recognition.

(c) It may fully exceed normal job expectancy and therefore merit special recognition.

c. If the suggestion falls within the normal duties of the job only to the extent that the award is reduced, such must be noted in the approving official's endorsement to justify the lesser award. If the suggestion falls entirely within the suggester's job responsibilities, such must be noted in the approving official's endorsement. Refer to paragraph 17 of this enclosure for sample endorsements.

d. The amount of savings, if any, or the degree of improvement effected by the employee will be determined and considered in relation to the employee's job responsibilities. The amount of savings alone will not be used to determine an employee's eligibility for an award, since in many positions the accomplishment of large savings often results from normal performance of duties. Normally, higher level employees, to be entitled to an award, will be expected to effect more significant improvements and/or larger savings than employees in the lower grades.

9. Modification of Suggestions by Management. An award may be granted for a suggestion which, though not adopted in the form originally submitted, was directly instrumental in motivating management's action in effecting an improvement. Such a suggestion has made a contribution and the award should reflect the value of the contribution.

10. Adoption of a Suggestion. A suggestion will be considered as adopted and eligible for award consideration when it is actually put into effect by management (actual operation or a written management commitment to place into operation). The adoption action may be taken by the originating activity, another activity, another Government department or agency, or the District of Columbia. Management (not the Incentive Awards Committee) determines whether or not a suggestion will be adopted.

11. Determining the Amount of a Cash Award. The amount of a cash award is determined by applying the Scales for Determining Amount of Cash Award, enclosure (1), to the dollar benefits or intangible benefits which accrue or are expected to accrue during the first full year the suggestion is in operation. "First full year" is the first year (12 consecutive months) the improvement is in actual operation (exclusive of trial periods, experimentation, or other periods of deferred implementation). When it is known at the time of adoption that the idea will be used for less than a full year,

the amount of the award is based on the benefits that accrue or are expected to accrue during the period of actual use. The minimum award for tangible benefits can be granted only when the benefits reach or exceed $250. The minimum award for intangible benefits requires a comparably high standard--the value to the Government must be comparable to contributions receiving equivalent awards on the basis of tangible results. When safety is the intangible benefit, the award scale based on the assignment of safety points will be used. The Administrator, Incentive Awards Program, will advise the official having authority to approve the award of the appropriate amount, following technical review, in accordance with the awards scales contained in enclosure (4).

12. Duplicate Suggestions. Duplicate suggestions will be recognized as such and the employee submitting the original suggestion receives the adoption credit and award if otherwise eligible. However, when a duplicate suggestion is instrumental in motivating management's action in adopting a suggestion previously disapproved, the duplicate suggestion may also be awarded for its contribution.

* 13. Time Limit for Adoption or Two-Year Award Eligibility Period. To be eligible for an award, the suggestion must be adopted within the two-year period following the Incentive Awards Administrator's letter of notification to the suggester advising of the decision and reason for nonadoption. If, after an investigation, a suggestion is not adopted and then later, after the expiration of the two-year period, the idea is placed into operation, the suggestion is not eligible for an award. If, during the two-year period, conditions prompting the suggestion remain substantially the same and the management officials who previously reviewed the suggestion decide to implement the idea, the suggester is entitled to the adoption credit and resulting award consideration. This right applies even though management's decision to implement the idea might have been prompted by a duplicate suggestion received after the original one.

14. Special Interim Awards. In instances where experimental work, trial tests, or other delays are necessary to determine the value of an employee contribution, an interim award may be granted. The interim award will not exceed $50 and may be paid when it is reasonably certain that the value of the employee contribution will be over $500 and that the suggestion will be implemented. The initial cash award will be considered as part of the total award. No adjustment downward in this interim award will be made when

the final evaluation of the improvement has been made. Further award consideration will be based on actual first-year benefits derived from the use of the improvement contribution.

15. Reconsideration. A person who submits a suggestion may request reconsideration of a decision involving an interpretation or application of regulations, the merit and value of a contribution, or eligibility to receive an award. The request must be submitted in writing to the appropriate Senior Command Official (Attn: Administrator, Incentive Awards Program) within 30 days after receipt of the decision which prompted the request and should contain the reasons for the request. The suggester will be informed of the final disposition of his request.

16. Inventions. Inventions of value to the Government qualify for award consideration as employee contributions. Inventions will be processed in accordance with instructions set forth in reference (a).

* 17. Sample Endorsements for Approving Awards. The following sample endorsements, provided for guidance, should be modified to meet the needs of the situation at hand. The percentage of the award approved must equal the percentage that it is considered the suggester exceeded normal requirements of his/her job.

a. When Suggestion Clearly Exceeds Job Responsibilities. "In accordance with BO 12451.1G, a cash award of $_____ is approved based on tangible and/or intangible benefits (as appropriate). The suggester is commended for having submitted this suggestion which clearly exceeds the normal requirements of his/her position."

b. When Suggestion Partially Exceeds Job Responsibilities. "The idea suggested is partially within the range of normal job expectancy. It has been determined, however, that the type and quality of the idea substantially exceed normal requirements to warrant special recognition. In accordance with BO 12451.1G, a cash award of $_____ is therefore approved based on tangible and/or intangible benefits (as appropriate). The amount of the award is based on exceeding normal requirements 50 percent (or percentage determined). The suggester is commended for having submitted this suggestion which substantially exceeds normal requirements of his/her position."

c. When Tangible and/or Intangible Benefits are $250 or Less. "In accordance with BO 12451.1G, a Certificate of Award is approved in recognition of adoption of this suggestion. First-year tangible and/or intangible benefits (as appropriate), upon which the Award is based, do not meet the standards for approval of a cash award. The suggester is commended for having submitted this suggestion which clearly/partially/substantially (as appropriate) exceeds the normal requirements of his/her position."

d. When Suggestion is Totally a Job Responsibility. "The idea suggested is fully within the range of normal job expectancy and therefore does not merit special recognition in accordance with BO 12451.1G. The suggester is commended for his/her interest in the improvement of Command operations and is encouraged to continue participation in the Beneficial Suggestion Program."

INSTRUCTIONS FOR COMPLETING CONTRIBUTION INVESTIGATION REPORT

1. In order to expedite processing of suggestions, please read the following instructions before completing the Investigation Report. Should you have questions concerning completion of the Report, call extension 1579 or 1458 for assistance.

2. The investigator is responsible for complete and thorough evaluation of the suggestion. In order for the investigator to accomplish this task, it may be necessary to discuss the idea with the suggester, operating personnel in the area concerned, and/or management officials. The investigator shall not be concerned with whether or not the suggestion is job related--he is concerned only with the merits of the ideas contained in the suggestion. Investigator-suggester discussions are encouraged in all cases.

a. Item 1: If the suggestion is in practice but the suggester was not instrumental in getting it established, mark "No." (If the entire suggestion cannot be adopted, the investigator will consider whether it can be adopted in part or modified for adoption, in an effort to eke out any benefits contained therein.) When a suggestion cannot be adopted, provide the precise reason(s) for nonadoption under Item 4 in a clear, concise, and tactful manner. (Note: It is imperative that the reason for nonadoption be sound and factual--one that can be supported should questions arise or the suggester request reconsideration.) Extreme care should be taken to ensure that not a single suggester is "turned off." An expression of appreciation should follow the reason for nonadoption, for example: "The suggester is commended for his/her interest in the improvement of Command operations and is encouraged to continue participation in the Beneficial Suggestion Program." By copy of the Investigation Report, the Administrator will advise the suggester of the reason(s) for nonadoption of the suggestion.

b. Item 2: If Item 1 is marked "Yes," Item 2 must establish whether or not the suggestion is already in operation. If it is in operation, give the date it was installed. If it is not in operation, specific information must be given regarding its status. If there is a written statement or document committing the organization to adoption, check the appropriate square and include a copy of the document with the Investigation Report. If a job order or other directive has been issued to put the suggestion in operation, check the appropriate square and give the job order number. If a trial test is to be used, check the appropriate square and

set forth the details in Item 4, giving the approximate date the trial test will be completed. If approval is necessary and has been requested, check the appropriate square and indicate from whom approval was requested, i.e., Bureau/ Headquarters Marine Corps.

* c. Item 3: Complete this section only if the idea is adopted. Benefits are divided into two categories, tangible and intangible. A suggestion may have both tangible and intangible benefits. If the suggestion has intangible benefits, refer to paragraph 4, below, for determining appropriate value and extent of application in accordance with definitions provided and describe the intangible benefits sufficiently to support the marking in Item 4. When "safety" is determined to be the intangible benefit, the investigator should forward the suggestion file, by memorandum, to the Administrator with his recommendation for referral to the Safety Manager for review, evaluation, and assignment of safety points, if appropriate. Following evaluation by Base Safety, the suggestion file will be returned to the appropriate investigator by the Administrator. If there are tangible benefits that involve savings of labor and/or material, summarize the results in Item 3B and clearly define the savings and explain your calculations, showing grade and step for labor and other supporting information, in Item 4. When computing the cost of labor, use the basic hourly rate plus 32.9 percent acceleration for civil service personnel. For labor rates on military personnel, call extension 1579. Estimate the benefits derived from the first year of savings and use of the suggestion. If the suggestion has high installation costs but adoption will result in a substantial savings, amortize the cost over the expected life of the installation but not more than 20 years.

* d. Item 4: This space would also be used by the Investigator to recommend adoption/nonadoption of the suggestion. The information provided by the suggester is not considered substantiated. The investigator must therefore indicate the parts of the suggestion recommended for adoption and clearly define the anticipated benefits. The parts of the suggestion not recommended for adoption should also be indicated and the specific reason(s) for nonadoption should be provided. When the investigator recommends adoption with modification, he or she should provide details of the modification and support the reason for the modification. All ideas contained in the suggestion should be considered and commented upon. If, upon completion of the local investigation, it is determined that the suggestion requires further evaluation by

another command, such should be noted under Item 4, giving name and address of the command. If additional space is needed, use the reverse of the Investigation Report.

e. Item 5: Note, as appropriate.

f. Item 6: If it is considered that the suggestion can be utilized at a particular command, provide the name and address of the command, if known. If additional space is needed, include under Item 4.

* 3. Upon completion of the Investigation Report by the Investigator, forward the entire suggestion package, with recommendations,to the Administrator, Incentive Awards Program, for technical review. Under "Activity and Location of Investigator" on the Investigation Report, type or clearly print the name and telephone number of the Investigator in addition to the information requested.

4. The following definitions will be used for determining the value and extent of application of intangible benefits:

VALUE

Moderate Value - Change or modification of an operating principle or procedure which has moderate value sufficient to meet the minimum standard for a cash award, an improvement of rather limited value of a product, activity, program, or service to the public.

Substantial Value - Substantial change or modification of an operating principle or procedure, an important improvement to the value of a product, activity, program or service to the public.

High Value - Complete revision of a basic principle or procedure, a highly significant improvement to the value of a product, major activity, or program, or service to the public.

Exceptional Value - Initiation of a new principle or major procedure, a superior improvement to the quality of a critical product, activity, program, or service to the public.

EXTENT OF APPLICATION

Limited - Affects functions, mission, or personnel of one

office, activity, or an organizational element of a headquarters. Affects a small area of science or technology.

Extended - Affects functions, mission or personnel of several offices or activities. Affects an important area of science or technology.

Broad - Affects functions, missions, or personnel of an entire regional area or command. Affects a broad area of science or technology.

General - Affects functions, missions, or personnel of several regional areas or commands, or an entire department, or is in the public interest throughout the Nation or beyond.

SPECIAL ACHIEVEMENT AWARDS

1. Special Achievement Awards. This category applies to awards granted for performance exceeding job requirements. Properly used, Special Achievement Awards encourage superior workers to continue to perform in that manner and encourage others to improve their performance. Such motivation results in real and continuing benefits to the operation of Government. Special Achievement Awards are of two types, defined as follows:

a. Sustained Superior Performance. Sustained superior performance of assigned duties by an individual so that one or more important job elements are performed in a manner exceeding normal requirements over a period of not less than six consecutive months. The sustained superior performance must be at one grade level unless the employee is demoted during the period for reasons other than for cause during the period of performance upon which the award is based. Promotions, demotions, and separations after completing the period of performance upon which the award is based will not affect the employee's award eligibility. Only one sustained superior performance award may be based on an employee's performance during a twelve-month period.

(1) Award recommendations based on sustained superior performance will be submitted as soon as possible after the period upon which the recommendations are based, but normally no later than 60 calendar days after the end of that period. This time limitation applies whether or not the award recommendation is based on the same period covered by an official performance rating or a different period.

(2) Although it is not required that definable tangible benefits form the basis for a sustained superior performance award, where dollar benefits are present and can be measured, they should be included in the award recommendation. In all cases, the supporting documentation must clearly indicate how and to what extent the employee's performance exceeds the standards for his/her position.

(3) Outstanding performance ratings are in themselves a significant form of employee recognition and need not be automatically accompanied by a special achievement award based on sustained superior performance, a quality increase, or other types of additional recognition. The nature of the employee's achievements, position level,

previous awards, and related circumstances will determine whether an employee recommended for an outstanding rating should also be recommended for additional monetary or honorary recognition.

(4) A special awards scale for job performance is provided in enclosure (4) to determine the amount of award to be granted for sustained superior performance. When superior performance of General Schedule employees is considered to be characteristic of their continuing performance, a quality increase should be considered first as a means for appropriate award recognition. See Base Order 12531.7B for information on quality increases.

b. Special Act or Service-Type Contributions Connected with or Related to Official Employment

(1) Examples of special acts or services for which employees may receive this award are:

(a) Performance which has involved overcoming unusual difficulties.

(b) Creative efforts that make important contributions to science or research.

(c) Performance of assigned duties with special effort or special innovation that results in significant increases in productivity, economy, or other highly desirable benefits.

(d) Exemplary or courageous handling of an emergency situation related to official employment.

(2) Awards based on such contributions or performance may be made to individuals or groups and are based on measurable benefits--tangible, intangible, or a combination of the two.

2. Award Principles. Performance worthy of an award generally requires an opportunity to display itself and the employee must rise to the occasion. This opportunity may not present itself every year, hence, few persons will earn awards year after year. Special achievements are not identical year after year. Although standards may remain unchanged, they are exceeded by different amounts, different problems arise to be solved, and employees display their abilities in different ways. Accordingly, justification for

the awards should change materially from year to year and from employee to employee. Awards are under no circumstances to be considered annual bonuses, to be given to the same individuals year after year, neither should they be given to employees solely because they are in dead-end positions and cannot be promoted. Subsequent award recommendations for employees will generally not be acceptable if they are verbatim or only slightly revised and/or paraphrased from previous award recommendations.

3. Initiation of Award Recommendations. Initiation of award recommendations for special achievements will originate with the immediate supervisor or other person who is familiar with the employee or group contribution. Prior to preparation of an award recommendation, the originator is encouraged to contact the Administrator, Incentive Awards Program, extension 1579 or 1458, for assistance regarding applicability of prescribed criteria. Each recommendation must be submitted on Form NAVSO 12450/6, in duplicate.

a. The recommendation and justification in support thereof will include:

(1) Date of achievement, performance, act, or service,

(2) Estimate of benefits in annual monetary savings and/or intangible benefits, if any,

(3) Specific facts and other evidence to show degree and extent of the special achievement. Award recommendations based on sustained superior performance must indicate specifically how the employee's performance exceeded one or more important job requirements of the position (Example: quantity and quality normally required or expected in relation to each major duty described, a narrative description of how the employee performed over and above the established production standards to the extent of deserving special recognition.) The narrative description must specifically and in detail relate how the employee exceeded the normal production standards established for the position. General statements indicating exceptional performance without substantiation are not acceptable.

(4) The exact amount of the award being recommended.

b. Technical Review Prior to Approval. Upon completion of the recommendation, the originator will forward the recommendation to the Administrator, Incentive Awards Program, for

technical review to ensure that it meets the requirements for approval. Upon completion of the technical review, the Administrator will return the recommendation to the approving official with a notation that it meets the requirements for approval or comments on discrepancies noted.

c. Approval of Award Recommendation. Upon completion of technical review, if the award is approved, it will be signed by the approving official designated in paragraph 8 of this Order. The approving official will insert a statement on the reverse of the NAVSO 12450/6 that the award meets the requirements for approval and specify the exact amount of the award being approved. Awards must be approved in compliance with the awards scales in enclosure (4) of this Order. If the award is disapproved, the disapproving official will provide a statement on the reverse of the NAVSO 12450/6 of the reason(s) for disapproval and return the recommendation to the Administrator for further action. The original copy of the NAVSO 12450/6, with the Administrator's endorsement will be returned to the originator

4. Request for Reconsideration of a Recommendation. Unresolved differences concerning award recommendations will be decided by the Incentive Awards Committee. A person who submits a Special Achievement Award recommendation may request reconsideration of a decision involving an interpretation or application of regulations, the merit and value of a contribution, or eligibility to receive an award. The request must be submitted in writing to the appropriate Senior Command Official (Attn: Administrator, Incentive Awards Program) within 30 days after the receipt of the decision which prompted the request. It should contain the reasons for the requested reconsideration.

5. Award Scales for Special Achievements. Scales for Determining Amount of Cash Award are shown in enclosure (4) of this Order.

* a. When an award is based on superior performance with major tangible savings or with tangible and/or intangible benefits, or a special act or service, it will be considered for a cash award based on tangible and/or intangible benefits expected to accrue during the first full year (12 consecutive months) or the actual period of achievement if less than 12 months. Labor costs/savings used to determine the extent of tangible benefits are based on the hourly rate of the affected employee(s) plus a 32.9 percent acceleration rate.

b. When an award is based on sustained superior performance for a period of not less than six months and no tangible savings are involved, or when tangible savings are incidental to the performance, the employee will be considered for a cash award in accordance with the "Based on Job Performance" scale.

6. Guidelines for Evaluation

a. The following general guidelines will apply when a special achievement contribution is being considered for an award:

(1) The degree to which the employee's contribution exceeds the normal requirements of his job,

(2) The magnitude of the contribution in relation to the employee's job responsibilities (higher level employees will be expected to effect more significant improvements and/or larger savings than employees in lower grades),

(3) The degree of ingenuity reflected in the employee's contribution, and

(4) The extent to which an employee's contribution has a beneficial effect outside his own activity.

b. The degree of ingenuity or the magnitude of the accomplishments reflected in the employee's contribution must be sufficiently outstanding to warrant specific recognition. When no direct monetary benefits are involved, demonstrable results of the following types of benefits will be considered:

(1) Enabling work of the unit to proceed on schedule during unplanned absence of associates or superiors, or of meeting unusual demands through performance of high-level duties on his own initiative in addition to regularly assigned duties of his position,

(2) Performing regularly a sufficient quantity, quality, or a variety of types of work over and above that normally required for the position to result in a noticeable difference in the number of persons who must be employed or assigned to the work of the unit,

(3) Increasing noticeably, by either supervisors or nonsupervisors, the output of a unit through improved procedures, systems or methods,

(4) Sustaining, by either supervisors or nonsupervisors, the output of a unit through maintenance of morale under unusually adverse circumstances,

(5) Accomplishing assigned tasks in an exemplary manner previously unattained, records of achievement which provide an improved service to the public, or inspiring other employees to improve the quantity and quality of their work.

(6) Enabling the unit to meet unanticipated demands by performance of unusual duties for short periods at the same or higher levels than regular duties, and

(7) Acts of heroism while on duty or connected with the employee's position, at the risk of life or personal safety, in time of emergency such as accident, fire, flood, or storm.

7. Sample Statements of Justification. The following statements may be used as guides in preparation of statements of justification:

a. Position: Clerk-Typist (Machine Transcriber), GS-3

"The requirements for this position are transcribing an average of 40 pages of material per day with not more than 10 percent error rate. During the past six months, Mr./Ms. _____ has averaged 60 pages per day. His/her performance in this respect is superior. His/her work meets the standards for accuracy and is satisfactory in all other respects."

b. Job: Warehouseman, WG-5

"Mr./Ms. _____ has consistently exceeded the standards for the duties of Warehouseman. Satisfactory performance requires that storage items should be processed at the rate of 50 bin or small lot items, 20 inside bulk items, or 8 outside bulk items per 8-hour day with an error rate of 2 percent. He/she averaged processing 55 bin or small lot items, 28 inside bulk items or 15 outside bulk items per workday with an error rate of less than 1 percent. This is a superior record of production. Another example of superior work is reflected in performing the duty of inventory of stock where a satisfactory standard would require speed set by the general average of the group with an error rate of 4 percent. Mr./Ms. _____ has consistently exceeded the speed set by the average group with an error rate of less than 2 percent. In performing the duty of rewarehousing, which is more or less a continuing process

and for which no definitive standard can be set, Mr./Ms. _____ has performed the duties in such a manner that there have been no bottlenecks in the warehouse and proper utilization of space has been made of at least 98 percent of the warehouse. An acceptable standard for proper utilization of space would be 95 percent. Mr./Ms._____'s performance in all other aspects of the job has been satisfactory. In addition to performing the required duties of the job during the period covered, he/she has completed a rewarehousing program for the Central Shop Stores Issue Point. This rewarehousing was made with no noticeable loss of material and has developed into a very efficient operation."

HONORARY AWARDS AND HIGH-LEVEL GOVERNMENT AND NON-GOVERNMENT AWARDS

1. Types of Awards. The Department of the Navy provides for and encourages the use of honorary awards to recognize exceptional and meritorious service, noteworthy suggestions, and special achievements. Honorary awards are not intended to serve as substitutes for deserved cash awards and may be granted independently of or in addition to cash awards. Some employee contributions have high value and significant benefit so that it would be appropriate to grant both honorary and cash awards for the same employee contribution. There are a number of non-Navy awards for which the Department of the Navy employees may be nominated in competition. They include cash and/or honorary awards granted by other Government departments and agencies, and awards granted by private organizations or institutions for outstanding service and achievements by Government employees.

a. Department of the Navy Level

Navy Distinguished Civilian Service Award. This is the highest honorary award which the Secretary of the Navy may confer upon a civilian employee of the Department of the Navy. Bestowal is on a highly selective basis to employees who have distinguished themselves by extraordinary service or contributions of major significance to the Department of the Navy.

b. Headquarters Marine Corps/Systems Command/Bureau Level

Navy/Marine Corps Superior Civilian Service Award. This award is the second highest honorary award within the Department of the Navy and the highest honorary award within the Marine Corps. This award recognizes employee contributions which, though exceptionally high in value, are not of sufficient significance to warrant consideration for the Navy Distinguished Civilian Service Award.

c. Local Level

(1) Navy/Marine Corps Meritorious Civilian Service Award. This award is the third highest honorary award within the Department of the Navy and the second highest honorary award within the Marine Corps. It is granted by the Senior Command Official to individual employees in recognition of

meritorious service or a contribution which has resulted in high values and/or benefits to the Department of the Navy or the U.S. Marine Corps.

(2) Navy/Marine Corps Award of Merit for Group Achievement. This award is granted by the Senior Command Official to groups of employees in recognition of group efforts (suggestion or special achievement) which have high values and/or benefits. This award is intended to promote the spirit of team work among employees, and recognize group efforts in which the contribution of one member of a group is not readily distinguishable from that of another. Whenever the contribution of one member of the group is clearly definable and can be separated and described, it is best to consider that employee for individual recognition rather than as a member of a group.

d. Method of Submission. If in the opinion of management officials an employee or group of employees have distinguished themselves to the extent that they should be given recognition in the form of any of the above described awards, the achievement shall be prepared in draft form and forwarded through channels to the Administrator, Incentive Awards Program, for technical review. Recommending officials are encouraged to contact the Administrator, extension 1579 or 1458, for information and assistance prior to preparation of the draft. Upon completion of the technical review, the draft will be returned to the recommending official for typing and submission to the Senior Command Official (Attn: Administrator, Incentive Awards Program) for approval. The Incentive Awards Committee reviews all such award recommendations and recommends approval/disapproval of the recommendation to the appropriate Senior Command Official.

e. Other Local Level Awards. Certificates of Commendation or Letters of Appreciation may be presented at any time. This recognition may be given an employee or supervisor for:

(1) Performance for which a cash award is not warranted,

(2) Any particular project or act,

(3) Special contributions in such program areas as Equal Employment Opportunity or Cost Reduction, or

(4) For such other contributions which warrant honorary recognition.

Certificates of Commendation and Letters of Appreciation may be signed by officials shown in paragraph 8 of this Order. A copy should be forwarded to the Civilian Personnel Office for filing in the employee's Official Personnel Folder. Certificates of Commendation may be obtained from the Civilian Personnel Office, extension 1579 or 1458.

2. Awards for Career Service

a. Department of the Navy Federal Length of Service Award. This award is granted to all Department of the Navy and U.S. Marine Corps civil service employees who have completed 10, 15, 20, 25, 30, 35, 40, 45, and 50 years of Federal service. The most recent year must have been as a civilian employee of the Department of the Navy. For the purpose of this award, "Federal service" includes all honorable military service and civilian service in departments and agencies of the Federal Government. Awards of 35 years or less are issued by the Senior Command Official and awards of 40 years or more are issued by the Secretary of the Navy. Certificates of 25 years or less are presented in appropriate ceremonies by officials designated in paragraph 8 of this Order. Certificates of 30 years or more are presented by the Senior Command Official.

b. U.S. Marine Corps Length of Service Award. This award is granted to all U.S. Marine Corps civil service employees who have completed 10, 20, 30, and 40 years of service. These awards are supplementary to the Department of the Navy Federal Length of Service Awards outlined above, to which civilian employees of U.S. Marine Corps activities are also entitled. All civilian service with the Marine Corps, whether rendered continuously or interrupted periods of time, is creditable toward the awards. Civilian employees of the Marine Corps who enter on duty or who are drafted into any branch of the Armed Forces of the United States during war or other national emergency will receive credit for such military service in computing time for such awards, provided re-employment in Federal service occurs within 90 calendar days of release from military service. Awards of 10 and 20 years are issued by the Senior Command Official and awards of 30 and 40 years are issued by the Commandant of the Marine Corps. Certificates of 10 and 20 years are presented in appropriate ceremonies by officials designated in paragraph 8 of this Order. Certificates of 30 and 40 years are presented by the Senior Command Official.

3. Retirement Awards

a. Secretary of the Navy Certificates of Retirement. This certificate is presented to civilian employees of the Department of the Navy and the U. S. Marine Corps who retire after completing 40 years of Federal service. This certificate is presented by the Senior Command Official.

b. U. S. Marine Corps Retirement Certificate. This certificate is presented to civilian employees who are retiring from Marine Corps employment with less than 40 years of service. This certificate is presented in appropriate ceremonies by officials designated in paragraph 8 of this Order.

4. Sick Leave Certificates. Certificates will be awarded to employees of the U. S. Marine Corps who accrue 500, 1000, 1500, 2000, 2500, 3000, and 3500 hours of sick leave. This certificate is presented in appropriate ceremonies by officials designated in paragraph 8 of this Order.

5. Presidential Letters of Commendation. Presidential letters of commendation will be presented to civilian and military personnel, as appropriate, for contributions (suggestions, inventions, or special achievements) that are beyond job requirements and that result in first-year measurable benefits of $5,000 or higher, or represent exceptional achievement in the areas of energy conservation, reorganization, paperwork reduction, regulation reform, or zero base budgeting. Contributions with intangible benefits should be of such importance to the agency and the Government that they also warrant Presidential letters of commendation. An individual, small working group or team achievement may be recommended for these honors. All such contributions must have received local recognition in the form of monetary or honorary awards within the respective command.

6. Presidential Award for Distinguished Federal Civilian Service. This award is the highest honor available to civilian career employees of the Federal Government and is granted to recognize distinguished civilian service. To be eligible for consideration for this award, a Navy/Marine Corps employee must have previously received the Navy Distinguished Civilian Service Award or must have made an exceptional contribution which has benefitted another department besides the Navy.

7. Secretary of the Navy Special Awards. The Secretary of the Navy has also established special awards recognizing achievements in specific fields.

a. Navy Award for Distinguished Achievement in Science. This award is granted to employees of the Department of the Navy to recognize pioneering ("breakthrough") scientific achievements which are extraordinary and significant in nature and which contain a potential of far-reaching consequence.

b. The Captain Robert Dexter Conrad Award for Scientific Achievement. This award is granted annually to recognize an outstanding technical and scientific achievement by an individual in the field of research and development for the Department of the Navy.

8. Non-Navy Awards. There are a number of non-Navy awards for which Department of the Navy employees may be nominated. For further information concerning any of the awards, contact the Administrator, Incentive Awards Program, extension 1579 or 1458.

a. Department of Defense Distinguished Civilian Service Awards. Six awards are granted each year by the Secretary of Defense to recognize exceptional contributions to national defense.

b. Arthur S. Flemming Awards. Ten awards are granted each year--five in scientific or technical fields and five in administrative and executive fields--by the Junior Chamber of Commerce of Washington, D.C., to young men in the Federal service for unusual or outstanding work during the fiscal year preceding the date of the nomination.

c. William A. Jump Memorial Award. One award is presented annually by the Secretary of Agriculture to recognize outstanding service in public administration.

d. National Civil Service League Career Service Awards. Ten separate awards are granted each year by the National Civil Service League in its effort to increase the prestige of the public service by bringing significant careers in the Federal Government into national prominence.

e. Rockefeller Public Service Awards. Normally, five awards are granted annually, one in each of the five broad fields of Government activity, to strengthen the public

service by bringing special recognition to a small number of the most distinguished civilians in the Federal Government and to improve the public image of government service as a career worthy of the best efforts of our most capable citizens.

f. Federal Retiree of the Year Award. Beginning in 1978, the National Association of Retired Federal Employees will present annually an award to the Federal Retiree of the Year to draw public attention to the achievements of Federal employees in serving the American public, increase public knowledge and appreciation of the men and women in the career service, and to encourage other Federal personnel to strive for excellence.

SCALES FOR DETERMINING AMOUNT OF CASH AWARD

BASED ON TANGIBLE BENEFITS

Tangible Benefits	Amount of Award
$250	$25
$251 - $1,000	$25 for the first $250 in benefits plus $5 for each additional $50 or fraction thereof.
$1,001 - $10,000	$100 for the first $1,000 in benefits plus $5 for each additional $100 or fraction thereof.
$10,001 - $20,000	$550 for the first $10,000 in benefits plus $5 for each additional $200 or fraction thereof.
$20,001 - $100,000	$800 for the first $20,000 in benefits plus $5 for each additional $1,000 or fraction thereof.
$100,001 or more	$1,200 for the first $100,000 in benefits plus $5 for each additional $5,000 or fraction thereof.

BASED ON INTANGIBLE BENEFITS

Value of Benefit	Extent of Application			
	Limited	Extended	Broad	General
Moderate	$ 25-$ 50	$ 50-$ 100	$ 100-$ 200	$ 200-$ 400
Substantial	50- 100	100- 200	200- 400	400- 1000
High	100- 200	200- 400	400- 1000	1000- 2500
Exceptional	200- 400	400- 1000	1000- 2500	2500- 5000

ENCLOSURE (4)

BASED ON JOB PERFORMANCE

Amount of Award	General Schedule	Wage Grade (Non-Supvy)	Working Leader	Wage Grade (Supvy)
$150	1-4	WG-1 - WG-8	WL-1 - WL-6	WS-1 - WS-2
$200	5-8	WG-9 - WG-13	WL-7 - WL-11	WS-3 - WS-8
$250	9-11	WG-14 - WG-15	WL-12 - WL-15	WS-9 - WS-12
$300	12-13			WS-13 - WS-18
$350	14-18			WS-19

BASED ON ASSIGNMENT OF SAFETY POINTS

$25 for a total score of 25 to 36 points

$30-75 for a total score of 37 to 72 points

$80-300 for a total score of 73 to 108 points

ENCLOSURE (4)

INCENTIVE AWARDS COMMITTEES

MARINE CORPS BASE

Chairman	Assistant Chief of Staff, Manpower
Member	Assistant Chief of Staff, Facilities
Member	Assistant Chief of Staff, Comptroller
Member	Base Safety Manager
Member	Commanding Officer, Base Materiel Battalion
Technical Advisor (Ex officio member)	Administrator, Incentive Awards Program

OTHER ACTIVITIES

Chairman	Civilian Personnel Officer
Member	S-4 Officer, Marine Corps Air Station (Helicopter)
Member	Chief, Financial Management Service, Naval Regional Dental Center
Member	Chief, Personnel Services, Naval Regional Medical Center
Member	Maintenance General Foreman, Naval Regional Medical Center
Technical Advisor (Ex officio member)	Administrator, Incentive Awards Program

The Chairman and two members shall constitute a quorum when Committee meetings are scheduled at the call of the Chairman.

M. Stone

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO

BO 12000.1P
CPO/WRM/tan
26 Sep 1977

BASE ORDER 12000.1P

From: Commanding General
To: Distribution List

Subj: Position Maintenance Review

Ref: (a) CMMI 511.4-4a-c (NOTAL)
(b) MCO P12000.7, Chapters 3 and 4
(c) BO 12511.1, Encl (2)
(d) BO 12532.2
(e) BO 5310.2B
* (f) SecNavNote 12306

* Encl: (1) Position Maintenance Review Schedule

1. Purpose. To reissue the policy and procedures relative to the Position Maintenance Review of all Civil Service positions as prescribed by references (a) through (f), and to prescribe the schedule to be followed in conducting subject review during the current fiscal year.

2. Cancellation. BO 12000.1N.

3. Background. The annual Position Maintenance Review is to assure that all positions are properly classified based on current descriptions of work assignments. Over the past few years higher authority has issued many directives and imposed controls designed to achieve economy and efficiency through more effective management, more economical administration, and more effective utilization and control of manpower.

a. References (a) through (e) require that all civilian positions be reviewed at least annually. This review must include determining that the position/job descriptions are current, that the classifications are proper, and that a need for each position exists. Compliance reports are mandatory. Line management has continuing responsibility for assuring that official position and job descriptions accurately reflect current work assignments of civilian employees. It is emphasized that changes in such work assignments are to be reported as they occur. The Position Maintenance Review will ensure that changes shall not go unreported for extended periods of time. All positions/jobs are subject to work audit by position classification specialists; such audits shall include positions/jobs the descriptions of which are certified to be current on the Position Maintenance Review Report, MCBCL 12510 (Rev. 7-75).

4. Action. All organizations employing civilian personnel shall comply with the instructions in enclosure (1). Additional information and assistance in subject matter may be obtained by contacting the Classification Division, Civilian Personnel Office, extension 1532.

5. Change Notation. Significant changes contained in this revision are denoted by asterisks (*) shown in the outer left margin.

6. Applicability. Having received the concurrence of the Commanding Officers of Marine Corps Air Station (H), New River; Naval Regional Medical Center; Naval Regional Dental Center; and Navy Recruiting District, Raleigh, this Order is applicable to those commands.

W. D. KENT
Chief of Staff

DISTRIBUTION: "C" less Category III

POSITION MAINTENANCE REVIEW SCHEDULE

1. The position maintenance review consists of concurrent review of all General Schedule and Trades and Labor positions within a single organization. For example, all General Schedule and Trades and Labor positions for Base Maintenance are to be reviewed during the scheduled period of 3 October through 4 November 1977.

2. Procedures. The applicable procedures for conducting the Position Maintenance Review are as follows:

a. The Civilian Personnel Office will forward the review forms, Position Maintenance Review Report, MCBCL 12510 (Rev. 7-75), to the organization to be reviewed prior to the review date listed in the schedule.

b. Each position description shall be reviewed by the incumbent of the position and the immediate supervisor to determine the accuracy of
* the description. In this connection, reference (f) requires that all descriptions be thoroughly and carefully reviewed to determine if any duties and/or physical requirements are unnecessarily restrictive to the employment of the handicapped, e.g., in a clerical position the requirement to lift and carry objects weighing 100 pounds. A careful review should be made to ensure that the stated physical requirements are realistic for the position. Such requirements must be a preprequisite to fill the position in order to be valid.

c. When a description is found to be inaccurate the supervisor will:

(1) Determine what duties have changed, and what necessitated the change, i.e., new regulations have been published, new equipment, improved work procedures, incumbent initiated change for his convenience.

(2) Determine if the change is really appropriate.

(a) If found to be unjustified, instruct the employee to return to the duties as described in the current position description.

(b) If the changes are necessary, redescribe the duties by either amending the current description or preparing a new description.

* d. Positions whose current descriptions require no changes will be certified as current and accurate by a check mark in column (4) of the Position Maintenance Review Report Form. (Note: For all descriptions certified as being current but the certification required by references (c), (d), and (e) has not been included on the description cover sheet (NAVSO 12510/7), new cover sheets including the required certification will be completed, signed, dated and forwarded to the Civilian Personnel Office in accordance with the schedule in paragraph 3 below.)

ENCLOSURE (1)

e. The revised descriptions or amendments shall be certified by the incumbent and the immediate supervisor. The Position Maintenance Review Report, including any proposed new descriptions or amendments, shall be forwarded to the Head of the Department.

f. The Department Head will review the Report and all attached proposed new descriptions or amendments. When fully satisfied that all descriptions, both current and proposed, are accurate and reflect the needs of the organization, he so certifies by affixing his signature and title to the Review Report. Certification as to the accuracy and completeness of all descriptions and amendments must be completed in the manner prescribed in references (c) and (d). The completed report form and the original plus one copy of the revised position/job description, amendments and certifications, along with current functional organization charts, prepared in accordance with references (c) and (d), shall be forwarded to the Civilian Personnel Office. Any deviation from the scheduled submission dates must be approved by the Civilian Personnel Officer.

g. In the event tentative classification of the proposed descriptions or amendments reveals any changes in grade levels or position titles, the affected descriptions will be returned to the organization for compliance with reference (e).

3. The following schedule is established for the Position Maintenance Review:

3 Oct - 4 Nov 77	5 - 9 Dec 77	2 - 6 Jan 78
BASE MAINT.	CIV. PER. OFFICE PROVOST MARSHAL	RECRUITING DISTRICT Raleigh, NC PUBLIC WORKS MCSSS CL DEP. SCHOOLS
9 - 13 Jan 78	**16 - 20 Jan 78**	**23 - 27 Jan 78**
B MOTOR TRANSP. Admin. Div. Maint. Div.	Operations Div.	BASE MAT. BN. Bn. Hqs. H&S Co. S-1 Section S-4 Unit Property Purchasing & Contracting Div.
30 Jan - 3 Feb 78	**6 - 10 Feb 78**	**13 - 17 Feb 78**
Support Div. Receipt Cont Br. Traffic Br. Pres. & Pkg. Br.	Inventory Branch Tech. & Research Br. Data Transcribing Br.	DSSC Division Plans & Systems Br. Customer Serv. Br. Financial Br. Self-Service Br.

ENCLOSURE (1)

20 - 24 Feb 78

Clothing Br.
Subsistence Br.
Shop Stores Br.
Ammunition Br.
Maint. Cadre

27 Feb - 3 Mar 78

AC/S, COMPTROLLER
Admin. Div.
Budget Div.
Accounting Div.

6 - 10 Mar 78

Disbursing Div.

13 - 17 Mar 78

AUTOMATED SERVICES CENTER

20 - 24 Mar 78

QTRS. & HOUSING
SPECIAL SERVICES
BASE COMM-ELECT
BACHELOR OFF. QTRS.

27 - 31 Mar 78

FIRE DEPT.

3 - 7 Apr 78

AC/S, SUPPLY SERVICES
Admin. Div.
Property Cont Div.
Food Services Div.
Commissary Div.

10 - 14 Apr 78

Laundry Div.
Printing Plant
REG MED CENTER

17 - 21 Apr 78

REG MED CENTER

24 - 28 Apr 78

REG MED CENTER
MGMT. ENGINEERING SEC.
BASE ADJUTANT
Mail & Files
Postal/Locator

1 - 5 May 78

SAFETY OFFICE
STAFF JUDGE ADVOCATE, MCB
STAFF JUDGE ADVOCATE, ForTrps
STAFF JUDGE ADVOCATE, 2nd Mar Div.

1 - 5 May 78 (cont.)

H&S BN.
Hqs. Co.
Service Co.
MT Co.
MP & Guard Co.
OFFICE OF PROTOCOL OFFICER
BASE INSPECTOR
ADMIN CONT. UNIT

8 May - 26 May 78

MCAS(H), New River
REGIONAL DENTAL CENTER

29 May - 2 June 78

COMMANDING GENERAL
AC/S, MANPOWER
Military Pers. Office
AC/S, PERSONNEL SERVICES
BASE EDUCATION OFFICE
AC/S, TRAINING
AC/S, FACILITIES
BASE CHAPLAIN
JOINT PUBLIC AFFAIRS OFFICE
MC ENGINEER SCHOOL

ENCLOSURE (1)

Mr Stone

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO
BO 7420.2B
COMP-A/MHH/lav
18 Nov 1976

BASE ORDER 7420.2B

From: Commanding General
To: Distribution List

Subj: Timekeeping and Labor Distribution Procedures

Ref: (a) NAVCOMPT MANUAL, Vol. 3, Chapter 3 (NOTAL)
(b) BO 12610.1F
(c) BO 12630.1F
(d) BO P7000.1F
(e) SECNAVINST 7000.11A (NOTAL)

Encl: (1) Definitions
(2) Detailed Instructions for Completion of Time and Labor Distribution Cards

1. Purpose. To publish procedures for timekeeping administration and labor distribution for all civil service personnel employed at Marine Corps Base, Camp Lejeune, in accordance with direction and policy guidance contained in references (a) through (e).

2. Cancellation. BO 7420.2A

3. Background. First line supervisors carry out a most important role in the efficient utilization of labor and in recording of data on allocation of labor costs. Civilian labor costs represent about 60 percent of the total obligational authority (less military personnel expense) authorized for Operation and Maintenance of this Base. Of primary importance to the Cost Accounting System is accurate and complete recording of hours for every job order. The job order detemmines the specific fund(s) to be charged for the labor costs. Reports submitted to higher authority, as well as analysis of labor cost and manhours required for local planning, are based on data provided on attendance and labor distribution records.

4. Procedures

a. The Biweekly Time and Cost Card, MCBCL 7310 (Rev. 7-71), properly certified by designated SUPERVISORY personnel, provides an affirmative attendance record and is the basis for computing pay of all civilian employees. This card is the authorization for payments on the biweekly payroll. False or erroneous recording and certification of attendance results in an illegal expenditure of Government funds. Attendance is recorded by two methods. Time clocks are used in all areas where practical, with manual recording for all other areas. Determination of

method to be used is by agreement between the Assistant Chief of Staff, Comptroller and the Fund Administrator. Fund Administrators and Work Centers are contained in paragraph 509 of reference (d).

b. The cost of individual employment is charged to designated job orders by the use of labor distribution. Two systems are used to report labor distribution. For employees who do not work on multiple job orders, labor distribution is recorded and reported on the Biweekly Time and Cost Card, MCBCL 7310. A separate labor distribution card system (when specified) is used for employees who work on multiple job orders during a day or pay period.

c. Definitions of terms used in the timekeeping and related functions are contained in enclosure (1).

d. Enclosure (2) provides detailed instructions for the completion of Biweekly Time and Cost Card, MCBCL 7310 and labor distribution cards.

5. Responsibilities

a. The Assistant Chief of Staff, Comptroller is responsible for:

(1) Procedures and accounting operations pertaining to recording of time, attendance and labor charges.

(2) Providing the cards and forms for all timekeeping and labor distribution functions.

(3) Rendering assistance and instruction to supervisors and other personnel involved in timekeeping and labor distribution functions.

(4) Performing periodic labor test checks and unannounced inspections of clocking stations and mustering procedures to determine if effective procedures have been established for accuracy of time and attendance reporting.

(5) Delivering time and labor distribution cards to Fund Administrators and Work Centers within Fund Administrator 10.

* (6) Maintaining a master file of individual name cards (without signatures), (MCBCL 238) of supervisory personnel authorized to certify attendance and labor distribution.

(7) Maintaining a current file of all documents affecting each employee's pay.

b. The Assistant Chief of Staff, Manpower (Civilian Personnel Officer) is responsible for forwarding all civilian personnel action forms and related documents initiated by the Civilian Personnel Office affecting an employee's pay record and personal history file. Such forms will be processed and forwarded to the Civil Payroll Accounting Branch by 1200, Thursday of the week before the beginning of each pay period in which changes are to be effective.

c. Fund Administrators and Fund Administrator 10 Work Center Heads listed in reference (d), are responsible for:

(1) Certifying all attendance for employees under their cognizance through their supervisory personnel.

(2) Appointing personnel to perform timekeeping and labor distribution functions including supervisors to certify time cards.

* (3) Determining that individual name cards (MCBCL 238) for supervisors authorized to certify time and labor distribution cards are forwarded to the Comptroller Department (Civil Payroll Accounting Branch).

(4) The administration of overtime and holiday work.

(5) Ensuring the certification of time and labor distribution records by personnel who are assigned responsibility for supervision of the employee whose attendance and labor distribution is being reported. In the absence of the immediate supervisor, refer records to the next higher supervisor for certification. Assure that an employee in a subordinate position does not certify the attendance and labor distribution records of an employee in a senior position.

(6) Ensuring that musters are accurate and, where time clocks are used, designating supervisory personnel to monitor clocking in and out operations to determine that no employee clocks in or out for another employee.

(7) Submitting changes in employee work schedules, shift schedules and additional pay assignments to the Comptroller Department (Civil Payroll Branch).

d. Work Center Heads are responsible for:

(1) Ensuring that a time card and labor distribution card is maintained daily for each employee.

(2) Reviewing time and attendance cards to assure that employees are adhering to scheduled work hours.

(3) Determining that late arrivals (after beginning of shift) and early departures (before end of shift) are reflected on the time cards.

* (4) Ensuring that the "suffer and permit" certification on reverse of Biweekly Time and Cost Card is signed on all nonexempt employees by immediate supervisor.

e. Employees are responsible for:

(1) Clocking in and out, by using assigned time clocks, or reporting to unit timekeepers where clocks are not used. Daily recording of "in" and "out" on time and attendance cards serves as the official document for preparation of the payroll. Under no circumstance will employees certify their own time cards.

(2) Promptly notifying their supervisors of any irregularity in clocking "in" and "out", so that time cards may be properly posted.

f. The Assistant Chief of Staff, Management Services is responsible for preparation of a preprinted Biweekly Time and Cost Card (MCBCL 7310) and Labor Distribution Cards as necessary for each employee in accordance with instructions provided by the Comptroller Department (Accounting Office).

6. Overtime and Holiday Work

a. Overtime shall be limited to cases of necessity and only for the purposes authorized by reference (e) such as:

(1) Urgent fleet readiness.

(2) Emergencies.

(3) Safeguarding life and property.

(4) Individual incidences where savings can be clearly demonstrated by the use of overtime.

* (5) The above restrictions do not apply to overtime which is authorized by current regulations, to be regularly scheduled as part of a normal tour of duty, i.e., civilian firefighters employed under a two

platoon system and entitled to firefighter premium or overtime entitlement under the FLSA. Holiday work shall be limited to employees regularly assigned to functions requiring a 24-hour watch, i.e., utilities plants, fire alarm and telephone operators.

* b. Overtime Provision of Fair Labor Standards Act

(1) The FLSA introduces a new concept regarding overtime work into the Federal service. Under this concept, a nonexempt employee becomes entitled to overtime compensation (for hours worked in excess of 40 a week) for all work which management "suffers or permits" to be performed. Under this concept, any work performed prior to or after the established shift hours or during the prescribed lunch period by an employee covered by the overtime provision of the Act for the benefit of the agency, whether requested or not, is working time if the manager or supervisor knows of or has reason to believe it is being performed. The Act provides that an employee can seek relief directly from the Civil Service Commission and/or courts for overtime work performed for which the employee feels he has not been properly compensated.

(2) It is important to emphasize that the FLSA does not in any way diminish a supervisor's responsibility for ordering or authorizing overtime work. The FLSA simply adds an additional responsibility to supervisors, i.e., to see to it that overtime work is not, in fact, performed except when payment for such overtime is intended.

(3) Supervisors must keep accurate records concerning the hours worked by their "nonexempt" employees, (see fig. 6 of Encl. (2)).

c. Ordering and Approving Overtime and Holiday Work

(1) Certain shift employees in Base Maintenance, BOQ and BSNCO Quarters Operations, Automated Services Center, Base Communications and Fire Department (fire alarm operators) are required to work their regular shift on holidays in order that services/work are provided on a continuous basis. Because of these continuing requirements, the heads of these activities are hereby delegated authority to approve regularly scheduled holiday work. In addition, the following Fund Administrators are delegated authority to order and approve unscheduled overtime/holiday work for the purposes indicated:

(a) Base Maintenance Officer. Unscheduled work for emergency repairs to Utilities Plants/Systems and other facilities such as living quarters.

(b) Base Communications Officer. Unscheduled work for emergency repair of Base Communication System and related equipment.

(c) Assistant Chief of Staff, Management Services. Unforeseen and emergency requirements to meet processing schedules/deadlines which cannot be delayed and accomplished during regular work hours.

(d) Base Fire Chief. Unscheduled work when unforeseen circumstances require a Fire Alarm System Operator to remain on duty beyond his regular tour or to be recalled to duty prior to his regular shift.

(e) Commissary Officer. Refrigeration and security check of Commissary Store equipment.

(2) The signature of the above Fund Administrators or their designated representatives on the Biweekly Time and Cost Card (MCBCL 7310) reflecting overtime and unscheduled holiday work is considered approval in writing by competent authority. This signature will appear below the signature of the certifying official for regular time. Where the same individual is authorized to certify both types of time/work, only one signature is required. A list of all persons authorized to certify overtime and unscheduled holiday work along with specimen signatures will be submitted to the Comptroller Department (Civil Payroll Branch). The Base Maintenance Officer, Base Communications Officer and the Assistant Chief of Staff, Management Services; Base Fire Chief, and Commissary Officer will submit to the Assistant Chief of Staff, Comptroller by Tuesday of each week, a report of all unscheduled emergency overtime and holiday work authorized during the previous week. The report will be by Work Center and contain the employee name, date and number of hours worked and the reason for the emergency work.

(3) The Assistant Chief of Staff, Comptroller is delegated authority to approve emergency overtime and unscheduled holiday work not provided for above. Requests from General and Special Staff Officers under Command Fund Administrator 10 and all other Fund Administrators not included above will be submitted, in advance of the date work is required, to the Assistant Chief of Staff, Comptroller on MCBCL Form 12550 for approval. Advance approval is not required if the employee elects to take compensatory time off in lieu of being paid for the extra work and compensatory time is taken within the same pay period.

7. Change Notation. Significant changes contained in this revision are denoted by asterisks (*) in the outer left margin.

B. H. CURWEN, JR.
Chief of Staff

DISTRIBUTION: "C" less
Categories III and IV

DEFINITIONS

1. Administrative Work Week. The administrative work week is a period of seven consecutive days within which the basic work is scheduled, typically the calendar week of Sunday through Saturday.

2. Basic Work Week. The basic work week is within the administrative work week and is fixed at 40 hours. It consists of two distinct parts: scheduled days and hours (shift hours) within each scheduled day.

3. Pay Periods and Pay Days. A pay period at this Activity is a two-week period beginning every other Sunday and ending the second following Saturday. Pay day is the Friday following the end of the pay period. When a holiday is observed on the regular Friday pay date, Thursday becomes the pay day.

4. Overtime. Actual work or standby time performed in excess of the regularly scheduled eight hour shift or 40 hour work week. Time required for travel between home/residence and place of employment is not work and is not overtime.

5. Scheduled Overtime. Scheduled overtime is regularly scheduled work or standby time in excess of eight hours per day or 40 hours per week. (Scheduled overtime is only authorized for firefighter personnel.)

6. Emergency Overtime. Emergency overtime is work required to meet unprogrammed or emergency situations. Overtime is credited on the basis of time actually worked except in the case of "call back overtime." From time-to-time, it is necessary to require an employee to return to his place of employment at a time outside of, and unconnected with, his scheduled hours of work within the basic work week to perform unscheduled overtime work of less than two hours duration. When this occurs, the employee will be credited a minimum of two hours of overtime for each such "call back" even though no work or less than two hours work is actually performed. Call back overtime exists for the purpose of providing reasonable compensation for the employee who is required to undergo the inconvenience and/or expense of returning to his place of employment to perform necessary overtime work which may take only a brief period to complete, and for which he would not otherwise be adequately compensated.

7. Compensatory Time. Compensatory time is time off during regular work hours with pay granted in lieu of overtime or holiday premium pay for irregular or occasional overtime/holiday work that has been ordered and approved. Compensatory time is earned and granted in amounts of time equal to the amount of overtime/holiday work which the employee is required to perform. Compensatory time is applicable only to graded

employees. In this connection, employees whose basic pay is at or below the maximum scheduled rate for GS-10 will be given an opportunity to choose between overtime/holiday pay and compensatory time off. Employees whose basic pay is above the maximum scheduled rate for GS-10 may, at the discretion of the approving authority be paid or given compensatory time off. Ungraded employees must be paid for all overtime/holiday work which is ordered and approved.

8. Holiday Work. Work performed on a holiday within the regularly scheduled eight hour shift and the 40 hour basic work week. Work performed outside the regularly scheduled eight hour shift and/or 40 hour work week is overtime.

9. Holiday Premium Pay. A holiday is a day on which employees will be excused from work without charge to leave or if required to work their regular schedule, will be paid holiday premium pay. Ungraded employees appointed for 90 days or less are not entitled to holiday benefits unless they have completed more than 90 days without a break in service. Employees paid on an annual premium rate basis (such as firefighters) are not entitled to holiday premium pay for work on holidays. There are nine legal holidays as follows:

New Year's Day - 1 January
Washington's Birthday - Third Monday in February
Memorial Day - Last Monday in May
Independence Day - 4 July
Labor Day - First Monday in September
Columbus Day - Second Monday in October
Veteran's Day - Fourth Monday in October
Thanksgiving Day - Fourth Thursday in November
Christmas Day - 25 December

10. Sunday Premium Pay. Sunday premium pay is additional compensation for employees whose regular basic work schedule includes any of the 24 hours on Sunday. This period begins midnight Saturday and ends midnight Sunday. Premium pay is 25 percent of the employee's basic hourly rate.

11. Timekeeper. Person(s) designated by proper authority to record (if manual) or monitor the recording (if time clocks used) of employee attendance; to determine type of absences and make proper entries; to record and distribute labor effort to proper cost classification(s); and to attest to the propriety of all entries before the time card is certified for payment.

12. Certifying Official. Person(s) designated by proper authority to ensure by actual knowledge that attendance as recorded is factual, that all other entries are proper and correct and that the voucher is proper for payment.

DETAILED INSTRUCTIONS FOR COMPLETION OF TIME AND LABOR DISTRIBUTION CARDS

1. Timekeeping Procedures

a. General. Responsibility for the accuracy and timely reporting of time, attendance and labor distribution is delegated to each Fund Administrator with civilian employees and Work Centers under Fund Administrator 10.

b. The time and attendance reports, Biweekly Time and Cost Cards (MCBCL 7310) will be certified by the employee's supervisor, except that when such practice is not feasible because of the absence of the supervisor or for any other reason, the certification will be accomplished by an individual operating in a supervisory capacity who possesses knowledge of the employee's actual attendance.

c. Individuals who are not supervisors may be assigned as time-
* keepers but are not allowed to certify time and attendance cards. In the absence of the immediate supervisor, the certification will be accomplished by an individual operating in a supervisory capacity who possesses knowledge of the employee's actual attendance.

d. Timekeepers will be responsible for the following functions:

(1) Racking of time cards.

(2) Supervision of clocking stations where time clocks are utilized.

(3) Entering of time and labor distribution information on time cards in accordance with established procedures. (See figures 1 through 6.)

(4) Ensuring that muster is accurate daily.

(5) Forwarding time cards to Civil Payroll Branch at times designated.

2. Preparation and Distribution of Time Cards

a. A blank time card will be utilized for those employees commencing duty for the first time and headed in the same manner as those cards of employees already on board. If it is necessary to remake a card that has been received, the information will be shown across the top as was on the original card and the original card appended thereto.

ENCLOSURE (2)

b. Biweekly Time Cards will be delivered by the Civil Payroll Branch to each section by 1600 on Friday preceding the beginning of the pay period. Further distribution will be made by respective sections to the timekeepers of the different shops before the beginning of the work week.

c. Two time cards will be received for a split pay period (i.e., a pay period beginning in one month and ending in the next) so that the earned labor accruing during each calendar month involved will be included in expense reports.

3. Time Card Entries. All entries on the time cards must be legible and, if done manually, in blue or black ink. Erroneous entries will be deleted by drawing a line through the entry and making the correct entry. No erasures or corrections with Sno-Pak are permitted and all corrected entries will be initialed by the timekeeper. (See Appendices A through F for correct sample entries.)

4. Recording of Attendance

a. All civilian employees will utilize time clocks to record attendance where there is a time clock located in the building or general working area except personnel who are GS-9 or WS-9 and above and other equivalent pay levels such as WD and WN.

* b. If an employee is excepted from the use of time clocks, muster sheets, or muster boards, the time is recorded and certified by the individual who, having authority to so certify, has knowledge of the employee's attendance.

c. Extreme care will be exercised by supervisors or timekeepers to ensure that musters are accurate. NO EMPLOYEE MAY CLOCK IN OR OUT FOR ANOTHER EMPLOYEE. Penalties are provided for false musters. In those instances where a special work assignment would make it impracticable for an employee to report or return to the clock station or muster point, the timekeeper or supervisor may be authorized to check the employee in or out.

d. Employees who are tardy will report to the timekeeper before starting work. When tardiness is excused, the time card must be initialed by the supervisor authorized to approve leave for the employee concerned. Where tardiness is not excused the absence will be handled in accordance with BO 12630.1F, enclosure (8), paragraph 11.

e. If an employee is permitted to leave before the end of a shift, it will be necessary that he check out with the timekeeper. The actual time of departure and the type of leave will be recorded at this time.

f. In those sections where time is recorded by mechanical time recorders, the following will apply:

(1) Upon reporting for the work day, the employee will remove his or her time card from the "Out" rack, record the time, and place the card in the "In" rack. This procedure will be reversed at the end of the shift.

(2) At 0800 and/or immediately after the beginning of a shift, the timekeeper will pick up all cards from the rack and retain them until approximately thirty minutes before the end of the shift, (clock-out time). During this time the necessary postings will be made and the status of absentee employees will be determined. Each employee will be counseled to make every reasonable effort to inform his/her supervisor as soon as possible with regard to absences. (See BO 12630.1F for specific information on absence and leave responsibilities of employees and supervisors.)

5. Exception Work Codes. The exception work codes to be used on the labor distribution portion of the time cards are as follows:

CODE	EXPLANATION
AØ	Ammo & Toxic Chemicals - High Degree
BØ	Dirty Work, Cold Work, Hot Work, Low Degree Ammo
CØ	Overtime
EØ	High Work
FØ	Work on Holiday
PØ	Sunday Premium Work
PS	Sunday, Second Shift
PT	Sunday, Third Shift
SØ	Second Shift Differential
TØ	Third Shift Differential (ungraded employees only)

6. Work Generator Codes. The work generator codes to be used on the labor distribution portion of the time card are as follows and when

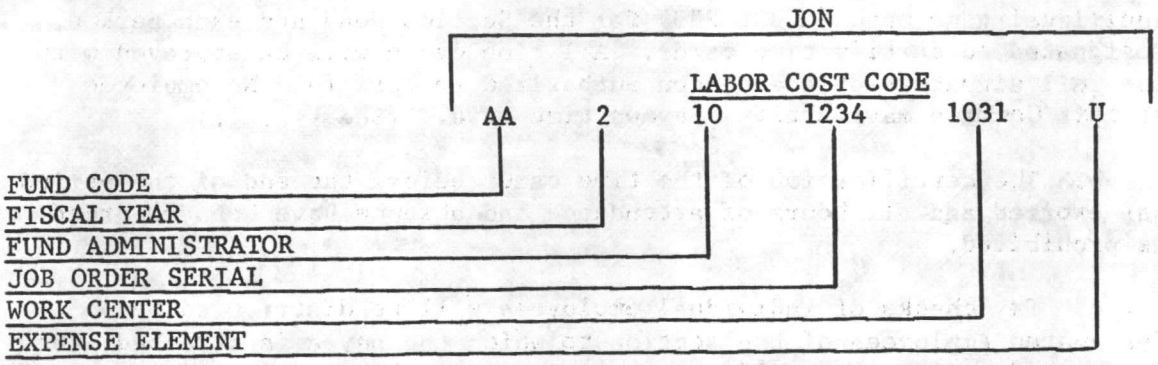
applicable:

CODE	EXPLANATION
01	Emergency Work (Base Maintenance Only)
02	Service Work (Base Maintenance Only)
03	Standing JON Not Estimated (Base Maintenance Only)
04	Standing JON Estimated (Base Maintenance Only)
05	Specific JON (JON Number Assigned to a Specific Nonrecurring Task) (Base Maintenance Only)
10	Shop Supervision (Base Maintenance Only)
11	Administrative and Clerks (Base Maintenance Only)
12	Indirect Support (Base Maintenance Only)
13	Leave (All Work Centers)
14	Allowed Time (Base Maintenance Only)
15	Compensatory Time Worked and Taken (Graded Civilians Only)
21	Safety Inspection (Motor Transport Only)
22	Maintenance Service (Motor Transport Only)
23	Unscheduled Maintenance Service (Repairs Required between Maintenance Services or Safety Inspection) (Motor Transport Only)
24	Breakdown Requiring Road Service (Motor Transport Only)
25	Damage or Malfunction Resulting from Accidental Causes (Motor Transport Only)
51	Principal Instructor (MCSSS Only)
52	Assistant Instructor (MCSSS Only)
54	Preparation (MCSSS Only)

CODE	EXPLANATION
55	Course Design (MCSSS Only)
57	Lead Time (MCSSS Only)
58	Duties, etc. (MCSSS Only)
59	Meeting and Training (MCSSS Only)
60	Advice and Counseling (MCSSS Only)
61	Temporary Additional Duty (MCSSS Only)
62	Administration (MCSSS Only)
63	Authorized Absence (MCSSS Only)

7. Labor Distribution

a. Labor distribution is the distribution of civilian labor costs by means of Job Order Number. A job order number consists of fourteen digits, but only ten digits referred to as the Labor Cost Code will be used for recording on Time and Labor Distribution Cards. These digits are the fourth through thirteenth digits of the job order number as shown below.



b. A major portion of civilian employees work on a predetermined job order number not subject to any degree of change. With this in mind, this job order has been computer-loaded and will automatically distribute regular hours cost. These hours need not be shown in the top portion of the Biweekly Time and Cost Card. These employees are so designated by an EX printed on the "Name" line of the Biweekly Time and Cost Card. All hours shown less regular hours for EX-type employees must be accounted for by appropriate job order number within

the top portion of the Biweekly Time and Cost Card.

c. The balance of employees regular work is charged to variable job order numbers and as such no predetermined job order number has been loaded. These non-exception employees are so designated by the absence of EX on the "Name" line of the Biweekly Time and Cost Card. All hours shown on the attendance portion (bottom) of the Biweekly Time and Cost Card must be distributed to the proper job order number and shown in the top portion of the card.

d. Labor distribution for those sections utilizing Daily Job Cards (MCBCL 5230/65, Rev. 7-71) will be posted and verified daily.

e. All entries will be checked for accuracy of the Work Generator Code and the Exception Code used. The labor distribution portion of the time card will be initialed in the space provided, by the timekeeper or other authorized person to signify that a check has been made and that the hours (as required) on the time portion have been reconciled with the labor distribution portion. The Daily Job Card (MCBCL 5230/65, Rev. 7-71) used by Base Motor Transport and the Weekly Labor Distribution Card (MCBCL 7410, Rev. 7-71) used by Base Maintenance will be initialed by the timekeeper or supervisor to indicate that the hours distributed agree with the hours on the Biweekly Time and Cost Card.

8. Certifying Time Cards

* a. Each Work Center will furnish the Civil Payroll Office an individual name card (MCBCL 238) for the Section Head and each person designated to certify time cards. All time cards will be approved with the full signature of the person authorized to certify. No employee at this Command may certify his own time card. (See fig. 1.)

b. The certification of the time cards before the end of the period has expired and all hours of attendance and absence have been recorded is prohibited.

* c. Pay checks of individual employees will be distributed by designated employees of the section to which the payee is attached. The designated employees should not participate in the preparation, approval or certification of the payroll or the personnel action documents or in maintaining the payroll controls or earnings records or the time and attendance records. This restriction is not applicable to Base Maintenance.

d. No person may certify an employee's attendance if he does not have actual knowledge of employee's attendance. For example, a day

shift supervisor may not certify the attendance of a second shift employee.

9. Approval of Leave

a. The Civilian Personnel Officer will approve advance sick leave and all leave without pay for periods in excess of five days. BO 12630.1F applies. All other absences will be approved by supervisory personnel only, and this responsibility will not be delegated to personnel assigned as timekeepers who do not have supervisory authority for granting leave. Leave requests and approvals will be handled as follows:

(1) Standard Form 71, Application for Leave, will be submitted for all sick leave in excess of three work days and be supported by the required medical certificate. This form must be submitted with the time cards or within fifteen days after the employee returns to duty.

(2) Generally all other leaves of absence will be requested and approved on the Time and Cost Card. This will be accomplished by the employee and the approving supervisor placing their initials in the "Extra In and Out" line opposite the day involved. The initials of the supervisor are not required in those cases where he also certifies the time and attendance of the employee. In cases where the employee is not available to initial the leave entries on the Time and Cost Card, a Standard Form 71, Application for Leave, will be utilized.

b. The following symbols will be used on the time cards to indicate the various types of absences:

A - Annual Leave
S - Sick Leave
CL - Court Leave
ML - Military Leave
C - Compensatory Time
L - Authorized Leave Without Pay
AWL - Unauthorized Absence
H - Holiday within Basic Work Week when No Work is Performed
EA - Excused Absence (Blood Donors, Voting, etc.)
* TI - Traumatic Injury with Pay NTE 45 Calendar Days

c. The official leave records for all employees will be maintained in the Civil Payroll Office and NO AUXILIARY RECORDS will be kept at the Work Center level.

d. A leave availability report will be furnished biweekly to all Fund Administrators employing civilians. This report will be in the form

of a machine listing, indicating the amount of annual and sick leave in hours used during the year, available balance as of the report date, and the number of hours annual leave that must be used or forfeited by the end of the leave year. This information is considered sufficient to enable supervisors to efficiently schedule vacations and leave and to maintain an informal accounting of the leave taken by personnel under their supervision.

e. Employees summoned to court for jury duty or witness in behalf of the Federal, State, or Local government, will be furnished a Court Attendance and Payment Certification Form (5th ND GEN 287) which they will have completed by the Clerk of Court. This form, along with the total check received, will be returned to the Base Disbursing Officer upon returning to duty. Blank forms will be made available to the employee by the timekeeper or supervisor prior to departing for such duty.

10. Forwarding Time Cards to Civil Payroll Office

a. Time cards will be delivered to the Civil Payroll Office, Building #1005, NO LATER THAN 1000, Monday following the end of the pay period or on the day following the end of the month, if such day splits the biweekly pay period.

b. Time cards will be sorted and batched for delivery to the Civil Payroll Office as follows:

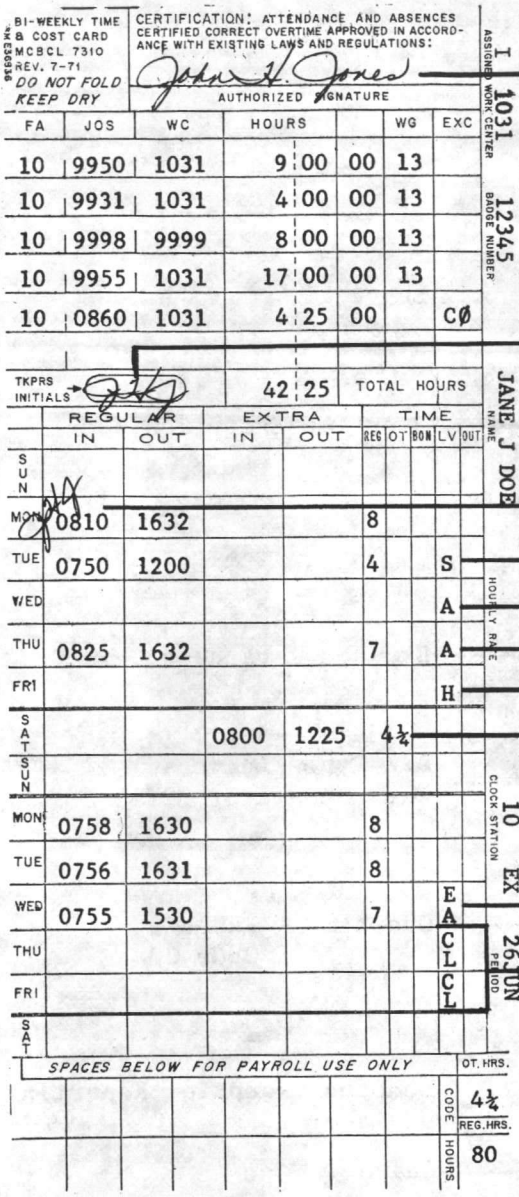
(1) Graded Employees - Pay Number by Work Center

(2) Ungraded Employees - Pay Number by Work Center

11. Time and Labor Distribution Checks. Time and labor distribution checks will be performed periodically by personnel of the Base Accounting Office when not engaged in the performance of other assigned duties, for the purpose of checking the clocking in/out operations, the accuracy of labor distribution reporting by supervisors, cost clerks, and the compliance with these instructions. All discrepancies will be reported to the Commanding General, and corrective action will be directed via official channels.

Figures 1 through 6 - Sample Time Cards

ENCLOSURE (2)



BI-WEEKLY TIME & COST CARD MCBCL 7310 REV. 7-71 DO NOT FOLD KEEP DRY

CERTIFICATION: ATTENDANCE AND ABSENCES CERTIFIED CORRECT OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS:

John H. Jones
AUTHORIZED SIGNATURE

ASSIGNED WORK CENTER: 1031
BADGE NUMBER: 12345
NAME: JANE J DOE
HOURLY RATE
CLOCK STATION: 10
PERIOD: 26 JUN

FA	JOS	WC	HOURS		WG	EXC
10	9950	1031	9 00	00	13	
10	9931	1031	4 00	00	13	
10	9998	9999	8 00	00	13	
10	9955	1031	17 00	00	13	
10	0860	1031	4 25	00		CØ

TKPRS INITIALS: JH — 42 25 TOTAL HOURS

	REGULAR IN	REGULAR OUT	EXTRA IN	EXTRA OUT	TIME REG	TIME OT	TIME BON	TIME LV	TIME OUT
SUN									
MON	0810	1632			8				
TUE	0750	1200			4			S	
WED								A	
THU	0825	1632			7			A	
FRI								H	
SAT			0800	1225	4¼				
SUN									
MON	0758	1630			8				
TUE	0756	1631			8				
WED	0755	1530			7			E A	
THU								C-L	
FRI								C-L	
SAT									

SPACES BELOW FOR PAYROLL USE ONLY

CODE	OT. HRS.
	4¼
HOURS	REG. HRS.
	80

Will not be completed until end of pay period and/or end of month. This certifies all data contained hereon is factual, accurate and proper. Individual must have actual knowledge of attendance.

Will not be completed until end of pay period and/or months end. Indicates entries to be proper, current and hours reconciled and distributed properly.

Tardiness excused by the supervisor

Sick leave, SF71 must accompany all sick leave in excess of 3 days.

Annual leave

Tardiness unexcused by the supervisor

Legal holiday within the basic work week and no work performed.

Overtime and unscheduled holiday work recorded in units of ¼ hours. Record ¼ hours in labor distribution portion as 25.

Denotes employees whose labor distribution accounts for hours other than regular work.

1 hour excused absence to vote

Absence due to jury duty. Funds received for such duty must be turned in to Base Disbursing Officer.

General Completion Provisions:

1. No erasures or use of Sno-Pak are permitted. Corrections will be lined through and initialed by timekeeper.

2. Attendance will be recorded daily as occurs. Card will not be certified or initialed by the timekeeper until the end of the pay period and/or months end. Actual times of reporting and departing will be recorded.

3. All leave entries will be initialed by the supervisor and employee (does not apply to sick leave of more than 3 days).

Figure 1. SAMPLE TIME CARD WITH EXPLANATIONS

ENCLOSURE (2)

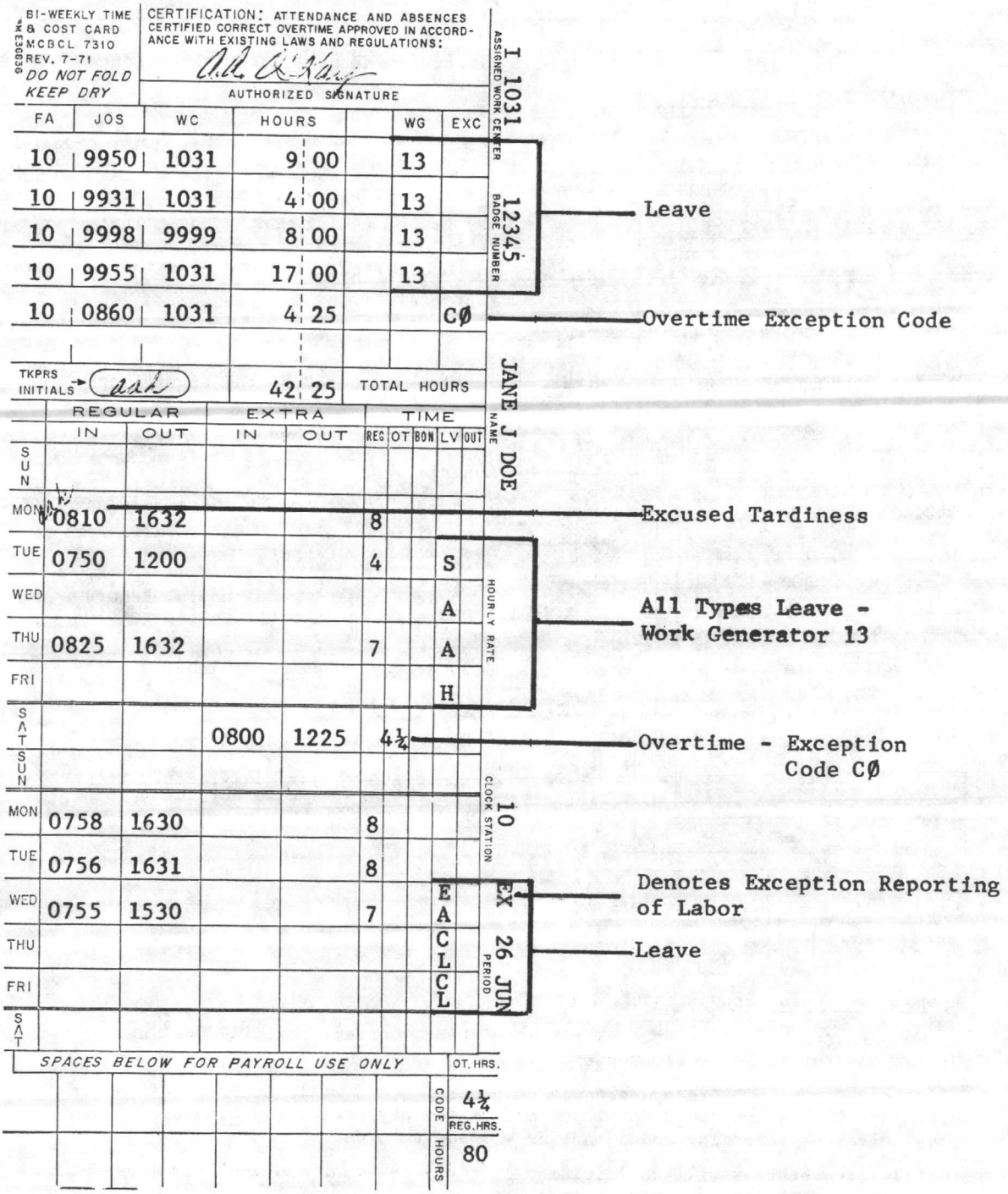


Figure 2. EXCEPTION REPORTING

ENCLOSURE (2)

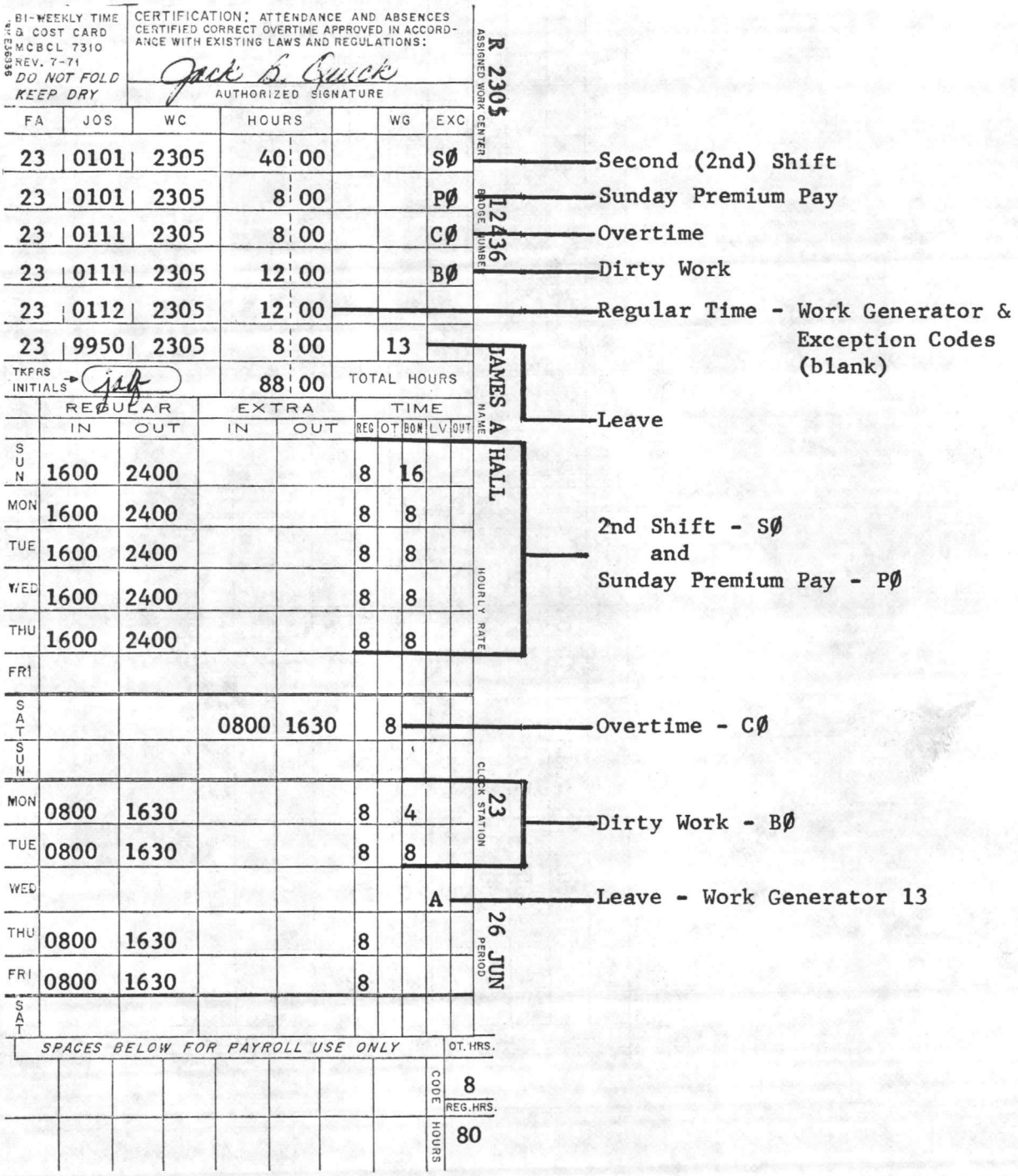


Figure 3. DETAIL REPORTING

ENCLOSURE (2)

R 2353 — ASSIGNED WORK CENTER
09500 — EMPLOYEE BADGE NUMBER
3 — EMPLOYEE TYPE
SAM JONES — NAME
23 — CLOCK STATION
HRLY RATE
26JUN — PERIOD

WEEKLY LABOR DISTRIBUTION MCBCL 7410 (REV 7-71)

FA	JOS	WC	HOURS	WG	EXC	SUN	MON	TUES	WED	THU	FRI	SAT
23	0001	2318	16 00				8	8				
23	0002	2318	4 00		EØ				4			
23	0003	2318	10 00		SØ				4	6		
23	0004	2318	2 00		BØ					2		
23	0005	2318	6 50		BØ					6½		
23	9950	2318	8 00	13							8	
TIMEKEEPERS INITIALS		TOTAL HOURS	46 50				8	8	8	14½	8	

Figure 4. MAINTENANCE WEEKLY LABOR CARD

R 2411 13000 3 I B TRUCK 24 26 JUN

AWC	BADGE NO. c/c 6-10	RANK	NAME	STRN CAT	DATE c/c 12-14

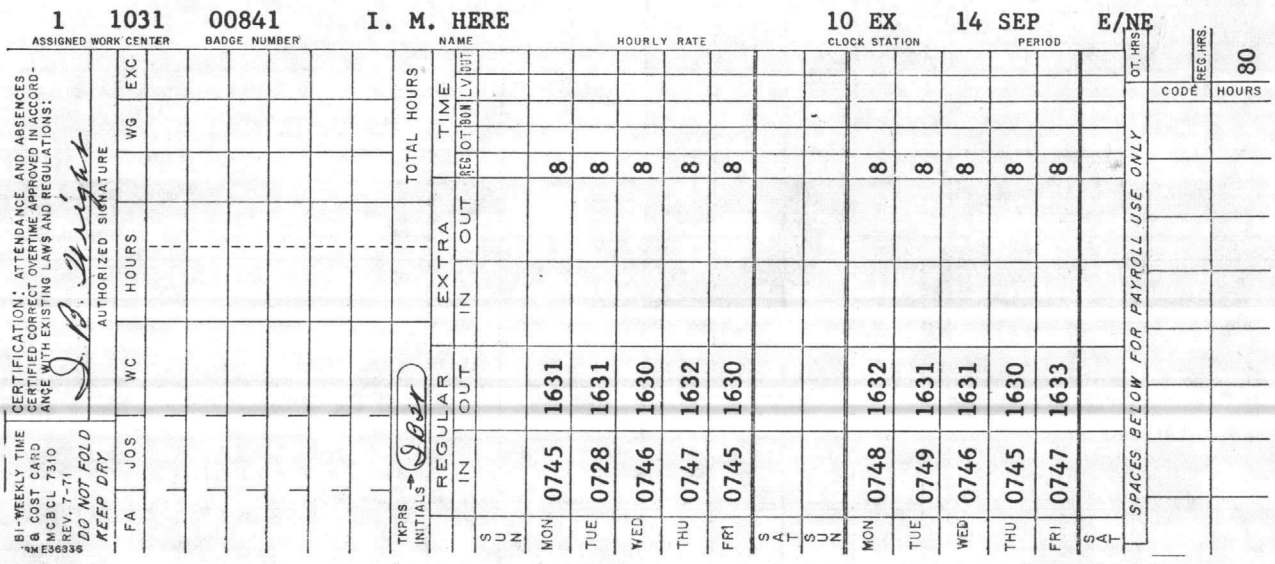
	START	VEHICLE NUMBER c/c 15-20	JON FA c/c 21-22	JON JOS c/c 23-26	JON WC c/c 27-30	ACTUAL HOURS c/c 31-35	WORK GEN c/c 36-37	EXC CODE c/c 38-39	REPAIR CODE c/c 40-43	STAND HOURS c/c 44-48	COMP CODE c/c 49
STOP #1			24	0892	2411	5 00	23				
STOP #2			24	0421	2411	2 00	24	SØ			
STOP #3			24	9950	2411	1 00	13				
STOP #4											
STOP #5											
STOP #6											

TIMEKEEPER Skk TOTAL 8 00 BMT DAILY LABOR DISTRIBUTION

MCSCL 5230/85 (Rev. 7-71)

Figure 5. MOTOR TRANSPORT DAILY LABOR CARD

E - Exempt
NE - Nonexempt



REVERSE SIDE

I did not suffer or permit any overtime work other than as reported on the time and attendance report for this pay period.

J. B. Wright
(Supervisor's Signature)

Exempt - no certification required
Non-exempt - must be certified by immediate supervisor

Figure 6. SUFFER AND PERMIT CONCEPT CERTIFICATION

ENCLOSURE (2)

M. Stone

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO
BO 12750.1G
CPO/JFS/eab
4 Feb 1977

BASE ORDER 12750.1G

From: Commanding General
To: Distribution List

Subj: Discipline, Conduct, and Adverse Actions

Ref: (a) FPM/CMMI 752 (NOTAL)
(b) FPM/CMMI 751 (NOTAL)
(c) FPM/CMMI 735 (NOTAL)
(d) BO 12770.1E
(e) Negotiated Agreement
(f) BO 12750.2C
(g) BO 12792.2

Encl: (1) Guideline Schedule of Disciplinary Offenses and Penalties
(2) Format of Pre-Action Investigation (2)
(3) Sample Letter of Reprimand
(4) Sample Letter of Caution
(5) Sample Letter of Requirement

1. Purpose. To provide instructions and guidance, in accordance with references (a), (b), and (c), concerning discipline, conduct, and adverse actions as they apply to civil service employees. These instructions are available for review in the Civilian Personnel Office.

2. Cancellation. BO 12750.1F.

3. Policy. It is the policy of this Command that discipline be administered in a constructive, progressive, and timely manner for the purpose of maintaining discipline and morale among employees and correcting offending employees. When formal disciplinary action is necessary, the penalty imposed shall be the minimum penalty which can be reasonably expected to correct the offending employee, consistent with the Guideline Schedule of Disciplinary Offenses and Penalties contained in reference (b) and attached hereto as enclosure (1). Deviation from the application of penalties listed in enclosure (1) requires supportable justification. However, the purpose of disciplinary action may be accomplished in many instances by nonformal actions through oral admonishments, or letters of caution or requirement.

4. Information

a. Employees Covered. The general principles in this Order are applicable to all civil service employees of Marine Corps Base; Marine Corps Air Station (Helicopter), New River; Naval Regional Medical Center; and Naval Regional Dental Center. The procedural requirements of this Order and reference (a) for taking disciplinary and adverse actions are not applicable, however, to all employees; e.g., probationary employees, temporary employees serving under definite time limitations or who have not completed one year of continuous service, re-employed annuitants, and employees serving under excepted appointments.

b. Definitions

(1) Disciplinary action is defined as a formal action ranging from a letter of reprimand to a suspension of 30 calendar days or less, and is grievable only through the grievance procedures set forth in references (d) and (e).

(2) Adverse action is defined as a formal action of suspension of more than 30 calendar days, furlough without pay, reduction in rank or pay, and removal, and is appealable only to the Civil Service Commission through the procedures set forth in reference (d).

c. Prior Review. Letters involving disciplinary action of any kind, and letters of caution or requirement, shall not be delivered to civil service employees without first being reviewed by the Civilian Personnel Officer or appropriate member of his staff for conformance with the provisions of references (a), (b), (e), and this Order. Assistance and guidance in civilian disciplinary matters are available from the Employee Relations and Services Division, Civilian Personnel Office, to all management officials and supervisors of organizational units.

5. Delegation of Authority to Effect Disciplinary and Adverse Actions

* a. The authority to propose or effect disciplinary and adverse actions may be exercised by an official "acting" in the absence of the official to whom the respective authority has been delegated, but it may not be exercised "by direction."

b. Civilian and military supervisors are authorized to issue letters of reprimand to civil service personnel under their immediate supervision.

c. Authority to propose and effect disciplinary suspension actions at Marine Corps Base is hereby delegated to organizational commanders and heads of staff sections. This authority may be redelegated to major department/ division heads.

d. Commanders concurring with this Order hereby delegate authority to effect disciplinary suspension actions respectively as follows:

(1) Marine Corps Air Station (Helicopter), New River: To commanding officers of subordinate units, heads of staff sections, and special staff.

(2) Naval Regional Medical Center: To Chiefs of Services.

(3) Naval Regional Dental Center: To Director of Administrative Services.

e. Authority to render final decisions on adverse actions taken for disciplinary reasons is retained by the Commanding General and the respective Commanding Officers of the commands listed in d above. Notices of proposed adverse actions will be issued by those officials authorized to propose and effect disciplinary suspension actions.

* f. The authority to render a final decision on non-disciplinary adverse actions such as those resulting from the application of new classification or job grading standards, is hereby delegated to the Civilian Personnel Officer. Notices of proposed adverse actions in such cases will be issued by the appropriate division head of the Civilian Personnel Office.

* 6. Responsibility of Supervisors

a. The immediate supervisor is responsible for maintaining discipline and morale among the employees he supervises and for initiating appropriate action when warranted. To ensure that supervisors exercise maximum responsibility over their subordinates, employees will generally receive instructions or discipline from or through their immediate supervisors. This does not, however, preclude disciplinary action being initiated by higher levels of supervision. When this is done, the higher level supervisor should consult with, and to the extent practicable, work through the immediate supervisor. When military personnel serve as immediate supervisors of civilians, they will exercise the same responsibilities as are exercised by civilian supervisors.

b. When a supervisor observes an infraction of rules and the immediate supervisor of the employee concerned is not available, he may take such steps on the spot as appear warranted. Thereafter, he will locate the supervisor concerned, fully explain the circumstances to him, and place further responsibility for action in his hands.

c. When an infraction is observed or reported, the immediate supervisor or other appointed investigator will:

(1) Conduct a thorough investigation to develop and document all the facts.

(2) Endeavor to obtain statements from the employee and witnesses or other persons having a direct knowledge of the circumstances.

(3) Prepare a pre-action investigation as outlined in enclosure (2), Format for Investigatory Procedure, recording all information, specifically and in detail, i.e., dates, times, specific instances, and other data necessary to understand the charge. No determination will be made that disciplinary action is warranted until the written investigation is shown to and discussed with the employee and he has had the opportunity to comment.

(4) Hold a discussion with the employee after advising him of the right to be represented during the discussion. This right to representation continues and can be invoked by the employee during any further questioning of the employee regarding the matter.

(a) Show the pre-action investigation to the employee and provide him an opportunity to comment orally and/or in writing. Advise the employee that his reply will be considered in arriving at a decision.

(b) Advise the employee whether or not corrective action will be recommended.

(5) Complete the pre-action investigation to include the employee's oral and/or written comments and the investigator's recommendation, and submit it to the next level of supervision for review and approval.

(6) When a letter of reprimand is considered the approrpiate action, it should be promptly prepared using enclosure (3), Sample Letter of Reprimand, as a guide; and it should be issued to the employee as soon as possible after review by the Civilian Personnel Officer.

(7) When a penalty more severe than a letter of reprimand is considered necessary, the investigation will be forwarded to the appropriate official authorized to initiate such action.

* 7. Application of Guideline Schedule of Disciplinary Offenses and Penalties (Enclosure (1)). The Schedule is a guide to: (a) properly identify the offense, (b) assess the appropriate penalty within a given range, and (c) achieve equitable and just treatment among employees. Should an offense be committed that is not adequately or properly identified by one of the listed offenses, such terms and such penalty as best fit the act for which the employee is being disciplined will be used.

a. Properly Identifying the Offense. When using the Schedule to describe an offense, care should be taken that only that portion or phrase is used which actually describes the offense and which may subsequently be appropriate as a charge in a disciplinary or adverse action. The use of "and" or "or" in stating an offense or charge may make the charge non-specific. The charge must be accurately described and the supporting explanation specific and supportive of the charge.

b. Assessing the Appropriate Penalty. The Schedule provides a range of penalties to give flexibility in dealing with particular situations. The penalty imposed shall be the minimum penalty that can be expected to correct an offending employee and maintain general discipline and morale. Criteria to be considered when imposing a penalty include the nature of the offense, the employee's length of service, past disciplinary record, nature of position (supervisory, or other position of trust), and any extenuating or mitigating circumstances. In view of the responsibilities vested in a supervisor, the penalty for any offense he commits may justly be in excess of the penalty in the Schedule which would be assessed a nonsupervisory employee for the same offense. In unusual cases, a penalty either less or more severe than the minimum or maximum range provided for in the Schedule may be imposed. When a more severe penalty is imposed, justification shall be included in the advance notice of proposed action and the notice of decision.

c. Achieving Equitable and Just Treatment. Management must ascertain whether there is substantial evidence to justify the contemplated action. A prima facie case which can withstand the following tests must exist: that the action can be demonstrated to be for "such cause as will promote the efficiency of the service"; that management has

made a good faith effort to assist the employee in correcting deficiencies and that these efforts have failed; that the evidence has been thoroughly documented and can be supported by testimony or documents in an appeal, which usually involves a hearing and cross-examination of witnesses; and that the proposed action is consistent with other actions taken by the activity. When management has failed to take timely action on a violation of a rule or employment condition, that violation may not be used subsequently as a part of a series or as a basis for increasing the proposed penalty or for initiating additional charges.

d. Combination of Offenses. When a series of offenses (more than one) are committed by an employee within a relatively short period of time, on which management has not had time to take individual action although it proceeded in timely fashion, such offenses may be combined in a single action, with a more severe penalty than any one would normally merit. In the notice of proposed action and decision letter, each offense will be identified and described as in an individual action. Included will be an explanation of the more severe penalty.

8. Nonformal Measures. In many instances, formal disciplinary action is not required to correct offending employees or to maintain discipline and morale among other employees. The same results may be achieved through nonformal measures such as:

a. Oral Admonitions. Oral admonitions or warnings are informal actions and usually constitute the first step in progressive discipline. As a rule, they are taken by the immediate supervisor for minor violations of a rule or regulation, or to call the employee's attention to certain deficiencies in his conduct or work performance. Incidents for which an employee is orally admonished will not be counted as prior offenses or infractions when determining a penalty under the Schedule. They may be used in subsequent actions, however, to show that certain aspects of an employee's conduct or performance has been brought to his attention. The supervisor should retain a record of any oral admonition for a period not to exceed one year. An oral admonishment will not be made a matter of record in the Official Personnel Folder. Oral admonitions may not be administratively grieved or appealed.

b. Letters of Caution (Example in Enclosure (4)). A letter of caution is a nondisciplinary, written notice concerning conduct and/or work performance. It may be issued to an individual employee or to a group of employees,

by an immediate supervisor or by a higher level management official. It advises the recipient(s) of the acceptable standards of conduct or work performance, and informs the employee that his conduct or work performance is failing to meet those standards. Incidents which form the basis for the issuance of letters of caution will not be counted as prior offenses when determining the penalty for a subsequent infraction under the Schedule. Such incidents may, however, be included in the specifications of proposed disciplinary action or performance rating warnings in the future, when it is appropriate to describe a pattern of conduct or performance. Such letters will not be filed in the employee's Official Personnel Folder, but may be retained by the supervisor for a period not to exceed one year. They will be automatically cancelled one year from date of issuance. Letters of caution may be used during their retention period to show that a particular matter has been officially noted and brought to the employee's attention. Letters of caution are grievable through the appropriate grievance procedure and must be reviewed by the Civilian Personnel Officer for conformance with prescribed procedures prior to issuance to an employee.

c. Letters of Requirement (Example in Enclosure (5)). A letter of requirement is a nondisciplinary, written notice which levies an employment-related requirement upon the recipient. It may be issued to an individual employee or to a group of employees, by an immediate supervisor or by a higher level management official. A letter of requirement may levy a requirement on an employee which is over and above that expected of other employees; e.g., one which requires a doctor's certificate to support future requests for sick leave, or one which subjects an employee to certain controls not imposed on other employees. Incidents which form the basis for the issuance of letters of requirement will not be counted as prior offenses when determining the penalty for a subsequent infraction under the Schedule. Such letters will not be filed in the employee's Official Personnel Folder but may be retained by the supervisor for a period not to exceed one year. They will be automatically cancelled one year from date of issuance. Letters of requirement may be used during their retention period to show that a particular matter has been officially noted and brought to the employee's attention. Letters of requirement are grievable through the appropriate grievance procedure and must be reviewed by the Civilian Personnel Officer for conformance with prescribed procedures prior to issuance to an employee.

9. Initiation of Disciplinary and Adverse Actions. In accordance with the provisions of references (a), (b), (e),

and this Order, the following procedures must be followed when disciplinary or adverse action is taken against any career, career-conditional, term, or indefinite employee who is not serving a probationary or trial period. Prior to initiation of any disciplinary or adverse action, compliance with the requirements of paragraph 6c, above, is required.

a. Letter of Reprimand. A letter of reprimand is the minimum formal disciplinary penalty for all offenses. It is appropriate when a breach of the employee-employer relationship is of such nature as to warrant the temporary inclusion of a record in the employee's Official Personnel Folder. It constitutes a fair warning that the employee has failed or is failing to meet the prescribed standards of behavior of the organization. A reprimand is the first in a possible series of formal disciplinary actions, each more progressive in nature, if the reprimand does not serve its purpose. In certain types of offenses, such as indebtedness, when a suspension may not be the correct penalty, a series of reprimands, progressively more severe in tone would carry the same weight as suspensions in justifying a subsequent removal action. Incidents which form the basis for the issuance of a reprimand may be counted as prior offenses when determining the penalty for a subsequent infraction under the Schedule.

(1) A letter of reprimand shall:

(a) Cite the specific reasons for its issuance and reference the pre-action investigation discussion in which the employee was shown all evidence against him.

(b) Inform the employee that the letter will be filed in the Official Personnel Folder for a period of two years from the date of the letter.

(c) Advise the employee that future offenses of the same nature may result in a more severe penalty.

(d) Advise the employee of the appropriate grievance procedure and the time limits involved.

(2) Letters of reprimand are prepared by the employee's supervisor. Prior to issuance to an employee, however, they must be reviewed by the Civilian Personnel Officer for conformance with prescribed procedures. Delivery to the employee will be effected by such means as to ensure two signed, receipted copies are transmitted to the Civilian Personnel Office for retention.

b. Suspensions of 30 Calendar Days or Less. A suspension is a formal disciplinary action that may be the final warning step in the progressive disciplinary process before removal action. It is a placing of an employee in one or more days of nonduty status, without pay. A suspension is appropriate where other nonformal and/or formal actions have failed to correct unacceptable conduct. It is also appropriate for first infractions in connection with serious breaches of conduct. A suspension, however, is normally not an appropriate penalty for indebtedness or unsatisfactory performance situations. Most suspensions fall within a one-to-five-day period. Rarely should a suspension in excess of 10 workdays be appropriate. The financial impact upon the employee should be carefully considered in decisions to suspend, and the number of days set at a point within the recommended range which will serve to be corrective rather than punitive. Suspension penalties of less than 30 calendar days are applicable to workdays only and are grievable through the appropriate grievance procedure on both merit and procedure. They are appealable to the Civil Service Commission, Federal Employee Appeals Authority, on procedure only. Effected suspension actions become a permanent record in the employee's Official Personnel Folder. A pre-action investigation recommendation to suspend an employee must be forwarded to the cognizant management official designated in paragraph 5, above. If, in the official's opinion, a suspension is warranted, such data shall be forwarded, including the investigatory report, to the Civilian Personnel Officer with a statement of the number of days of suspension proposed. The Civilian Personnel Officer will prepare, in draft form, the advance notice of proposed suspension for the cognizant official's approval. The cognizant official will issue the proposed suspension letter and effect delivery to the employee. Delivery will be by such means as to ensure that a copy with a signed receipt or certification of delivery is transmitted to the Civilian Personnel Office for retention.

(1) Advance Notice. An advance notice of proposed suspension letter must:

(a) State reasons for the proposed suspension specifically and in detail.

(b) Allow the employee a reasonable amount of time (no less than 10 calendar days, excluding date of delivery and last day to reply) in which to secure affidavits and submit a written reply. Advise the employee to whom the reply should be directed. When feasible, the official

receiving the reply should be other than the individual who proposed the action.

(c) Advise the employee of the opportunity to be represented by an individual of his or her choice.

(2) Employee's Reply. If the employee submits a written reply to the proposal letter, it must be considered in reaching a decision, and included in the case file. Upon receipt and consideration of a written reply or at the expiration of the notice period, whichever occurs first, the cognizant official will advise the Civilian Personnel Officer by memo of his decision and the reasons therefore.

(3) Written Decision. The employee must be notified in writing of the decision at the earliest practicable date. The decision letter will be prepared, in draft form, for the cognizant official by the Civilian Personnel Officer. The notice of decision to suspend must:

(a) Inform the employee of the reasons for the suspension.

(b) Advise the employee of his right to grieve through the appropriate grievance procedure and of the time limit for initiating the grievance.

(c) Advise the employee of his right to appeal to the Federal Employee Appeals Authority for a review of the procedures followed in effecting the suspension and of the time limit for initiating the appeal.

(d) Be delivered to the employee prior to the effective date of the suspension.

c. Suspensions for More than 30 Calendar Days, Removal, Reduction in Rank or Compensation, and Furlough Without Pay. These actions are formal adverse actions appealable only to the Federal Employee Appeals Authority on both merit and procedure. A pre-action investigation recommendation of adverse action must be forwarded to the cognizant official designated in paragraph 5, above. If, in the official's opinion, such action is warranted, he shall forward the investigation and other pertinent data to the Civilian Personnel Officer with a statement of the specific action proposed. The Civilian Personnel Officer will prepare, in draft form, the notice of proposed adverse action for the cognizant official's approval. The cognizant official will issue the proposed letter and effect delivery of such to the employee. Delivery will be by such means as to ensure that a copy with a signed receipt or certification of delivery is transmitted to the Civilian Personnel Office for retention.

(1) Information

(a) Suspensions for More than 30 Calendar Days. A suspension of more than 30 calendar days should not, generally, be imposed. Some circumstances which justify such penalties are: (1) when required by law; (2) when directed by the Civil Service Commission; (3) when the particular circumstances of a case justify, e.g., an indefinite suspension pending an investigation or disposition of a criminal action; or (4) in conjunction with a removal action where circumstances preclude retaining the employee in a duty status.

(b) Removal. Removal should be taken only after less severe measures have failed to correct the offending employee, or when the first offense is of such a serious nature that removal action is clearly warranted. A removal action may be based on an employee's conduct off the job as well as on the job. It may also be based on action occurring before appointment, e.g., falsification of his application. Depending on the gravity of previous offense(s), removal action may be instituted against an employee who has committed one or more offenses in a two-year period. Removal action will be initiated only after it has been clearly demonstrated that the employee does not conform to the accepted rules of conduct, and where such action will promote the efficiency of the service. When considering removal action against an employee, management officials will neither request that the employee resign or retire to keep from being disciplined nor imply that a resignation or retirement would result in a clear record. (A resignation or retirement obtained under such circumstances may later be challenged as being obtained under duress and thus found to be an involuntary action subject to adverse action procedures.)

(c) Reduction in Rank or Pay. A demotion is not normally an appropriate disciplinary action since it is usually related to matters of performance. However, in situations of misconduct which appear to warrant removal, demotion to a position of lesser responsibility and authority may be appropriate and serve as a more moderate penalty; e.g., demotion from a supervisory to a nonsupervisory position, and withdrawal of contract approval authority. An employee's previous employment record and the prospect for satisfactory performance in another position should be primary considerations in making this determination.

(d) Furlough Without Pay. A furlough is an action placing an employee in a nonduty and nonpay status because of lack of work or funds or other nondisciplinary

reasons and is therefore not considered further in this Order.

(2) Advance Notice. A notice of proposed adverse action letter must:

(a) Give the employee at least 30 calendar days' advance notice of the proposed action. (Less notice may be given in some cases where a crime may be involved.)

(b) State any and all reasons for the proposed action specifically and in detail.

(c) Advise the employee of the location of and make available to him for review all the material relied on to support the reasons in the advance notice.

(d) Advise the employee of his right to answer personally, in writing, or both personally and in writing and the official who will receive his answer(s).

(e) Allow the employee, if he is otherwise in an active duty status, a reasonable amount of official time (normally, not to exceed six hours), in which to secure affidavits and prepare his answer.

(f) Advise the employee of the opportunity to be represented by an individual of his or her choice.

(3) Employee's Reply. If the employee replies in person, a transcript or summary of the personal reply must be prepared for the record. The employee should acknowledge, by signature on the original, the contents of the summary; and he should be permitted to attach any statement of explanation he desires. Any and all replies, in person and/or in writing, must be considered in reaching a decision. At the expiration of the stated reply period, the transcript or summary of the oral reply and written reply, if any, will be forwarded to the Civilian Personnel Office for inclusion in the case file, with a statement of the decision to be issued.

(4) Written Decision. The Senior Command Official is the deciding official in all adverse actions. The employee must be notified in writing of the official's decision at the earliest practicable date. Decision letters will be prepared by the Civilian Personnel Officer for the signature of the

Senior Command Official. Such letters may be signed by an official "acting" in the absence of the Senior Command Official, but not "by direction." Delivery will be by such means as to ensure that a copy with a signed receipt or certification of delivery is transmitted to the Civilian Personnel Office for retention. The notice of decision in all adverse actions must:

(a) Be delivered to the employee before the adverse action is effected.

(b) State which of the reasons in the advance notice have been found sustained and which have been found not sustained.

(c) Inform the employee of his right of appeal to the Federal Employee Appeals Authority and of the time limit for appealing.

10. Probationary, Indefinite Employees Serving a Trial Period, and Temporary Employees with Less than One Year of Continuous Service. The procedures in paragraph 9 above do not apply to these employees. Prior to initiating disciplinary or separation actions on such employees, the Employee Relations and Services Division should be contacted as to the appropriate procedure. Those officials delegated the authority to effect disciplinary suspension actions in paragraph 5, above, are hereby delegated the authority to separate probationary, indefinite employees serving a trial period, and temporary employees with less than one year of continuous service.

11. General Prohibitions and Problems

a. Use of Government Property, Facilities, and Manpower. An employee is prohibited from directly or indirectly using or allowing the use of Government property of any kind, including property leased to the Government, for other than officially approved activities. An employee has a positive duty to protect and conserve Government property, including equipment, supplies, and other property entrusted or issued to him.

b. Misuse of Information. An employee is prohibited from directly or indirectly using or allowing the use of official information obtained through or in connection with his Government employment which has not been made available to the general public, for the purpose of furthering a private interest.

c. Contributions or Presents to Superiors. An employee shall not solicit contributions from another employee for a gift to an employee in a superior official position; an employee in a superior official position shall not accept a gift presented as a contribution from employees receiving less salary than himself; and an employee shall not make a donation as a gift to an employee in a higher official position. This does not, however, prohibit a voluntary gift of nominal value or a donation in a nominal amount when made on a special occasion such as marriage, illness, or retirement.

d. Outside Employment

(1) Incompatible Activities. An employee is prohibited from engaging in outside employment or other outside activity not compatible with the full and proper discharge of the duties and responsibilities of his Government employment. Outside employment which tends to impair the employee's mental or physical capacity to perform his Government duties and responsibilities in an acceptable manner is forbidden. Other incompatible activities include, but are not limited to, acceptance of any favor, pay, gift, payment of expenses, or any other thing of monetary value in circumstances in which acceptance may result in or create the appearance of conflicts of interest. Employees who intend to run for office in non-partisan elections or who desire to hold an appointive office with a state or local government, concurrent with their Federal government position, must obtain prior approval of such outside employment from the Senior Command Official. Such approval is contingent upon a determination by the Command that the holding of office is not incompatible with, and would not interfere with, the regular and efficient discharge of the duties of the employee's Federal position.

(2) Additional Compensation for Services. An employee is prohibited from receiving any salary or anything of monetary value from a private source as pay for his services to the Government.

(3) Teaching, Lecturing, and Writing. Employees are encouraged to engage in teaching, lecturing, and writing that is not incompatible with the applicable restrictions and requirements, in accordance with reference (c).

e. Conduct Prejudicial to the Government. An employee shall not engage in criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct or other conduct prejudicial to the Government. Employees shall avoid any action, whether or not specifically prohibited, which might result

in or create the appearance of using public office for private gain, giving preferential treatment to any person, impeding Government efficiency or economy, losing complete independence or impartiality, making a Government decision outside official channels, or affecting adversely the confidence of the public in the integrity of the Government.

f. Indebtedness. Employees are required to pay each just financial obligation in a proper and timely manner, especially one imposed by law such as State, Federal, or local taxes. Complaints of private indebtedness will be processed in accordance with reference (f).

g. Reporting for Duty or Being on Duty Under the Influence of Intoxicants. An employee suspected of reporting for duty or being on duty under the influence of intoxicants will be taken by a supervisor to the Branch Clinic, Building 15, for medical evaluation by a medical officer whenever this is practicable. Items 1 through 12 of Competence for Duty Examination Form, NAVMED 6120/1 (available through Self-Service) will be completed by the organizational commander, head of staff section, department head, or chief of service, as appropriate, or their designated representative, and submitted to the examining physician for the requested examination. Upon completion of the examination, NAVMED 6120/1 and the employee will be released to the official who requested the examination. If it is determined that the employee is under the influence of intoxicants, he will be placed on annual leave for the remainder of the day and appropriate action, in accordance with this Order and reference (g), will be taken.

h. Refusal to Perform Properly Assigned Duties. An employee who refuses to perform properly assigned duties in effect places himself in a nonduty, nonpay status. Such nonduty, nonpay status will not extend beyond the workday (shift) during which the refusal occurs, and the employee will be instructed to return to duty no later than the beginning of the next scheduled workday (shift). In such a case, action taken to relieve the employee from duty is nothing more than administrative recognition of the employee's own actions and does not constitute a suspension from duty. Additionally, an employee who refuses to perform properly assigned duties is subject to appropriate disciplinary action.

i. Unsatisfactory Performance of Duties. When inefficiency is not due to disability, an employee whose performance is not satisfactory may be reassigned, changed to lower grade, or separated, as appropriate. Before initiating such action against an employee with a performance rating of satisfactory

or better, the employee shall be advised, in writing, of his shortcomings and the consequences of failure to improve. If an adverse action becomes necessary, the notice of proposed action must state specifically and in detail what the requirements for the position are and how the employee failed to measure up to the performance required or expected. The fact that an employee has a current official performance rating of satisfactory or better does not prevent taking otherwise appropriate adverse action.

12. Change Notation. Significant changes contained in this revision are denoted by asterisks (*) in the outer left margin.

13. Action. It is the responsibility of supervisors to ensure that all employees under their supervision are familiar with the contents of this Order. Questions on interpretation and application should be referred to the Civilian Personnel Office, telephone extension 1579 or 1458.

14. Applicability. Having received the concurrences of the Commanding Officers of Marine Corps Air Station (Helicopter), New River, Naval Regional Medical Center, and Naval Regional Dental Center, this Order is applicable to those commands.

B. H. CURWEN, JR.
Chief of Staff

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plus 50 to CivPersOff

GUIDELINE SCHEDULE OF DISCIPLINARY OFFENSES AND PENALTIES FOR CIVILIAN EMPLOYEES IN THE NAVAL ESTABLISHMENT

(Greater penalties may be assessed depending upon circumstances.)

INSTRUCTIONS FOR USE OF SCHEDULE

1. This list is not intended to cover every possible type of offense. Penalties for offenses not listed will be prescribed by the head of the activity consistent with the guidelines contained herein.

2. Many of the items listed on this schedule combine several offenses in one statement, connected by the word "OR." Usage of the word "OR" in a charge makes it nonspecific. Use only the items which describe the employee's actual conduct and leave out parts which do not apply.

3. Penalties for disciplinary offenses will, in general, range from the minimum penalty to the maximum indicated. In unusual circumstances, depending on the gravity of the offense, the past record, and the position of the employee, a penalty outside the general range may be imposed.

4. Suspension penalties on this schedule apply to work days and holidays.

5. Although the schedule shows 10 days as a normal maximum suspension penalty, a suspension of greater length may be imposed where the penalty of removal is also provided for that offense.

6. Depending on the gravity of the offenses, removal proceedings may be instituted against an employee for any number of offenses committed in any 24-month period.

7. For information concerning other offenses for which employees may be disciplined by removal, fine or imprisonment, see FPM Chapter 735.

OFFENSES AND RANGES OF PENALTIES

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
ATTENDANCE			
Excessive unauthorized absence (more than 5 consecutive work days)	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
Falsifying attendance record for oneself or another employee	Reprimand to 5-day suspension	5-day suspension to removal	10-day suspension to removal
Leaving job to which assigned or Navy premises at any time during working hours without proper permission	Reprimand to 5-day suspension	5 to 10-day suspension	10-day suspension to removal
Unexcused or unauthorized absence on one or more scheduled days of work or assigned overtime	Reprimand to 2-day suspension	1 to 5-day suspension	5-day suspension to removal
Unexcused tardiness	Reprimand	Reprimand to 1-day suspension	Reprimand to 2-day suspension
CONDUCT			
Actual or attempted theft of government property or the property of others	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
Criminal, dishonest infamous or notoriously disgraceful conduct, adversely affecting the employee/employer relationship (on duty or off duty)	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
Disobedience to constituted authorities, or deliberate refusal to carry ont any proper order from any supervisor having responsibility for the work of the employee; insubordination	Reprimand to 5-day suspension	5-day suspension to removal	10-day suspension to removal
Disorderly conduct; fighting; threatening or attempting to inflict bodily injury to another; engaging in dangerous horseplay; or resisting competent authority	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
Disrespectful conduct; use of insulting, abusive, or obscene language to or about other personnel	Reprimand to 5-day suspension	5-day suspension ot removal	10-day suspension to removal
Failure to carry or show proper identification on Navy premises as required by competent authority	Reprimand to 1-day suspension	1 to 2-day suspension	2 to 5-day suspension
Failure to honor just debts or legal obligations without good cause	Reprimand	Reprimand	Reprimand to removal
Falsification, misstatement, or concealment of material fact in connection with any official record	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
False testimony or refusal to testify in an inquiry, investigation or other official proceeding	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
Filing false claims against the government or knowingly aiding and assisting in the prosecution of such claims (see 18 USC 287,1001)	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
Knowingly making false or malicious statements with the intent to harm or destroy the reputation, authority, or official standing of individuals or organizations	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
Gambling or unlawful betting during working hours	Reprimand to 2-day suspension	Reprimand to 5-day suspension	Reprimand to removal
Promotion of gambling on Navy premises	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
Wilful damage to government property or the property of others	Reprimand to 5-day suspension	5-day suspension to removal	10-day suspension to removal
DISCRIMINATION			
Discrimination against an employee or applicant because of race, color, religion, sex, national origin, or age or any reprisal action against employee	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
INTOXICANTS			
Reporting for duty or being on duty under the influence of intoxicants, unauthorized possession of or attempting to bring intoxicants on Navy premises	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
Reporting for duty while under the influence of a narcotic or dangerous drug, or use of same on government property or on duty	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
Unauthorized selling of intoxicants on Navy premises	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
Unathorized sale or transfer of narcotic or dangerous drug on government property or during duty hours	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
PERFORMANCE			
Careless workmanship resulting in spoilage or waste of materials or delay in production	Reprimand to 5-day suspension	5 to 10-day suspension	10-day suspension to removal
Covering up or attempting to conceal defective work; removing or destroying same without permission	Reprimand to 2-day suspension	1 to 5-day suspension	5-day suspection to removal
Failure or delay in carrying out orders, work assignments, or instructions of superiors	Reprimand to 2-day suspension	1 to 5-day suspension	5-day suspension to removal
Loafing, wasting time, or inattention to duty	Reprimand to 2-day suspension	1 to 5-day suspension	5-day suspension to removal
Sleeping on duty	Reprimand to 5-day suspension	5-day suspension to removal	10-day suspension to removal
(a) Where life or property is endangered	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
Unauthorized use or possession of, loss of or damage to government property or the property of others	Reprimand to 2-day suspension	5-day suspension to removal	10-day suspension to removal
SAFETY			
Failure to observe precautions for personal safety, posted rules, signs, written or oral safety instructions, or to use protective clothing or equipment	Reprimand to 2-day suspension	1 to 5-day suspension	10-day suspension to removal
Violation of safety regulation which endangers life or property	Reprimand to 5-day suspension	2-day suspension to removal	10-day suspension to removal
Endangering the safety of or causing injury to personnel through carelessness	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
Failure to observe no smoking regulations or carrying matches in restricted areas	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
Violating traffic regulations, reckless driving on Navy premises, or improper operation of motor vehicle	Reprimand to 2-day suspension	Reprimand to 5-day suspension	5 to 10-day suspension
SECURITY			
Failure to safeguard classified matter or other security violations	Reprimand to 5-day suspension	5-day suspension to removal	10-day suspension to removal
(a) When classified material has been compromised	Reprimand to removal	5-day suspension to removal	10-day suspension to removal

FORMAT OF
PRE-ACTION INVESTIGATION

From: (Title of person conducting investigation)
To: (Cognizant official designated in paragraph 5)
Via: (Appropriate line of supervision)

Subj: Report of pre-action investigation; case of (Employee's Name, Title, Pay No. ____-____)

Ref: (a) BO 12750.1G

Encl: (1) Subject investigation report
(2) Copy of letter of reprimand (if appropriate)

(Use one of the following statements, as appropriate.)

1. In accordance with the provisions of reference (a), an investigation was conducted by the undersigned regarding (state the offense) of/by the subject employee. In view of the circumstances and facts developed, as outlined in enclosure (1), it is considered that (state the penalty; i.e., removal from employment or suspension of days) is warranted as the minimum corrective action which will be effective in this case. Accordingly, such action is recommended.

(OR)

1. In accordance with the provisions of reference (a), an investigation was conducted by the undersigned regarding (state the offense) of/by the subject employee. In view of the circumstances and facts developed, as outlined in enclosure (1), it is considered that a letter of reprimand will constitute sufficient action. The letter of reprimand will be issued upon review and approval of enclosure (2).

/s/

Copy to:
CivPersOff (w/encl(s))

ENCLOSURE (2)

FORMAT OF
PRE-ACTION INVESTIGATION

Employee: (Name, Title, Pay No. ____-____, and Organization)
Offense: (Unauthorized Absence/Insubordination)
Investigator: (Name, Title, Organization)

Ref: (a) BO 12750.1G

1. As required by reference (a), the circumstances concerning the above cited offense(s) as related to the named employee has/have been investigated. The following information and facts were developed.

CIRCUMSTANCES

a. State the circumstances (include all information, specifically and in detail, including time, date, and places; specific instances and other data sufficient to fully explain and support the offense cited; check personnel record to establish violation as a 1st, 2d, or 3d infraction; indicate what steps were taken to verify facts; attach pertinent documentation).

WITNESSES

b. List all witnesses by name, job/position title, and telephone extension. Signed statements of witnesses should be included if possible. Where signed statements are not possible, a detailed summary of any discussions with witnesses shall be included.

DISCUSSION WITH EMPLOYEE

c. (Investigation should be completed and typed to this point. A time should be set for the discussion and the employee advised of the right to have a representative. After discussion, complete investigation.) Indicate: (1) when and where discussion took place and who was present; (2) that employee was shown the investigation; (3) advice to employee of the specific instance of misconduct, inefficiency, violation of Guideline Schedule of Disciplinary Offenses and Penalties,

or other reason for the discussion; (4) that the employee was permitted to present his side of the matter and what was said (if the employee desires to make a written statement, it should be signed and forwarded with this report); and (5) that the employee was advised that he would be notified whether corrective administrative action was to be recommended.

SIGNATURE OF INVESTIGATOR

/s/
Date:
Tel. Ext.:

The aforestated report of investigation has been reviewed and is approved.

SIGNATURE OF APPROVING OFFICIAL

/s/
(Name and job/position title of investigator's supervisor or reporting military senior)
Date:
Tel. Ext.:

SAMPLE LETTER OF REPRIMAND

From: (Title)
To: (Name, Title, Pay No. ____-____)

Subj: Reprimand

Ref: (a) BO 12630.1F
(b) BO 12750.1G

Charge: Para 1. Cite specific reason for issuance of reprimand (use parts of blanket statement in Guideline Schedule which describe actual conduct). Be specific and detailed as to all circumstances. Cite all oral or written instructions violated.

1. You are hereby charged with unauthorized absence on 12 through 16 April 1976. You did not report for work on 12 April and did not advise your supervisor of the reason for your absence as required by reference (a). No information was received from you until you reported for work on 19 April. When this absence was discussed with you on 19 April, you stated that you asked a neighbor to call in for you but he had apparently forgotten to do it. You were asked if you were familiar with the leave regulations outlined in reference (a), which state that annual leave must be requested and approved in advance or reported on the first day of such absence if required for an emergency. You stated that you knew what was required but you thought your neighbor would take care of it. On 21 April you were shown the pre-action investigation and were given the opportunity to comment on the information contained therein. You stated that you did not desire to comment on the pre-action investigation, orally or in writing. After consideration of your reply, you were advised that a reprimand would be issued.

Discussion: Para 1. Summarize discussion(s) with employee. Cite action employee was advised would be taken or recommended.

Decision: Para 2. Cite all information considered--show finding and decision on each charge.

2. The charge in paragraph 1 and your reply thereto have been carefully considered. The charge has been found to be supported by substantial evidence. It has, therefore, been decided that the charge is sustained

ENCLOSURE (3)

and sufficient to warrant a reprimand. Accordingly, this letter constitutes a reprimand in accordance with reference (b) and will be made a matter of record in your Official Personnel Folder for a period of two years from the date of this action. Future offenses of the same nature may result in a more severe penalty as warranted by circumstances.

Grievance Rights: Para 3. Required in all reprimands of Unit employees. For employees excluded from the Unit, contact the Employee Relations Office, extension 1579.

3. If you consider this reprimand improper, you may grieve through the Negotiated Grievance Procedure as set forth in the current Negotiated Agreement. If you exercise this right, your grievance must be initiated within 15 calendar days from the date of receipt of this letter.

Signature: Person authorized to issue.

/s/

Copy to:
CivPersOff (2)

Certification of Delivery: Obtain signed receipt or submit certification concerning delivery/ mailing.

This is to certify that I received the original of this letter on this date.

_____
(date)

_____
(signature)

ENCLOSURE (3)

SAMPLE LETTER OF CAUTION

From: Normally, the employee's immediate supervisor (one who approves leave and assigns performance ratings).

From: (Supervisor's Title)
To: (Name, Title, and Pay No. ____-____)

Subj: Letter of caution

Ref: (a) BO 12750.1G

Circumstances: Para 1. Be specific and detailed as to what deficiencies in conduct or performance are being brought to his attention. Explain what is expected as acceptable standards of conduct or performance and how the employee may improve.

1. On 23 March 1976, you attended a meeting with all the employees of your section in which the matter of leaving work sites dirty at the close of business was discussed. At this meeting, everyone was advised that the supervisor would make daily inspections prior to the close of business, to ensure that all work sites were left in an orderly condition. During the inspection at 1625 on 29 March, you were informed that your work site was not clean and that it should be taken care of before 1630. No further inspection was made on 29 March. At 0800 on 30 March, however, your work area was again inspected. At that time, it was noted that the site was still dirty and it did not appear that any effort had been made to clean it as instructed.

Caution: Para 2. Explain what may result if there is a recurrence of the matter and the improvement expected. Offer assistance.

2. In accordance with the provisions of reference (a), you are hereby cautioned that any further occurrence of failure to carry out instructions of superiors may result in appropriate disciplinary action. You will be given reasonable assistance to improve. Special assistance will be given upon request.

Retention and future use: Para 3. Required in all letters of caution.

3. Although this letter is not considered to be a formal action and will not be included in your Official Personnel Folder, it will be retained by your supervisor during its effective

ENCLOSURE (4)

period and may be used in any future actions to describe a pattern of conduct/performance (as appropriate). This letter will be cancelled not later than one year from date of issuance.

Grievance Rights: Para 4. Required in all letters of caution of Unit employees. For employees excluded from the Unit, contact the Employee Relations Division, extension 1579.

4. You may grieve this action through the Negotiated Grievance Procedure as set forth in the current Negotiated Agreement. If you exercise this right, your grievance must be initiated within 15 calendar days from the date of receipt of this letter.

Signature: Person authorized to issue.

/s/

Copy to:
CivPersOff

Certification of Delivery: Obtain signed receipt or submit certification concerning delivery/ mailing.

This is to certify that I received the original of this letter on this date.

_____
(date)

_____
(signature)

ENCLOSURE (4)

SAMPLE LETTER OF REQUIREMENT

(Date)

From: Normally the supervisor who assigns performance appraisals and ratings.

From: (Title)
To: (Name, Title, Pay No. ____-____)

Subj: Letter of requirement

Ref: (a) BO 12630.1F

Circumstances: Para 1. Explain fully as to what deficiencies in conduct or performance are being brought to his attention. Note counseling given and date.

1. In reviewing your past applications for sick leave, it appears that in some instances you have abused your sick leave privilege. Your leave record shows that in most cases your sick leave has been taken in intervals of from one to three days, which did not necessitate medical certification. From personal observations and reports from various sources, I am of the opinion that in many instances your sick leave was abused. On (date) this matter was discussed with you. You were advised orally on (date) that consideration was being given to requiring medical certification for each such absence since the abuse of sick leave was indicated.

Requirement: Para 2. Explain what is being required and what action may result if the requirement is not met.

2. Your sick leave record has not improved. Consequently, it has been determined that in accordance with reference (a), your future applications for sick leave must be supported by medical certification regardless of the length of such absence. Failure to provide medical certification for any absence because of illness may result in disciplinary action based on unauthorized absence.

Guidance: Para 3. Explain what is expected as acceptable standards of conduct or performance and how the

3. It is to your benefit to correct any physical disability which may be causing recurrent absences. If you have any physical ailment of any kind, it is also to your benefit to have

ENCLOSURE (5)

employee may improve.

such condition medically corrected in order that your job may not be jeopardized by repeated absences. You are urged to attend to this matter promptly by consulting your private physician.

Retention and future use: Para 4. Required in all letters of requirement.

4. Although this letter is not considered to be a formal action and will not be included in your Official Personnel Folder, it will be retained by your supervisor during its effective period and may be used in any future actions to describe a pattern of conduct. This letter will be cancelled not later than one year from date of issuance.

Grievance Rights: Para 5. Required in all letters of requirement of Unit employees. For employees excluded from the Unit, contact the Employee Relations Division, extension 1579.

5. You may grieve this action through the Negotiated Grievance Procedure as set forth in the current Negotiated Agreement. If you exercise this right, your grievance must be initiated within 15 calendar days from the date of receipt of this letter.

Signature: Person authorized to issue.

/s/

Copy to:
CivPersOff

Certification of Delivery: Obtain signed receipt or submit certification concerning delivery/ mailing.

This is to certify that I received the original of this letter on this date.

_____
(date)

_____
(signature)

ENCLOSURE (5)

Mr. Stone

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO
BO 12270.1
CPO/AIP/smb
4 Feb 1977

BASE ORDER 12270.1

From: Commanding General
To: Distribution List

Subj: Travel Orders for Civil Service Personnel

Ref: (a) DoD Joint Travel Regulations - Volume 2 (NOTAL)
(b) BO 12410.3F
(c) BO P7000.1F (NOTAL)

Encl: (1) Sample memorandum request
(2) Preparation of Form DD 1610

1. Purpose. To promulgate instructions concerning issuance of travel orders to civil service personnel.

2. Cancellation. BO 1320.4G.

3. Background. Reference (a) authorizes the Commanding General to issue certain travel orders to civil service personnel and contains regulations governing payment of certain travel and transportation expenses. Reference (b) contains information concerning participation in training. Reference (c) contains a list of Fund Administrators.

4. Policy. It is the policy of this command that travel and transportation at Government expense will be directed only when officially justified and by those means which meet mission requirements at the lowest possible cost consistent with good management practices. Rates of reimbursement will be as prescribed by reference (a). Persons directed to travel on official business will exercise the same care in incurring expenses and accomplishing a mission that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations unnecessary or unjustified in the performance of a mission are not considered acceptable as exercising prudence.

5. Temporary Duty Orders

a. Travel-Requesting Official

(1) Overtime. Before requesting travel, the travel-requesting official should consider the possibility of the traveler being subject to overtime. Line management is responsible for specifying, within reasonable limits, the time during which authorized travel will be

performed by employees. There are two different statutes covering time spent traveling away from official duty station.

(a) Title 5, United States Code. Under this statute, time spent by an employee in travel status away from his official duty station is considered as hours of employment for overtime pay purposes only (a) when travel is performed within the days and hours of his regularly scheduled administrative workweek, including regular overtime work, or (b) when the travel involves the performance of actual work while traveling, is incident to travel that involves the performance of work while traveling, is carried out under arduous conditions, or results from an event which could not be scheduled or controlled administratively. (Non-government sponsored meetings, conferences, or training cannot be scheduled or controlled administratively.) Any employee may be subject to overtime under Title 5.

(b) Fair Labor Standards Act (FLSA). Overtime entitlement under FLSA does not begin to accrue until the employee has completed 40 hours of actual work in a week. For example, an employee who has any paid time off during the week (holiday, annual leave, sick leave, or any excused absence with pay) will not accrue any entitlement to overtime pay under FLSA until additional actual work exceeds the paid hours of nonwork, and is in excess of 40 hours of actual work in the week. Whether time spent traveling outside regular working hours is considered "hours of work" under FLSA depends upon the kind of travel involved. In general, authorized travel time outside regular working hours is "hours of work" under FLSA if an employee (1) performs work while traveling (including travel as a driver of a vehicle), (2) travels as a passenger to a temporary duty station and returns during the same day, or (3) travels as a passenger on nonwork days during hours which correspond to his/her regular working hours. Only nonexempt employees are subject to overtime under FLSA. There is no statutory provision under FLSA for granting compensatory time off in lieu of overtime pay.

(2) A memorandum should be sent to the Civilian Personnel Officer requesting estimated cost information for completion of Request and Authorization of TDY Travel of DoD Personnel, DD Form 1610, at least two weeks prior to the date the proposed travel begins. Enclosure (1) is the format to use for the memorandum request.

* (3) When it is determined that common carrier is not advantageous to the government because of the location or short distance involved and that a vehicle is required for official travel, a government-furnished vehicle shall be used whenever it is reasonably available. The travel-requesting official will contact Base Motor Transport to determine the availability/nonavailability and indicate same on enclosure (1). If a government-furnished vehicle is available, the traveler will indicate by signing the statement on enclosure (1) whether he will/will not operate the government-furnished vehicle. If a government-furnished vehicle is available, but a privately-owned vehicle is authorized mileage reimbursement will be computed at 0.11¢ per mile. When use of a government

furnished vehicle is directed and the traveler refuses (in writing) to use it, mileage reimbursement will be computed at 0.06¢ per mile. Mileage reimbursement will be computed at 0.155¢ per mile if a government-furnished vehicle is not available.

(4) When the information regarding mode of transportation, per diem and estimated costs of travel has been furnished, the travel-requesting official will complete the DD Form 1610. When requesting social security number for use on the DD Form 1610, furnish the traveler a Privacy Act Statement. All spaces on the form will be completed except Items 16, 20, 21 and 22. Detailed instructions are contained in enclosure (2) for completion of DD Form 1610.

(5) After signing in Item 17, retain one copy, forward to the Fund Administrator for funding approval signature in Item 18.

* (6) When temporary duty is for training, submit Training Request, Authorization and Record, NAVSO Form 12410/19 along with DD Form 1610. If training is to be provided by, in or through non-government facilities of more than 80 hours duration, also submit a Training Assignment Agreement, NAVSO Form 12410/12 in accordance with reference (b).

* (7) When temporary duty is for attendance at non-government sponsored meetings, submit Request and Approval for Attendance at Meetings, NAVEXOS Form 12000/2.

* (8) When approved orders are returned by the Civilian Personnel Office, deliver immediately to traveler. If private automobile has been authorized for the convenience of the traveler, work time spent in travel outside common carrier schedule will be charged to annual leave or LWOP, mileage reimbursements and per diem will be limited to constructive cost of common carrier transportation.

(9) Complete the Travel Voucher or Subvoucher, DD Form 1351-2, upon return to work by the traveler. Forward one copy of DD Form 1351-2 to the Civilian Personnel Office on each employee subject to overtime pay for time spent in travel.

(10) Unused travel orders will be returned promptly to the Order Authorizing Official (CivPersO) with a written explanation.

(11) Permissive Travel Orders are prepared when an employee wishes to defray all expenses. DD Form 1610 is sent directly to Order Authorizing Official.

(12) Whenever a nonexempt employee is required to travel outside his regularly scheduled workweek, under circumstances for which he will not be paid overtime, the requesting official must record his reasons for ordering the required travel at those hours and must, upon the request of the employee, furnish him a copy.

b. Fund-Approving Official (Fund Administrator). Fund Administrators in reference (c) are responsible for administering travel funds for activities included in their funding responsibilities. When a Request and Authorization for TDY Travel of DoD Personnel is received:

(1) If the expenditure of funds is approved, indicate approval by signing Item 18. The signature in Item 18 must be the Fund Administrator or in his absence the acting Fund Administrator. ("By direction" signatures are not acceptable.)

(2) Forward via Assistant Chief of Staff, Comptroller and Chief of Staff for final approval of funding to Civilian Personnel Officer for assignment of travel order number and signature at least seven working days in advance of departure date.

(3) If travel funds are not approved, return all copies to the Requesting Official with appropriate explanation.

c. Order Authorizing Official (Civilian Personnel Officer). In accordance with paragraphs C3000 and C3001 of reference (a), the Civilian Personnel Officer is designated to act for the Commanding General for the purpose of authorizing and authenticating travel orders for civil service personnel. Civilian Personnel Officer will:

(1) Furnish reply to memorandum request from Travel-Requesting Official regarding mode of transportation, per diem and estimated costs of travel. Furnish Privacy Act Statement for use in requesting social security number from the traveler.

(2) Review all information entered in DD Form 1610 to ensure that it meets the requirements of reference (a).

(3) Complete Item 16 (Remarks), Item 20 (Order Authorizing Official), Item 21 (Date Issued), and Item 22 (Travel Order Number). Attach actual expense statement, when necessary.

(4) Retain five copies of the Request and Authorization for TDY of DoD Personnel for distribution as follows: Assistant Chief of Staff, Comptroller; Base Fiscal Officer; Fund Administrator; Civilian Personnel Training Division and a file copy. Return the original and remaining copies to the Requesting Official.

(5) Upon receipt of completed Travel Voucher or Subvoucher, DD Form 1351-2, determine if the employee is subject to overtime under Title 5 or FLSA and prepare the Civilian Overtime/Compensatory Time/Holiday Premium Pay Authorization, MCBCL Form 12550. The Civilian Personnel Officer will sign as the requestor, and forward it to the department concerned for concurrence. After concurrence, the department will forward the form to the Assistant Chief of Staff, Comptroller.

d. Traveler

(1) If a Transportation Request (T/R) is required, deliver the original and all remaining copies of approved orders to the Passenger Traffic Office, Building 233, for issuance of the T/R and endorsement on the orders at least five working days prior to date of departure.

(2) If an advance of travel funds is required and authorized, deliver the original and remaining copies of travel orders to the Disbursing Office, Building 1005, for the advance and endorsement on the orders.

(3) If TDY is in a high cost area, it is mandatory that the actual expense statement be filled out. In all cases, receipts for lodging, all items in excess of $15, and registration fee must be submitted with the Travel Voucher to Disbursing.

(4) If private automobile has been authorized for the convenience of the traveler, work time spent in travel outside common carrier schedule will be charged to annual leave or LWOP, mileage reimbursement and per diem will be limited to constructive cost of common carrier transportation.

(5) Upon return to work report to the Travel Requesting Official for completion of Travel Voucher or Subvoucher, DD Form 1351-2.

(6) Within three working days after travel is completed, report to the Disbursing Office, Building 1005, with the original and four copies of DD Form 1610; DD Form 1531-2; receipts, and actual expense statement when applicable.

6. Permanent Duty Travel. When considering an employee from another activity for a vacancy, travel/moving entitlements as authorized in reference (a) will be discussed during the interview. Approval from the Fund Administrator and/or Assistant Chief of Staff, Comptroller must be obtained before a commitment is made to pay any travel/moving expenses. The Civilian Personnel Officer is responsible for obtaining necessary data and completion of Request and Authorization for DoD Civilian Permanent Duty Travel, DD Form 1614. Authority to sign this form by direction is delegated to the Civilian Personnel Officer.

7. Assistance. Questions concerning travel of civil service employees should be referred to the Civilian Personnel Office, telephone extension 1886.

8. Change Notation. Significant changes contained in this revision are denoted by asterisk (*) shown in the outer left margin.

9. Applicability. The provisions of this Order apply only to Marine Corps Base civil service personnel.

B. H. CURWEN, JR.
Chief of Staff

DISTRIBUTION: "C" less Categories III & IV

SAMPLE MEMORANDUM REQUEST

MEMORANDUM

From: (Requesting Official)
To: Civilian Personnel Officer

Subj: Travel Orders for (Traveler's Name)

Ref: (a) BO 12270.1

1. It is requested that estimated cost information be furnished to complete DD Form 1610 on the subject employee. The following information is forwarded in accordance with reference (a):

Purpose of TDY: _____

_____

Government Sponsored: ☐ Yes ☐ No

* Government Vehicle Available: ☐ Yes ☐ No

*Mode of Transportation Preference: _____

Location of Training Site: _____

Type of Quarters: _____

Date and Time Training Begins: _____

Date and Time Training Ends: _____

Registration fee or tuition involved: Yes/No Amount: _____

Employee is ☐ Exempt or ☐ Nonexempt under the Fair Labor Standards Act.

_____
(Signature of Requesting Official)

* If POV is shown, the following written certification by the traveler is required in accordance with JTR Volume 2, C2157.

I (will) (will not) operate a Government owned vehicle for the purpose of performing travel required by temporary duty.

_____
(Signature of Traveler)

ENCLOSURE (1)

PREPARATION OF FORM DD 1610

1. Most of the items on DD Form 1610 are self-explanatory. In general, it should be completed as follows:

Item 1: Date of Request -- Enter day, month, and year.

Item 2: Name -- Enter name and social security number of traveler.

Item 3: Position Title and Grade or Rating -- Self-explanatory.

Item 4: Official Station -- Enter name and location of permanent duty station.

Item 5: Organization Element -- Enter division, branch, or unit to which traveler is assigned.

Item 6: Phone No. -- Enter that of the traveler at organizational element.

Item 7: Type of Orders -- Indicate as appropriate, e.g., confirmatory, amendment, extension, blanket, group.

Item 8: Security Clearance -- The degree of security clearance for the period of temporary duty will be included in the order as interim or final security clearance; TOP SECRET, SECRET, or CONFIDENTIAL, as appropriate, i.e., "Individual is cleared for access to classified material up to and including (classification) for the period of this temporary duty." The statement "Access to classified data not required" will be included when appropriate.

Item 9: Purpose of TDY -- Enter the dates of temporary duty less travel time, the location of the training and reference any pertinent communication or directive.

Item 10: (a) Approx. No. of Days of TDY (Including travel time). Self-explanatory.

(b) Proceed O/A (Date) -- Indicate date for beginning of official travel which will be as accurate as possible.

Item 11: Itinerary -- Indicate places from and to which official travel is authorized and "return to" point. If it is expected that the traveler may have to vary from a prescribed itinerary to accomplish the mission assignment, indicate by "X" in the block preceding, "variation authorized."

ENCLOSURE (2)

Item 12: Mode of Transportation -- Indicate in the block(s) provided, the mode(s) authorized. If travel is to be authorized via privately owned conveyance, state the appropriate mileage rate in the space provided. Indicate in the appropriate block if such travel is determined to be advantageous to the Government or if reimbursement is limited.

Item 13: Per Diem -- Check the block "Per Diem authorized in accordance with JTR" unless a specified rate has been set for that area.

Item 14: Estimated Cost -- Self-explanatory. Indicate by asterisks(s) which line of accounting data in Item 19 applies to particular cost.

Item 15: Advance Authorized -- Show amount authorized as an advance of travel funds. This amount should not include travel expense unless privately owned conveyance is used. Regulations for advance of funds are contained in reference (a), C1102.

Item 16: Remarks: Leave Blank. (This will be filled out by Civilian Personnel Office.)

Item 17: Requesting Official: Enter title and name of the unit or staff section head concerned.

Item 18: Approving Official: Fund Administrator's title and name.

Item 19: Accounting Data: The complete Accounting Classification Code consisting of nine coding elements shall be shown. The data will be listed horizontally in sequence as follows:

(1) Appropriation (17*1106 or 17*1804 as applicable)
(2) Subhead (applicable four digits)
(3) Object Class (insert 3 zeros)
(4) Bureau Control Number (67001)
(5) Suballotment (insert 1 zero)
(6) Authorization Accounting Activity (067001)
(7) Transaction Type Code (2D)
(8) Property Accounting Activity (insert 6 zeros)
(9) Cost Code (the last 12 digits of job order number)

* Insert last digit of fiscal year.

See Item 19 on DD Form 1610 for lateral spread of accounting data for FY 1976.

ENCLOSURE (2)

Insert numerical character over each element and maintain spacing as given in Item 19. Separate Cost Codes must be cited when tuition and registration fees are required. When TDY starts in one fiscal year and ends in the next fiscal year, show accounting information for each fiscal year and the amount charged to each year.

Item 20: Order Authorizing Official or Authentication -- Leave Blank (Civilian Personnel Office will fill this out.)

Item 21: Date Issued -- Leave Blank (CivPersOff will fill out.)

Item 22: Travel Order Number -- Leave Blank (CivPersOff will fill out.)

BO 12270.1
4 Feb 1977

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL
(Reference: Joint Travel Regulations)
Travel Authorized as Indicated in Items 2 through 21.

DATE OF REQUEST: 22 June 1976

REQUEST FOR OFFICIAL TRAVEL

2. NAME *(Last, First, Middle Initial)*: DOE, John H. SSN: 634-001-1809

3. POSITION TITLE AND GRADE OR RATING: Employee Relations Specialist, GS-9

4. OFFICIAL STATION: Marine Corps Base, Camp Lejeune, NC 28542

5. ORGANIZATIONAL ELEMENT: Civilian Personnel Office

6. PHONE NO.: 1886

7. TYPE OF ORDERS: Single

8. SECURITY CLEARANCE: N/A

9. PURPOSE OF TDY: To attend a Labor and Employee Relations Specialist Workshop on 15-16 August 1976

Ref: AFDOCMMNOTE 12410 of 20 Jun 1976

10 a. APPROX NO. OF DAYS OF TDY *(Including travel time)*: 3

b. PROCEED O/A *(Date)*: 14 Aug 1976

11. ITINERARY ☐ VARIATION AUTHORIZED

From Camp Lejeune, N. C. to Norfolk, Virginia and return

12. MODE OF TRANSPORTATION

COMMERCIAL				GOVERNMENT			PRIVATELY OWNED CONVEYANCE *(Check one)*
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE: .155
							☒ MORE ADVANTAGEOUS TO GOVERNMENT

☐ AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER *(Overseas Travel only)*

☐ MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.

13. ☒ PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.
☐ OTHER RATE OF PER DIEM *(Specify)*

14. ESTIMATED COST

PER DIEM	TRAVEL	OTHER (Reg fee)	TOTAL	15. ADVANCE AUTHORIZED
$82.50*	$58.50*	$10.00**	$151.00	$120.00

16. REMARKS *(Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.)*

L E A V E B L A N K --- (CivPersOff will fill out)

17. REQUESTING OFFICIAL *(Title and signature)*: JOHN H. BROWN, Civilian Personnel Officer

18. APPROVING OFFICIAL *(Title and signature)*: FUND ADMINISTRATOR

AUTHORIZATION

19. ACCOUNTING CITATION

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
*	1761106.	2720	000	67001	0	067001	2D	000000	6 10 0839 1028E
**	1761106.	2720	000	67001	0	067001	2D	000000	6 10 0837 1028Q

20. ORDER AUTHORIZING OFFICIAL *(Title and signature)* OR AUTHENTICATION: B L A N K (CivPersOff will fill out)

21. DATE ISSUED: BLANK (CivPersOff)

22. TRAVEL ORDER NUMBER: BLANK (CivPersOff)

DD FORM 1 JUN 67 1610

Appendix A to ENCLOSURE (2)

USE FOR PERMISSIVE ORDERS ONLY

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL
(Reference: Joint Travel Regulations)
Travel Authorized as Indicated in Items 2 through 21.

1. DATE OF REQUEST: 22 June 1976

REQUEST FOR OFFICIAL TRAVEL

2. NAME *(Last, First, Middle Initial)*
DOE, John H. SSN: 634-001-1809
BROWN, Jack A. SSN: 512-334-1842

3. POSITION TITLE AND GRADE OR RATING
Employee Relations Specialist, GS-9
Personnel Staffing Specialist, GS-9

4. OFFICIAL STATION
Marine Corps Base
Camp Lejeune, NC 28542

5. ORGANIZATIONAL ELEMENT
Civilian Personnel Office

6. PHONE NO.
1886

7. TYPE OF ORDERS
Group Permissive

8. SECURITY CLEARANCE
N/A

9. PURPOSE OF TDY
To attend Semi-Annual Labor Relations Workshop 10 July 1976 in Raleigh

Ref: RAO Bul 76-7 dtd 28 May 1976

10 a. APPROX NO. OF DAYS OF TDY *(Including travel time)*
1

b. PROCEED O/A *(Date)*
10 July 1976

11. ITINERARY ☐ VARIATION AUTHORIZED

Jacksonville, North Carolina to Raleigh, North Carolina and return

12. MODE OF TRANSPORTATION

COMMERCIAL				GOVERNMENT		
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP

☐ AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER *(Overseas Travel only)*

PRIVATELY OWNED CONVEYANCE *(Check one)*
RATE PER MILE:
☐ MORE ADVANTAGEOUS TO GOVERNMENT
☐ MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.

13. ☐ PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.
☐ OTHER RATE OF PER DIEM *(Specify)*

14. ESTIMATED COST

PER DIEM	TRAVEL	OTHER	TOTAL	15. ADVANCE AUTHORIZED
$ ---	$ ---	$ ---	$ ---	$ ---

16. REMARKS *(Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.)*
LEAVE BLANK -- (CivPersOff will fill out)

17. REQUESTING OFFICIAL *(Title and signature)*
JOHN H. BROWN
Civilian Personnel Officer

18. APPROVING OFFICIAL *(Title and signature)*
FUND ADMINISTRATOR

AUTHORIZATION

19. ACCOUNTING CITATION
LEAVE BLANK

20. ORDER AUTHORIZING OFFICIAL *(Title and signature)* OR AUTHENTICATION
BLANK (CivPersOff will fill out)

21. DATE ISSUED
BLANK (CivPersOff)

22. TRAVEL ORDER NUMBER
BLANK (CivPersOff)

DD FORM 1 JUN 67 1610

Mr. Stone

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO
BO 12335.1B
CPO/HH/hlm
6 Oct 1976

BASE ORDER 12335.1B

From: Commanding General
To: Distribution List

Subj: Merit Promotion Program

Ref: (a) FPM Chapter 335
(b) CMMI 335
(c) MCO 12000.7B (NOTAL)
(d) BO 12335.2B

Encl: (1) PLAN A - Promotion Plan for Wage Supervisory Positions
(2) PLAN B - Promotion Plan for Nonsupervisory Wage Positions
(3) PLAN C - Promotion Plan for Nonsupervisory White Collar Positions Under the General Schedule
(4) PLAN D - Promotion Plan for Supervisory White Collar Positions Under the General Schedule

1. Purpose. To promulgate the Base Merit Promotion Program in accordance with references (a), (b), (c), and (d), applicable to positions in the competitive service, and to prescribe policy and procedures for administering the program.

2. Cancellation. Base Order 12335.1A.

3. Policy. It is the policy of this command to select employees for promotion solely on the basis of merit and fitness under systematic and equitable procedures as described herein. This policy does not restrict the right to fill positions by methods other than promotion when the best qualified applicant available can be obtained from other sources. Promotion plans will be integrated with other aspects of the personnel systems, especially staffing needs, training, career development career management programs, and recruitment. In filling positions by promotion, or by any other source such as reinstatements, transfers, or appointments, there will be no discrimination because of race, sex, color, religion, national origin, lawful political affiliation, physical handicap, membership or non-membership in an employee organization, age, or marital status.

RECEIVED 13 OCT 1976

4. Objectives. A sound promotion program is essential to assure that this Base is staffed by the best qualified employees available and to assure that employees have an opportunity to develop and advance to their full potential according to their capabilities. To this end, the program seeks the following objectives:

a. To bring to the attention of management, on a timely basis, highly qualified eligibles from whom to choose;

b. To give employees an opportunity to receive fair and appropriate consideration for higher level jobs;

c. To assure the maximum utilization of employees;

d. To provide an incentive for employees to improve their performance and develop their skills, knowledges, and abilities, and

e. To provide attractive career opportunities for employees.

5. Establishment of Program Responsibility. All levels of management, as well as employees, have a vital interest and responsibility in establishing and maintaining a sound promotion program. Consideration will be given to the views and ideas of both in the development of specific promotion plans and major revisions of such plans. Officials of recognized employee organizations have a legitimate interest in the promotion program that affects employees of this Base. They will be consulted in the development of promotion plans and major revisions to such plans. Specific responsibilities follow:

a. Civilian Personnel Officer will:

(1) Coordinate the development, evaluation, and monitoring of on-going operations through periodic evaluations.

(2) Ensure effective administration of the promotion plans.

(3) Ensure the technical competence of personnel assigned to develop, modify or administer promotion plans.

(4) Provide for appropriate continuing publicity for the program.

(5) Provide or assist in the development and conduct

of appropriate training.

(6) Ensure that all necessary records are maintained and gather any data required by the Civil Service Commission; Office of Civilian Personnel, Navy Department; or Headquarters, Marine Corps, for evaluation of operations.

(7) Provide for career planning and counseling of employees.

(8) Establish and maintain a Voluntary Application File consisting exclusively of voluntary applications from Navy employees outside the minimum area of competition.

b. Management Officials and Supervisors will:

(1) Be responsible for supporting the program, participating in the development and modification of promotion plans, evaluating the results on a continuing basis, planning for and projecting staffing needs, appraising employees and providing them with a copy of appraisal and rating report, and assisting in qualifications development and rating.

(2) Ensure that each eligible referred for selection is given full and equal consideration.

(3) Advise and assist employees interested in developing themselves for promotion.

(4) Ensure that employees understand the contents of this Order.

(5) Promptly post all promotion announcements received for distribution on official bulletin boards and ensure that employees who return from official travel or leave are made aware of promotion announcements that were opened during their absence. Also make a reasonable attempt to notify employees who are on leave or officially absent from duty and will not return prior to the closing date of announcement.

c. Employees should:

(1) Participate in the development of promotion plans.

(2) Keep informed of the provisions of the Merit Promotion Program and comply with its requirements.

(3) Compete for positions for which qualified and interested.

(4) When rated ineligible for positions, determine areas of individual weakness and seek guidance and counsel toward improvement.

(5) Accept responsibility for and indicate an interest in advancement by acquiring the skills and training needed for advancement.

6. Promotion Announcements. Promotion announcements will be used to publicize positions. From applications received as a result of these announcements, lists of candidates will be developed and certificates issued to fill vacancies. Examination announcements may cover several positions or ratings or may be restricted to one position. As a minimum, they will contain the following information:

a. Title, series, grade and salary.

b. Area of consideration.

c. Brief description of the duties of the position.

d. Basis of rating and qualification requirements for the position.

e. Non-discrimination statement.

f. Closing date for receipt of applications.

g. Location of the position.

h. What forms to file.

i. Where to file.

7. Qualification Requirements. Minimum qualification standards used for promotion will be the standards prescribed by the Civil Service Commission for in-service placement actions. All applicants who meet the appropriate standard have basic eligibility for promotion.

8. Promotion Lists. All qualified candidates will be placed on the appropriate lists according to their ratings. Ratings assigned will be in one of two categories, Highly Qualified or Qualified. Numerical ratings will be assigned within the highly qualified category if this category includes more than five candidates. Lists will normally remain in effect for one year from establishment unless the qualification requirements change, or they fail to produce

a sufficient number of highly qualified candidates.

9. Selection. Selecting officials will interview all local candidates certified for a position unless they were previously interviewed for the same or a similar position within the past three months, or the selecting officials are sufficiently familiar with the background of the candidate to make an interview unnecessary. Care should be taken to avoid giving candidates not interviewed the impression that they were not given proper consideration. The act of selection for promotion is a management prerogative involving the exercise of informed judgement coupled with responsibility for the consequences and, as such, is not subject to review by candidates who were not selected. Selecting officials are not required to explain or justify their selections to non-selected candidates in the best qualified category in the absence of a prima facie case of discrimination or improper action. Selecting officials will review the personnel folders of all Base employees who are referred except those with whose background they are thoroughly familiar. Awards received by candidates under the Incentive Awards Program will be taken into consideration in making the selection. Consideration will be given to the number and quality of awards and assessed in terms of their bearing on the requirements of the job to be filled.

10. Release of Employees. In effecting promotions between organizational components of the Base or between commands within the Camp Lejeune complex, the promotion will normally be effected the first pay period after selection. In cases where the selection is not made in sufficient time to allow for recruitment to fill a vacated position, the effective date may be delayed until the following pay period.

11. Records of Promotion Actions

a. For each promotion action taken, records will be maintained for two years or until inspected by the Civil Service Commission. Records will contain:

(1) Position title, series and grade.

(2) Organizational location of position.

(3) Information on written test used.

(4) Area of consideration and other appropriate sources considered concurrently.

(5) Qualification standard, including justification for use of any selective placement factors used.

(6) Copy of vacancy announcement.

(7) Evaluation methods and system for combining evaluations to obtain final rating.

(8) Evaluations of candidates (including supervisory appraisals, test scores).

(9) Names of candidates as they appeared in the final ranking.

(10) Names of candidates who were in the group from which selection was made.

(11) Name of employee selected.

(12) Justification for any changes in qualification requirements, additions to certificates, and reappraisals of candidates.

b. Documentation in the employee's Official Personnel Folder must show:

(1) Whether the promotion was made under competitive procedures, as a career promotion, or as an exception to competitive promotion procedures; and

(2) That at the time of promotion the employee met qualification standards and other legal and regulatory requirements.

12. Employee Grievances. Informal procedures must be utilized in grievances concerning Merit Promotion matters. Employees desiring to initiate an informal grievance concerning their rating should do so by orally advising their immediate supervisor, then contacting the Civilian Personnel Office within 15 calendar days of receipt of Notice of Rating. The employee has the right to be accompanied by a representative. The Civilian Personnel Office staff will respond to an employee's questions or complaints about the promotion program or about a specific promotion action and provide the employee with any appropriate information or explanation. He will be permitted to examine all of his records necessary to process the grievance, such as records of awards, training, experience, and education. He will not be allowed to review the records of other employees. He will not be shown the

rating schedule but will be advised of the measurement devices used in evaluation (for example, evaluation of experience and training, written tests, supervisory appraisals). If the matter cannot be resolved on an informal basis and the employee submits a formal grievance it will be processed under CMMI 770 or the Negotiated Grievance Procedure, as appropriate. Mere failure to be selected for promotion when proper promotion procedures are used (that is, non-selection from among a group of properly ranked and certified eligibles) is not a basis for a formal complaint.

13. Selection by Transfer, Reinstatement, Change of Appointing Office, Appointment or Reassignment. Competitive promotion procedures apply to filling a position by transfer, reinstatement, change of appointing office or appointment to a higher grade position than the candidate's last position. The action may be taken only if the candidate ranks among the best qualified when evaluated with employees eligible for promotion. A voluntary application file will be established and maintained in the Civilian Personnel Office consisting exclusively of voluntary applications of Navy employees of other activities not covered by this Order. Such applicants will be evaluated and considered along with local candidates at such time as the position for which they have applied is publicized. Applications for reassignment to a position in the same series and grade will not be considered under the Merit Promotion Program. Merit promotion announcements will indicate if the position has known promotional potential and in such cases applications for reassignment may be accepted. Other applications for reassignment may be accepted by the Civilian Personnel Office for medical reasons or other reasons considered in the best interest of the activities covered by this Order.

14. Selection for Details. A detail of more than 60 days to higher grade position or to a position with known promotion potential will be made under competitive promotion procedures.

15. Career Promotions.

a. Career promotion is the promotion of an employee without current competition when:

(1) Competition was held at an earlier stage, that is, the employee was selected from a Civil Service register or under competitive promotion procedures for an assignment intended to prepare him for the position to be filled, or

(2) The employee's position is reconstituted in a

higher grade because of the accretion of additional duties and responsibilities not the result of planned management actions.

b. A career promotion of an employee in a position with known potential is authorized in any of the situations identified below:

(1) Career ladder position. Successive career promotions may be made until the employee reaches the full performance level in a career ladder if he is one of a group in which all employees are given grade building experience and are promoted as they demonstrate ability to perform at the next higher level and, if there is enough work at the full performance level for all employees.

(2) Apprentice positions. Career promotions are authorized in the case of apprentices in recognized trades or crafts through the various phases of his apprentice program up to and including assignment to a journeyman position.

(3) Trainee positions. Career promotions are authorized in the case of employees in trainee positions upon the satisfactory completion of the training period. A trainee position is one involving a well-defined training program (which may include both on-the-job and classroom training) of a definite duration and the performance of assigned tasks, on a rotating or non-rotating basis, under close guidance and instructions, with promotion scheduled upon satisfactory completion of training period.

(4) Understudy position. A career promotion is authorized in the case of an understudy to the target position when it is vacated. An understudy is an employee selected for the purpose of being trained to assume the duties of a position scheduled to be vacated in a definite period of time, normally one year or less.

(5) Positions filled at a grade below the established or anticipated grade. A career promotion is authorized of an employee in a position that was filled at a grade below the established or anticipated grade.

c. A career promotion of an employee undergoing training or evaluation is authorized in any of the situations identified below:

(1) Employee under a training or executive development agreement. A career promotion is authorized in the case of an employee who satisfactorily completes training

under a Commission approved training agreement or executive development agreement if the agreement specifically provides for this promotion and if the employee was chosen under competitive promotion procedures or from a Civil Service register.

(2) Employee detailed for training or evaluation. A career promotion is authorized in the case of an employee detailed to a higher grade position for the purpose of training or evaluation or to a position with known potential if selection for the detail was made under competitive promotion procedures, and the fact that the detail could lead to promotion without further competition was made known to all potential candidates.

(3) Career promotion of an employee whose position is reconstituted in a higher grade. A career promotion is authorized in the case of an employee whose position is reconstituted in a higher grade because of the accretion of additional duties and responsibilities. In these situations, the employee must continue to perform the same basic function and his former position must be administratively absorbed in the new one.

16. Promotions as Exceptions to Competitive Procedures. A promotion as an exception to competitive promotion procedures is authorized in any of the situations identified below:

a. Promotions to positions upgraded without significant changes in duties and responsibilities. Such change may be brought about either by application of a new position classification standard or the correction of a classification error.

b. Repromotion of employees of the Navy to grades or positions from which demoted without personal cause. Consideration of an employee eligible for repromotion under these conditions must precede efforts to fill the vacancy by other means, including competitive promotion procedures. If a selecting official considers an employee under this provision but decides not to select him for promotion and then the employee is certified to the selecting official as one of the best qualified under competitive promotion procedures for the same position, the official must state his reasons for the record if he does not then select the employee. The provisions of this paragraph apply to an employee who was separated by reduction-in-force and later reemployed at a lower grade.

c. Promotions during reduction-in-force. An exception is authorized for a position change required by reduction-in-force regulations which is technically termed a promotion because the Navy's pay fixing policy gives an employee the benefit of a slightly higher rate of pay, or because the minimum rate for the new job exceeds the rate the employee received in his old job. Movements between positions under different pay systems, called promotions because the individual receives an increase in pay rate, may be made without regard to competitive procedures, unless the movement also involves an increase in representative rate (4th step for Graded positions and 2nd step for Wage Grade positions).

d. Promotion to a higher grade for 120 days or less. A temporary promotion limited to 120 days or less is authorized as an exception to competitive procedures. This exception will not be used to circumvent competitive promotion requirements by a series of temporary high-level assignments. Therefore, competitive promotion procedures must be used if, after completing the period of service under temporary promotion, an employee will have spent more than 120 days (Prior service under details and previous temporary promotions included) in higher-grade positions during the preceding year. Temporary promotions will not be made for periods of less than 30 days. Reference (d) provides additional information.

e. Promotion after failure to receive proper consideration. If an employee fails to receive proper consideration in a promotion action and the erroneous promotion is allowed to stand, the employee must be considered for the next appropriate vacancy to make up for the consideration he lost. He may be selected for this vacancy in competition with others entitled to the same consideration, as an exception to competitive promotion procedures. An employee is entitled to only one consideration under this provision.

17. Promotion Plans. Specific plans for various positions are established in enclosures (1), (2), (3), and (4).

18. Assistance. Additional information and assistance regarding the Merit Promotion Program can be obtained by contacting the Employment Superintendent of the Civilian Personnel Office, phone 5918 or 2763.

19. Applicability. Having received the concurrence of the Commanding Officers of Marine Corps Air Station (H), New

River; Naval Regional Medical Center, and Naval Regional Dental Center, this Order is applicable to those Commands.

B. H. CURWEN, JR.
Chief of Staff

DISTRIBUTION: "C"
Less Category III

PLAN A

PROMOTION PLAN FOR WAGE SUPERVISORY POSITIONS

1. Coverage. This promotion plan covers all wage supervisory positions.

2. Promotion Announcements. Promotion announcements will be the means used to establish lists from which to issue certificates for positions covered by this plan. Separate examination announcements may be issued for each rating or a single announcement covering several trades or ratings. The announcement will contain as a minimum, the following information:

a. Area of consideration.

b. Brief description of the duties of the position.

c. Qualification requirements and basis of rating.

d. Non-discrimination statement.

e. Delayed filing.

f. Closing date for receipt of applications.

g. What to file (i.e., application, forms).

h. Location of the position.

i. Where and how to apply.

j. Salary.

3. Area of Consideration. The initial minimum area of consideration will be limited to career or career conditional employees of the activities covered by this Order. In any case, the area of consideration should be sufficiently broad to assure an adequate supply of highly qualified candidates.

4. Qualification Standards. The minimum qualification standards used for promotion under this plan will be the standards prescribed by the Civil Service Commission and defined by the Evaluation Examining Guide for this plan. The examination announcement will furnish more detailed information on the qualification requirements for a given position.

5. Method of Evaluation. Applicants will be evaluated on the basis of the skills, knowledges, and potential required to perform the duties of the position. Applicants will be ranked by the job elements considered pertinent to the job. The following techniques will be used to obtain information:

a. Application form and personnel folders.

b. Supplemental application form related to job elements.

c. Supervisory appraisals.

d. Written test (when appropriate).

6. Ranking Applicants. Applicants will be ranked in one of two categories, Highly Qualified or Qualified. Experience, training, education, awards, appraisals and written test (when appropriate) may be considered in determining the category in which the employee is ranked. Ranking within the highly qualified group will be based on training, education, experience, awards, written test, and supervisory appraisals - as appropriate.

7. Promotion Lists. Lists established on the basis of announcements will normally remain in effect for one year from the establishment of the list unless they fail to produce sufficient highly qualified candidates.

8. Certification and Selection. Certification will be from among the best of the highly qualified candidates on the list. At least three but not more than five available candidates will be certified for a vacancy. Should ties occur among the top candidates as many as eight names may be certified. When there are less than three highly qualified candidates available, a sufficient number of the best candidates in the qualified group may be furnished to provide the selecting official with five candidates from which to select. If selection is made from below the highly qualified group, the promotion records must reflect the selecting official's reasons for his choice. Department heads will establish panels or committees to make recommendations concerning the selection of employees to fill positions under this Plan. The panel will be composed of at least three members who have a good knowledge of the requirements of the position and are serving at or above the level of the position being filled. Employees initially selected for first level supervisory positions must complete NTTC course "Supervision and Management for Navy Civilian Personnel" within six months of the assignment to the supervisory position.

9. Consideration to Absent Employees. Consideration will be given to qualified employees absent in the military service, and employees on official travel during the period of evaluation or consideration for selection.

10. Career Promotion. Career promotions, as defined and prescribed in paragraph 15 of the basic Order, are authorized under this Plan if the prescribed conditions are met.

11. Exceptions. Promotions as exceptions to this Plan may be made in accordance with paragraph 16 of the basic Order.

12. Temporary Promotion. Temporary promotions may be made in accordance with paragraph 16d of the basic Order and Base Order 12335.2B.

PLAN B

PROMOTION PLAN FOR NONSUPERVISORY WAGE POSITIONS

1. Coverage. This promotion plan covers all nonsupervisory wage positions above the entrance level.

2. Promotion Announcements. Promotion announcements will be the means used to establish lists from which to issue certificates for positions covered by this Plan. Separate examination announcements may be issued for each rating or a single announcement covering several trades or rating. The announcement as a minimum will contain the following information:

a. Area of consideration.

b. Brief description of the duties of the position.

c. Qualification requirements and basis of rating.

d. Non-discrimination statement.

e. Closing date for receipt of applications.

f. Delayed filing.

g. What to file (i.e., application, forms).

h. Where to file.

i. Salary.

3. Area of Consideration. The initial minimum area of consideration will be limited to career or career conditional employees of the activities covered by this Order. When there are only one or two highly qualified candidates in the minimum area of consideration, the selecting official will be given the opportunity to choose one of these candidates if he wishes. If the selecting official does not choose one of the candidates under these circumstances, he may request the area of consideration be extended and consider other candidates; however, the area of consideration will not be extended if there are at least three highly qualified candidates and will not normally be extended beyond the commuting area.

4. Qualification Standards. The minimum qualification standards used for promotion under this Plan will be the

ENCLOSURE (2)

standards prescribed by the Civil Service Commission.

5. Method of Evaluation. Candidates will be evaluated on the basis of the skills, knowledges and potential required to perform the duties of the position. The following techniques, as appropriate, will be used to obtain information:

a. Application form and personnel folders.

b. Supplemental application forms related to job elements.

c. Supervisory appraisals.

d. Written test (when appropriate).

6. Ranking. Candidates will be ranked in one of two categories, Highly Qualified or Qualified. Experience, training, education, awards, appraisals, and written test scores, as appropriate, may be considered in determining the category in which the employee is ranked. If ranking within the highly qualified group is necessary, it will be based on the same factors as mentioned above and determined by the job element rating plans prescribed by the Civil Service Commission.

7. Promotion Lists. Promotion lists established on the basis of announcements will normally remain in effect for one year from establishment unless they fail to produce sufficient highly qualified candidates.

8. Certification and Selection. Certification will be from among the best of the highly qualified candidates on the list. At least three but not more than five available candidates will be certified for a vacancy. Should ties occur among the top candidates as many as eight names may be certified. When there are less than three highly qualified candidates available a sufficient number of the best candidates in the qualified group may be furnished to provide the selecting official with five candidates from which to select. If selection is made from below the highly qualified group, the promotion records must reflect the selecting official's reasons for his choice.

9. Consideration to Absent Employees. Consideration will be given to qualified employees absent in the military service, and employees on official travel during the period of evaluation or consideration for selection.

10. Career Promotion. Career promotions as defined and prescribed in paragraph 15 of the basic Order are authorized under this Plan if the prescribed conditions are met.

11. Exceptions. Promotions as exceptions to this Plan may be made in accordance with paragraph 16 of the basic Order.

12. Temporary Promotion. Temporary promotions may be made in accordance with paragraph 16d of the basic Order and Base Order 12335.2B.

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PLAN C

PROMOTION PLAN FOR NONSUPERVISORY WHITE COLLAR POSITIONS UNDER THE GENERAL SCHEDULE

1. Coverage. This promotion plan covers all white collar positions under the General Schedule at the GS-6 level and below that are not supervisory in nature.

2. Promotion Announcements. Promotion announcements will be used to establish lists of candidates from which to issue certificates for positions covered by this Plan. Separate examination announcements may be issued for each position or a single announcement may cover several similar positions. Announcements will not be issued for GS-2 and GS-3 clerical positions. Employees will be placed on these promotion lists upon their request and as they meet the qualification requirements. Announcements will contain, as a minimum, the following information:

a. Area of consideration.

b. Brief description of the duties of the position.

c. Qualification requirements and basis of rating.

d. Non-discrimination statement.

e. Closing date for receipt of applications.

f. Delayed filing.

g. What to file (i.e., forms, applications).

h. Where to file.

i. Salary.

3. Area of Consideration. The initial minimum area of consideration will be limited to career or career conditional employees of the activities covered by this Order. When there are only one or two highly qualified candidates in the minimum area of consideration, the selecting official will be given the opportunity to choose one of these candidates if he wishes. If the selecting official does not choose one of the candidates under these circumstances, he may request the area of consideration be extended and consider other candidates. The area of consideration will not normally be extended beyond the commuting area for positions

at the GS-6 level and below.

4. Qualification Standards. The minimum qualification standards used for promotion under this Plan will be the standards prescribed by the Civil Service Commission.

5. Method of Evaluation. Candidates will be evaluated on the basis of the skills, knowledges and potential required to perform the duties of the position. The following techniques, as appropriate, will be used to obtain information:

a. Application form and personnel folders.

b. Supplemental application forms related to job elements.

c. Supervisory appraisals.

d. Written test (when appropriate).

6. Ranking. Candidates will be ranked in one of two categories, Highly Qualified or Qualified. Experience, training, education, awards, appraisals, and written test scores, as appropriate, may be considered in determining the category in which the employee is ranked. If ranking within the highly qualified group is necessary, it will be based on the same factors as mentioned above and normally determined by the job element rating plans prescribed by the Civil Service Commission.

7. Promotion Lists. Promotion lists established on the basis of announcements will normally remain in effect for one year from establishment unless they fail to produce sufficient highly qualified candidates.

8. Certification and Selection. Certification will be from among the best of the highly qualified candidates on the list. At least three but not more than five available candidates will be certified for a vacancy. Should ties occur among the top candidates as many as eight names may be certified. When there are less than three highly qualified candidates available a sufficient number of the best candidates in the qualified group may be furnished to provide the selecting official with five candidates from which to select. If selection is made from below the highly qualified group, the promotion records must reflect the selecting official's reasons for his choice.

9. Consideration to Absent Employees. Consideration will

be given to qualified employees absent in the military service, and employees on official travel during the period of evaluation or consideration for selection.

10. Career Promotion. Career promotions as defined and prescribed in paragraph 15 of the basic Order are authorized under this Plan if the prescribed conditions are met.

11. Exceptions. Promotions as exceptions to this Plan may be made in accordance with paragraph 16 of the basic Order.

12. Temporary Promotion. Temporary promotions may be made in accordance with paragraph 16d of the basic Order and Base Order 12335.2B.

PLAN D

PROMOTION PLAN FOR SUPERVISORY WHITE COLOR POSITIONS UNDER THE GENERAL SCHEDULE

1. Coverage. This Plan covers all graded positions at the GS-7 level and above that are managerial, professional or supervisory in nature.

2. Promotion Announcements. Promotion announcements will be used to publicize vacancies under this Plan in conjunction with any Navy-wide Central Rosters which are currently in operation. Advantage will be taken of Navy-wide referral services. Announcements will, as a minimum, contain the following information:

a. Area of consideration.

b. Brief description of the duties of the position.

c. Qualification requirements and basis of rating.

d. Non-discrimination statement.

e. Closing date for receipt of applications.

f. What to file (i.e., forms, application).

g. Where to file.

h. Salary.

3. Area of Consideration. The initial minimum area of consideration will be limited to career or career conditional employees of the activities covered by this Order if it is anticipated that competition will provide a sufficient number of highly qualified candidates. Positions at the GS-12 level and above may be publicized by the Office of Civilian Personnel, Navy Department, through their vacancy listing.

4. Qualification Standards. The minimum qualification standards used for promotions under this Plan will be the standards prescribed by the Civil Service Commission.

5. Method of Evaluation. Candidates will be evaluated on the basis of the skills, knowledges and potential required to perform the duties of the position. The following techniques, as appropriate, will be used to obtain information:

a. Application form - personnel folders.

b. Supplemental application form related to job elements.

c. Supervisory appraisals.

d. Written test (when appropriate).

6. Ranking. Candidates will be ranked in one of two categories, Highly Qualified or Qualified. Experience, training, education, awards, appraisals, and written tests, as appropriate, may be considered in determining the category in which the employee is ranked. If ranking within the highly qualified category is necessary, it will be based on the same factors.

7. Promotion Lists. Promotion lists established on the basis of announcements will normally remain in effect for one year from establishment unless they fail to produce sufficient highly qualified candidates.

8. Certification and Selection. Certification will be from among the best of the highly qualified candidates on the list. At least three but not more than five available candidates will be certified for a vacancy. Should ties occur among the top candidates as many as eight names may be certified. When there are less than three highly qualified candidates available a sufficient number of the best candidates in the qualified group may be furnished to provide the selecting official with five candidates from which to select. If selection is made from below the highly qualified group, the promotion records must reflect the selecting official's reasons for his choice. Supervisory training will be required and selection panels will be used in accordance with paragraph 8 of Plan A.

9. Consideration of Absent Employees. Consideration will be given to qualified employees absent in the military service, and employees on official travel during the period of evaluation or consideration for selection.

10. Career Promotion. Career promotions as defined and prescribed in paragraph 15 of the basic Order are authorized under this Plan if the prescribed conditions are met.

11. Exceptions. Promotions as exceptions to this Plan may be made in accordance with paragraph 16 of the basic Order.

12. Temporary Promotion. Temporary promotions may be made in accordance with paragraph 16d of the basic Order and Base Order 12335.2b

ENCLOSURE (4)

Stone

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

BBul 12630
CPO/JFS/eab
9 Jun 1975

BASE BULLETIN 12630

From: Commanding General
To: Distribution List

Subj: Sick leave administration

Ref: (a) BO 12630.1E
(b) Negotiated Agreement with AFGE, Local 2065

Encl: (1) Guidelines for Supervisors in Administering Sick Leave

1. Purpose. To emphasize the importance of administering a fair but firm sick leave program for civil service employees.

2. Background

a. Recent audits by the Naval Audit Service of timekeeping and civilian payrolls indicated that guidance is needed for administration of civilian sick leave, particularly relating to employees who are eligible for retirement. The audits revealed that sick leave administration varied widely from activity to activity resulting in inequitable treatment of employees. A review of many applications for sick leave indicated that the employee was not totally disabled for useful and efficient service nor otherwise entitled to use sick leave. There were instances where the supporting statement of either the employee's superior officer or his physician did not adequately support the claimed sick leave, and in one instance the work from which the employee was restricted was not required by his job description. The audit disclosed that activities were not requiring certificates or other supporting evidence at appropriate intervals during the prolonged illness indicated by the extended sick leave. Nor were possible reassignments to duties within the employee's capabilities being considered as opposed to extended sick leave absences.

b. A review of sick leave usage at Marine Corps Base indicates that a significant number of employees use their sick leave almost as rapidly as it is accrued. Except in those unfortunate cases where an apparent illness or physical impairment has depleted sick leave, this is indicative of sick leave abuse. An analysis of disciplinary actions involving absence without leave has disclosed that in most cases abuse of leave

occurred before corrective action was attempted. These practices are extremely costly and inequitable, and the burden rests heavily on management to correct such laxity in program administration.

3. Action. Heads of staff sections and commanding officers of subordinate units employing civil service employees will ensure that supervisors authorized to approve leave are aware of the guidelines set forth in enclosure (1). The guidelines must be administered in consonance with references (a) and (b).

4. Self-cancellation. 15 November 1975.

G. C. FOX
Chief of Staff

DISTRIBUTION: "C" less category III

GUIDELINES FOR SUPERVISORS IN ADMINISTERING SICK LEAVE

I. The following specific procedures to be observed in administering a fair but firm sick leave program are reemphasized or redefined:

A. Sick leave is to be granted only for:

1. incapacitation to perform regular duties, or lighter duties if available, due to illness or injury;

2. medical, dental, or optical examination or treatment;

3. required confinement due to pregnancy;

4. exposure to contagious disease or requirement to care for an immediate family member so exposed. (A contagious disease is defined in Base Order 12630.1E. Should a question arise as to whether or not a specific disease is covered, it should be referred to the Civilian Personnel Office, extension 1579.)

B. Sick absence extending more than 3 workdays should be verified by the statement of a physician or other licensed practitioner. If a medical certificate cannot be obtained because the illness did not require the services of a physician or for other reasons, the employee should present a written statement explaining the circumstances in support of the claim for sick leave. Unless some other evidence supports the opposite conclusion, an employee's statement should be accepted.

C. Employees who cannot support claims for sick leave are to be charged absence without leave (AWL), leave without pay (LWP), or annual leave as appropriate for such absences. (Descriptions of the use of each of these types of leave are contained in Base Order 12630.1E.) Employees should be notified of such changes in leave charges.

D. During extended absences (lasting more than 2 pay periods) medical certificates or other supporting evidence must be requested of the employee in accordance with Base Order 12630.1E unless the physician has specified a recuperative period of set length in writing in advance. In such cases medical certification may be submitted for the record when the employee returns to duty.

E. Where reasonable doubt exists as to the employee's illness, the employee should be scheduled for a medical examination or a counseling interview, or both. (Consult the Civilian

Personnel Office, extension 1579 for guidance.) If, as a result of medical examination, counseling interview, or both, it is determined that the employee is physically fit for his normal duties and that an alcohol, drug or other behavioral-medical problem does not exist, the employee will be advised to report for duty and that failure to do so may result in AWL, which may then be the basis for disciplinary action.

F. If the employee is not fit for his normal duties, but is capable of performing less strenuous or demanding duties, reassignment or detail should be considered.

G. If an employee's leave record shows an excessive amount of intermittent absences of short periods, and the employee presents apparently legitimate certificates in support of sick absences, a "fitness for duty" examination may be warranted to ascertain the employee's suitability for continued employment (Base Order 12792.1A). Upon receipt of the medical examination report, the appropriate supervisor or official should interview the employee and advise him as to whether or not he was found capable of performing the duties of his position. If the employee desires information as to the specific medical findings, he should be referred to the medical officer. (Disclosure of medical information is controlled by FPM 339.1-4 and requires professional medical judgment.) Based upon the findings of the examining physician, the employee should be ordered back to work, reassigned or detailed to other duties if possible, granted approved sick leave, or subject to other appropriate action, including separation disability, or disability retirement.

H. The following methods may be used as alternatives in correcting sick leave abuse: (*Note: Prior to use of formal procedures, supervisors should seek assistance of the Civilian Personnel Office, extension 1579.)

*1. If an informal warning is ineffective, the employee shall be required to report for a counseling interview. During the counseling interview the employee should be informed that future absences for which sick leave is to be claimed may be required to be supported by an acceptable medical certificate, or other evidence administratively acceptable; otherwise sick leave may not be granted.

2. Require that the employee contact a designated official when reporting sick and that only the designated official or specified alternate has authority to approve a request for sick leave.

3. Where the employee complains that his physical condition prevents him from performing regularly assigned

duties and the condition is medically certified, assign the employee temporarily to light duty, if available, until physically able to perform regularly assigned duties.

4. Require the employee returning from sick leave to visit the designated official or alternate for interview.

*5. Arrange a fitness for duty examination if the employee presents apparently legitimate certificates for an excessive amount of intermittent absences of short periods.

*6. Where there is supportable evidence that fraud or abuse of sick leave exists, leave will be disapproved and the abuse will be charged to AWL. Appropriate disciplinary action may be taken, e.g., letter of caution, reprimand, suspension, demotion, or removal (subject to procedures in Base Order 12750.1F).

*7. If an employee's leave record shows an excessive amount of intermittent absences of short periods, whether or not the employee presents apparently legitimate certificates in support of sick absences, the employee should be scheduled for a counseling interview. The counseling interview may be scheduled in conjunction with or as a result of the medical examination, and in some cases will eliminate the need for it. When the counseling interview identifies an alcohol, drug or other behavioral-medical problem, and the employee does not respond to any recommended treatment or does not otherwise improve his unsatisfactory conduct, appropriate action as outlined in paragraph G above should be taken.

II. Additional procedures which should prove useful in administering a strong but fair sick leave program include:

A. All supervisors should:

1. Use as much care in approving sick leave as they use in denying it.

2. Develop a desire in their employee to conserve sick leave rather than to instill fear of abusing sick leave.

3. Be fully informed about sick leave policies and regulations and the leadership they are expected to provide.

4. Counsel employees to use sick leave in good faith and in accordance with requirements of law. A sick leave application, like a voucher, is a claim for payment. An employee commits fraud when he claims sick leave to which he is not entitled.

5. Remember that sick leave is a legal right, but only if the employee concerned actually meets the conditions permitting approval.

6. Realize that disregard of sick leave regulations will spread if abuse is allowed to continue unchallenged.

7. Keep in mind that the sick leave balance alone does not distinguish between an abuser of sick leave and a conscientious employee who may have had a serious extended illness.

8. Review sick leave individually and not establish a minimum sick leave balance below which an employee's sick leave record is considered automatically unsatisfactory.

9. Insure that employees are fully aware of the values and benefits of sick leave as a bank account against unforeseen injury or illness, and encourage employees to conserve sick leave for the "rainy day" of real need.

10. Keep employees informed of proper leave requirements and, if necessary, advise them that unacceptable practices will not be tolerated.

11. Be alert to the development of a leave abuse pattern which may indicate the existence of a behavorial-medical problem. Having recognized such a pattern, promptly refer the employee for a counseling interview.

12. Identify those few employees who flout and have disrespect for sick leave regulations. In the attempt to identify employees who may lack understanding of sick leave regulations, supervisors must avoid offense to the great majority of the employees who are law-abiding and conscientious. When there is suspicion of questionable leave habits, the supervisor must exercise tact and good judgment in his approach to the employee.

13. Remember that conscientious employees resent supervision which permits anyone to get away with sick leave abuse. Such a situation, if continued, or if allowed to go unchecked, places no premium on honest service. The abuser himself exhibits by his action a contempt for the supervisor and the organization which are too weak or ineffective to identify and correct him.

B. Remember that poor superyision and other work-unit problems breed employee absenteeism and must be given attention if sick leave usage is to improve. Questionable sick leave

patterns must be identified by the immediate supervisor. This can be done by obtaining leave records of employees from the payroll office. In analyzing an employee's sick leave record, the following patterns will tend to show possible abuse of sick leave, and aid the supervisor in his efforts to control sick leave absenteeism:

1. Sick leave on the first workday following pay days.
2. Sick leave before or after a holiday.
3. Sick leave on Fridays or Mondays, for a 3-day weekend.
4. Sick leave when work load is heaviest.
5. Sick leave during inclement weather.
6. Sick leave on date of public events, such as ball games, etc.
7. Sick leave when refused a day off.
8. Sick leave when an undesirable job is to be performed.
9. Sick leave taken as soon as it is earned.
10. Sick leave on days an event on TV may be as great a lure as attendance at the event itself.
11. Excessive intermittent sick leave absences of short duration.
12. Sick leave on the same calendar day of the week.
13. Sick leave on dates where it is determined employee worked at outside employment.
14. Sick leave on dates employee is on vacation from outside employer.
15. Sick leave on dates working spouse has days off or is on vacation.

C. Taking into consideration the leave balance brought forward from past years, and the frequency of sick leave absences during the current year, the employee should be approached by the supervisor and warned against the indiscriminate use of sick leave. Bona fide absences for medical, dental, or optical examination or treatment will tend to show a spotty sick leave record; this should also be taken into consideration in determining whether an employee is abusing his sick leave privilege. Tact, discretion, and good judgment, should be the keynote of the counseling interview. Keep in mind that the interview is to determine whether there is an abuse or flagrant practice. Experience has shown in most instances absences were legitimate and there was no reason to question the honesty or integrity of the employee. Information during the interview should be imparted sympathetically, as a means of encouraging the presumably honest employee to do what is within his own power to improve his sick leave record. The counseling interview is an excellent opportunity to explain the values which the sick leave account affords. It is also

an appropriate time to advise the employee that a poor health and attendance record can adversely affect opportunities for promotion.

D. To be effective, the supervisor should keep in mind the counseling interview's six-fold purpose:

1. The employee realizes that the supervisor is alert to sick leave practices of employees, and is determined to have sound, fair administration.

2. The employee is confronted with his sick leave record and habits, and the supervisor tells him why the record is called to his attention.

3. The employee is advised and instructed where he may be unaware of sick leave regulations or proper practices.

4. The employee is cautioned by the supervisor against unacceptable or questionable sick leave practices or abuse, where appropriate and indicated.

5. The supervisor ascertains if there is a health problem or physical condition which causes the employee to take sick leave.

6. The supervisor ascertains what the employee intends to do to bring about an improvement in his sick leave record.

E. In the case of retirement-eligible employees it must be remembered that many older people are subject to illness. It must not be assumed that prolonged sick leave absence of an older worker who is eligible for retirement is improper or an indication of abuse. However, it is the supervisor's job to determine whether the sick leave absence is bona fide. There are cases where employees have "rested out" their sick leave balances and then retired. When sick leave is not bona fide, the supervisor should disapprove requested sick leave. As with other employees, when the older employee's sick leave is questioned, the supervisor may initiate an investigation concerning the validity of the absence. If the sick leave absence does not appear to be bona fide, it is up to the supervisor to use the various control measures described herein, including substitution of other categories of leave, a possible reassignment or detail to a less strenuous job, a letter requiring medical certification of all future sick leave requested, a fitness for duty physical, agency-initiated disability retirement, or even disciplinary action.

III. Remember that the Civilian Personnel Office and your own supervisor are available to render assistance in controlling sick leave abuse. In the final analysis, an employee cannot abuse the sick leave privilege without supervisory approval.

ENCLOSURE (1)

Mr. Stone

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO
BO 12352.1F
CPO/JFS/eab
10 Sep 1976

BASE ORDER 12352.1F

From: Commanding General
To: Distribution List

Subj: Clearance requirement of civil service employees preliminary to separation for any reason

Ref: (a) FPM/CMMI 751 (NOTAL)
(b) FPM Supp 296-31, Book III

1. Purpose. To establish clearance procedure for civil service employees being separated for any reason; and to assure that employees account for all Government property assigned to their custody, arrange for final pay, and receive proper instruction concerning benefits available to them prior to the effective date of separation.

2. Cancellation. BO 12352.1E.

* 3. Leave at Time of Separation. Annual leave and leave without pay shall not be granted when it is known in advance that an employee is to be separated. Exceptions may be made to permit employees under notice of reduction in force to seek other employment during the notice period; to provide time for settling personal affairs to employees entering military service; to permit an employee to complete transfer arrangements which have been confirmed to the Civilian Personnel Office by another activity; to permit career or career-conditional employees, who are dependents of transferring military personnel or other Federal employees, to seek continued Federal employment; and pending approval of disability retirement or compensation.

4. Check-Out Date. The check-out date for all types of separations shall be the last day of work. The last day of work will normally be the effective date of separation except where leave has been granted under one of the exceptions in paragraph 3. The Civilian Personnel Office will advise the activity concerned of the day an employee is to check out because of retirement. In all other types of separations, except transfers, the activity and the employee will receive a copy of correspondence showing the effective date of separation.

* 5. Responsibility for Clearance when Employee is Available

a. The organizational commander, head of staff section, department head, or chief of service, as appropriate (or designated representative), is responsible for initiating a Civilian Employee Clearance Checklist (MCBCL 12352) to permit a separating employee to receive a chest x-ray and audiogram prior to his last day of work (about 10 days prior to last day of work); and to clear all property, take his Bi-Weekly Time and Cost Card to Civil Payroll, turn in civilian identification card and vehicle decal and arrive at the Civilian Personnel Office (with all items noted above signed off on the Checklist) between 1430 and 1600 on the employee's last day of work. The employee's supervisor should provide the employee with the Checklist on the day(s) he receives the medical examinations. Upon completion of the medical examinations, the Checklist may be returned to the supervisor pending the employee's last day of work. The supervisor is responsible for ensuring completion of the required medical examinations. The supervisor shall certify on the Checklist that all Government property charged to the employee has been turned in, recovered, or the shortage reported to the Provost Marshal. Loss of or damage to Government tools or equipment shall be handled in accordance with reference (a).

b. Employees who are members of the Marine Corps Federal Credit Union should be advised to contact that office during business hours prior to checking out.

c. Employees who have utilized the services of the Base General Library or libraries of other commands should be advised to contact the library during business hours prior to checking out to inform the librarian of their separation from employment.

6. Responsibility for Clearance when Employee is not Available. When an employee being separated for any reason is not available for clearance, the organizational commander, head of staff section, department head, or chief of service, as appropriate, of the section to which the employee is assigned will endeavor to recover all Government property signed out to the employee, reporting any shortages to the Provost Marshal. The Time and Cost Card is to be completed and forwarded to the Civil Payroll Office. A Clearance Checklist will be initiated and forwarded to the Civilian Personnel Office for final action and filing. The Civilian Personnel Officer will advise the employee to return the civilian identification card and vehicle decal, if any, and any other Government property in his possession. If an employee fails to complete

requirements within 10 workdays after date of separation, the Civilian Personnel Officer will notify the Provost Marshal by memorandum.

* 7. Resignations. Resignations will normally be submitted in the space provided on the Standard Form 52 but may be accepted in letter form and attached to the SF-52. In accordance with reference (b), reasons for an employee's resignation should be obtained whenever possible. The organizational commander, head of staff section, department head, or chief of service, as appropriate, of the section concerned will complete the face of the SF-52. The operating office will not enter additional or modified reasons on the SF-52 or other document which the employee signs and submits as his resignation. If there are any known additional or modified reasons for the resignation, the operating office should prepare a separate statement covering these reasons and submit it to the Civilian Personnel Office with the SF-52. If the reasons furnished by the operating office become the agency's finding of fact on why the employee resigned (determined by the Civilian Personnel Officer), the information is entered under remarks on the SF-50 covering the resignation. If the finding of fact contradicts or relates to the validity of an employee's work-connected reasons, a statement on whether the separating employee was informed of his opportunity to file a grievance under the appropriate grievance procedure will also be entered under remarks on the SF-50. The separate statement of reasons furnished by the operating office will not be filed in the employee's Official Personnel Folder unless they become the agency's finding of fact. Resignations will be forwarded to the Civilian Personnel Office promptly when received and the employee will complete the check out on the last day of work. Career or career-conditional employees who are dependents of transferring military personnel or other Federal employees may apply for annual leave and/or leave without pay, combined leave not to exceed 90 days, to seek continued Federal employment. "Dependent" refers to any family member whose separation is incident to the transfer of his/her sponsor. Such employees shall submit a resignation to be effective at the end of the leave period. The SF-52, or letter, containing the resignation shall include the request for leave. Employees resigning due to pregnancy and who submit a statement by a physician may use accrued sick leave prior to separation. Except in those cases where there are specific provisions for granting leave or leave without pay, the last day of work is the effective date of resignation.

8. Availability of Forms. A supply of Civilian Employee Clearance Checklists (MCBCL 12352) may be obtained from the Civilian Personnel Office.

9. Change Notation. Significant changes contained in this revision are denoted by asterisks (*) in the outer left margin.

* 10. Applicability. Having received the concurrences of the Commanding Officers of Marine Corps Air Station (Helicopter), New River, Naval Regional Medical Center, Naval Medical Field Research Laboratory, and Naval Regional Dental Center, this Order is applicable to those commands.

11.1.70p
G. C. FOX
Chief of Staff

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UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO
BO 12335.2B
CPO/HH/h1m
21 Sep 1976

BASE ORDER 12335.2B

From: Commanding General
To: Distribution List

Subj: Use of Details and Temporary Promotions of 120 Calendar Days or Less

Ref: (a) BO 12335.1B
(b) FPM/CMMI 335
(c) MCO 12000.7B (NOTAL)

1. Purpose. To set forth policy and procedures concerning the use of details and temporary promotions of Civil Service employees.

2. Cancellation. BO 12335.2A.

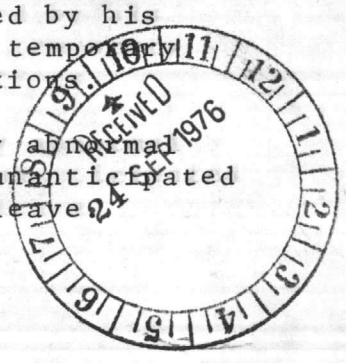
3. Discussion

a. Background. The detail procedure is intended to meet an activity's needs when necessary services cannot be obtained by other desirable or practicable means. Experience gained on detail or temporary promotion to a position or job is counted toward meeting the qualification requirements for the position or job. An employee who is temporarily promoted or detailed to a higher grade or different line of work often receives a considerable advantage over his competitors in any subsequent promotion action. For this reason, it is important to ensure that these assignments which are advantageous in promotion actions are rotated to the maximum extent practicable among eligible employees of the division, service, or department.

b. Definitions

* (1) Detail. A detail is an assignment on a temporary basis of an employee to perform duties not covered by his position description to another position for the temporary periods of time authorized by appropriate regulations.

(a) To meet emergencies occasioned by abnormal workload, change in mission of organization, or unanticipated absences such as sick leave or emergency annual leave.



(b) Pending official assignment, pending description and classification of new positions, pending security clearances and for training purposes.

Detailing employees to other kinds of work immediately after appointment tends to compromise the competitive principle and is not permitted. Except for an emergency detail of 30 days or less, an employee may not be detailed for at least three months after appointment from a Civil Service register. In no event will a detail to a higher grade/level position or to a position with known promotion potential be permitted beyond 60 days, without prior approval of the Civil Service Commission, unless selection for the detail is made under competitive promotion procedures in accordance with reference (a). Details made through competitive procedures will be confined to a maximum period of 120 days unless prior approval of the Civil Service Commission is obtained.

(2) Temporary Promotion. Temporary promotions of 120 days or less are excepted from the competitive provisions of the Merit Promotion Program. A temporary promotion generally is the most appropriate means of meeting a situation requiring the temporary service of an employee in a higher grade position. It may be used, for example, when an employee has to perform the duties of a position during the extended absence of the incumbent, to fill a position which has become vacant until a permanent appointment is made, to assume responsibility for an increased work load for a limited period, or to participate in a special project which will last for a limited period. For purposes like these, a temporary promotion is more appropriate than a detail.

A temporary promotion is not appropriate primarily for training or evaluating an employee in a higher-grade position. Neither is it appropriate in those cases where an employee is called upon to maintain on-going operations during the planned and anticipated two or three week vacation absence of his supervisor. Reference (a) furnishes additional instructions.

(3) Misassignment. A misassignment is the assignment of an employee to duties essentially different from those covered by the official description identified with his position, or to duties inappropriate to his rating, except when assignment is a detail or temporary promotion authorized by references (a) and (b) and this Order. Misassignments are prohibited. For the purpose of this definition, such assignments for less than 30 consecutive calendar days are

not considered to be misassignments. Good personnel management, nevertheless, dictates that assignments should be reasonably related to the employee's position and qualifications. It is perfectly reasonable, for example, to assign additional clerical duties to a stenographer when temporarily necessary, but obviously unreasonable to assign laboring work or tasks beyond her qualifications, such as interpreting technical drawings. In emergency situations, however, duties which are not reasonably related to an employee's position might have to be assigned.

4. Policy. Selection of employees for details or temporary promotions involving higher levels of skill will be based on merit and fitness for the assignment, without regard to race, color, national origin, sex, religion, age, lawful political affiliation, marital status, or physical handicap (if selectee can adequately perform the job). Establishment of promotion registers will not be delayed for the purpose of making temporary promotions or details which will enable specific individuals to attain higher standing on such registers.

5. Procedures. References (a), (b), (c), and the following procedures apply:

a. Details

(1) Selections for details to a higher grade/level position for a period of more than 30 days will, insofar as practicable, be made from among employees of the section who have been rated eligible for the position under the Merit Promotion Program and who are currently on the appropriate promotion list. Where a promotion list does not exist, selections will be based on the ability of the individual to perform the duties and will be rotated to the maximum extent practicable among eligible employees of the section. Ability in this context means potential as well as demonstrated ability.

(2) Requests for details for a period of more than 30 days will be submitted on Standard Form 52, in duplicate, to the Civilian Personnel Office, giving proposed inclusive dates, a brief description of the duties involved and the reasons for the request. When approved, the Civilian Personnel Office will notify the department or service concerned of the effective date of the detail by means of the Standard Form 52. Upon termination of the detail, the immediate supervisor concerned will certify that the employee who had been detailed has returned to his regular duties. Such

certification will be made on the reverse side of the Standard Form 52 and the form will be returned to the Civilian Personnel Office. Assignment of an employee to a position/job not covered by his position description for intermittent periods of time or for less than 30 consecutive calendar days need not be requested. To the maximum extent practicable, such assignments must be rotated among eligible employees of the section. Details covering periods of at least two weeks but not more than 30 days, will be recorded on Standard Form 52 and forwarded to the Civilian Personnel Office for inclusion in the employee's Official Personnel Folder.

b. Temporary Promotions. Selections for temporary promotions will be made from among employees of the department or service who have been rated eligible for the position under the Merit Promotion Program and who are currently on the promotion list. When a promotion list does not exist, selection will be based on the ability of the individual to perform the duties of the position. An employee may not be selected for a temporary promotion as an exception to the Merit Promotion Program if after completing the period of service under temporary promotion the employee will have spent more than 120 days (prior service under details and previous temporary promotions included) in higher grade positions during the preceding year. The person selected must meet the requirements set forth by the Civil Service Commission for the position. Selection for temporary promotion will be rotated in the same manner as specified in 5a above. Requests for temporary promotions will be submitted on Standard Form 52 to the Civilian Personnel Office. The request will contain the name of the employee, the position title and grade/rating, effective and termination dates, justification for the request, and a statement that the employee has been informed of the reasons for the conditions of the promotion. The department or service will be notified of approval by the employee's copy of the Standard Form 50; the information shall be posted on the Standard Form 7B card and the Standard Form 50 given to the employee concerned.

6. Records. To assure that assignments are made and/or rotated in accordance with this Order, the inclusive dates of details and temporary promotions will be recorded on the Standard Form 7B card, maintained by operating units on each employee.

7. Appeals. Employee grievances arising out of actions taken under this Order may be initiated and processed in

accordance with either the Navy Grievance Procedure or the Negotiated Grievance Procedure, as appropriate.

8. Assistance. Reference (b) provides further information on the subjects covered in this Order. Additional information and assistance regarding subject matters may be obtained by contacting the Employment Division of the Civilian Personnel Office, telephone 5918 or 2763.

9. Applicability. Having received the concurrence of the Commanding Officer of Marine Corps Air Station (H), New River; Naval Regional Medical Center, and Naval Regional Dental Center, this Order is applicable to those Commands.

10. Change Notation. Significant change contained in this revision is denoted by asterisk (*) shown in the outer left margin.

G. C. FOX
Chief of Staff

DISTRIBUTION: "C"
Less Category III

Mr. Stone

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO
BO 12000.2B
CPO/AIP/smb
8 Sep 1976

BASE ORDER 12000.2B

From: Commanding General
To: Distribution List

Subj: Civilian Personnel Management Program

Ref: (a) FPM/CMMI 250
(b) MCO P12000.7B

Encl: (1) Functional Chart of Civilian Personnel Office

1. Purpose. To reissue a statement of the objectives and responsibilities pertaining to Civilian Personnel Management prescribed in references (a) and (b).

2. Cancellation. BO 12000.2A

3. Definition. Civilian Personnel Management is the function of management which deals with the attraction, selection, motivation, leadership, understanding, and utilization of people as individual employees and as members of the civilian work force.

4. Objectives

a. To contribute directly and effectively to the accomplishment of activity missions and programs.

b. To foster in managers, supervisors, and employees an attitude of responsive service to the public.

c. To carry out pertinent public policy as expressed in laws, Executive Orders, regulations or other directives.

d. To utilize manpower resources wisely and economically.

e. To treat employees, individually and in groups, fairly; and to help them achieve personal satisfaction and pride in their work; and to enhance their opportunities for career advancement through training and utilization of their abilities.

f. To recognize and deal with Union representatives in accordance with Federal policy and to promote relationships with these representatives that are constructive and beneficial to the collective interests of the employees, the accomplishment of the mission, and the efficiency of the activity.

RECEIVED 14 SEP 1976

5. Responsibility

a. Office of Civilian Manpower Management (OCMM) is responsible for policy development and interpretation in the field of civilian manpower management throughout the Department of the Navy. Its mission is to develop, direct, and appraise those programs required to determine civilian manpower requirements and to attract, train, motivate, and retain a civilian staff of appropriate quality and quantity for the Department.

b. Field Divisions of OCMM are extensions of that office within their assigned geographical areas. The Atlantic Field Division, Norfolk, Virginia, serves Camp Lejeune. Its mission is to bring close to the point of application the programs, technical services and consultative facilities of OCMM.

c. The Commandant of the Marine Corps manages the total Marine Corps civilian personnel program. He provides appropriate coordinating and ad hoc services to field activities.

d. Senior Command Officials are responsible for the quality of the Civilian Personnel Management Program and provide for its sound direction and support.

e. Line Managers/Supervisors are enjoined to recognize the personnel implications of decisions and to fully utilize the expertise of the Civilian Personnel Office in all aspects of personnel management.

f. Civilian Personnel Officer has staff responsibility for the administration of the Civilian Personnel Management Program. He is the activity commander's professional advisor and representative in the field and is responsible for providing effective staff services.

6. Specific Functions Performed by the Civilian Personnel Office. Enclosure (1) is a chart showing the various functions performed by each division within the office.

7. Applicability. Having received the concurrences of the Commanding Officers of Marine Corps Air Station (Helicopter), New River, Naval Regional Medical Center, and Naval Regional Dental Center, this Order is applicable to those commands.

G. C. FOX
Chief of Staff

DISTRIBUTION: "C" less Category III

FUNCTIONAL CHART OF CIVILIAN PERSONNEL OFFICE

EMPLOYEE RELATIONS & SERVICES DIVISION

- Labor-Mgmt Relations
- Appeals & Grievances
- Disciplinary Actions
- Civilian Guidepost
- Separations
- Hours of Work
- Absence & Leave
- Security Program
- Political Activity
- Insurance Programs
- Retirement
- Employee Services
- Incentive Awards
- Employee Assistance Program Counseling
- Workers' Compensation

EMPLOYMENT DIVISION

- Recruitment
- Qualification & Evaluation
- Placement & Utilization
- Appts & other accessions
- Competitive status & conversions
- Veterans' preference
- Dual employment & dual compensation
- Military duty; Restoration & other rights
- Promotions, reassignments, & details
- Reduction-in-force
- Personnel action forms & records
- Statistics (PADS)
- Allowances for uniforms
- Special Employment Programs

CLASSIFICATION DIVISION

- Classification of General Schedule and Trades and Labor positions
- Annual position review
- Performance appraisals and ratings
- Job engineering

EMPLOYEE DEVELOPMENT DIVISION

- Career Development
  - Counseling
  - Individual training plans
- Training
  - Management & Supervisory
  - Trade or Craft
  - Technical/Specialty
  - Administrative
  - Clerical
  - Orientation
- Annual Training Plans, Records & Reports

INDUSTRIAL HEALTH DIVISION

- Operate first aid station
- Occupational health program

ENCLOSURE (1)

Mr. Stone

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO
BO 12351.1D
CPO/HH/h1m
22 Feb 1977

BASE ORDER 12351.1D

From: Commanding General
To: Distribution List

Subj: Reduction-in-Force (RIF)

Ref: (a) FPM/CMMI 351
(b) MCO 5312.8B
(c) CMMI 330

Encl: (1) Information required to support a request for a reduction-in-force

1. Purpose. To set forth policy, provide essential instructions and establish responsibilities governing reduction-in-force of civilian employees.

2. Cancellation. BO 12351.1C.

3. Background

a. Reference (a) provides Department of the Navy and Federal Government policies and procedural instructions relative to civilian reductions-in-force and the administrative actions involved. Reference (b) provides additional instructions to Marine Corps activities.

b. Reduction-in-force actions are extreme measures. They are applied only after a spectrum of personnel management actions short of RIF have been applied or have been considered and found insufficient for the circumstances at hand.

c. Reduction-in-force actions not only have a serious impact on the individuals affected; they also have a significant effect on the morale and sense of well-being of the overall civilian work force. In addition, when larger RIF's are involved, there may be an important impact on the economic life of the local community. The public and interested members of the Congress must be provided with timely and detailed information regarding the action. For these reasons, every alternative must be considered and sufficient information must be available to explain and justify reduction-in-force actions.

4. Definition. A civilian RIF is the action which releases an employee from his competitive level by separation, demotion, furlough for more than 30 days, or reassignment requiring displacement. Such action is caused by lack of work or funds, reorganization, reclassification due to change in duties, or need to make a place for a person exercising reemployment or restoration rights.

5. Policy

a. Reduction-in-force action will be considered only as a last resort to resolve personnel staffing problems. Action to stop hiring new personnel will be taken as soon as the need for a RIF becomes apparent.

b. Adversely affected employees will be afforded all the benefits outlined in reference (a) to include, as appropriate:

(1) Advance notice of at least 60 days in an active pay status for career and career-conditional employees. Whenever possible a 90-day notice in an active pay status will be provided for these categories of employees. Career and career-conditional employees who receive an advance notice of separation, upon their request, shall be carried in a leave status for such additional time as is necessary to provide a 90-day notice period prior to separation or furlough.

(2) Leave without pay, annual leave, or furlough in order to provide Federal employment without a break in service.

(3) Retraining to improve employment opportunity.

(4) Registration in the Nationwide Centralized Referral System for Displaced Department of Defense Employees in accordance with reference (c).

(5) Waiver of qualification standards provided the individual has the ability to perform a job without significant disruption of the on-going activity.

(6) Placement in a nonappropriated funded area where feasible.

6. Responsibility. The initial decision to authorize a RIF is the responsibility of the head of the activity. The responsibility for conducting subsequent administrative aspects of the RIF is shared by Department Heads where Civil Service personnel are employed and the Civilian Personnel Officer. Employees also have certain responsibilities.

a. Department Heads. It is the responsibility of Department Heads to maintain the most productive work force possible. Therefore, reductions-in-force must be accomplished with a minimum of confusion, dislocation of workers or interruption to the continuing work program. Specific responsibilities follow:

(1) Consult with the Civilian Personnel Officer when planning a reorganization or reduction in personnel to determine what adverse actions will result if the plans are carried out.

(2) As soon as plans are firm and it is evident that personnel changes will be required, furnish the Civilian Personnel Officer with complete information on the proposed changes using the format prescribed in enclosure (1).

(3) Stop hiring new personnel in vacancies which excess personnel may be able to fill with reasonable retraining (90 days).

(4) When approval for the reduction is received, advise supervisors of scheduled changes and the reasons therefor in advance of employees in order that they will be better informed to answer employees' questions.

(5) Call employees together in a group meeting, advise them of the proposed reorganization or reduction, explain the reason for the action, and allow employees an opportunity to ask questions to clarify any possible misunderstanding. Include recognized employee organization stewards assigned to the work areas involved.

(6) When reduction-in-force notices are received from the Civilian Personnel Office, deliver them in person or designate a responsible officer or supervisor for this purpose. If an employee affected is on leave, return the notice promptly to the Civilian Personnel Office; advise employees concerned of their responsibilities listed in this order; and upon request arrange for employees to visit the Civilian Personnel Office. When large groups are affected, make arrangements to have a representative of the Civilian Personnel Office meet with employees at the work site.

(7) In filling vacancies, give first consideration to the placement of employees affected by reduction-in-force.

b. Civilian Personnel Officer. Responsibility for

proper operation of the reduction-in-force program is assigned to the Civilian Personnel Officer. Specific responsibilities are to:

(1) Consult with management officials planning a reorganization or reduction in personnel, advise them of personnel actions necessary to complete the reorganization or reduction, determine what adverse actions will result if the plans are carried out, and provide names of employees that will be affected by the reduction-in-force.

(2) Prepare any necessary request for prior approval of higher authority when 10 or more employees will be affected.

(3) When reduction-in-force actions result in adverse actions for 9 or less employees, prepare necessary reports to higher authority with a resume of the circumstances.

(4) Notify Department of Labor if it is anticipated that 25 or more employees will actually be separated.

(5) Notify representatives of the Local AFGE when reductions-in-force have been approved.

(6) Prepare retention registers for each competitive level affected and make them available for inspection by employees concerned.

(7) Register affected employees in the Nationwide Centralized Referral System.

(8) Prepare advance placement assistance plans in accordance with enclosure (1) to reference (b) for employees being separated.

(9) Prepare reduction-in-force notices, issue personnel action forms, and complete clearance and separation procedures.

(10) Provide information and assistance to any employees who have questions or protests or who desire to appeal.

(11) Train supervisors in the principles, instructions, and procedures of reduction-in-force in order that they will be able to answer questions and understand their part in carrying out any necessary reduction-in-force.

(12) Make every effort to ensure that employees

being separated leave with a feeling that the Marine Corps and/or U. S. Navy appreciates their services and that they have been treated fairly.

c. Employee. An employee affected by reduction-in-force is responsible to:

(1) Ensure that his personnel folder in the Civilian Personnel Office contains a complete record of his experience and educational background.

(2) Keep informed on matters pertaining to the reduction-in-force and avail himself of counseling available from his supervisor, unit administrative officer, and Civilian Personnel Office.

(3) In case of separation, advise the Civilian Personnel Office of positions he will accept and geographical locations in which he will accept employment.

(4) In case of appeal, obtain advice from the Civilian Personnel Office concerning procedures, form, content, and place of filing. Thoroughly review pertinent records prior to initiating an appeal.

7. Prohibition Against Discrimination on the Basis of Sex. Sex of incumbents may not be a basis for assigning positions to competitive levels or determining qualification requirements except in those positions for which restrictions of certificates of eligibles by sex are found justified by the Civil Service Commission.

8. Further Information. Complete reduction-in-force procedures and policies are contained in references (a), (b), and (c). Questions concerning these references and this Order should be referred to the Civilian Personnel Office, telephone extension 5918.

9. Applicability. Having received the concurrence of the Commanding Officers of Marine Corps Air Station (H) New River, Naval Regional Medical Center, and Naval Regional Dental Center, this Order is applicable to those Commands.

B. H. CURWEN, JR.
Chief of Staff

DISTRIBUTION: "C" Less Category III

INFORMATION REQUIRED TO SUPPORT A REQUEST FOR A REDUCTION-IN-FORCE

1. State the principal cause(s) of the proposed RIF. Exact details are required. Also, provide details of alternatives to RIF action that were considered. References (a), (b), and (c) apply.

2. If the proposed RIF is caused in whole or in part by:

a. Lack of funds, include:

(1) The amount of dollar shortage and an analysis of its cause(s).

(2) An evaluation of the effects of the following actions:

(a) Curtailment or freeze on hiring actions.

(b) Reduction of overtime to an absolute minimum.

(c) Reduction of contingency funds to an absolute minimum.

(d) Reallocation of available funds.

b. Reorganization or Other Management Improvement Actions, include:

(1) Copy of reorganization plan or a management improvement study.

(2) Schedule and target dates.

(3) Results expected:

(a) Manpower reductions (military and civilian).

(b) Cost savings.

(c) Other results (improved utilization of resources, streamlined procedures).

(d) Disposition of manpower and dollar savings.

ENCLOSURE (1)

c. Management Decision to Handle the Workload by Contractual Arrangements, include:

(1) A detailed cost analysis of the present labor and material costs versus the cost of the proposed contract. This analysis must include a price out of the "hidden costs" of contractual arrangements, such as the costs of administering the contract and the costs associated with the inspection of contract work.

(2) A statement indicating that the contract has been reviewed to ensure that the contractor's wage rates meet Fair Labor Standards.

(3) A statement indicating that the contractor's chief source of labor does not consist of off-duty military or off-duty civil service employees.

3. Provide an estimate of the cost of the proposed RIF, i.e., cost of severance pay, transfer cost and other cost related to the RIF.

4. Indicate the savings/increased costs anticipated for the fiscal year in which the RIF is taken by comparing civilian personnel costs for the fiscal year at the current level of employment and the civilian personnel costs for the fiscal year using the proposed reduced level of employment plus the cost of the RIF. A like comparison should also be made of the budget year and the budget year-plus-one to indicate the anticipated out-year savings.

5. State the T/MR line number, job title, general schedule or occupational skill pay grade of civilian billets designed for deletion. State whether the billet is encumbered. For encumbered billets, state the job tenure, and years of service of the incumbents. State whether placement action or separation is expected in each instance. Estimate on an overall basis the total number of personnel who will be involuntarily separated by separate bumping action (by general schedule/occupational series and grade).

6. List the specific work area(s) involved.

7. Provide a statement indicating whether the affected function is to be abolished, absorbed by nonaffected employees, or handled by contractual arrangements.

8. Provide a statement to the effect that military

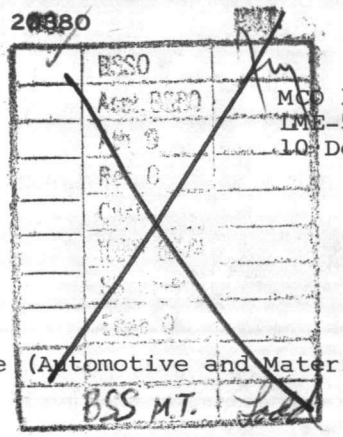
personnel have not been, and will not be, substituted for civilian personnel being reduced in force.

9. Provide a statement as to whether additional reductions-in-force may be required during the balance of the current fiscal year.

ENCLOSURE (1)

Mr. Stone

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, D. C 20380



MCO 11240.48B
IME-5-ncs
10 Dec 1976

MARINE CORPS ORDER 11240.48B

From: Commandant of the Marine Corps
To: Distribution List

Subj: Maintenance Procedures for Garrison Mobile (Automotive and Materials Handling) Equipment

Ref: (a) MCO P11240.46A, chap. 7
(b) MCO P4790.1
(c) MCO 4440.27B
(d) NAVSUPINST 10490.32 (NOTAL)

Encl: (1) Maintenance Procedures
(2) Garrison Mobile Equipment Records

1. Purpose. To implement the instructions contained in references (a), (b), (c), and (d), and to prescribe the frequency and procedures for scheduling and performing maintenance services on equipment in administrative use.

2. Cancellation. MCO 11240.48A.

3. Information. The maintenance procedures established by enclosure (1) are in consonance with advanced technology in equipment design and improved materials, tools, and lubricants. These procedures are designed to provide, at the lowest possible cost, maximum availability of safe and serviceable equipment and maximum service life of the equipment.

4. Applicability. The provisions of this Order are applicable to all activities operating and maintaining commercial design automotive and materials handling equipment (MHE) as delineated by the equipment codes cited in reference (c).

5. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

J. R. JONES
Deputy Chief of Staff
for Installations and Logistics

DISTRIBUTION: CN less 7000043
plus 7000043 (25)

Copy to: 8145001

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MAINTENANCE PROCEDURES

1. Maintenance Management. The maintenance management for garrison mobile (automotive and materials handling) equipment (GME) shall be governed by the policies set forth in the Marine Corps orders in the 4790 series (Marine Corps Integrated Maintenance Management System (MIMMS)); the policies and procedures contained in MCO P11240.46A, chapter 7; and the repair cost limitations prescribed by the current editions of MCO 11240.47 for MHE and MCO 11240.75 for automotive vehicles.

2. Maintenance Categories

a. Corrective Maintenance (CM). CM is the total of the maintenance actions performed, as a result of a failure, to restore an item of equipment to a specific condition. The tasks that comprise corrective maintenance will vary between maintenance actions but when performed will normally occur in the same sequence. The composite of these tasks is referred to as the CM process and, for any specified maintenance action, consists of those tasks requiring performance to restore the item of equipment to the specified condition. The CM process commences when an item of equipment is reported as requiring CM. It terminates when the item is restored to a serviceable condition or declared not reparable by a component authority. Detailed guidance is provided in MCO P4790.2, appendix A.

b. Preventive Maintenance (PM). PM is the care and servicing performed by personnel for the purpose of maintaining equipment in a satisfactory operating condition. This is accomplished by providing for the systematic inspection, detection, and correction of failures either before they occur or before they develop into major defects. A systematic PM program of inspecting, cleaning, servicing, lubricating, and adjusting is the key to equipment readiness in a unit. It is normally a function of organizational maintenance and accomplished by unit operational and maintenance personnel. Effectively administered, PM will help prevent early breakdown or failure of equipment, thus assisting in preventing costly, complex, and time-consuming repairs and assists in attaining the optimum utilization of maintenance resources. PM services are, in general, cyclic in nature, one cycle being completed each year of the equipment life. They are frequently referred to as scheduled maintenance and include:

(1) PM service performed by the operator or crew on a daily, weekly, or special occurrence basis.

(2) PM services performed by organization maintenance personnel who are assisted by the operator or crew on a calendar, mileage, or hours of operation basis.

(3) Special PM services performed by operational and maintenance personnel in conjunction with the aforementioned services.

(4) Vehicles will be inspected and serviced in accordance with the time interval prescribed by the applicable manufacturer's maintenance, service, and repair manual. Intervals may be adjusted (more frequent only) if required by local operating conditions. Such deviations shall be determined and authorized by appropriate commanders. A copy of the approved deviation will be filed in the Motor Vehicle and Engineer Equipment Record Folder (NAVMC 696D). Corrective adjustments and repairs performed during serviceability inspection shall be generally limited to those items prescribed by the manufacturer and only to the extent necessary to restore the equipment to the optimum degree of serviceability consistent with achieving the highest degree of cost effectiveness.

c. Safety Inspection. Each item of equipment shall be inspected for safety at intervals not to exceed 6 months or 6,000 miles for automotive equipment and 520 hours for materials handling equipment, whichever occurs first. The safety inspection will include, but not be restricted to, the items contained in the sample safety inspection checklist. (See figure 1.) To avoid unnecessary downtime, the safety inspection shall be performed at the time of the CM or PM, in accordance with the manufacturers' recommendations. However, when the time or mileage/hours interval of these inspections do not coincide, adherence to the prescribed interval for the safety inspection is required. All deficiencies noted shall be corrected before returning the equipment to an operational status. When the safety inspection is performed in conjunction with the CM or PM record, the results of the safety inspection on the back of the Shop Repair Order (SRO) (form NAVFAC 11200/3A). The SRO will be utilized to record the results of the safety inspection when it is not performed in conjunction with either the CM or PM.

d. Scheduled Service Record. The Preventive Maintenance Schedule and Record (DD Form 314), commonly referred to as the "314 card," is used to schedule and record safety inspections and maintenance services as well as to record the performance of unscheduled maintenance. Sound planning is essential to evenly distribute the scheduled maintenance workload. When advancements or deferments in maintenance service occur, care must be exercised to maintain the workload schedule in proper balance. A visible signal system shall be used in conjunction therewith in order to facilitate a quick, easy insight into the overall scheduled workload and to determine the availability status of the equipment fleet. The following symbols and signals are prescribed for use, as indicated:

(1) "R"--initial receipt and performance of a serviceability acceptance check. Use no signal.

(2) "M"--services in accordance with the manufacturer's specifications. Use red signal, and place under the appropriate column to indicate the day of the month the equipment is scheduled for service.

(3) "S"--safety inspections. Use yellow signal, and place under the appropriate column to indicate the day of the month the equipment is scheduled for inspection.

(4) "/"--slash marks or diagonal lines indicating deadline. Use green signal, and place in the lower right-hand corner. The reason for each deadline series entry shall be correspondingly dated and entered within the "remarks" section. Appropriate scheduling service symbols shall be entered in pencil when scheduled, and in ink when completed. Pencil entries shall not be erased after ink entries are made. Services/inspection should be scheduled from the completion date of the last service performed.

Item	Component	Procedure
1	Brakes	a. Test to determine if brakes are functioning properly. b. Check brake pedal free travel, as required. c. Remove right front brake drum, inspect for wear or cracking, inspect lining for excessive wear, and check wheel cylinder for leaks and deterioration. If excessive wear and/or malfunctions are noted, remaining drums will be removed and completely inspected. d. Check all hydraulic brake lines for leaks and condition. Fill system with fluid. e. On airbrake systems, inspect airbrake diaphragms and all air lines and air tanks for leaks and deterioration; check airbrake instrument controls air valves. f. For disc brakes, inspect discs and pads in accordance with manufacturer's recommendation.
2	Lights	a. Check all lights, signals, and reflectors. b. Check condition of trailer jumper cable. c. Check headlights for proper alignment.
3	Instruments, Controls, and Warning Devices	Check all instruments, gages, mirrors, switches, controls, horns, and warning devices for proper functioning and damage.
4	Exhaust System	Check muffler, exhaust and tailpipes, and all connections for leaks.
5	Steering System	Check all steering devices and linkage for wear, alignment, and damage.
6	Safety Belts	Check all safety belts for wear and proper mounting.
7	Fifth Wheel and Trailer Kingpin	Check fifth wheel operation and safety lock. Check trailer kingpin for wear damage.
8	Tires	Check all tires for damage and excess wear. Check wheel lug nuts for tightness.
9	Windshield Wipers and Washers, Glass and and Defrosters	Check for proper operation, wear damage, and deterioration, as appropriate.

Figure 1. Motor Vehicle Safety Inspection Checklist

ENCLOSURE (1)

Item	Component	Procedure
10	Overall	Repair or replace all defective items that would impair safe operation of the vehicle.
11	Hydraulic Systems	
12	Winches, Cables, etc.	

Figure 1. Motor Vehicle Safety Inspection Checklist (con.)

GARRISON MOBILE EQUIPMENT RECORDS

1. Information. The records and forms described in this enclosure apply to all garrison mobile (automotive and materials handling) equipment.

a. The following general use forms, described in TM-4700-15/1B, chapter 2, shall be utilized:

(1) SF 368 (QDR).

(2) Calibration Control Record.

b. The following forms, described in TM-4700-15/1B, chapters 3, 4, and 9, shall be utilized:

(1) NAVMC 696D (Motor Vehicle and Engineer Equipment Record Folder).

(2) NAVMC 10627 (Vehicle and Operational Record).

(3) NAVMC 10031 (Daily Dispatching Record of Vehicles).

(4) NAVMC 10284 (Limited Technical Inspection, Motor Transport).

(5) DD Form 314 (Preventive Maintenance Schedule Accident).

(6) SF 91 (Operators Report of Motor Vehicle Accident).

c. NAVFAC 11200/3A (Shop Repair Order (SRO)):

(1) Information. An SRO is prepared each time labor and/or materials are expended for the maintenance, modification, alteration, or improvement of an item of equipment, except for minor work that does not exceed .3 man-hours of labor and during which no materials are used. The SRO should clearly and specifically describe the work to be performed, since maintenance personnel are not authorized to perform work which is not specified on the SRO. The SRO will be considered complete and will be closed out at the time the equipment is returned to service. In cases where items in the SRO must be deferred due to lack of parts, and it is determined that the equipment can be returned to service, the SRO will be closed out and the remaining item(s) listed on a new SRO and accomplished as scheduled maintenance at a later date. Under no circumstances will the original SRO be held open pending the completion of repairs if the equipment is operational and is returned to service.

(2) Purpose. The SRO is used for requesting and authorizing maintenance services, for recording repairs made and parts used on equipment undergoing repair, and for recording scheduled maintenance services performed and parts used.

(3) Responsibilities. The unit/activity commander is responsible for ensuring that an SRO is completed whenever an item of equipment is submitted to the maintenance shop, except for minor repair. The shop estimator/inspector must ensure that all required maintenance actions are entered on the SRO and the necessary parts/materials obtained and/or placed on order, since tasks which are not listed on the SRO or for which the parts are not available cannot be accomplished by the mechanic.

2. Motor Vehicle and Engineer Equipment Record Folder (NAVMC 696D). This form is commonly referred to as a "record folder" or receipt of equipment. This record folder is used as a file for other forms as well as a record of transfers, modifications, and major unit assembly replacement/repair (such as engine, transmission, transfer, differential, power steering, clutch, and hoist assembly, or other special purpose equipment attached or mounted).

3. Record Disposition. The following records and forms listed in this enclosure will be maintained in accordance with the retention and disposition instructions contained in the current edition of TM-4700-15/1:

Form	Title	Disposition
NAVMC 696D	Motor Vehicle and Engineer Equipment Record Folder	Following disposition of equipment.
NAVFAC 11200/3A	Shop Repair Order	Life of vehicle.
NAVMC 10627	Vehicle and Equipment Operational Record	Top portion, 30 days; bottom portion, commander's discretion.
NAVMC 10284	Limited Technical Inspection, Motor Transport	Following the completion of next technical inspection.
DD Form 314	Preventive Maintenance Schedule and Record	Life of vehicle.
NAVMC 10031	Daily Dispatching Record of Vehicles	One year after completion.

4. Cost Accounting. Detailed instructions for the collecting, recording, and reporting of costs incident to the operation and maintenance of automotive vehicles are contained in the Marine Corps orders in the 7310 series.

5. Vehicle Warranty

a. Warranty Provisions. All personnel connected with the acceptance, operation, and maintenance of equipment in administrative use shall familiarize themselves with the general provisions of equipment warranty. Maximum use of the provisions of the warranty will significantly reduce maintenance costs. The following are the standard warranty provisions contained in current procurement contracts for automotive equipment:

"The contractor hereby guarantees the vehicle and parts thereof against defective material and workmanship for a period of 1 year from the date of acceptance or 12,000 miles road travel, whichever may occur first. On vehicles procured f.o.b. (free on board) destination and delivered by driveaway method to the Government, the 12,000-mile warranty limitation will be in addition to the mileage accumulated by such driveaway method. On vehicles used within the 50 States of the United States and the District of Columbia, the guarantee shall include the furnishing, without cost to the Government, f.o.b. manufacturer's nearest dealer or branch or to the original destination if desired by the Government, new parts or assemblies to replace any that prove to be defective within the warranty period. When the Government elects to have the work performed by the contractor, the cost of the labor involved in the replacement of the defective parts or assemblies at the contractor's plant, branch, or dealer facility shall be borne by the contractor. On vehicles used outside the 50 States of the United States and the District of Columbia, the guarantee shall include the furnishing of new parts or assemblies to replace any returned to the contractor by the Government which prove to be defective. The replacement parts or assemblies shall be delivered by the contractor to the port of embarkation in the United States designated by the Government. The contractor shall not be required to bear the cost of labor involved in correcting defects in vehicles used outside the 50 States of the United States and the District of Columbia."

b. MHE. The manufacturer will provide warranty service on MHE on an individual basis. Therefore, it is imperative that managers of MHE familiarize themselves with the following warranty provision contained in the current procurement contracts for MHE:

> "The contractor warrants for 1 year after acceptance all supplies furnished will be free from defects in design except to the extent that design is specified by the contract specifications, material, and workmanship will conform with the specifications and all other requirements of the contract."

c. Warranty Correction Procedures. Refer to MCO P11240.46A, chapter 7.

Mr. Stone

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO
BO 12713.4A
CPO/AIP/smb
9 Jun 1977

BASE ORDER 12713.4A

From: Commanding General
To: Distribution List

Subj: Upward Mobility for Civil Service Employees

Ref: (a) P.L. 92-261 of 24 Mar 1972 (EEO Act of 1972)(NOTAL)
(b) E.O. 11478 of 8 Aug 1969 (NOTAL)
(c) FPM/CPI 713 (NOTAL)
(d) OCPINSTR 12410.1A of 18 Mar 1976 (NOTAL)
(e) BO 12713.5A
(f) BO 5310.2B

Encl: (1) Upward Mobility Plan for Trainee Positions

1. Purpose. To reestablish the Upward Mobility Program for civil service employees and to set forth the policies and procedures for carrying out the program in accordance with the provisions of references (a) through (e).

2. Cancellation. BO 12713.4.

3. Background. References (a) through (d) require that there be provided an opportunity for lower level employees to enter a new career in technical, administrative, professional, or craft/trade occupation. The Upward Mobility Program is designed to meet that requirement. Upward mobility is an integral part of the Navy's Equal Employment Opportunity Affirmative Action Plan and supports equal employment opportunity efforts by providing developmental opportunities to lower level employees who are in work situations which do not enable them to realize their full work potential.

4. Definitions

a. Upward Mobility. Upward mobility refers to those actions taken by management to provide intensive accelerated development to equip lower level employees (GS-1 through GS-9 and WG-1 through WG-9) with the specific skills and knowledges necessary to perform in target positions.

b. Potential. Potential is the ability (including desire) to acquire and use skills and knowledges needed to successfully perform higher level work.

c. Trainee Position. A trainee position consists of the duties which an employee will perform while training for a target position.

d. Target Position. A target position consists of the duties which an employee selected for an upward mobility assignment will be trained to perform.

e. Bridge Position. A bridge position is one established to "bridge" the gap between a lower level position and the first rung of an established career ladder or to bridge the gap between a career ladder with lesser career growth to one with greater growth potential.

f. Job Restructuring. As used in this Order, job restructuring is the technique of rearranging the way the work of an organizational segment is performed by arranging tasks into jobs which will provide a progression of training and experience of lower level employees to develop and advance within and across occupational lines.

5. Objectives. The objectives of the Upward Mobility Program are:

a. To prepare the trainee to function effectively in the immediate target position.

b. To provide employees with opportunities to grow, to enhance their qualifications, and to progress in career positions.

c. To provide upward mobility and/or lateral reassignment for employees whose current assignments do not provide for future advancement.

d. To provide a broader base for selection of personnel for the technical, administrative, professional, and craft/trade positions; and thus diversify the employee population.

e. To obtain more effective utilization of the potential of employees.

f. To motivate employees and create a climate conducive to high morale.

6. Responsibilities. Upward mobility involves all levels of management and supervision.

a. Senior Command Officials. As an equal employment opportunity employer, each senior command official is responsible for including upward mobility as an integral part of an Equal Employment Opportunity Affirmative Action Plan.

b. Managers/Supervisors. All levels of management and supervisors are responsible for identifying situations which lend themselves to the development of trainee and target positions as discussed herein

and in reference (f) and for counseling, guiding, and evaluating individual trainees under the Upward Mobility Program.

c. Deputy Equal Employment Opportunity Officer. The Deputy Equal Employment Opportunity Officer is responsible for providing appropriate staff support.

d. Civilian Personnel Officer. The Civilian Personnel Officer is responsible for providing assistance by analyzing data which is essential for job restructuring, developing job requirements, developing elements of career ladders, measuring potential of employees, developing selection criteria, identifying appropriate training sources, and assisting in developing useful training experiences both formal and on the job.

e. Employees. Employees are responsible for making known their interest in advancement.

7. Training Plan. Enclosure (1) outlines the training plan approved for use in pursuing upward mobility objectives. Assignments under the plan must not convey an impression of rapid or guaranteed advancement.

8. Action. Cognizant management officials will:

a. Inform employees of the Upward Mobility Program and counsel those employees who express an interest in career development.

b. Use the training plan set forth in enclosure (1) where appropriate in meeting their personal staffing, training and career development needs.

9. Applicability. Having received the concurrence of the Commanding Officers of Marine Corps Air Station (H), New River; Naval Regional Medical Center, Naval Regional Dental Center, and Navy Recruiting District, Raleigh, this Order is applicable to those commands.

B. H. CURWEN, JR.
Chief of Staff

DISTRIBUTION: "C" Less Category III

UPWARD MOBILITY PLAN FOR TRAINEE POSITIONS

I. Position Coverage

A. Trainee Positions. This plan provides for upward mobility of employees to predetermined target positions by means of trainee or entry level positions. The trainees will be selected from on board employees in grades GS-1 through GS-9 or WG-1 through WG-9 who demonstrate potential for development in a technical, administrative, professional or craft/trade career.

B. Target Positions. Target positions may be at the same grade levels as the trainees' positions or at the next higher grade levels in the occupational series for which training is being given. Trainees who enter a series where positions are properly classified at two grade intervals will be eligible for such promotion upon successful completion of the training program. No trainee may receive more than one promotion under the provisions of this Upward Mobility Plan.

II. Identification of Target Positions and Establishment of Trainee Positions. Utilizing the services cited in subparagraphs 6. c. and d. of the basic Order, line management will identify those positions/vacancies which are appropriate for upward mobility assignments. Once those positions are identified, trainee jobs will be established encompassing the duties employees will perform while in training. Instances in which there is a lack of sufficient numbers of well qualified applicants for a given position provide excellent opportunities to use the upward mobility approach in filling vacancies.

III. Selection of Trainees

A. Qualifying Standards. Applicants for trainee positions must have competitive civil service status and show that they can reasonably be expected to perform the duties of the target position upon completion of the training. Employees must at the time of selection meet any positive educational requirements specified for the target position. At the time of promotion to the target position, the trainee must also meet any applicable time in grade restrictions. Applicants must demonstrate potential to perform successfully in the target position and the ability to profit from the development experience. Each upward mobility opportunity will be formally announced using merit promotion procedures.

B. Evaluation Methods. A rating panel consisting of an Equal Employment Opportunity representative, a line management official having knowledge of the occupation for which applicant will be rated, and a personnel staffing specialist will evaluate applications. The Union will nominate a representative to be used when evaluations are made for positions covered in the Unit(s). By careful analysis of the quality of work experience, education, supervisory appraisals, test scores and other evidence of potential, the panel will rank the applicants.

ENCLOSURE (1)

Applicants will be rated as qualified or highly qualified for each position for which application is made. The panel will also be available to advise applicants or selecting officials upon request.

C. Selection. Trainees will be selected under the merit promotion procedures. Such selections will be made by operating officials after interviewing applicants.

IV. Length of Training. The length of training may range from six months to two years depending upon the time required to equip the employee with the specific knowledges and skills necessary to perform satisfactorily in the target position. Trainees who fail to meet the performance requirements of the target position may be returned to their former positions or to positions of similar duties and grade in accordance with competitive merit procedures. Any additional training beyond the target position will follow normal career management and merit promotion procedures.

V. Training Plan. An individual development plan must be developed for each trainee immediately upon selection. Such plan must set forth in detail the learning experiences the trainee(s) will undertake in order to acquire those knowledges and skills necessary for successful job performance in the target position. Each individual development plan must include appropriate formal training and on-the-job training as well as any self-directed developmental activities. A copy of the plan will be provided to the trainee.

VI. Evaluation of Trainees' Progress. Within 30 days after assigned to trainee positions, preliminary evaluations will be made to assess development needs of the employees. Subsequently, written supervisory reports on the employees of application of training received and overall development on the job will be made at regular intervals of 30 days during the first six months and at intervals of 90 days thereafter. Upon completion of the training program, supervisors will make final summary evaluations of the achievements and performances of the trainees. Trainees will be expected to make written evaluations of any formal training provided at Government expense and to make self-assessments of their development.

VII. Career Counseling. Each trainee will receive career counseling before entering the development assignment and at appropriately spaced intervals after entering the program. The counseling will be done by the personnel office staff in collaboration with the Deputy Equal Employment Opportunity Officer.

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO
BO 12275.1
CPO/AIP/smb
9 Jun 1977

BASE ORDER 12275.1

From: Commanding General
To: Distribution List

Subj: Self-Evaluation of Civilian Personnel Management

Ref: (a) CPI 275 (NOTAL)

Encl: (1) Personnel Management Self-Evaluation Plan

1. Purpose. To establish a plan for self-evaluation of civilian personnel management.

2. Background. Reference (a) requires periodic internal evaluations of civilian personnel management. Such self-evaluations will include Equal Employment Opportunity.

3. Information. There is a continuing need for assuring that civilian personnel management makes the maximum contribution in support of accomplishing the mission assigned to this command. To meet that need, the self-evaluation plan hereby established consists of statements of personnel management objectives, criteria for measuring achievement of objectives, and methods of measuring achievement that will provide information as to the degree the objectives are being met.

4. Responsibility. A self-evaluation committee is hereby established to evaluate the effectiveness of civilian personnel management. Membership of the committee is designated by separate directive and will include but not necessarily be limited to the Base Inspector as Chairman, and the Assistant Chief of Staff, Manpower and Management Engineer Officer as members. The Civilian Personnel Officer or his designated representative will act as Resource Consultant.

5. Action. Enclosure (1) lists the evaluation objectives, criteria for measuring personnel management achievements and additional achievement guidelines. By the use of the documents listed in paragraph 5 of enclosure (1), and other available information, the self-evaluation committee will biennially assess the quality of civilian personnel management in relation to actual achievement of the objectives listed.

A report of the committee findings will be forwarded to this Headquarters via the Civilian Personnel Officer who will indicate by endorsement any appropriate actions required to correct discrepancies.

B. H. CURWEN, JR.
Chief of Staff

DISTRIBUTION: "C" less Categories III & IV

PERSONNEL MANAGEMENT SELF-EVALUATION PLAN

The continued quest for increased efficiency demands the use of sound management practices. What constitutes sound management is influenced by the parameters within which management must operate. Such parameters include expressions of national policies enunciated in laws, executive orders, and regulations which pertain to the management of civilian employees. It is considered that establishing personnel management objectives will aid in achieving improvements in the use of civilian personnel. Accordingly, the objectives set forth below are determined to be matters which must be considered in the utilization of civilian employees. In addition, criteria for measuring achievement and the methods for determining degree of achieving the objectives are prescribed.

1. Employment and Promotion Practices

a. Objective. Employment and promotion practices which are responsive to the needs of the Base while maintaining the integrity of the merit system and complying with the principles of Equal Employment Opportunity.

b. Criteria for Measuring Achievement; that

(1) advance estimates of probable civilian personnel needs are made,

(2) recruiting procedures provide for contacts with appropriate sources of employees,

(3) internal procedures minimize delay in filling vacancies,

(4) a mechanism exists to assure annual intake at entry levels,

(5) there is a written merit promotion plan which provides for equitable consideration of all employees and the plan has been suitably publicized, and

(6) there is an aggressive ongoing effort to enhance employment opportunities for minorities and women.

c. Achievement Guidelines

BO 12335.1	Merit Promotion Program
BO 12335.2	Use of Details and Temporary Promotions of 120 Calendar Days or Less

ENCLOSURE (1)

BO 12713.4	Upward Mobility Program for Civi. Service Employees
BO 12713.5	Regional Affirmative Action Plan for MCB; MCAS(H), New River; NRMC, and NRDC, Camp Lejeune
BO 12713.6	Equal Employment Opportunity Program

2. Labor Management Relations

a. Objective. A Labor Management/Employee Relations Program which produces awareness, communication, and cooperation between management, employees, and appropriately recognized labor organizations.

b. Criteria for Measuring Achievement. The objective is being met if discussions with management and union officials indicate that a climate exists in which union officials feel free to express their views on matters affecting Unit employees. Another criterion is that satisfactory relationships between union and management officials exist.

c. Achievement Guidelines

BO 12430.1	Performance Appraisals and Ratings of Civil Service Employees
BO 12451.1	Incentive Awards Program/Military Cash Awards Program
BO 12610.1	Hours of Work
BO 12750.1	Adverse Actions, Discipline and Conduct
BO 12750.2	Private Indebtedness of Civil Service Employees
BO 12770.1	Administrative Appeals and Grievances
BO 12790.1	Services to Employees (General)

Negotiated Agreement under Executive Order 11491, as amended.

3. Employee Development

a. Objective. Employee training, education and development which responds to the requirements of management and employees in support of mission accomplishment and which is within both monetary and manpower constraints.

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Negotiated Agreement under Executive Order 11491, as amended.

3. Employee Development

a. Objective. Employee training, education and development which responds to the requirements of management and employees in support of mission accomplishment and which is within both monetary and manpower constraints.

b. Criteria for Measuring Achievement. There is an activity-wide training plan with the following characteristics:

(1) It is based on clearly defined achievable objectives.

(2) It insures a consistent coordinated effort focused on the needs of the organization served.

(3) It is reasonably economical in terms of resources needed to implement it.

(4) All employees are given fair and equitable consideration in selection for training.

(5) There is a continuing effort to increase competence growing out of current and projected operating requirements.

(6) The plan has been suitably publicized.

c. Achievement Guideline

BO 12410.3	Civilian Employee Training and Development Program

4. Position Management

a. Objective. Position management which promotes effective organization structures within available funding and grade control limitations.

b. Criteria for Measuring Achievement

(1) There is a publicized directive establishing the position management program as prescribed by appropriate authorities.

(2) The position management program has the following characteristics:

(a) A position management officer is so indicated.

(b) A position management team is effectively making cyclic reviews.

(c) Adequate documentation of cyclic reviews is made.

(d) Supervisors and employees are aware of position management and cooperate with the position management staff.

c. Achievement Guidelines

BO 5310.2B	Manpower Control and Utilization

ENCLOSURE (1)

BO 12511.1	Position Classification
BO 12532.2	Grading of Trades and Labor Positions Under the Federal Wage System

5. Assessment. Methods of measuring achievement of the objectives set forth herein will include:

a. Reports of on-site visits to operating units by representatives of the Civilian Personnel Office and the Equal Employment Opportunity Officer.

b. Reports of inspections conducted by Headquarters Marine Corps, Department of the Navy, and the Civil Service Commission.

c. Use of Department of the Navy Self-Evaluation Questionnaire.

d. Review use of achievement guidelines.

Mr. Stone

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO
BO 12792.2A
CPO/JFS/eab
22 Apr 1977

BASE ORDER 12792.2A

From: Commanding General
To: Distribution List

Subj: Civilian Employee Assistance Program

Ref: (a) FPM 792 (NOTAL)
(b) OCMMINST 12792.4 (NOTAL)
(c) BO 12750.1G

Encl: (1) Definitions
(2) Identification of Employees with Problems and Problem Employees

1. Purpose. To promulgate policy, procedures, and responsibilities relative to subject Program, which provides assistance to civilian employees who have personal problems which have an adverse effect on job performance, in accordance with references (a) and (b).

2. Cancellation. BO 12792.2.

3. Definitions. The terms used in this instruction are defined in enclosure (1).

4. Background. Current guidelines from the Civil Service Commission require that assistance be given to employees who have a problem involving misuse of either alcohol or drugs. However, those activities which established Civilian Employee Alcoholism Programs in accordance with earlier Navy instructions have found that, of the personnel referred for counseling and assistance, a significant number have problems other than those involving misuse of alcohol and drugs. Consequently, reference (b) provides for assistance, not only to employees who have problems with alcohol or drugs, but also to employees who have other problems which result in significantly impaired job performance.

5. Policy. It is the policy of the Department of the Navy:

a. To recognize alcoholism as a treatable illness.

b. To recognize drug abuse as a treatable health problem.

c. That for purposes of the policy, alcoholism and drug abuse are defined as health problems in which the employee's job performance is impaired as a direct consequence of the use of the substances.

d. To recognize that employees will be beset with serious personal problems which may or may not affect job performance, for which management can provide assistance through counseling or referral to appropriate helping agencies in the community.

e. That management is not concerned with the employee's use of alcohol or other substances except as it may affect his job performance or the efficiency of the service. (However, the Department of the Navy does not condone employee drug activity or other actions which are contrary to law. When management has good reason to believe that criminal or potentially harmful conduct is directed towards the person or property of others, management's first obligation is to those persons or properties, and then to the employee involved.)

f. That employees with problems of alcohol abuse, drug abuse, or other personal problems will receive the same consideration and offer of assistance that is extended to employees having any other illness or health problem.

g. That sick leave will be granted for the purpose of treatment or rehabilitation as with any other illness.

h. That the confidential nature of medical and counseling records of employees with alcohol abuse, drug abuse, or their personal problems will be properly safeguarded.

i. That employees who suspect they may have an alcohol or drug abuse problem, even in the early stages, and those who recognize that they have a personal problem not involving substance abuse, are encouraged to voluntarily seek counseling and information on a confidential basis by contacting the individual designated to provide such services.

j. That no employee will have his job security or promotion opportunities jeopardized by his request for counseling and referral assistance, except as limited by laws relating to sensitive positions.

k. That no applicant for civilian employment will be denied proper consideration for employment solely on the basis of prior alcohol abuse, alcoholism, or drug abuse.

6. Program Administration and Responsibilities. The Civilian Employee Assistance Program provides for management assistance to employees with a broad spectrum of problems which interfere with job performance or conduct. However, experience has shown that, of these employees, 60 per cent or more will have a problem which involves alcohol; therefore, emphasis will continue to be given to this aspect of the Program.

a. Management Responsibilities. Effective implementation of the Civilian Employee Assistance Program is a command responsibility. Active leadership and direction by department heads and other management officials is dictated, not by law or regulation, but by the need for sound management practices. In any activity, the personnel problems which are costly in terms of lost production, accidents, disciplinary actions, and administrative effort are generated by a relatively small proportion of the activity's employees. The Civilian Employee Assistance Program is a means to eliminate (in most cases) the problems generated by such employees and thus improve productivity and reduce overhead costs. However, it will do so effectively only if there is continuing support from all levels of management.

b. Civilian Personnel Officer. General responsibility for the Civilian Employee Assistance Program has been delegated to the Civilian Personnel Officer. The Civilian Personnel Officer has designated the Employee Relations Superintendent as the Program Administrator.

c. Program Administrator. The Program Administrator is responsible for:

(1) Developing and maintaining a counseling capability.

(2) Providing for the development and conduct of a training program for supervisors with respect to the Civilian Employee Assistance Program.

(3) Providing for the development and conduct of an education program for all employees to ensure that all employees are aware of and understand the benefits to be derived from the Program, and to prevent or discourage alcohol and drug abuse.

(4) Ensuring that firm guidance and adequate assistance in obtaining rehabilitation, counseling, or other appropriate help is provided to employees with problems.

(5) Maintaining appropriate records and preparing required reports.

(6) Ensuring that confidentiality of records and other information on employees affected by this Program is adequately maintained in accordance with the provisions of reference (b).

(7) Serving as the contact and referral counselor. (See enclosure (1).)

d. Supervisor. The first line supervisor is the key individual in this Program, since he is usually the first to recognize that a subordinate is becoming a problem to management, and is also the management representative who initiates corrective action. This Program provides him with an additional management technique for maintaining maximum effectiveness of his subordinates. All supervisors should become thoroughly familiar with enclosure (2).

e. Employee. The Civilian Employee Assistance Program is a means through which management problems are reduced by providing assistance to the employee in resolving the personal problem which is generating unacceptable performance or conduct. The assistance is offered in the interview with the Program Administrator but beyond the interview, the employee cannot be required to accept the proffered assistance. Whether the employee accepts the assistance or not, the employee is responsible for correcting the poor performance. If the unacceptable performance or conduct continues because the employee is unable to adequately respond to treatment, other management assistance, or his own solution to the problem, management will have to take whatever corrective actions are necessary, up to and including removal.

f. Medical Services. The Naval Regional Medical Center will provide care for acute and emergency conditions related to alcohol or drug abuse of civilian employees. Such conditions include, but are not necessarily limited to, acute intoxication, gastritis, gastroenteritis, and withdrawal symptomatology, when occurring on the job. The Naval Regional Medical Center will also conduct fitness-for-duty examinations and provide counseling of a professional medical nature.

g. Relationship to Disciplinary Action. The Civilian Employee Assistance Program supplements but does not replace existing procedures for dealing with problem employees. The purpose of discipline is to correct the offending employee and maintain discipline and morale among other employees.

The purpose of the Civilian Employee Assistance Program is to correct unsatisfactory performance or conduct, hopefully before disciplinary action becomes necessary. Referring an employee for counseling assistance is not, however, a bar to taking disciplinary action under the provisions of reference (c). There is a distinction to be made between offering assistance through counseling to an employee with a problem, and taking disciplinary action against an offender. In some instances it will be appropriate and necessary to take both actions when the employee has committed an offense, even though the offense results from a personal problem.

7. Referral Procedures

a. Involuntary Referrals. The supervisor shall keep himself sufficiently aware of the performance of all his immediate subordinates so that he will become aware of those whose performance is in or reaches a status of less than satisfactory. When such is the case the supervisor, in accordance with the guidelines contained in enclosure (2), will discuss with the employee his job deficiencies and advise him of the availability of specific counseling, if the deficiencies are caused by a health or personal problem. If as a result of the first discussion, the employee does not improve the unsatisfactory job performance or conduct, the supervisor will direct the employee to report to the Employee Relations Superintendent.

b. Voluntary Referrals. Employees who suspect that they may have an alcohol or drug abuse problem, even in the early stages, and those who recognize that they have a personal problem not involving substance abuse, are encouraged to voluntarily seek counseling and information on an entirely confidential basis by contacting the Employee Relations Superintendent, Civilian Personnel Office, Building 33, Marine Corps Base; telephone 451-1579.

c. Counseling Referrals. If, after the initial counseling session with the Employee Relations Superintendent, the employee acknowledges the existence of a problem and desires further counseling he will be referred to a medical officer, private physician, or community service organization, as appropriate. Employees who have made the decision to undergo a prescribed program of rehabilitation or treatment will be granted sick leave for this purpose. As for any other health condition, the employee is responsible for the costs of treatment and rehabilitation.

8. Action. It is the responsibility of supervisors to assure that all employees under their supervision are

familiar with the contents of this Order. Questions on interpretation and application should be referred to the Employee Relations Superintendent, telephone 451-1579.

9. Applicability. Having received the concurrences of the Commanding Officers of Marine Corps Air Station (Helicopter), New River, Naval Regional Medical Center, and Naval Regional Dental Center, this Order is applicable to those commands.

B. H. CURWEN, Jr.
Chief of Staff

DISTRIBUTION: "C" less Cat III
plus 50 to CivPersOff

DEFINITIONS

1. The following definitions are intended for the administration of the Program set forth in Base Order 12792.2A. They are not intended to modify or influence definitions applicable to statutory provisions and regulations which relate to determinations of disability benefits, or criminal or civil responsibility for a person's acts or omissions.

a. Addiction. A physiological condition in which there is a marked change in tolerance to alcohol or other drugs, and continued consumption is necessary for the prevention of withdrawal symptoms.

b. Alcohol Abuse. Any irresponsible use of alcohol which results in unacceptable social behavior or impairs the individual's performance of duty or job-related conduct, physical or mental health, financial responsibility or interpersonal relationships. It can be an early stage of, or can lead to the condition of alcoholism.

c. Alcoholic. An individual who suffers from alcoholism, as defined below.

d. Alcoholism. As used in this Order, alcoholism is physical and/or psychological dependence on alcohol.

e. Contact and Referral Counselor. The individual responsible for conducting the initial interview with the employee who is referred by the supervisor (or who volunteers) for counseling under the provisions of this Program. Having determined the nature of the problem, with or without outside assistance, he refers the employee to a source of assistance appropriate to the problem.

f. Detoxification. The process of establishing physiological equilibrium to include the elimination of alcohol or other drugs from the body. Elimination of the substance occurs by means of natural metabolic processes, including excretion, and normally occurs within 6 to 24 hours from cessation of ingestion in otherwise healthy individuals. Establishment of physiological equilibrium is a slower process, and may require medical support to prevent the occurrence of severe withdrawal symptoms. Detoxification, when required, is the first step in the treatment process.

g. Dependence. As used in this Order, dependence is a condition in which the individual must continue the use of a substance in order to maintain a sense of well-being. The

origin of the condition can be physiological, psychological, or both. Dependence frequently involves or leads to abuse of the substance. Although addiction as defined above is a form of dependence, the withdrawal syndrome is not necessarily present in dependence. An individual can become dependent on a variety of non-addictive drugs and other substances. Relief or recovery from dependence is not just a matter of willpower, but as with addiction, medical treatment, counseling, or other therapies can be required for recovery.

h. Drug Abuse. A health problem characterized by the use of a drug in a manner or to a degree which interferes with the individual's health, interpersonal relations, social standing, or economic functioning (including job performance). It can, but does not necessarily involve addiction.

i. Civilian Employee Assistance Program. A management technique by which assistance is made available to employees who have serious personal problems which, over a period of time, result in significant impairment of job performance or conduct, as well as to employees who recognize their problem and voluntarily seek help before the impairment becomes a matter of concern to management.

j. Intoxication. A state of impaired mental and/or physical functioning, resulting from the presence of alcohol or other drugs or intoxicants in a person's body. Alcohol intoxication does not necessarily indicate alcoholism as defined herein, nor does the absence of observable intoxication necessarily exclude the possibility of alcoholism.

k. Problem Drinker. A person who may or may not be an alcoholic, but whose use of alcohol conforms to the definition of alcohol abuse as defined above.

l. Recovered Alcoholic. The term used to describe a person whose alcoholism has been arrested. Normally this is accomplished through abstinence and is maintained through a continuing program of personal recovery.

m. Substance Abuse. A health problem characterized by the use of a substance in a manner or to a degree which impairs the individual's physical or mental health, performance of duty, or job-related conduct, financial responsibility, or interpersonal relationships. There is often, but not always, a dependence on the substance. It includes but is not limited to alcohol and drug abuse, since the abuse may be of such common substances as food (overeating with resultant obesity), coffee (chronic insomnia), tobacco

(hypertension), or aspirin (psychological dependence resulting in salicylate poisoning).

n. Sensitive Positions. Those positions designated as "critical-sensitive" in FPM Chapter 732.

o. Withdrawal Syndrome. A complication of detoxification in addiction which is a potentially serious condition. While the symptoms can vary according to the substance to which addicted, the withdrawal syndrome will usually include intense anxiety, and some degree of mental and physical impairment. It may progress from tremors and convulsions through hallucinations and delirium to death. Onset occurs within hours after the last intake of the addictive substance. Recovery from the acute phase usually occurs 2 to 5 days after the onset.

IDENTIFICATION OF EMPLOYEES WITH PROBLEMS AND PROBLEM EMPLOYEES

1. Just as there is a difference between the employee with a problem and the problem employee, so is there a difference in the way they are identified. Most employees will have personal problems from time to time. Usually the employee solves the problems unaided, but some will be unable to do so without help. In some cases, the individual then becomes to management a problem employee, because his personal problem generates a pattern of behavior, conduct, or job performance which is unacceptable. Identification of the employee with a problem is effected through self-identification, while in almost every instance identification of the problem will result from management action, usually supervisory identification.

2. Activities can encourage self-identification through concentrated educational programs and easy accessibility to program personnel. The ready availability of assistance with a seemingly insoluble personal problem may well prevent an employee with a problem from becoming a problem employee. Management should make every effort to foster an accepting atmosphere in which concerned employees will be encouraged to seek early counseling and assistance voluntarily. The accepting atmosphere is especially important for employees who are concerned about their use of alcohol or drugs.

3. Responsibility of Supervisors

a. It is the responsibility of supervisory personnel to identify problem employees. Such responsibility requires no special expertise, nor does it permit supervisors to diagnose the problem of the employee. It does require conscientious fulfillment of the supervisory role. Failure by a supervisor to utilize the Program as a management tool, should be reflected in performance evaluations of the supervisor or in other management actions. Supervisory functions in the Civilian Employee Assistance Program include, but are not limited to the following:

(1) Being alert to the job performance and conduct of subordinates.

(2) Noting unsatisfactory or deteriorating job performance and/or conduct.

(3) Holding a discussion with the employee regarding such job problems.

ENCLOSURE (2)

(4) Advising the employee that if his job deficiencies are caused by a health or other personal problem, there are specific medical and counseling resources available to him.

(5) Ensuring that the employee is introduced to appropriate Program personnel if he advises the supervisor of the presence of such a problem.

(6) Directing the employee to report to the contact and referral counselor (Employee Relations Superintendent), if as a result of the first discussion, the employee does not improve the unsatisfactory job performance or conduct.

(7) Utilizing usual nondisciplinary or disciplinary methods to correct continued job deficiencies when the employee is unable or unwilling to adequately respond to, or refuses to accept therapeutic or other assistance offered by management. (Such action may be taken concurrently with referral for counseling when appropriate, such as infractions of regulations.)

(8) Be able to describe, in confidence, to appropriate activity Program personnel, an employee's behavior, and be willing to accept guidance that can be offered in motivating the employee to resolve his problem and correct deficiencies in performance or conduct. In summary, the supervisor shall keep himself sufficiently aware of the performance of all his immediate subordinates so that he will become aware of those whose performance is in or reaches a status of less than satisfactory. When such is the case, he shall so advise the employee and offer help through this Program. If those actions do not result in adequate improvement, the supervisor shall then require the employee to report for counseling by appropriate Program personnel. Subsequent supervisory actions will depend on the results of the initial counseling session. Appropriate disciplinary action may be taken at any time, but in many instances the unacceptable conduct will be corrected through this Program before disciplinary action becomes necessary. Finally, the supervisor should keep in mind that his function in this Program is not to identify alcoholism or other problems, but to identify those of his immediate subordinates who are problem employees because their conduct or performance of duty is not satisfactory.

b. A supervisor may be faced by another kind of problem, in which the employee is found drinking on duty and/or behaving in a manner that suggests he is under the influence of intoxicants or is otherwise not "ready, willing, and able to work." In such case, the supervisor will have the employee examined as directed in reference (c).

Mr. Stone

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO

BO 12532.1H
CPO/WRM/tan
21 Apr 1977

BASE ORDER 12532.1H

From: Commanding General
To: Distribution List

Subj: Wage Schedules for Trades and Labor Employees

Ref: (a) FPM Supplement 532-1, Appendix J
(b) DoD Wage Fixing Authority ltr of 22 March 1977, Subj: Federal Wage System Regular and Special Production Facilitating Wage Rate Schedules for the Southeastern North Carolina Wage Area
(c) DoD Wage Fixing Authority ltr of 22 March 1977, Subj: Special Wage Rates for Navy Installations for the Southeastern North Carolina Wage Area

Encl: (1) Hourly Wage Rate Tables
(2) List of Jobs with Special Wage Rates
(3) Environmental and Night Shift Differentials (Additional Pay Assignments)
(4) List of Authorized Ratings for Marine Corps Base
(5) List of Authorized Ratings for Marine Corps Air Station (Helicopter)
(6) List of Authorized Ratings for Naval Regional Medical Center

1. Purpose. To promulgate authorized ratings for Trades and Labor occupations with applicable rates of pay; to establish the policy and set forth circumstances under which subject employees may receive payment of environmental differentials listed in reference (a) in addition to their regular hourly rates; and to outline responsibility of management officials in administering the regulations covering payment of environmental differentials.

2. Cancellation. BO 12532.1G.

3. Information. Revised wage rates are provided by enclosures (1) and (2). Trades and Labor employees may also receive pay, in addition to the regular hourly rates, for certain environmental conditions such as exposure to various degrees of hazards, physical hardships, and working conditions of an unusual nature as defined in enclosure (3). Enclosure (3) provides detailed information on how the plan operates, the additional pay situations approved for local use and designates officials having authority to approve payment. Further, Trades and Labor employees may receive additional pay for shift work at the rates set forth in enclosure (3).

4. Action. In accordance with references (b) and (c), the wage rates cited in enclosures (1) through (3) are effective 27 March 1977. Enclosures (4) through (6) provide lists of authorized ratings.

5. Applicability. Having received the concurrence of the Commanding Officers of Marine Corps Air Station (Helicopter), New River, Naval Regional Medical Center, and Naval Regional Dental Center, this Order is applicable to those commands.

B. H. CURWEN, Jr.
Chief of Staff

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HOURLY WAGE RATE TABLES

Authority: DoD Wage Fixing Authority Letter of 22 March 1977
Effective Date: 27 March 1977

WG-NONSUPERVISORY

WL-LEADER

Calendar weeks service between steps

	26	78	104	104		26	78	104	104	
STEP	1	2	3	4	5	1	2	3	4	5
GRADE										
1	3.71	3.86	4.01	4.17	4.32	4.08	4.25	4.42	4.59	4.76
2	4.08	4.25	4.42	4.59	4.76	4.49	4.68	4.87	5.05	5.24
3	4.44	4.63	4.82	5.00	5.19	4.89	5.09	5.29	5.50	5.70
4	4.82	5.02	5.22	5.42	5.62	5.30	5.52	5.74	5.96	6.18
5	5.18	5.40	5.62	5.83	6.05	5.70	5.94	6.18	6.42	6.65
6	5.52	5.75	5.98	6.21	6.44	6.08	6.33	6.58	6.84	7.09
7	5.87	6.11	6.35	6.60	6.84	6.45	6.72	6.99	7.26	7.53
8	6.21	6.47	6.73	6.99	7.25	6.84	7.12	7.40	7.69	7.97
9	6.56	6.83	7.10	7.38	7.65	7.21	7.51	7.81	8.11	8.41
10	6.90	7.19	7.48	7.77	8.05	7.59	7.91	8.23	8.54	8.86
11	7.25	7.55	7.85	8.15	8.46	7.98	8.31	8.64	8.97	9.31
12	7.59	7.91	8.23	8.54	8.86	8.35	8.70	9.05	9.40	9.74
13	7.94	8.27	8.60	8.93	9.26	8.74	9.10	9.46	9.83	10.19
14	8.28	8.63	8.98	9.32	9.67	9.11	9.49	9.87	10.25	10.63
15	8.63	8.99	9.35	9.71	10.07	9.49	9.89	10.29	10.68	11.08

WS-WD-WN Rates

Calendar weeks service between steps

WS	WD PAY	WN PAY		26	78	104	104	
GRADE	LEVEL	LEVEL	STEP	1	2	3	4	5
1				5.78	6.02	6.26	6.50	6.74
2				6.15	6.41	6.67	6.92	7.18
3	1			6.52	6.79	7.06	7.33	7.60
4	2			6.89	7.18	7.47	7.75	8.04
5	3			7.26	7.56	7.86	8.16	8.47
6	4			7.59	7.91	8.23	8.54	8.86
7	5	1		7.94	8.27	8.60	8.93	9.26
8	6	2		8.28	8.63	8.98	9.32	9.67
9	7	3		8.63	8.99	9.35	9.71	10.07
10	8	4		8.98	9.35	9.72	10.10	10.47
11	9	5		9.19	9.57	9.95	10.34	10.72
12	10	6		9.47	9.86	10.25	10.65	11.04
13	11	7		9.81	10.22	10.63	11.04	11.45
14		8		10.22	10.65	11.08	11.50	11.93
15		9		10.70	11.15	11.60	12.04	12.49
16				11.24	11.71	12.18	12.63	13.12
17				11.85	12.34	12.83	13.33	13.82
18				12.52	13.04	13.56	14.08	14.60
19				13.26	13.81	14.36	14.91	15.47

The Annual Salary is obtained by multiplying the hourly rate by 2080.

ENCLOSURE (1)

WT-SHOP TRAINEES

Calendar weeks service between steps

Target Grade	Step 1	26 2	26 3	26 4	26 5	26 6
			(Two-Year Training Program)			
WG-6	3.74	4.24	4.75	5.25		
WG-7	3.97	4.51	5.04	5.58		
WG-8	4.21	4.78	5.36	5.91		
			(Three-Year Training Program)			
WG-8	4.21	4.59	4.96	5.34	5.72	6.09
WG-9	4.44	4.84	5.24	5.63	6.03	6.43

Shop Trainee jobs are authorized for the following occupations:

	Target Grade
Boiler Plant Operator	WG-9
Pest Controller	WG-8
Preservation Packager	WG-6
Sewage Disposal Plant Operator	WG-8
Water Treatment Plant Operator	WG-9
Wood Worker	WG-7

ENCLOSURE (1)

LIST OF JOBS WITH SPECIAL WAGE RATES

The jobs listed below have been set aside by the Civil Service Commission for further study and development of specific grading criteria. In the meantime, pay for these jobs is determined in accordance with Department of the Navy instructions.

Authority: DoD Wage Fixing Authority Letter of 22 March 1977
Effective Date: 27 March 1977

PRINTING & LITHOGRAPHIC SERVICE

Title	Pay Rates					
	1st Step	2nd Step	3rd Step	4th Step	5th Step	Occupational Code
NONSUPERVISORY						
Bindery & Finish Worker	6.75	7.03	7.31	7.59	7.87	WP 44002 14
Film Assembler-Stripper (Black & White)	6.43	6.70	6.97	7.24	7.50	WP 44005 12
Helper Photolithographer	5.18	5.40	5.62	5.83	6.05	WP 44014 04
Lithographic Pressman (17 x 22)	6.97	7.26	7.55	7.84	8.13	WP 44017 16
Multilith Operator	5.96	6.21	6.46	6.71	6.96	WP 44017 09
Photolithographer (Halftone)	6.97	7.26	7.55	7.84	8.13	WP 44014 16
Printing Equipment Mechanic	6.97	7.26	7.55	7.84	8.13	WP 44018 16
Shop Planner (Printing)	7.97	8.30	8.63	8.96	9.30	WP 44901 35
SUPERVISORY						
Foreman (Leadingman) (Printing)	9.04	9.42	9.80	10.17	10.55	WP 44260 62

ENCLOSURE (2)

ENVIRONMENTAL AND NIGHT SHIFT DIFFERENTIALS
(ADDITIONAL PAY ASSIGNMENTS)

1. Definition. An environmental differential is pay that employees may receive in addition to their regular hourly rates for work situations which expose them to various degrees of hazards, physical hardships, and working conditions of an unusual nature as defined in reference (a).

2. Objective. The Command policy is the elimination or reduction to the lowest level possible of all hazards, physical hardships, and working conditions of an unusual nature. When such action does not overcome the unusual hazard, physical hardship, or working condition, an environmental differential is warranted. Even though an environmental differential is authorized, there is responsibility to initiate continuing positive action by supervisors and all concerned to eliminate danger and risk which contribute to or cause the hazard, physical hardship, or working condition of an unusual nature. The existence of environmental differentials is not intended to condone work practices which circumvent Federal safety laws, rules, and regulations.

3. Basis for Environmental Differential. This Order provides the basis for (1) approving and paying environmental differentials to Trades and Labor employees (full-time, part-time, or intermittent); (2) listing the approved additional pay categories and specifying the differentials payable for each category listed; and (3) providing specific information describing each category to identify the hazard, physical hardship, and working condition of an unusual nature.

4. Payment for Environmental Differential. An environmental differential is payable to a Trades and Labor employee (except as noted in paragraph 9) who is exposed to a hazard, physical hardship, or working condition listed in paragraph 9 of this enclosure. Such exposure is not taken into consideration in the job grading process; therefore, additional pay for exposure to such conditions is provided only through the environmental differentials authorized by this Order. Environmental differentials are authorized only when the exposure is under the circumstances described in the category listed. The cents-per-hour differential is paid uniformly to each Trades and Labor employee who qualifies for the authorized environmental differential, regardless of the grade level of the employee. An employee who is subjected at the same time to more than one hazard, physical hardship, or working condition shall be paid for that exposure which results in the highest differential, but the employee shall not be paid more than one differential for the same hours of work.

5. Authorization for Pay for Environmental Differential. Pay is authorized for:

a. Exposure to an unusually severe hazard which could result in significant injury, illness, or death, such as working on a high structure or on an open structure when adverse conditions such as darkness, lightning, steady rain, snow, sleet, ice, or high wind velocity exist.

b. Exposure to an unusually severe physical hardship under circumstances which cause significant physical discomfort or distress.

c. Exposure to an unusually severe working condition under circumstances involving exposure to fumes, dust, or noise which cause significant distress or discomfort in the form of nausea, or skin, eye, ear, or nose irritation or conditions which cause abnormal soil of body and clothing.

6. When Environmental Differential is Paid

a. An environmental differential shall be paid to a Trades and Labor employee (except as noted in paragraph 9) when the employee is performing assigned duties which expose the employee to a hazard, physical hardship, or working condition listed in paragraph 9. There are two types of payment. One type is where payment is authorized on an actual exposure basis. These are listed in subparagraph 9a. Depending on circumstances and consistent with the following paragraphs, these employees may be paid for less than a full shift. The other type of payment is authorized on a shift basis. Employees are paid for all hours worked during the daily shift when exposed to the conditions listed in subparagraph 9b.

b. When an employee is entitled to an environmental differential which is paid on an actual exposure basis (those categories listed in subparagraph 9a), the employee shall be paid a minimum of one hour's differential pay for the exposure. For exposure beyond one hour, the employee shall be paid in increments of one-quarter hour for each 15 minutes and portion thereof in excess of 15 minutes. For example, exposure of one hour and 20 minutes would entitle the employee to the extra pay for one hour and 30 minutes.

c. When an employee is exposed to a hazard, physical hardship, or working condition at intermittent times during a day, for which the environmental differential is paid on an actual exposure basis, each exposure is considered separately. The amount of time exposed is not added together before payment is made for exposure beyond one hour, except that pay for the environmental differential may not exceed the number of hours of active duty by the employee on the day of exposure.

d. When an employee is exposed to more than one category for which the environmental differential is payable on an actual exposure basis, each category is considered separately in computing the amount of environmental differential payable. The employee is not entitled to more than one differential for the same hours.

e. When an employee is exposed to a hazard, physical hardship, or condition for which the environmental differential is payable on a shift basis (those categories listed in subparagraph 9b), the employee receives the differential for all hours of that shift.

f. When an employee is exposed to a hazard, physical hardship, or working condition for which an environmental differential is payable on a shift basis and on the same day is exposed to a hazard, physical hardship, or working condition for which an environmental differential is payable on an actual exposure basis wherein a higher rate is authorized, the employee shall be paid the higher rate only for that exposure and paid on a shift basis for the remaining hours in a pay status that day.

g. When an employee is exposed to a hazard, physical hardship, or working condition during an overtime period for which he is entitled to overtime pay, the employee shall be paid not less than the minimum amount of environmental differential to which he would otherwise be entitled.

7. Relationship to Other Pay. Environmental differential is included as part of the employee's basic rate of pay and shall be used to compute premium pay (overtime, holiday, or Sunday work) and retirement and group life insurance deductions.

8. Responsibility of Management Officials. Responsibility of various officials in administering additional pay regulations is as follows:

a. Management officials will ensure that all subordinate supervisory personnel are informed of their responsibility in administering additional pay assignments and are fully aware of the objective of additional pay regulations and local policy as outlined herein. Supervisors are particularly responsible for knowing which assignments or conditions meet the criteria in paragraph 9 and which may warrant additional pay, and for recommending payment whenever employees become exposed to those conditions. In addition, any new conditions not covered in paragraph 9 which a supervisor believes may warrant additional pay should be brought to the attention of the Civilian Personnel Officer. Recommendations should be in letter form addressed to the Civilian Personnel Officer fully describing the work situation believed to warrant additional pay, identity of the shop, and the billet and job title of the shop supervisory individuals who will approve payment. Recommendations or requests for additional pay will be reviewed by the Civilian Personnel Office staff and approved or disapproved by the Civilian Personnel Officer.

b. Assignments of tasks for which additional pay is authorized should be rotated among employees in occupations appropriate for the assignment, to the maximum extent practicable to avoid inequity among employees. Only those assignments described in paragraph 9 warrant additional pay at the activities served by the Civilian Personnel Office, and only in shops and under the circumstances as set forth. Officials listed in paragraph 9 or higher level officials in the chain of command are responsible for certifying payment in individual cases for situations covered.

9. Schedules of Additional Pay Assignments Approved for Local Use

a. Situations payable on an actual exposure basis (see paragraph 6 for pay computation in relation to time payable on an actual exposure basis):

(1) Cold Work. See reference (a) for definition. The pay differential for this category is $.29 per hour (4% of WG-10 Step 2).

Work Situation

Assignment to duty (including making of repairs) in refrigeration rooms, storage areas or other climate controlled areas where the employee is subjected to temperatures of 32° Fahrenheit or below.

Unit	Position Authorized to Approve Payment
Food Services Division (NRMC)	Cook Foreman Cook General Foreman
Commissary Stores	Store Worker Foreman Commissary Store Managers Commissary Officer
Cold Storage Plant (BMaint)	Air Conditioning Equipment Mechanic Foreman Utilities General Foreman
Subsistence Branch Perishable Section (BMatBn)	Warehouseman Foreman Supervisory Supply Technician

(2) Dirty Work. The pay differential for this category is $.29 per hour (4% of WG-10 Step 2). Definition: Performing work which subjects the employee to soil of body or clothing:

(a) Beyond that normally to be expected in performing the duties of the classification; and

(b) Where the condition is not adequately alleviated by the mechanical equipment or protective devices being used, or which are readily available, or when such devices are not feasible for use due to health considerations (excessive temperature or asthmatic conditions); or

(c) When the use of mechanical equipment, or protective devices, or protective clothing results in an unusual degree of discomfort.

Work Situation

Repairing and/or cleaning of sewage pumps, tanks, digesters, wet wells, grit channels, and sludge beds. Included is the repair of sludge collectors, sewage gas equipment, valves, internal and external chlorine discharge lines, automatic float controls, and plant auxiliaries which have been submerged in or are covered with sludge, grease, and undigested sewage. (Employees in the classification of Sewage Disposal Plant Operator and their supervisors are excluded.)

Unit	Position Authorized to Approve Payment
Sewage Disposal Branch	Sewage Disposal Plant Operator Foreman Sewage Disposal Plant Operator General Foreman
Plumbing & Heating Section	Pipefitter Foreman Pipefitter General Foreman
Metal Working Section	Sheet Metal Mechanic Foreman Sheet Metal Mechanic General Foreman

- -

Repair of chemical pumps, gravity and pressure filters, zeolite and spyractor softeners, transmitting equipment, valves, reservoirs, and associated equipment where there is exposure to excessive amounts of rust, scale, grease, and oil. (Employees in the classification of Water Treatment Plant Operator, Helper, and their supervisors are excluded.)

Water Treatment Branch	Water Treatment Plant Operator Foreman Water Treatment Plant Operator General Foreman

Work Situation

Repair of instruments and controls in the steam, water, and sewage plants. Involved is work on coal conveyors, elevators, stacks, breaching, oil controls, chemical pumps, filters, transmitters, hydraulic and pneumatic valves, and plant auxiliaries which subject the employee to having body and clothing covered with soot, cinders, grease, oil, sludge, rust, and scale. Applicable only to employees classified as Instrument Mechanic.

Unit	Position Authorized to Approve Payment
Steam Generation Branch	Boiler Plant Operator Foreman Boiler Plant Operator General Foreman
Water Treatment Branch	Water Treatment Plant Operator Foreman Water Treatment Plant Operator General Foreman
Sewage Treatment Branch	Sewage Disposal Plant Operator Foreman Sewage Disposal Plant Operator General Foreman

- -

Cleaning coal, grease, oil, and cinders from pits; cleaning boilers (fire and water side), stacks, breaching, ducts, and oil spillage; and repairing coal conveyors and elevators.

Steam Generation Branch	Boiler Plant Operator Foreman Boiler Plant Operator General Foreman

- -

Operating such equipment as bulldozers, cranes, front-end loaders, and under-track loaders in handling coal at Steam Generation Plants.

Heavy Equipment Section	Transportation General Foreman Heavy Mobile Equipment Mechanic Foreman

Work Situation

Cleaning and/or repairing boilers, coal handling equipment, and other boiler plant equipment and machinery.

Unit	Position Authorized to Approve Payment
Steam Generation Branch	Boiler Plant Operator Foreman Boiler Plant Operator General Foreman
Metal Working Section	Sheet Metal Mechanic Foreman Sheet Metal Mechanic General Foreman

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Installing vibrators and signal lights over coal chutes and coal ducts and performing recurring and preventive maintenance to switch gear, magnets, conveyor, and other electrical equipment in the Central Heating Plant.

Electric Section	Electrician Foreman Electrician General Foreman
Steam Generation Branch	Boiler Plant Operator Foreman Boiler Plant Operator General Foreman

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Repairing insulation on cooling and refrigerant lines using emulsion type asphalt and erection plastic.

Cold Storage Branch	Air Conditioning Equipment Mechanic Foreman Utilities General Foreman

---

Cleaning of hot water boilers and forced warm air furnaces in the housing areas. (Employees in the classifications of Heating Equipment Mechanic and Gas Appliance Repairer are excluded.)

Plumbing & Heating Section	Plumber Foreman Pipefitter Foreman Pipefitter General Foreman
Emergency Service Branch	Maintenance Foreman Maintenance General Foreman

ENCLOSURE (3)

Work Situation

Pulling, repairing, and installing deep well water pumps.

Unit	Position Authorized to Approve Payment
Plumbing & Heating Section	Plumber Foreman Pipefitter General Foreman

- -

Removing and replacing the oil heating coil in the oil storage tank S-1701.

Plumbing & Heating Section	Plumber Foreman Pipefitter Foreman Pipefitter General Foreman

- -

Cleaning of oil space heaters.

- - - - - -

Repairs involving the disassembly and reassembly of gas fire rotating bake ovens located in the dining facilities at Marine Corps Base and Marine Corps Air Station (Helicopter).

Metal Working Section	Sheet Metal Mechanic Foreman Sheet Metal Mechanic General Foreman

- -

Using tar to install cork in the reefers at mess halls throughout the Base.

Refrigeration Section	Air Conditioning Equipment Mechanic Foreman Electrician General Foreman

- -

Repair of roofs involving the use of hot tar and hot asphalt roofing materials.

- - - - - -

Handling or working with creosote treated materials and wood treating chemicals (caustics).

- - - - - -

Construction of wood staging in boilers at the heating plants.

Unit	Position Authorized to Approve Payment
Carpentry Section	Carpenter Foreman Carpenter General Foreman

- -

Installing polyethylene in the crawl space under public quarters.

Carpentry Section	Carpenter Foreman Carpenter General Foreman
Roads & Grounds Section	Maintenance Foreman Maintenance General Foreman

- -

Replacing or repairing refractory in boilers throughout the Base.

- - - - - -

Working in pits, manholes, or tunnels repairing, rebuilding, or modifying the masonry features.

Masonry Section	Mason Foreman

- -

Painting the interior of Boiler Plants including pipes, boilers, railings, and other interior structures.

Paint Section	Painter Foreman Painter General Foreman

- -

Cleaning dumpmasters, dumpster containers, and other garbage collection vehicles by using powdered or liquid solutions with water and steam. Included are the situations requiring the employee to climb into the body to remove debris or to reach into dumpster container to scrape and clean debris and spray with insecticide. (Employees in the classification of Equipment Cleaner are excluded.)

Unit	Position Authorized to Approve Payment
Roads & Grounds Section	Sanitation Foreman Ground Structures Foreman Ground Structures General Foreman

---

Working with hot asphalt in the paving and/or repair of roads and parking lots. (Employees in the classification of Asphalt Worker are excluded.)

Cleaning the underground steam tunnel near Building 1700.

Operating a farm type tractor, without a cab, to the front of which is mounted an unshielded sweeper.

Removal and hauling of sludge from drying beds at Sewage Disposal Plants.

Working in ditches or pits to remove straw or matting after spills of number six oil have been blocked.

Roads & Grounds Section	Ground Structures Foreman Ground Structures General Foreman

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Operating dumpmaster garbage vehicles when liquid filth has spilled out of the dumpster container onto the cab of the vehicle as the container is being lifted over the top of the vehicle for emptying causing contact with the filth when entering or exiting the cab.

Operating engineering equipment to spread, compact and cover garbage, trash and debris being disposed of at the landfill.

3

Work Situation

Working at landfill spotting trucks for unloading and checking contents for items that should go to the salvage lot.

Unit	Position Authorized to Approve Payment
Sanitation Section	Sanitation Foreman Ground Structures General Foreman

- -

Using power chain saws to fell and cut up trees subjecting the employee to oil spray mixed with dirt and saw dust. Included is the handling of tree branches and cut wood subjecting the employee to smut and turpentine accumulations to clothes.

Landscape Maintenance Section	Grounds Foreman Supervisory Architecture Technician Ground Structures General Foreman
Roads & Grounds Section	Ground Structures Foreman Ground Structures General Foreman

- -

Termite control operations requiring the employee to crawl under buildings to dig trenches and apply the insecticide around the foundation where the soil varies from extremely dry to extremely wet.

- - - - - -

Larvaciding with oil and oil base formulations utilizing a backpack with hand spray.

Insect Vector Control Section	Pest Controller Foreman Pest Controller General Foreman

- -

Repairing or servicing of bulldozers, scrapers, loaders, or other engineering equipment used at the Sanitary Landfill.

Work Situation

Repair of engineering equipment or vehicles being used in cleaning the sewage sludge beds.

- - - - - -

Spraying motor oil and number 6 fuel oil on roads and parking lots to control dust and erosion.

Unit	Position Authorized to Approve Payment
Heavy Equipment Section	Transportation General Foreman Heavy Mobile Equipment Mechanic Foreman

- -

Loading and unloading automotive vehicles, tanks, engineering equipment, and similar items where there is exposure to dirt, mud, and grease on the working surfaces and the item handled; to dust and dirt driven by high winds; and to muddy conditions of unimproved staging areas.

Shipping Unit (BMatBn)	Blocker & Bracer Foreman Blocker & Bracer General Foreman

- -

Working in open Storage Lot #201 when subjected to very muddy conditions, blowing dirt, or to excessive soil to body and clothing in handling heavy items covered with grease, oil, or creosote.

Shop Stores Branch	Supervisory Supply Technician Supervisory General Supply Specialist

- -

Work performed by Motor Vehicle Operators at the Fuel Farm when subjected to excessive oil and dirt when reeling in of dispensing hoses and getting wet from spillage when filling tank trucks or from fuel blown from fuel tanks being filled as a result of pressure build-up.

Fuel Farm (BMatBn)	NCOIC Fuel Farm Supervisory Supply Technician

Work Situation

Assignments in the Preservation Plant to steam clean as a part of the process of stripping and treating including that performed on items that are not immersed.

- - - - - -

Cleaning, preserving, and preparing tanks, LVTs, bulldozers, and similar items for shipment.

Unit	Position Authorized to Approve Payment
Preservation, Packaging & Packing Branch	Preservation Mechanic Foreman Supervisory Preservation & Packaging Specialist

(3) High Work. See reference (a) for definition. The pay differential for this category is $1.80 per hour (25% of WG-10 Step 2).

Work Situation

Climbing to top of elevated water tanks 100 feet or more above the ground to repair or replace obstruction lights.

Unit	Position Authorized to Approve Payment
Electrical Distribution Shop	Electrician (High Voltage) Foreman Electrician General Foreman

- -

Climbing or working on electric distribution or telephone poles under adverse conditions such as darkness, steady rain, high wind, lightning, ice, and snow when using either climbing hooks or bucket at the end of a truck mounted boom.

Electrical Distribution Shop	Electrician (High Voltage) Foreman Electrician General Foreman
Telephone Division	Cable Splicer (Comm) Foreman Telephone Officer

Work Situation

Working from swinging stage, boatswain chair, or similar support for which there are not adequate guard rails or similar protective facilities while making repairs to inside of boilers or coal elevator.

Unit	Position Authorized to Approve Payment
Steam Generation Branch	Boiler Plant Operator Foreman Boiler Plant Operator General Foreman

- -

Painting of the dome and emblem on the Protestant Chapel.

Paint Shop	Painter Foreman Painter General Foreman

- -

Working from ladders (20 - 30 feet) with unsure footing (wet, soft, or unlevel earth) to clean gutters and downspouts on buildings throughout the Base.

Roads & Grounds Section	Ground Structures Foreman Ground Structures General Foreman

- -

Working from a ladder, up to 25 feet, using hand and powered saws to remove tree branches overhanging roofs of building or interfering with power and communication lines.

- - - - - -

Climbing trees above 25 feet, without a ladder, using spurs, safety belts, and climbing ropes to remove tree branch by use of hand and powered saws.

- - - - - -

Working from a hydraulic lift bucket mounted on an aerial truck in close proximity to power lines trimming or removing trees.

- - - - - -

Tree trimming or removal which requires the employee to leave the bucket and climb into the tree and move back and forth between the bucket and tree being trimmed or removed.

Unit	Position Authorized to Approve Payment
Landscape Maintenance Section	Supervisory Architecture Technician Ground Structures General Foreman

- -

Repair and maintenance of overhead cranes at Buildings 45, 901, and A-2 which require climbing unenclosed ladders to cranes, working from cat walks, climbing across rails, or working from the crane track without guard rails

- - - - - -

Repairing and servicing of the Intra-Coastal Waterway Bridge involving working over the water in a basket suspended by cables attached to the understructure at each end, working from unenclosed cat walks or scaffolding, and climbing ladders over the water.

Heavy Equipment Section	Heavy Mobile Equipment Mechanic Foreman Transportation General Foreman

- -

Working on the Master Antenna System involving climbing the tower or water tanks to heights of 75 to 125 feet.

Base Communications-Electronics	Maintenance Officer Assistant Communications-Electronics Officer Communications-Electronics Officer

- -

(4) Hot Work. See reference (a) for definition. The pay differential for this category is $.29 per hour (4% of WG-10 Step 2).

Work Situation

Working in confined spaces cleaning or making repairs to interior of boilers, steam tunnels, and steam pits including the repair or replacement of insulation in such locations when the temperature exceeds 110° Fahrenheit.

Unit	Position Authorized to Approve Payment
Steam Generation Branch	Boiler Plant Operator Foreman Boiler Plant Operator General Foreman
Pipefitting Shop	Pipefitter Foreman Pipefitter General Foreman
Metal Working Section	Sheet Metal Mechanic Foreman Sheet Metal Mechanic General Foreman

(5) Unshored Work. See reference (a) for definition. The pay differential for this category is $1.80 per hour (25% of WG-10 Step 2).

Work Situation

Working on water, sewer, and steam lines when the work is performed adjacent to the walls of unshored excavations at depths greater than six feet (except when the walls have been graded to the angle of repose). The work must also be performed at a distance from the wall which is less than the height of the wall.

Unit	Position Authorized to Approve Payment
Plumbing & Heating Section	Plumber Foreman Pipefitter Foreman Pipefitter General Foreman
Roads & Grounds Section	Ground Structures Foreman Ground Structures General Foreman
Carpenter Shop	Carpenter Foreman Carpenter General Foreman

b. Situations payable on a shift basis (See paragraph 6 for pay computation in relation to time payable on a shift basis):

(1) Explosives & Incendiary Material - Low Degree Hazard. See reference (a) for definition. The pay differential for this category is $.29 per hour (4% of WG-10 Step 2).

Work Situation

All operations involving regrading, plowing fire lanes, and similar activities within artillery ranges and impact areas containing unexploded ordnance.

Unit	Position Authorized to Approve Payment
Heavy Equipment Section	Transportation General Foreman Heavy Mobile Equipment Mechanic Foreman

- -

Loading, unloading, and hauling high explosives, demolition and incendiary materials and ammunition other than small arms.

Motor Transport Operations Branch	Motor Vehicle Operator General Foreman Assistant Motor Transport Officer

- -

Personnel performing maintenance work on ammunition storage magazines while other workers are either loading or unloading live ammunition or explosives other than small arms from the same magazine.

Metal Working Section	Sheet Metal Mechanic Foreman Sheet Metal Mechanic General Foreman

- -

Securing a variety of types of ammunition other than small arms inside railcars, vans, and trucks by means of braces, blocks, and partitions.

Traffic Branch (BMatBn)	Blocker & Bracer Foreman Blocker & Bracer General Foreman

(2) Explosives & Incendiary Material - High Degree Hazard. See reference (a) for definition. The pay differential for this category is $.58 per hour (8% of WG-10 Step 2).

Work Situation

Performing maintenance work on ammunition storage magazines while other workers are performing work such as visual inspection, repair, minor rework in accordance with Naval Ammunition Reclassification releases, and segregation and preparation of unserviceable or defective ammunition in the immediate area of the maintenance work.

Unit	Position Authorized to Approve Payment
Metal Working Section	Sheet Metal Mechanic Foreman Sheet Metal Mechanic General Foreman

- -

Performing duties involving the visual inspection, repair, and minor rework of ammunition in accordance with Naval Ammunition Reclassification releases; segregation and preparation of unserviceable and defective ammunition for detonation or deep water dumping; preparation of ammunition for air shipment; and handling, unpacking, and mounting missile type ammunition for testing.

Ammunition Branch (BMatBn)	Warehouseman General Foreman OIC, Ammunition Branch

(3) Poisons (Toxic Chemicals) - High Degree Hazard. See reference (a) for definition. The pay differential for this category is $.58 per hour (8% of WG-10 Step 2).

Work Situation

Handling, mixing, transporting, applying, or working in close proximity to highly toxic chemicals in concentrated form.

Unit	Position Authorized to Approve Payment
Insect Vector Control Section	Pest Controller Foreman Pest Controller General Foreman

(4) Poisons (Toxic Chemicals) - Low Degree Hazard. See reference (a) for definition. The pay differential for this category is $.29 per hour (4% of WG-10 Step 2).

Work Situation

Handling, applying, or working in close proximity to highly toxic chemicals in dilute form. (Larvaciding using #2 fuel oil and a spreading agent such as Triton is excluded.)

Unit	Position Authorized to Approve Payment
Insect Vector Control Section	Pest Controller Foreman Pest Controller General Foreman

Operating engineering equipment in the disposal of toxic chemicals under the supervision of the Base Safety Officer or other competent individual.

Heavy Equipment Section	Transportation General Foreman Heavy Mobile Equipment Mechanic Foreman

(5) Firefighting - Low Degree Hazard. See reference (a) for definition. The pay differential for this category is $.29 per hour (4% of WG-10 Step 2).

Work Situation

Participating or assisting in firefighting operations at the immediate fire scene not covered by subparagraph (6) below.

Unit	Position Authorized to Approve Payment
Natural Resources & Environmental Affairs Division	Forester (Administration) Supervisory Forester
Heavy Equipment Section	Transportation General Foreman Heavy Mobile Equipment Mechanic Foreman

(6) Firefighting - High Degree Hazard. See reference (a) for definition. The pay differential for this category is $1.80 per hour (25% of WG-10 Step 2).

Work Situation

Engaged in fighting forest fires on the fire line by operating engineering equipment to plow fire lanes, using hand tools or waterhose in direct contact with the fire or standing by on an unsecured fire line to prevent spot over when exposed to smoke inhalation, extreme heat, or being trapped behind the fire.

Unit	Position Authorized to Approve Payment
Natural Resources & Environmental Affairs Division	Forester (Administration) Supervisory Forester
Heavy Equipment Section	Transportation General Foreman Heavy Mobile Equipment Mechanic Foreman

10. Night Shift Differentials - Trades and labor employees will receive additional pay for shift work at the following rates:

Second Shift	7½% of Schedule Rate
Third Shift	10% of Schedule Rate

The cited rates are payable for work performed during hours defined as follows:

a. An authorized night shift differential of seven and one-half percent will be paid for the entire shift when five or more hours of the employee's regularly scheduled nonovertime hours of work fall between the hours of 3 p. m. and midnight.

b. An authorized night shift differential of ten percent will be paid for the entire shift when five or more of the employee's regularly scheduled nonovertime hours of work fall between the hours of 11 p. m. and 8 a. m.

LIST OF AUTHORIZED RATINGS FOR MARINE CORPS BASE

NONSUPERVISORY	Occupational Code and Grade
Air Conditioning Equipment Mechanic	WG-5306-08
	WG-5306-10
Air Conditioning Equipment Mechanic Helper	WG-5306-05
Air Conditioning Equipment Operator	WG-5415-10
Air Conditioning Equipment Operator Helper	WG-5415-05
Asphalt Worker	WG-3653-05
Asphalt Worker (Leader)	WG-3653-07
Automotive Mechanic	WG-5823-10
Automotive Mechanic Helper	WG-5823-05
Automotive Repair Inspector	WG-5823-11
Automotive Worker	WG-5823-08
Blocker and Bracer	WG-4602-08
Boatbuilder (Foreman)	WG-4603-10
Boiler Plant Equipment Mechanic	WG-5309-10
Boiler Plant Operator	WG-5402-07
	WG-5402-09
	WG-5402-11
Boiler Plant Operator Helper	WG-5402-05
Bridge Operator	WG-5430-08
Building Maintenance Inspector	WG-4749-10
	WG-4749-11
Cable Splicer (Communications)	WG-2504-10
Carpenter	WG-4607-07
	WG-4607-09
Carpenter Helper	WG-4607-05
Carpentry Worker	WG-4607-07
Carpet Cleaner	WG-7301-05
Cement Finisher	WG-3602-08
Coal Handling Equipment Operator	WG-5412-06
Crane Operator	WG-5725-09
Electrical Equipment Repairer	WG-2854-09
	WG-2854-10
Electrical Systems Inspector (Public Works)	WG-2805-11
Electrical Worker (High Voltage)	WG-2810-08
Electrician	WG-2805-08
	WG-2805-10
Electrician Helper	WG-2805-05
Electrician (High Voltage)	WG-2810-08
	WG-2810-10
Electrician (High Voltage) Helper	WG-2810-05
Electrician (Communications Distribution Systems)	WG-2508-10
Electronic Measurement Equipment Mechanic	WG-2602-12
Electronics Mechanic	WG-2614-11
	WG-2614-12

ENCLOSURE (4)

NONSUPERVISORY	Occupational Code and Grade
Engineering Equipment Operator	WG-5716-08
	WG-5716-10
Equipment Cleaner	WG-7009-04
Equipment Mechanic	WG-5352-10
Equipment Repairer	WG-5352-08
Fork Lift Operator	WG-5704-05
Fuel Distribution System Worker	WG-5413-08
Gas Appliance Repairer	WG-5308-08
General Equipment Inspector	WG-6901-07
Glazier	WG-3203-09
Heating Equipment Mechanic	WG-5309-08
Heavy Mobile Equipment Mechanic	WG-5803-10
Heavy Mobile Equipment Mechanic Helper	WG-5803-05
Heavy Mobile Equipment Repair Inspector	WG-5803-11
Housekeeping Aid	WG-3566-02
Instrument Mechanic	WG-3359-10
	WG-3359-11
Insulator	WG-4203-10
Janitor	WG-3566-02
Laborer	WG-3502-02
	WG-3502-03
Laundry Equipment Repairer	WG-5317-08
Laundry Machine Operator	WG-7305-03
	WG-7305-05
Laundry Worker	WG-7304-01
	WG-7304-02
Locksmith	WG-5311-09
Machinist	WG-3414-10
Maintenance Mechanic	WG-4749-09
Maintenance Scheduler (General)	WD-6701-07
Mason	WG-3603-10
Meatcutter	WG-7407-08
Meatcutting Worker	WG-7407-05
Milling Worker	WG-4618-09
Mobile Equipment Dispatcher	WG-5701-08
Mobile Equipment Servicer	WG-5806-05
	WG-5806-06
Mobile Equipment Metal Mechanic	WG-3809-10
Motor Vehicle Operator	WG-5703-05
	WG-5703-06
	WG-5703-07
	WG-5703-08
Office Appliance Repairer	WG-4806-07
	WG-4806-09
Optical Instrument Repairer	WG-3306-11
Packer	WG-7002-04
	WG-7002-06

ENCLOSURE (4)

NONSUPERVISORY	Occupational Code and Grade
Packing Inspector	WG-7002-08
Painter	WG-4102-09
Painter Helper	WG-4102-05
Pest Controller	WG-5026-06
	WG-5026-08
Pipefitter	WG-4204-08
	WG-4204-10
Pipefitter Helper	WG-4204-05
Piping Systems Inspector (Public Works)	WG-4204-11
Planner and Estimator (Electrician)	WD-2805-08
Planner and Estimator (General)	WD-6701-08
Plasterer	WG-3605-09
Plasterer Helper	WG-3605-05
Plumber	WG-4206-07
	WG-4206-09
Plumber Helper	WG-4206-05
Plumbing Worker	WG-4206-07
Preservation Mechanic	WG-7006-07
Preservation Packager	WG-7004-06
Presser	WG-7306-02
Saw Filer	WG-4812-09
Sewage Disposal Plant Operator	WG-5408-05
	WG-5408-09
	WG-5408-10
Sewing Machine Operator	WG-3111-03
Sheet Metal Mechanic	WG-3806-10
Sheet Metal Worker	WG-3806-08
Shop Planner (General)	WD-6701-05
Shop Trainee (See enclosure (1) to basic Order)	
Sign Painter	WG-4104-09
Small Arms Repairer	WG-6610-08
Store Worker	WG-7602-05
Swimming Pool Operator	WG-5206-08
Telephone Mechanic	WG-2502-10
	WG-2502-11
Telephone Worker	WG-2502-09
Tools and Parts Attendant	WG-6904-04
	WG-6904-05
Toolroom Mechanic	WG-4801-08
Tractor Operator	WG-5705-05
	WG-5705-06
Upholsterer	WG-3106-09
Warehouseman	WG-6907-04
	WG-6907-05
	WG-6907-06
	WG-6907-07
Warehouseman (Foreman)	WG-6907-07

ENCLOSURE (4)

NONSUPERVISORY	Occupational Code and Grade
Water Treatment Plant Operator	WG-5409-09
	WG-5409-10
Water Treatment Plant Operator Helper	WG-5409-05
Welder	WG-3703-08
	WG-3703-10
Wood Craftsman (Foreman)	WG-4605-10
Wood Worker	WG-4604-05
	WG-4604-07
	WG-4604-08

LEADER	
Boiler Plant Equipment Mechanic Leader	WL-5309-10
Electrician Leader	WL-2805-10
Housekeeping Aid Leader	WL-3566-02
Laundry Worker Leader	WL-7304-01
	WL-7304-02
Meatcutter Leader	WL-7407-08
Preservation Mechanic Leader	WL-7006-07
Presser Leader	WL-7306-02
Store Worker Leader	WL-7602-05
Warehouseman Leader	WL-6907-05
	WL-6907-06

SUPERVISORY

Foreman

Air Conditioning Equipment Mechanic Foreman (10)	WS-5306-09
	WS-5306-10
Automotive Mechanic Foreman (10)	WS-5823-09
	WS-5823-10
Blocker and Bracer Foreman (8)	WS-4602-06
	WS-4602-08
Boiler Plant Operator Foreman (11)	WS-5402-09
	WS-5402-12
Building Maintenance Inspector Foreman (10)	WS-4749-09
Cable Splicer (Comm) Foreman (10)	WS-2504-10
Carpenter Foreman (9)	WS-4607-09
Electrician Foreman (10)	WS-2805-10
Electrician (High Voltage) Foreman (10)	WS-2810-09
Electronics Mechanic (Crypto) Foreman (12)	WS-2619-11
General Equipment Inspector Foreman (7)	WS-6901-06
Grounds Foreman (7)	WS-4701-06

ENCLOSURE (4)

SUPERVISORY

Foreman

	Occupational Code and Grade
Ground Structures Foreman (7)	WS-4701-07
Heavy Mobile Equipment Mechanic Foreman (10)	WS-5803-10
Laundry Machine Operator Foreman (5)	WS-7305-04
Maintenance Foreman (10)	WS-4701-07
Maintenance Foreman (9)	WS-4701-08
Maintenance Foreman (10)	WS-4701-09
	WS-4701-10
Maintenance Mechanic Foreman (9)	WS-4749-08
Mason Foreman (10)	WS-3603-09
Meatcutter Foreman (8)	WS-7407-07
	WS-7407-08
Mobile Equipment Metal Mechanic Foreman (10)	WS-3809-09
Motor Vehicle Operator Foreman (7)	WS-5703-08
Office Appliance Repairer Foreman (9)	WS-4806-08
Packer Foreman (6)	WS-7002-05
Painter Foreman (9)	WS-4102-09
Pest Controller Foreman (8)	WS-5026-07
	WS-5026-08
Pipefitter Foreman (10)	WS-4204-10
Plasterer Foreman (9)	WS-3605-09
Plumber Foreman (9)	WS-4206-09
Preservation Mechanic Foreman (7)	WS-7006-07
Sanitation Foreman (7)	WS-5201-07
Sewage Disposal Plant Operator Foreman (9)	WS-5408-10
Sheet Metal Mechanic Foreman (10)	WS-3806-08
Store Worker Foreman (5)	WS-7602-03
	WS-7602-05
Supervisory Planner & Estimator (General)	WN-6701-07
Supervisory Shop Planner (General)	WN-6701-04
Teletype Equipment Mechanic Foreman (10)	WS-2509-09
Warehouseman Foreman (5)	WS-6907-04
	WS-6907-05
Warehouseman Foreman (6)	WS-6907-04
	WS-6907-05
	WS-6907-06
Water Treatment Plant Operator Foreman (9)	WS-5409-10
Wood Worker Foreman (8)	WS-4604-08

General Foreman

Automotive Mechanic General Foreman (10)	WS-5823-12
Blocker and Bracer General Foreman (8)	WS-4602-10
Boiler Plant Operator General Foreman (11)	WS-5402-13

ENCLOSURE (4)

SUPERVISORY	Occupational Code and Grade
General Foreman	
Carpenter General Foreman (9)	WS-4607-12
Electrician General Foreman (10)	WS-2805-12
Ground Structures General Foreman (7)	WS-4701-11
Ground Structures General Foreman (10)	WS-4701-15
Laundry General Foreman (5)	WS-7301-08
Maintenance General Foreman (10)	WS-4701-14 WS-4701-15
Motor Vehicle Operator General Foreman (8)	WS-5703-11
Painter General Foreman (9)	WS-4102-11
Pest Controller General Foreman (8)	WS-5026-09
Pipefitter General Foreman (10)	WS-4204-12
Sewage Disposal Plant Operator General Foreman (9)	WS-5408-11
Sheet Metal Mechanic General Foreman (10)	WS-3806-11
Transportation General Foreman (10)	WS-4701-12
Utilities General Foreman (11)	WS-4701-15
Water Treatment Plant Operator General Foreman (9)	WS-5409-11
Warehouseman General Foreman (5)	WS-6907-07

LIST OF AUTHORIZED RATINGS FOR MARINE CORPS AIR STATION (HELICOPTER)

NONSUPERVISORY	Occupational Code and Grade
Aircraft Worker	WG-8852-08
Aircraft Refueler	WG-5768-08
Electronics Integrated Systems Mechanic	WG-2650-12
Electronics Mechanic	WG-2614-08
	WG-2614-11
Fuel Distribution System Worker	WG-5413-08
Warehouseman	WG-6907-06

LEADER	
Aircraft Refueler Leader	WL-5768-08
Electronics Mechanic Leader	WL-2614-11
Fuel Distribution System Worker Leader	WL-5413-08

FOREMAN	
Electronics Mechanic Foreman (11)	WS-2614-11
Electronics Integrated Systems Mechanic Foreman (12)	WS-2650-11

ENCLOSURE (5)

LIST OF AUTHORIZED RATINGS FOR NAVAL REGIONAL MEDICAL CENTER

	Occupational Code and Grade
NONSUPERVISORY	
Air Conditioning Equipment Mechanic	WG-5306-10
Automotive Mechanic	WG-5823-10
Automotive Mechanic Helper	WG-5823-05
Carpenter	WG-4607-09
Cook	WG-7404-05
	WG-7404-08
Electrician	WG-2805-10
Food Service Worker	WG-7408-01
	WG-7408-02
	WG-7408-03
	WG-7408-04
Housekeeping Aid	WG-3566-02
Laborer	WG-3502-02
Laundry Machine Operator	WG-7305-05
Laundry Worker	WG-7304-01
Motor Vehicle Operator	WG-5703-06
Motor Vehicle Operator (Leader)	WG-5703-06
Painter	WG-4102-09
Painter Helper	WG-4102-05
Pest Controller	WG-5026-09
Pipefitter	WG-4204-10
Plasterer	WG-3605-09
Plumber	WG-4206-09
Plumber Helper	WG-4206-05
Sewing Machine Operator	WG-3111-04
Warehouseman	WG-6907-04
	WG-6907-05
	WG-6907-06
Welder	WG-3703-10
LEADER	
Food Service Worker Leader	WL-7408-02
Housekeeping Aid Leader	WL-3566-02
Warehouseman Leader	WL-6907-06
SUPERVISORY	
Foreman	
Carpenter Foreman (9)	WS-4607-06
Cook Foreman (8)	WS-7404-08
	WS-7404-09
Electrician Foreman (10)	WS-2805-07
Housekeeping Aid Foreman (2)	WS-3566-02

ENCLOSURE (6)

SUPERVISORY	Occupational Code and Grade
Foreman	
Laundry Machine Operator Foreman (5)	WS-7305-05
Painter Foreman (9)	WS-4102-06
Pipefitter Foreman (10)	WS-4204-07
Warehouseman Foreman (5)	WS-6907-03
General Foreman	
Cook General Foreman (8)	WS-7404-11
Maintenance General Foreman (10)	WS-4701-12

BASE MOTOR TRANSPORT
Marine Corps Base
Camp Lejeune, North Carolina 28542

MTO/JFD/ks
12790
26 April 1977

MEMORANDUM FOR THE RECORD

From: Motor Transport Officer
To: Base Motor Transport Personnel

Subj: Visits to Civilian Personnel Office

Ref: (a) BO 12790.1D

1. In accordance with reference (a), employees desiring to visit the Civilian Personnel Office during working hours will schedule visits at a time that will least interfere with work schedules.

2. Employees are reminded that a Civilian Employee Pass (MCBCL 5512/5) should be obtained from their supervisor prior to leaving, and returned to him upon return to duty.

3. Employees are encouraged to give their immediate supervisors the opportunity to answer questions or solve problems before referring them to CPO, since supervisors have knowledge of most matters affecting employees under their supervision and are in a better position to render assistance.

JOHN F. DRUMMOND

9230-E-250
(2) 43.02 Total.

DEPARTMENT OF THE NAVY
ATLANTIC DIVISION
NAVAL FACILITIES ENGINEERING COMMAND
NORFOLK, VIRGINIA 23511

TELEPHONE NO.
444-7421
AUTOVON 244-7421

IN REPLY REFER TO:
LANTDIVNOTE 10290
1225
4 August 1969

LANTDIV NOTICE 10290

From: Commander, Atlantic Division, Naval Facilities Engineering Command
To: Distribution List

Subj: Anti-freeze and Battery Tester; information concerning

Encl: (1) Descriptive literature regarding subject tester.

1. Purpose. To disseminate enclosure (1) for information.

2. Background. Experience at various activities has indicated that the subject tester has provided convenience and dependability. It facilitates quick and accurate testing of both the battery charge condition and the degree of anti-freeze protection. The enclosed literature is provided for your information.

3. Availability. The Prestone "Vu-Chek" is available from the Union Carbide Corporation, 270 Park Avenue, New York City, New York, 10017, ATTN: Government Department. The latest quoted price is $21.51 each. Delivery is thirty days from receipt of order. This Notice is not to be construed as recommending propriety procurement.

4. Cancellation. This Notice is cancelled for record purposes on 15 September 1969. Enclosure (1) should be retained for future reference.

C. E. SWECKER, JR.

	Routing	Initials
1	01	
2	02	
3	21	8/14/69
4	11	
5		
	03	

RECEIVED
13 AUG 1969

LANTDIVNOTE 10290
4 August 1969

Distribution: (5216.1F CH-1)
List J
Part I
8,16,17,18,26,29,31,32,33,42,43
Part II
21
Part III
4,15,16,17,18,19,20,23,27,32
Part IV
21,22,24,25,29,32,33,34,40,41,45,46,
47,49,52,58
USS TALLAHATCHIE COUNTY (AVB-2)
COMNAVSUPPFORANTARCTICA
CINCSOUTH
COMSTSELM
NCSO BAHRAIN
NATODEFCOL ROME

Copy to:
COMCABEAST
COMOCEANSYSLANT

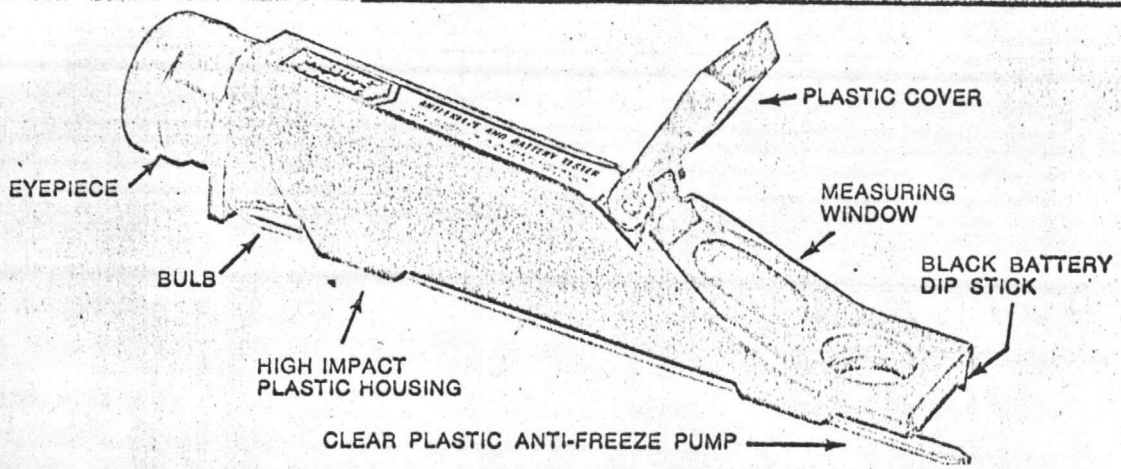
Stocked by: LANTDIV (Code 012)

INSTRUCTIONS

"PRESTONE" vu-chek

(Patent Pending)

ANTI-FREEZE and BATTERY TESTER



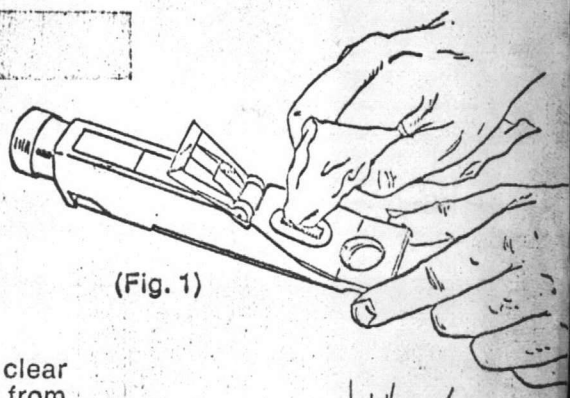
This Tester is designed specifically for rapid and accurate checking of anti-freeze protection and battery charge. Only a few drops of coolant or battery acid are required to take an accurate reading. The Tester automatically corrects for temperature.

NOTE: See other side for important Boiling Point CHART.

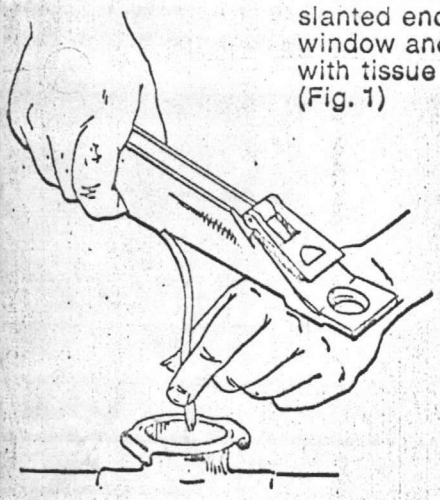
HOW TO OPERATE THE VU-CHEK

1. CLEANING

Before each use, swing back the plastic cover at the slanted end of the Tester exposing both the measuring window and the bottom of the plastic cover. WIPE DRY with tissue or *clean* soft cloth. Close the plastic cover. (Fig. 1)



(Fig. 1)



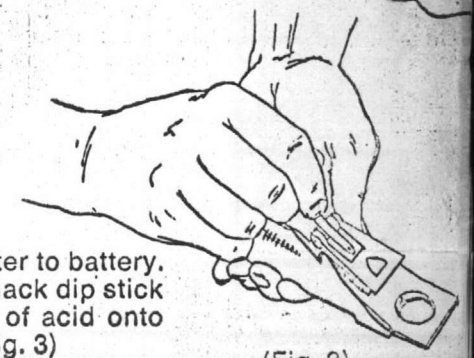
(Fig. 2)

2. TESTING

ANTI-FREEZE SOLUTION—Do not remove clear plastic pump from Tester. Release tip of pump from Tester housing and insert into radiator filler neck. Press and release bulb to draw up a sample of coolant. (Fig. 2). Bend plastic tube around Tester so that tip can be inserted in cover plate opening. Eject a few drops of coolant onto measuring surface by pressing bulb. (Fig. 3)

NOTE: Never open plastic cover when taking readings. Evaporation of water from the fluid sample being tested can affect the reading.

BATTERY CHARGE—Make test before adding water to battery. A separate reading must be taken for each cell. Use black dip stick to obtain sample of battery acid. Place a few drops of acid onto measuring surface through opening in cover plate. (Fig. 3)



(Fig. 3)

3. READING

Point the instrument toward a light source and look into eyepiece. (Fig. 4)

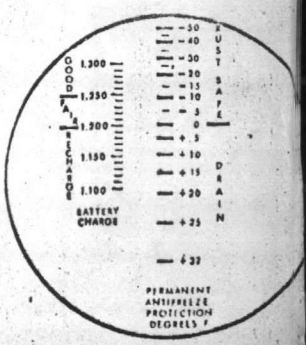
(Fig. 4)

The anti-freeze protection or battery charge reading is at the point where the dividing line between light and dark (edge of the shadow) crosses the scale; anti-freeze on right-hand scale, battery charge on left.

NOTE: The Tester temperature scale is reversed from a standard thermometer scale; *below zero* readings are on *upper half* of scale (Fig. 5). Readings on lower half of scale (above zero readings) indicate solutions without enough anti-freeze concentration to provide adequate rust protection.

A little experience will enable you to obtain quickly the best contrast between the light and dark portions of the field of view. Tilt the instrument toward the light source until best results are obtained.

If the "edge of the shadow" is not sharp, the measuring surfaces were not sufficiently well-cleaned or dried. Wipe dry as explained in #1 and make new test.



(Fig. 5)

SEE OTHER SIDE

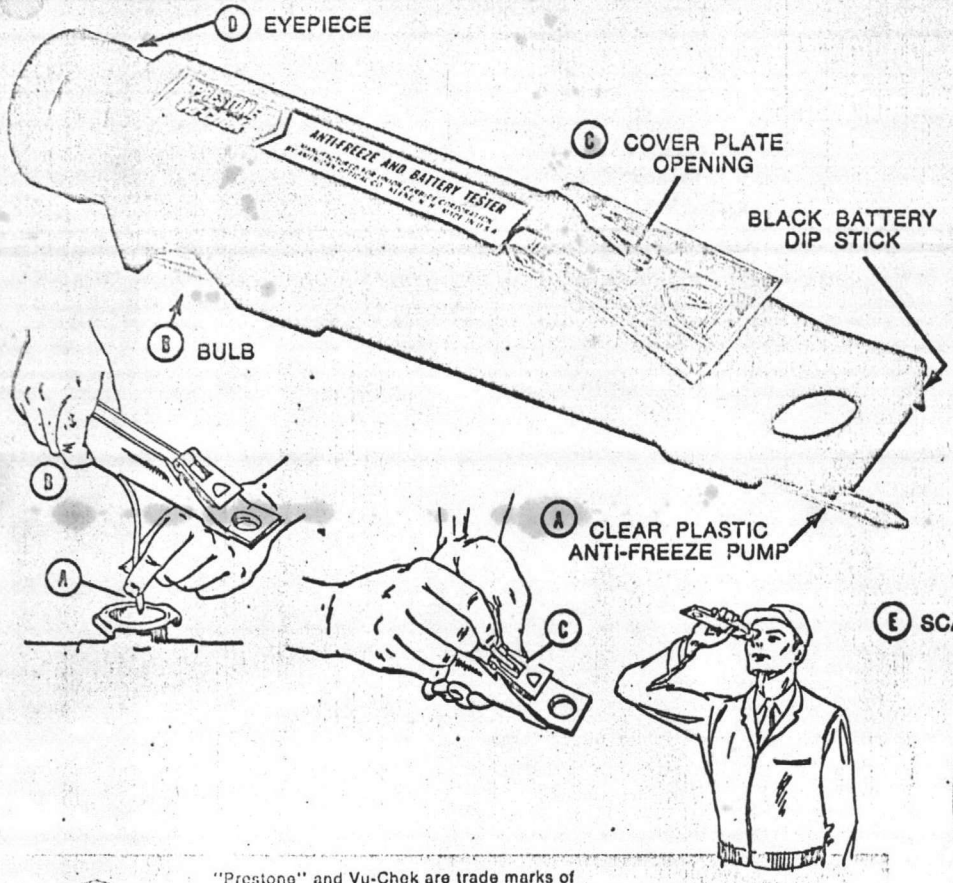
Manufactured for Union Carbide Corporation by American Optical Company, Keene, N.H., U.S.A. ENCLOSURE (1)

MINIMUM BOILING POINT AND RUST PROTECTION REQUIRED

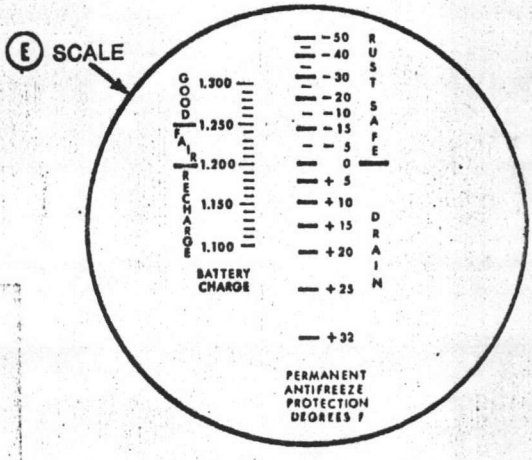
	IF VU-CHEK Reading is	Antifreeze Coolant Will Boil at	
	°F.	°F. (Sea Level)	
	−50	228	
Best for Year Round Rust Protection ⇒	−34	226	⇐ Recommended for Summer Safety
	−15	223	
	0	220	

CHECK PRESSURE CAP RATING. BOILING POINT OF COOLANT WILL BE RAISED ABOUT 3° PER POUND OF PRESSURE.

HERE'S HOW THE "PRESTONE" VU-CHEK TESTER WORKS.....



Tip of clear plastic pump (A) is released from tester housing and inserted into radiator filler neck. Bulb (B) is pressed and released to draw up sample of coolant. Tip of clear plastic tube is inserted into cover plate opening (C) and bulb pressed to eject a few drops of coolant onto measuring surface. User then simply looks through eyepiece (D). Point where edge of shadow falls on scale (E) is the exact anti-freeze coolant protection reading. (Same process is used with battery charge, except black dip stick that comes attached to tester is used to obtain sample of battery acid from cells).



"Prestone" and Vu-Chek are trade marks of
UNION CARBIDE CORPORATION
CONSUMER PRODUCTS DIVISION
270 Park Avenue, New York, N. Y. 10017
Sales Offices: Atlanta, Chicago, Cleveland, Dallas,
Kansas City, Los Angeles, New York, San Francisco, Westwood, N. J.
IN CANADA: Union Carbide Canada Limited, Toronto

UNION CARBIDE

Litho in U.S.

Mr. Stone

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO
BO 1320.4G
CPO/AIP/smb
29 Jul 1976

BASE ORDER 1320.4G

From: Commanding General
To: Distribution List

Subj: Travel Orders for Civil Service Personnel

Ref: (a) DoD Joint Travel Regulations - Volume 2
(b) BO 12410.3E
(c) BO P7000.1F

Encl: (1) Sample memorandum request
(2) Preparation of Form DD 1610

1. Purpose. To promulgate instructions concerning issuance of travel orders to civil service personnel.

2. Cancellation. BO 1320.4F.

3. Background. Reference (a) authorizes the Commanding General to issue certain travel orders to civil service personnel and contains regulations governing payment of certain travel and transportation expenses. Reference (b) contains information concerning participation in training or meetings sponsored by non-government activities. Reference (c) contains a list of Fund Administrators.

* 4. Policy. It is the policy of this command that travel and transportation at Government expense will be directed only when officially justified and by those means which meet mission requirements at the lowest possible cost consistent with good management practices. Rates of reimbursement will be as prescribed by reference (a). Persons directed to travel on official business will exercise the same care in incurring expenses and accomplishing a mission that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations unnecessary or unjustified in the performance of a mission are not considered acceptable as exercising prudence.

5. Temporary Duty Orders

a. Travel-Requesting Official

* (1) Overtime. Before requesting travel, the travel-requesting official should consider the possibility of the traveler being subject to overtime. Line management is responsible for specifying, within reasonable limits, the time during which authorized travel will be

performed by employees. There are two different statutes covering time spent traveling away from official duty station.

* (a) Title 5, United States Code. Under this statute, time spent by an employee in travel status away from his official duty station is considered as hours of employment for overtime pay purposes only (a) when travel is performed within the days and hours of his regularly scheduled administrative workweek, including regular overtime work, or (b) when the travel involves the performance of actual work while traveling, is incident to travel that involves the performance of work while traveling, is carried out under arduous conditions, or results from an event which could not be scheduled or controlled administratively. (Non-government sponsored meetings, conferences, or training cannot be scheduled or controlled administratively.) Any employee may be subject to overtime under Title 5.

* (b) Fair Labor Standards Act (FLSA). Overtime entitlement under FLSA does not begin to accrue until the employee has completed 40 hours of actual work in a week. For example, an employee who has any paid time off during the week (holiday, annual leave, sick leave, or any excused absence with pay) will not accrue any entitlement to overtime pay under FLSA until additional actual work exceeds the paid hours of nonwork, and is in excess of 40 hours of actual work in the week. Whether time spent traveling outside regular working hours is considered "hours of work" under FLSA depends upon the kind of travel involved. In general, authorized travel time outside regular working hours is "hours of work" under FLSA if an employee (1) performs work while traveling (including travel as a driver of a vehicle), (2) travels as a passenger to a temporary duty station and returns during the same day, or (3) travels as a passenger on nonwork days during hours which correspond to his/her regular working hours. Only nonexempt employees are subject to overtime under FLSA. There is no statutory provision under FLSA for granting compensatory time off in lieu of overtime pay.

(2) A memorandum should be sent to the Civilian Personnel Officer requesting estimated cost information for completion of Request and Authorization of TDY Travel of DoD Personnel, DD Form 1610, at least two weeks prior to the date the proposed travel begins. Enclosure (1) is the format to use for the memorandum request.

* (3) When the information regarding mode of transportation, per diem and estimated costs of travel has been furnished, the travel-requesting official will complete the DD Form 1610. When requesting social security number for use on the DD Form 1610, furnish the traveler a Privacy Act Statement. All spaces on the form will be completed except Items 16, 20, 21 and 22. Detailed instructions are contained in enclosure (2) for completion of DD Form 1610.

(4) After signing in Item 17, retain one copy, forward to the Fund Administrator for funding approval signature in Item 18.

(5) When temporary duty is for training in a non-government facility, Training Request, Authorization and Record, NAVSO 12410/19, must be completed and approved prior to the commencement of the training. Requesting officials will ensure that all requirements of reference (b) are met prior to submitting any request. Further assistance in completing this form may be obtained by contacting the Civilian Personnel Office, Training Division, extension 1539.

* (6) When temporary duty is for attendance at and participation in non-government sponsored meetings, submit form NAVEXOS 12000/2 completed and approved in accordance with reference (b).

* (7) When approved orders are returned by the Civilian Personnel Office, deliver immediately to traveler. If a high cost area is involved, give the traveler the actual expense form furnished by the Civilian Personnel Office. It is mandatory that the actual expense form be filled out by the traveler. In all cases, receipts for lodging, all items in excess of $15, and registration fee must be submitted with the Travel Voucher or Subvoucher, DD Form 1351-2, to the Disbursing Office. If private automobile has been authorized for the convenience of the traveler, work time spent in travel outside common carrier schedule will be charged to annual leave or LWOP.

* (8) Complete the Travel Voucher or Subvoucher, DD Form 1351-2, upon return to work by the traveler. Forward one copy of DD Form 1351-2 to the Civilian Personnel Office on each employee subject to overtime pay for time spent in travel.

(9) Unused travel orders will be returned promptly to the Order Authorizing Official (CivPersO) with a written explanation.

(10) Permissive Travel Orders are prepared when an employee wishes to defray all expenses. DD Form 1610 is sent directly to Order Authorizing Official.

(11) Whenever a nonexempt employee is required to travel outside his regularly scheduled workweek, under circumstances for which he will not be paid overtime, the requesting official must record his reasons for ordering the required travel at those hours and must, upon the request of the employee, furnish him a copy.

b. Fund-Approving Official (Fund Administrator). Fund Administrators in reference (c) are responsible for administering travel funds for activities included in their funding responsibilities. When a Request and Authorization for TDY Travel of DoD Personnel is received:

(1) If the expenditure of funds is approved, indicate approval by signing Item 18. The signature in Item 18 must be the Fund Administrator or in his absence the acting Fund Administrator. ("By direction" signatures are not acceptable.)

* (2) Forward via Assistant Chief of Staff, Comptroller and Chief of Staff for final approval of funding to Civilian Personnel Officer for assignment of travel order number and signature at least seven working days in advance of departure date.

(3) If travel funds are not approved, return all copies to the Requesting Official with appropriate explanation.

c. Order Authorizing Official (Civilian Personnel Officer). In accordance with paragraphs C2000 and C2001 of reference (a), the Civilian Personnel Officer is designated to act for the Commanding General for the purpose of authorizing and authenticating travel orders for civil service personnel. Civilian Personnel Officer will:

* (1) Furnish reply to memorandum request from Travel-Requesting Official regarding mode of transportation, per diem and estimated costs of travel. Furnish Privacy Act Statement for use in requesting social security number from the traveler. Furnish actual expense form, when necessary.

(2) Review all information entered in DD Form 1610 to ensure that it meets the requirements of reference (a).

(3) Complete Item 16 (Remarks), Item 20 (Order Authorizing Official), Item 21 (Date Issued), and Item 22 (Travel Order Number).

(4) Retain five copies of the Request and Authorization for TDY of DoD Personnel for distribution as follows: Assistant Chief of Staff, Comptroller; Base Fiscal Officer; Fund Administrator; Civilian Personnel Training Division and a file copy. Return the original and remaining copies to the Requesting Official.

* (5) Upon receipt of completed Travel Voucher or Subvoucher, DD Form 1351-2, determine if the employee is subject to overtime under Title 5 or FLSA and prepare the Civilian Overtime/Compensatory Time/Holiday Premium Pay Authorization, MCBCL Form 12550. The Civilian Personnel Officer will sign as the requestor, and forward it to the department concerned for concurrence. After concurrence, the department will forward the form to the Assistant Chief of Staff, Comptroller.

d. Traveler

(1) If a Transportation Request (T/R) is required, deliver the original and all remaining copies of approved orders to the Passenger Traffic Office, Building 233, for issuance of the T/R and endorsement on the orders at least five working days prior to date of departure.

(2) If an advance of travel funds is required and authorized, deliver the original and remaining copies of travel orders to the

Disbursing Office, Building 1005, for the advance and endorsement on the orders.

* (3) If TDY is in a high cost area, it is mandatory that the actual expense statement be filled out. In all cases, receipts for lodging, all items in excess of $15, and registration fee must be submitted with the Travel Voucher to Disbursing.

* (4) If private automobile has been authorized for the convenience of the traveler, work time spent in travel outside common carrier schedule will be charged to annual leave or LWOP.

(5) Upon return to work report to the Travel Requesting Official for completion of Travel Voucher or Subvoucher, DD Form 1351-2.

* (6) Within three working days after travel is completed, report to the Disbursing Office, Building 1005, with the original and four copies of DD Form 1610; DD Form 1531-2; receipts; and actual expense statement when applicable.

* 6. Permanent Duty Travel. When considering an employee from another activity for a vacancy, travel/moving entitlements as authorized in reference (a) will be discussed during the interview. Approval from the Fund Administrator and/or Assistant Chief of Staff, Comptroller must be obtained before a commitment is made to pay any travel/moving expenses. The Civilian Personnel Officer is responsible for obtaining necessary data and completion of Request and Authorization for DoD Civilian Permanent Duty Travel, DD Form 1614. Authority to sign this form by direction is delegated to the Civilian Personnel Officer.

7. Assistance. Questions concerning travel of civil service employees should be referred to the Civilian Personnel Office, telephone extension 1886.

8. Change Notation. Significant changes contained in this revision are denoted by asterisk (*) shown in the outer left margin.

9. Applicability. The provisions of this Order apply only to Marine Corps Base civil service personnel.

G. C. FOX
Chief of Staff

DISTRIBUTION: "C" less Categories III & IV

SAMPLE MEMORANDUM REQUEST

MEMORANDUM

From: (Requesting Official)
To: Civilian Personnel Officer

Subj: Travel Orders for (Traveler's Name)

Ref: (a) BO 1320.4G

1. It is requested that estimated cost information be furnished to complete DD Form 1610 on the subject employee. The following information is forwarded in accordance with reference (a):

Purpose of TDY: _____

_____

Government Sponsored: ☐ Yes ☐ No

*Mode of Transportation Preference: _____

Location of Training Site: _____

Type of Quarters: _____

Date and Time Training Begins: _____

Date and Time Training Ends: _____

Registration fee or tuition involved: Yes/No Amount: _____

Employee is ☐ Exempt or ☐ Nonexempt under the Fair Labor Standards Act.

_____
(Signature of Requesting Official)

* If POV is shown, the following written certification by the traveler is required in accordance with JTR Volume 2, C6157.

I (will) (will not) operate a Government owned vehicle for the purpose of performing travel required by temporary duty.

_____
(Signature of Traveler)

ENCLOSURE (1)

PREPARATION OF FORM DD 1610

1. Most of the items on DD Form 1610 are self-explanatory. In general, it should be completed as follows:

Item 1: Date of Request -- Enter day, month, and year.

Item 2: Name -- Enter name and social security number of traveler.

Item 3: Position Title and Grade or Rating -- Self-explanatory.

Item 4: Official Station -- Enter name and location of permanent duty station.

Item 5: Organization Element -- Enter division, branch, or unit to which traveler is assigned.

Item 6: Phone No. -- Enter that of the traveler at organizational element.

Item 7: Type of Orders -- Indicate as appropriate, e.g., confirmatory, amendment, extension, blanket, group.

Item 8: Security Clearance -- The degree of security clearance for the period of temporary duty will be included in the order as interim or final security clearance; TOP SECRET, SECRET, or CONFIDENTIAL, as appropriate, i.e., "Individual is cleared for access to classified material up to and including (classification) for the period of this temporary duty." The statement "Access to classified data not required" will be included when appropriate.

Item 9: Purpose of TDY -- Enter the dates of temporary duty less travel time, the location of the training and reference any pertinent communication or directive.

Item 10: (a) Approx. No. of Days of TDY (Including travel time). Self-explanatory.

(b) Proceed O/A (Date) -- Indicate date for beginning of official travel which will be as accurate as possible.

Item 11: Itinerary -- Indicate places from and to which official travel is authorized and "return to" point. If it is expected that the traveler may have to vary from a prescribed itinerary to accomplish the mission assignment, indicate by "X" in the block preceding, "variation authorized."

ENCLOSURE (2)

Item 12: Mode of Transportation -- Indicate in the block(s) provided, the mode(s) authorized. If travel is to be authorized via privately owned conveyance, state the appropriate mileage rate in the space provided. Indicate in the appropriate block if such travel is determined to be advantageous to the Government or if reimbursement is limited.

Item 13: Per Diem -- Check the block "Per Diem authorized in accordance with JTR" unless a specified rate has been set for that area.

Item 14: Estimated Cost -- Self-explanatory. Indicate by asterisks(s) which line of accounting data in Item 19 applies to particular cost.

Item 15: Advance Authorized -- Show amount authorized as an advance of travel funds. This amount should not include travel expense unless privately owned conveyance is used. Regulations for advance of funds are contained in reference (a), Chapter 8, Part I.

Item 16: Remarks: Leave Blank. (This will be filled out by Civilian Personnel Office.)

Item 17: Requesting Official: Enter title and name of the unit or staff section head concerned.

Item 18: Approving Official: Fund Administrator's title and name.

Item 19: Accounting Data: The complete Accounting Classification Code consisting of nine coding elements shall be shown. The data will be listed horizontally in sequence as follows:

(1) Appropriation (17*1106 or 17*1804 as applicable)
(2) Subhead (applicable four digits)
(3) Object Class (insert 3 zeros)
(4) Bureau Control Number (67001)
(5) Suballotment (insert 1 zero)
(6) Authorization Accounting Activity (067001)
(7) Transaction Type Code (2D)
(8) Property Accounting Activity (insert 6 zeros)
(9) Cost Code (the last 12 digits of job order number)

* Insert last digit of fiscal year.

See Item 19 on DD Form 1610 for lateral spread of accounting data for FY 1976.

ENCLOSURE (2)

Insert numerical character over each element and maintain spacing as given in Item 19. Separate Cost Codes must be cited when tuition and registration fees are required. When TDY starts in one fiscal year and ends in the next fiscal year, show accounting information for each fiscal year and the amount charged to each year.

Item 20: Order Authorizing Official or Authentication -- Leave Blank (Civilian Personnel Office will fill this out.)

Item 21: Date Issued -- Leave Blank (CivPersOff will fill out.)

Item 22: Travel Order Number -- Leave Blank (CivPersOff will fill out.)

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL
(Reference: Joint Travel Regulations)
Travel Authorized as Indicated in Items 2 through 21.

DATE OF REQUEST: 22 June 1976

REQUEST FOR OFFICIAL TRAVEL

2. NAME *(Last, First, Middle Initial)*: DOE, John H. SSN: 634-001-1809

3. POSITION TITLE AND GRADE OR RATING: Employee Relations Specialist, GS-9

4. OFFICIAL STATION: Marine Corps Base
Camp Lejeune, NC 28542

5. ORGANIZATIONAL ELEMENT: Civilian Personnel Office

6. PHONE NO.: 1886

7. TYPE OF ORDERS: Single

8. SECURITY CLEARANCE: N/A

9. PURPOSE OF TDY: To attend a Labor and Employee Relations Specialist Workshop on 15-16 August 1976

Ref: AFDOCMMNOTE 12410 of 20 Jun 1976

10 a. APPROX NO. OF DAYS OF TDY *(Including travel time)*: 3

b. PROCEED O/A *(Date)*: 14 Aug 1976

11. ITINERARY ☐ VARIATION AUTHORIZED

From Camp Lejeune, N. C. to Norfolk, Virginia and return

12. MODE OF TRANSPORTATION

COMMERCIAL				GOVERNMENT		
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP

PRIVATELY OWNED CONVEYANCE *(Check one)*

RATE PER MILE: .15¢

☒ MORE ADVANTAGEOUS TO GOVERNMENT

☐ MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.

☐ AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER *(Overseas Travel only)*

13. ☒ PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.

☐ OTHER RATE OF PER DIEM *(Specify)*

14. ESTIMATED COST

PER DIEM	TRAVEL	OTHER (Reg fee)	TOTAL	15. ADVANCE AUTHORIZED
$82.50*	$58.50*	$10.00**	$151.00	$120.00

16. REMARKS *(Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.)*

L E A V E B L A N K --- (CivPersOff will fill out)

17. REQUESTING OFFICIAL *(Title and signature)*
JOHN H. BROWN
Civilian Personnel Officer

18. APPROVING OFFICIAL *(Title and signature)*
FUND ADMINISTRATOR

AUTHORIZATION

19. ACCOUNTING CITATION

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
*	1761106.	2720	000	67001	0	067001	2D	000000	6 10 0839 1028E
**	1761106.	2720	000	67001	0	067001	2D	000000	6 10 0837 1028Q

20. ORDER AUTHORIZING OFFICIAL *(Title and signature)* OR AUTHENTICATION: B L A N K (CivPersOff will fill out)

21. DATE ISSUED: BLANK (CivPersOff)

22. TRAVEL ORDER NUMBER: BLANK (CivPersOff)

DD FORM 1 JUN 67 1610

USE FOR PERMISSIVE ORDERS ONLY

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL
(Reference: Joint Travel Regulations)
Travel Authorized as Indicated in Items 2 through 21.

DATE OF REQUEST: 22 June 1976

REQUEST FOR OFFICIAL TRAVEL

2. NAME *(Last, First, Middle Initial)*
DOE, John H. SSN: 634-001-1809
BROWN, John H. SSN: 321-638-1432
SMITH, Jack A. SSN: 512-334-1842

3. POSITION TITLE AND GRADE OR RATING
Employee Relations Spec, GS-9
Civilian Personnel Officer, GS-13
Personnel Staffing Spec, GS-9

4. OFFICIAL STATION
Marine Corps Base
Camp Lejeune, N. C. 28542

5. ORGANIZATIONAL ELEMENT
Civilian Personnel Office

6. PHONE NO.
1886

7. TYPE OF ORDERS
Group Permissive

8. SECURITY CLEARANCE
N/A

9. PURPOSE OF TDY
To attend Semi-Annual Labor Relations Workshop 10 July 1976 in Raleigh

Ref: RAO Bul 76-7 dtd 28 May 1976

10 a. APPROX NO. OF DAYS OF TDY *(Including travel time)*
1

b. PROCEED O/A *(Date)*
10 July 1976

11. ITINERARY ☐ VARIATION AUTHORIZED
Jacksonville, North Carolina to Raleigh, North Carolina and return

12. MODE OF TRANSPORTATION

COMMERCIAL				GOVERNMENT			PRIVATELY OWNED CONVEYANCE *(Check one)*
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE:
							☐ MORE ADVANTAGEOUS TO GOVERNMENT
☐ AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER *(Overseas Travel only)*							☐ MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.

13. ☐ PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.
☐ OTHER RATE OF PER DIEM *(Specify)*

14. ESTIMATED COST

PER DIEM	TRAVEL	OTHER	TOTAL	15. ADVANCE AUTHORIZED
$ ---	$ ---	$ ---	$ ---	$ ---

16. REMARKS *(Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.)*

L E A V E B L A N K --- (CivPersOff will fill out)

17. REQUESTING OFFICIAL *(Title and signature)*
JOHN H. BROWN
Civilian Personnel Officer

18. APPROVING OFFICIAL *(Title and signature)*
FUND ADMINISTRATOR

AUTHORIZATION

19. ACCOUNTING CITATION

20. ORDER AUTHORIZING OFFICIAL *(Title and signature)* OR AUTHENTICATION

21. DATE ISSUED

22. TRAVEL ORDER NUMBER

DD FORM 1 JUN 67 1610

NTR
Mr. Stone

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO
BO 12750.2C
CPO/JFS/eab
21 Jun 19[illegible]

BASE ORDER 12750.2C

From: Commanding General
To: Distribution List

Subj: Private indebtedness of civil service employees

Ref: (a) FPM 735.2-7
(b) CMMI 751.1
(c) BO 12750.1F

Encl: (1) Schedule of Appropriate Penalties (Indebtedness)

1. Purpose. To promulgate command policy concerning complaints on private indebtedness of civil service employees and to establish procedures for processing complaints in accordance with references (a) and (b).

2. Cancellation. BO 12750.2B.

3. Policy

a. Employees are expected to pay their just debts in accordance with the terms specified when credit was extended, and to maintain a reputation in their community for honoring their financial obligations.

b. An employee's failure to pay just debts usually has two undesirable effects. First, since the creditor cannot garnishee an employee's salary, the creditor's only recourse is to try to enlist the help of the command's personnel office. If this is not successful, the creditor is left with the feeling that the command and the Federal Government are as much to blame as the employee. Thus an unfavorable image is created. Second, correspondence with creditors and memos to and conferences with the employees involved add considerably to the workload of those involved. Consequently, employees are required to pay each just financial obligation in a proper and timely manner, especially one imposed by law such as Federal, State, or local taxes. A "just financial obligation" means one acknowledged by the employee or reduced to judgment by a court, or one imposed by law such as Federal, State, or local taxes; and "in a proper and timely manner" means in a manner which the command determines does not, under the circumstances, reflect adversely on the Government as the employer.

* 4. Procedure. All letter and telephone complaints received in an office or by a supervisor concerning indebtedness of civil service employees will be referred to the Civilian Personnel Office, telephone extension 1579 or 1458. The complainant will be advised of the policy of the Department of the Navy regarding employee indebtedness and required to provide sufficient information to identify the person concerned and provide the basis for a satisfactory discussion.

a. Processing Complaints

(1) Upon receipt of necessary information, form NAVEXOS 3893 (Employee Indebtedness Notice) will be prepared in the Civilian Personnel Office and distributed as follows:

(a) Original to the complainant, to acknowledge receipt of complaint, to advise the creditor of the Department of the Navy policy, and to inform the creditor that the complaint is being brought to the employee's attention.

(b) A file copy is retained in the Civilian Personnel Office pending disposition of complaint.

(c) A copy each to the employee and immediate supervisor concerned, via organizational commander, staff section head, department head, or chief of service (as appropriate), with the original complaint and two copies of the discussion form attached.

(2) The complaint will be discussed with the employee by his immediate supervisor as soon as practicable. The discussion will be recorded in duplicate on the discussion forms provided and all information required to complete the form will be obtained. The original of the discussion form and the original complaint will be forwarded to the Civilian Personnel Office for disposition.

(3) Legal obligations, i.e., Federal Notices of Levy, Court Judgments, and tax delinquency notices of State, County, and local governments will be processed as just financial obligations.

b. Disposition of Complaints

(1) Valid complaints. The original complaint and discussion form will be filed in the employee's Official Personnel Folder (temporary side), with the file copy of the form NAVEXOS 3893, for a period of two years and may be used as part of the total record considered when personnel actions of vital importance to the employee are taken. Such correspondence will be removed after two years and destroyed.

(2) Resolved complaints. If the employee presents evidence that the debt (other than a levy) has been paid in full within 10 calendar days after the first complaint from a creditor is brought to the employee's attention, the complaint will not be filed in the employee's Official Personnel Folder and the supervisor will be notified that his records concerning the complaint should be destroyed.

(3) Disputed complaints. If the employee disputes the validity of a complaint, the creditor will be so advised and informed that no further action will be taken unless a Civil Court Judgment verifying the indebtedness is obtained and a copy is forwarded to the Civilian Personnel Office. A disputed complaint will not be filed in the employee's Official Personnel Folder and will not be considered a valid complaint.

* 5. Disciplinary Action. Indebtedness itself is not a disciplinary offense, but the question of whether an employee acts responsibly to meet his just financial obligations must be evaluated and may be the basis for disciplinary action. Disciplinary action may not be taken solely on the grounds that the employee has incurred indebtedness. In determining whether disciplinary action is required, all the facts and circumstances of the case, including the individual's employment history, shall be taken into consideration.

a. When the number and kind of complaints received within two years preceding the current complaint reach the number and kind of complaints specified in enclosure (1), the disciplinary action indicated is considered appropriate and should be initiated or recommended.

b. Disciplinary action may be taken any time an employee's attitude is indifferent to his obligations; he refuses or fails to make arrangements to satisfy creditors within a reasonable time; or refuses to complete the statement required in connection with each indebtedness complaint.

c. Disciplinary action may be taken whenever the indebtedness reflects so unfavorably on the employee's suitability for Federal service as to warrant action.

d. When the employee and the complainant disagree on the amount or validity of the disputed debt, disciplinary action will not be taken unless the complainant presents a Civil Court Judgment against the employee.

e. Suspension is not normally an appropriate penalty in those cases when it would be likely to aggravate the employee's financial problem; however, instances of deliberate refusal or flagrant, irresponsible conduct may justify such penalties.

* 6. Processing Disciplinary Actions. All disciplinary actions will be processed in accordance with reference (c). When disciplinary action is necessary, the charge of failure to honor just debts or legal obligations (as appropriate) without good cause will be used. Just debts are debts acknowledged by the employee. Legal obligations are debts reduced to judgment by a court or one imposed by law such as Federal, State, or local taxes. Federal employees' pay may be levied for payment of Federal taxes and garnisheed for payment of court ordered support.

7. Action. The Civilian Personnel Officer will act in a monitoring and advisory capacity on indebtedness matters to all levels of supervision, but will not initiate disciplinary actions, except for employees of the Civilian Personnel Office. When an employee's record and/or attitude indicates that disciplinary action is warranted and the line official concerned has not initiated such action, the Civilian Personnel Officer will consult with the organizational commander, staff section head, department head, or chief of service (as appropriate). If no agreement is reached, the matter will be brought to the attention of the Commanding General/Commanding Officer (as appropriate) by the Civilian Personnel Officer.

a. Supervisors will assure that any indebtedness records on employees selected for responsible or supervisory positions do not reflect adversely on their capability to handle the position for which selected.

b. It is the responsibility of supervisors to assure that all employees under their supervision are familiar with the contents of this Order. Questions on interpretation and application should be referred to the Civilian Personnel Office, telephone extension 1579 or 1458.

8. Change Notation. Significant changes contained in this revision are denoted by asterisks (*) shown in the outer left margin.

* 9. Applicability. Having received the concurrences of the Commanding Officers of Marine Corps Air Station (Helicopter), New River, Naval Regional Medical Center, Naval Medical Field Research Laboratory, and Naval Regional Dental Center, this Order is applicable to those commands.

G. C. FOX
Chief of Staff

DISTRIBUTION: "C" less Cat III

SCHEDULE OF APPROPRIATE PENALTIES (INDEBTEDNESS)

1. This schedule provides guidance for the administration of the indebtedness program in accordance with applicable regulations.

2. Penalties imposed should be in accordance with this schedule. Penalties that deviate from the schedule must be supported by written justification approved by the organizational commander, staff section head, department head, or chief of service, as appropriate.

* 3. When a series of reprimands are issued, as noted below, each reprimand should be progressively more severe in tone. Such a series of reprimands will carry the same weight as suspensions in justifying a subsequent removal action.

Penalty	Number and type of complaints required
a. Oral Admonition (Summarize in writing)	(1) One Notice of Levy or (2) One complaint of failure to pay taxes from State, County, or City government, or (3) One Civil Court Judgment against the employee for indebtedness, or (4) One Garnishment of Pay, or (5) Two complaints of indebtedness.
b. Reprimand (Cite oral admonition)	Either (1), (2), (3), (4), or (5) above and: (1) One Notice of Levy or (2) One complaint of failure to pay taxes from State, County, or City government, or (3) One Civil Court Judgment against the employee for indebtedness, or (4) One Garnishment of Pay, or (5) Two complaints of indebtedness.

ENCLOSURE (1)

c.	Reprimand (Cite previous reprimand)	One reprimand and: (1) One Notice of Levy or (2) One complaint of failure to pay taxes from State, County, or City government, or (3) One Civil Court Judgment against the employee for indebtedness, or (4) One Garnishment of Pay, or (5) Two complaints of indebtedness.
d.	Reprimand to Removal (Cite previous actions)	Two reprimands and: (1) One Notice of Levy or (2) One complaint for failure to pay taxes from State, County, or City government, or (3) One Civil Court Judgment against the employee for indebtedness, or (4) One Garnishment of Pay, or (5) Two complaints of indebtedness.

HEADQUARTERS MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

CORRECTED COPY
DESTROY PREVIOUS CH 2

BO 12750.1F CH 2
49/JFS/bb
6 Sep 1974

BASE ORDER 12750.1F CH 2

From: Commanding General
To: Distribution List

Subj: Adverse Actions, Discipline, and Conduct

Encl: (1) New page inserts to BO 12750.1F

1. Purpose: To transmit new page inserts and to direct pen changes to the Order.

2. Action:

a. Page 8, second line from top of page, delete "These procedures are set forth in Base Order 12713.1" and add "Such cases will be referred to the Civilian Personnel Office."

b. Remove page 4a to the Order, pages 3 and 4 to enclosure (5), and pages 3 and 4 to enclosure (7) of the Order and replace with respective new enclosures.

G. C. FOX
Chief of Staff

DISTRIBUTION: "C" Less Category III

* Appeal Rights: Para 5.
Required in all cases.
Ref: BO 12770.1_.

5. If you are not satisfied with the decision in paragraph 4, above, you may appeal at any time after receipt of this decision but not later than 15 calendar days after the effective date of this action. You may appeal directly to the U. S. Civil Service Commission, Federal Employees Appeals Authority, 1340 Spring Street, N. W., Atlanta, Georgia 30309. Your appeal must be in writing. In your letter, give reasons why you think the action should not have been taken and state what corrective action you desire. Attach to your letter any papers you have which you feel support your case, and state whether or not you desire a hearing on your appeal.

6. For further information concerning your appeal rights, you should get in touch with the Employee Relations Superintendent, Civilian Personnel Office, Building 33, Marine Corps Base, Camp Lejeune, North Carolina 28542; telephone 451-1579.

Signature: Person authorized to issue.

/s/

Copy to:
CivPersOff
Union (If applicable)

ENCLOSURE (5)
CH 2 (6Sep74)

will be done to assure your future success on the job. The reckoning period for this offense is one year and will expire on 13 January 1973. Should there be a recurrence during the reckoning period, a more severe penalty may be imposed.

* Grievance Rights: Para 5a Required in all cases of Unit employees. For employees excluded from the Unit, contact the Employee Relations Office, extension 1579.

5. If you consider this suspension improper, you may grieve this action through the Negotiated Grievance Procedure as set forth in the current Negotiated Agreement. If you exercise this right, your grievance may be initiated immediately but no later than 15 calendar days from the effective date of your suspension.

6. For further information concerning your rights, you should get in touch with the Employee Relations Superintendent, Civilian Personnel Office, Building 33, Marine Corps Base, Camp Lejeune, North Carolina 28542; telephone 451-1579.

Signature: Person authorized to issue.

/s/

Copy to:
CivPersOff
Union (if applicable)

ENCLOSURE (7)
CH 2 (6Sep74)

* 5. Delegation of Authority to Effect Disciplinary Actions

a. The Senior Command Official is the deciding Official in all adverse actions. Notices of proposed adverse actions will be issued by those officials authorized to effect disciplinary suspension actions.

b. Authority to effect disciplinary suspension actions at Marine Corps Base is hereby delegated to commanding officers of subordinate units and heads of staff sections. This authority may be redelegated to major department/division heads.

c. Commanders concurring with this Order hereby delegate authority to effect disciplinary suspension actions respectively as follows:

(1) Marine Corps Air Station (Helicopter), New River: To commanding officers of subordinate units, heads of staff sections, and special staff.

(2) Naval Regional Medical Center: To chiefs of services.

(3) Naval Medical Field Research Laboratory: To heads of departments.

d. Civilian and military supervisors are authorized to issue letters of reprimand to Civil Service personnel under their immediate supervision. When a penalty more severe than a letter of reprimand is considered necessary, all information in the case with recommended charge(s), specifications, and penalty will be forwarded to the appropriate official authorized to initiate such actions.

6. Application of Standard Schedule of Disciplinary Offenses and Penalties (Enclosure (1))

a. Standard Schedule. This guide provides a uniform code of penalties for a reasonably complete list of offenses. The range of penalties is provided to give flexibility in dealing with particular situations. Only that portion of the "Nature of Offense" which actually describes the offense shall be used in presenting a charge.

SHOP SAFETY

1. Cleanliness.

a. Floors and other exposed areas. The distribution center, garage, or work shop shall be thoroughly inspected daily and maintained in a clean and orderly state. Floors and other exposed surfaces shall be kept scrupulously clean. Hazards on floors such as oil, grease, or loose tools, which might result in fire, slipping, tripping, or falling shall be eliminated as quickly as possible.

b. Grease Rack. Particular care shall be taken to maintain cleanliness in the rack itself. Be sure that grease connections are fastened to car connections when greasing a car. At the close of business each day, clean the grease rack and floor.

2. Ventilation. Garages and shop areas shall be well ventilated for protection of service personnel against accumulations of carbon monoxide. Ifthese spaces are not equipped with adequate ventilation, doors shall be opened whenever engines are running.

3. Illumination. Adequate illumination shall be provided and utilized for all general work areas and traversed spaces and such lighting shall be free from glare, shadow spots and spotty lighting. Checks should be made periodically by the Safety Engineer and Public Works Officer.

4. Hearing Conservation and Noise Control. Noise surveys and audiometric examinations shall be conducted and personal protective and noise control methods established in accordance with NCPI 792.5 or BM&SI 6260.6A.

5. Safety During Repairs. Use warning signs or barricades to protect personnel when construction, repair work, or painting is in progress.

6. Avoiding Tripping Hazards. Covers on sidewalk boxes, fuel tanks, and pipe openings shall be flush with surfaces and shall be kept closed when not in use. All tools and equipment shall be kept in their proper places when not in use and shall particularly be kept out of walkways to avoid tripping hazards.

PROTECTION OF PERSONNEL

1. Apparel Required. Mechanics shall wear goggles or face shields, rubber gloves, aprons, safety shoes, and special gloves as needed.

2. Goggles. Goggles shall be worn for all grinding, chipping, cutting, welding and when using compressed air, or for similar operations designed by local commands. See Art. #1011.6 for

proper shade numbers of filter lenses for gas cutting, gas welding or electric welding work.

3. Prohibition against Rings. Rings shall not be worn by workmen servicing batteries or working on motor vehicles.

EQUIPMENT AND TOOLS

1. General Rules

a. Keep tools in their proper places when not in use.

b. Use only the correct tools for a particular job.

c. Never use defective tools.

d. Keep tools and hands free of grease. Clean tools with an approved solvent.

e. When using a bar or springs, work bar away from face.

f. Lift small batteries with battery straps designed for this purpose. On large batteries use insulated lifting bridles designed for this purpose.

2. Grease Guns. Grease guns must be handled carefully and used only for the purpose intended. Serious injury has resulted when grease has been shot out of a grease gun in horseplay; never point the gun towards another person.

3. Blow Torches. Blow torches shall not be used to clean crankcases, transmissions, radiators, or grease guns; steam, hot water or other suitable degreasers shall be employed for this purpose.

JACKS

1. Inspection. Jacks shall be inspected visually for cracks, looseness, and wear. If their is any doubt of condition don't use.

2. Blocking. Be certain that a vehicle is properly blocked when working under it. Do not depend entirely on jacks.

3. Centering. Center the service jack on the axle when a wheel is to be removed from a vehicle. The jack should always be on solid footing.

4. Capacity. Never use a jack for a load in excess of its rated capacity.

5. Handle. Place the jack so that the seing of its handle will be unobstructed. Never leave a jack standing under a load with the handle in the socket.

6. Keeping Clear. Never lean over a jack handle or handle socket under load. Keep body clear of vehicle, in case it should suddenly start to roll.

HYDRAULIC LIFTS

1. Inspection. Inspect hoists at regular intervals for oil leaks, oil level, and proper lubrication. Check overhead connections at regular intervals, and make frequent inspection of safety locks on gears; the teeth of gears should not be worn or chipped.

2. Putting Vehicle on Lift. Don't stand in front of vehicle while being guided onto rack.

3. No one will stay in vehicle which is to be lifted. Make sure ignition is off, and gears in neutral, the wheels blocked, and doors secured.

4. Freewheel Lift. If free-wheel type is used, be sure vehicle is balanced. Raise the lift enough to take weight off wheels, check blocks and knee action plates to determine whether the vehicle is resting properly and set hand brake.

5. Raising the Hoist.

a. When hoist is raised, make sure safety catches are secured.

b. Never rock vehicle when hoist is raised.

c. Raise and lower vehicle slowly. Do not try to rush action of hoist, as gears may slip.

d. Don't try and lift a vehicle heavier than capacity of hoist.

e. Except for cleaning purposes, never raise the hoist when it is not in use.

6. Self Protection While Working. When hoist is raised, stand so feet will not be crushed if the object should fall.

Ms. Stone

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO

BO 12532.2 Ch 2
CPO/WRM/tan
23 Mar 1977

BASE ORDER 12532.2 Ch 2

From: Commanding General
To: Distribution List

Subj: Grading of Trades and Labor Positions under the Federal Wage System

1. Purpose. To direct a pen change to the basic Order.

2. Action. In paragraph 7b, line 15 after the word "mandatory" add:

"In writing position descriptions for all Trades and Labor positions covered by enclosures (1) and (2), the use of words connoting sex of the incumbent, such as, he, she, his, him, her, woman or man, should be avoided. The description can be both impersonal and simplified by the use of active verbs in describing the duties as shown in the sample description, enclosure (3)."

B. H. CURWEN, JR.
Chief of Staff

DISTRIBUTION: "C"

RECEIVED
31 MAR 1977

STANDARD SCHEDULE OF DISCIPLINARY OFFENSES AND PENALTIES FOR CIVILIAN EMPLOYEES IN THE NAVAL ESTABLISHMENT

1. This list is not intended to cover every possible type of offense. Penalties for offenses not listed will be prescribed by the head of the activity consistent with penalties for offenses of comparable gravity.

2. Penalties for disciplinary offenses will, in general, fall within the ranges indicated. In unusual circumstances, depending on the gravity of the offense, the past record, and the position of the employee, a penalty either more or less severe than the MAX or MIN range, provided for herein, may be imposed.

3. Depending on the severity of the offenses, removal proceedings may be instituted against an employee for any four offenses committed in any 24 months' period which include two or more offenses of this schedule, or for the fourth occurrence of the same offense within the reckoning period for that offense.

4. Reckoning periods are not cumulative. (See note below.)

5. Where appropriate, consideration may be given to demotion in lieu of removal.

6. The suspension penalties listed herein are applicable to work days only. (Caution: Section 14, Veterans' Preference Act of 1944 - "Suspended for more than 30 days" is interpreted to express calendar days.)

NATURE OF OFFENSES	RANGE OF PENALTIES FOR STATED OFFENSES (Reprimands - Suspensions - Removals) Number of Occurrence in Reckoning Period						RECKONING PERIOD
	1st		2nd		3rd		
	MIN	MAX	MIN	MAX	MIN	MAX	
1. Unexcused failure to ring clock or sign attendance record or otherwise check in	Reprimand	1 day	1 day	5 days	5 days	15 days	6 months
2. Unexcused tardiness	Reprimand	1 day	1 day	5 days	5 days	15 days	6 months
Disciplinary action is in addition to non-pay status for period of tardiness.							
3. Failure to carry or show proper identification on Navy premises as required by competent authority, or misplacement or loss of identification badge	Reprimand	1 day	1 day	5 days	5 days	15 days	6 months
4. Failure to report personal injury or accident	Reprimand	1 day	1 day	5 days	5 days	15 days	1 year
5. Unexcused or unauthorized absence on 1 or more scheduled days of work	Reprimand	5 days	3 days	10 days	10 days	Removal	1 year
Charge may also be used for failure to report for overtime.							
The charge of EXCESSIVE UNAUTHORIZED ABSENCE with the penalty of removal may be used when the absence is prolonged to exceed five work days or when it appears the employee has abandoned his position. Extenuating circumstances offered by the employee should be considered.							
6. Leaving job to which assigned or Navy premises at any time during working hours without proper permission	Reprimand	5 days	3 days	10 days	10 days	Removal	1 year
7. Failure to observe precautions for personal safety, posted rules, signs, written or verbal safety instructions, or to use protective clothing or equipment.	Reprimand	5 days	3 days	10 days	10 days	Removal	1 year
8. Violating traffic regulations, reckless driving on Navy premises, or improper operation of motor vehicle	Reprimand	5 days	3 days	10 days	10 days	Removal	1 year
Driver's permit to operate vehicle on premises may be suspended or revoked, in lieu of other penalty, if vehicle involved is privately owned and recklessness or hazard to others is not involved in offense.							
9. Loafing or wasting time	Reprimand	5 days	3 days	10 days	10 days	Removal	1 year
10. Careless workmanship resulting in spoilage or waste of materials or delay in production	Reprimand	5 days	3 days	10 days	10 days	Removal	1 year
11. Failure or delay in carrying out orders, work assignments, or instructions of superiors	Reprimand	5 days	3 days	10 days	10 days	Removal	1 year
12. Loss of, or damage to, Government property or the property of others, or endangering same, through carelessness	Reprimand	10 days	10 days	Removal	15 days	Removal	1 year
Does not apply to damage to government-owned household furnishings or quarters resulting from normal tenancy therein.							
13. Gambling or unlawful betting on Navy premises	Reprimand	10 days	10 days	Removal	15 days	Removal	2 years
14. Covering up or attempting to conceal defective work; removing or destroying same without permission	Reprimand	10 days	10 days	Removal	15 days	Removal	2 years
15. Disorderly conduct; fighting; threatening or attempting to inflict bodily injury to another; engaging in dangerous horseplay; or resisting competent authority	Reprimand	Removal	10 days	Removal	15 days	Removal	2 years
16. Reporting for duty or being on duty under the influence of intoxicants; unauthorized possession of, or attempting to bring, intoxicants on Navy premises	Reprimand	Removal	10 days	Removal	15 days	Removal	2 years
17. Selling intoxicants on Navy premises	Reprimand	Removal	10 days	Removal	Removal	Removal	2 years
18. Promotion of gambling on Navy premises	Reprimand	Removal	15 days	Removal	Removal	Removal	2 years
19. Sleeping during working hours	Reprimand	Removal	15 days	Removal	Removal	Removal	2 years
20. Failure to safeguard classified matter	Reprimand	Removal	15 days	Removal	Removal	Removal	2 years
Consider the nature of the employee's position or assignment, whether disclosure resulted, and the classification of the jeopardized matter. See U. S. Navy Security Manual for definition of classified matter and security manual of the appropriate agency when non-Navy matter is jeopardized.							
21. Smoking in unauthorized places or carrying matches in explosive areas	Reprimand	Removal	15 days	Removal	Removal	Removal	2 years
22. Endangering the safety of, or causing injury to, personnel through carelessness	Reprimand	Removal	15 days	Removal	Removal	Removal	2 years
23. Making false or unfounded statements which are slanderous or defamatory about other employees or officials	Reprimand	Removal	15 days	Removal	Removal	Removal	2 years
Consider the duties and position of the employee, the nature of the statements made and the extent to which they damage the activity or the injured party, the nature and timing of any retraction by the employee, and the extent to which the damaging statements are supported by established facts.							
24. Malicious damage to Government property or the property of others	Reprimand	Removal	15 days	Removal	Removal	Removal	2 years
25. Actual or attempted theft of Government property or the property of others	Reprimand	Removal	15 days	Removal	Removal	Removal	2 years
Whether or not restitution was made should enter into the determination of the penalty for this offense.							
26. Immoral, indecent, or notoriously disgraceful conduct	Reprimand	Removal	15 days	Removal	Removal	Removal	2 years
27. Disrespectful conduct; use of insulting, abusive, or obscene language to, or about other personnel	Reprimand	Removal	15 days	Removal	Removal	Removal	2 years
28. Falsification, misstatement, exaggeration, or concealment of material fact in connection with employment, promotion, any record, investigation, or other proper proceeding	Reprimand	Removal	15 days	Removal	Removal	Removal	2 years
29. Falsifying attendance record for oneself or another employee	Reprimand	Removal	15 days	Removal	Removal	Removal	2 years
30. Disobedience to constituted authorities, or deliberate refusal to carry out any proper order from immediate supervisor or other supervisor having responsibility for the work of the employee; insubordination	Reprimand	Removal	15 days	Removal	Removal	Removal	2 years

Information concerning other offenses for which employees may be punished by removal, fine or imprisonment is available in your Personnel Office. Such prohibitions and penalties are based on Civil Service Rules or regulations or on law. In case of infraction, appropriate action will be taken in cooperation with the proper authority.

NOTE - A reckoning or probation period is a specific interval of time commencing with the occurrence of an offense and expiring absolutely at the end of the period of time specified by the offense. A more severe penalty may be imposed if there is a repetition of the offense within the reckoning period.

Mr. Stone

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO
BO 12715.1
CPO/RAW/smj
21 Sep 1977

BASE ORDER 12715.1

From: Commanding General
To: Distribution List

Subj: Clearance requirements of civil service employees preliminary to separation for any reason

Ref: (a) CMMI 351 (NOTAL)
(b) FPM/CMMI 751 (NOTAL)
(c) FPM Supp 296-31, Book III (NOTAL)

1. Purpose. To establish clearance procedure for civil service employees being separated for any reason; and to assure that employees account for all Government property assigned to their custody, arrange for final pay, and receive proper instruction concerning benefits available to them prior to the effective date of separation.

2. Cancellation. BO 12352.1F.

* 3. Leave at Time of Separation. Normally, annual leave and leave without pay will not be granted when it is known in advance that an employee is to be separated. Exceptions may be made for employees under notice of reduction in force as provided for in reference (a); to provide time for settling personal affairs to employees entering military service; to permit career or career-conditional employees to seek and/or continue Federal employment; and pending approval of disability retirement or compensation.

4. Check-Out Date. The check-out date for all types of separations shall be the last day of work. The last day of work will normally be the effective date of separation except where leave has been granted under one of the exceptions in paragraph 3. The Civilian Personnel Office will advise the activity concerned of the day an employee is to check out because of retirement. In all other types of separations, except transfers, the activity and the employee will receive a copy of correspondence showing the effective date of separation.

5. Responsibility for Clearance when Employee is Available

a. The organizational commander, head of staff section, department head, or chief of service, as appropriate (or designated representative), is responsible for initiating a Civilian Employee Clearance Checklist (MCBCL 12352) to permit a separating employee to receive a chest x-ray and audiogram prior to his last day of work (about 10 days prior to last day of work); and to clear all property, take his Bi-Weekly Time and Cost Card to Civil Payroll, turn in civilian identification card and vehicle decal and arrive at the Civilian Personnel Office (with all items noted above signed off on the Checklist) between 1430 and 1600 on the employee's last day of work. The employee's supervisor should provide the employee with the Checklist on the day(s) he receives the medical examinations. Upon completion of the medical examinations, the Checklist may be returned to the supervisor pending the employee's last day of work. The supervisor is responsible for ensuring completion of the required medical examinations. The supervisor shall certify on the Checklist that all Government property charged to the employee has been turned in, recovered, or the shortage reported to the Provost Marshal. Loss of or damage to Government tools or equipment shall be handled in accordance with reference (b).

b. Employees who are members of the Marine Corps Federal Credit Union should be advised to contact that office during business hours prior to checking out.

c. Employees who have utilized the services of the Base General Library or libraries of other Commands should be advised to contact the library during business hours prior to checking out to inform the librarian of their separation from employment.

6. Responsibility for Clearance when Employee is not Available. When an employee being separated for any reason is not available for clearance, the organizational commander, head of staff section, department head, or chief of service, as appropriate, of the section to which the employee is assigned will endeavor to recover all Government property signed out to the employee, reporting any shortages to the Provost Marshal. The Time and Cost Card is to be completed and forwarded to the Civil Payroll Office. A Clearance Checklist will be initiated and forwarded to the Civilian Personnel Office for final action and filing. The Civilian Personnel

Officer will advise the employee to return the civilian identification card and vehicle decal, if any, and any other Government property in his possession. If an employee fails to complete requirements within 10 workdays after date of separation, the Civilian Personnel Officer will notify the Provost Marshal by memorandum.

7. Resignations. Resignations will normally be submitted in the space provided on the Standard Form 52 but may be accepted in letter form and attached to the SF-52. In accordance with reference (c), reasons for an employee's resignation should be obtained whenever possible. The organizational commander, head of staff section, department head, or chief of service, as appropriate, of the section concerned will complete the face of the SF-52.

a. Agency's reason(s). The operating office will not enter additional or modified reasons on the SF-52 or other document which the employee signs and submits as his resignation. If there are any known additional or modified reasons for the resignation, the operating office should prepare a separate statement covering these reasons and submit it to the Civilian Personnel Office with the SF-52. If the reasons furnished by the operating office become the agency's finding of fact on why the employee resigned (determined by the Civilian Personnel Officer), the information is entered under remarks on the SF-50 covering the resignation. If the finding of fact contradicts or relates to the validity of an employee's work-connected reasons, a statement on whether the separating employee was informed of his opportunity to file a grievance under the appropriate grievance procedure will also be entered under remarks on the SF-50. The separate statement of reasons furnished by the operating office will not be filed in the employee's Official Personnel Folder unless it becomes the agency's finding of fact.

b. Leave requests. Career or career-conditional employees may apply for annual leave and/or leave without pay, combined leave not to exceed 90 days, to seek continued Federal employment. Such employees shall submit a resignation to be effective at the end of the leave period. The SF-52, or letter, containing the resignation shall include the request for leave. Employees resigning due to pregnancy and who submit a statement by a physician may use accrued sick leave prior to separation. Except in those cases where there are specific provisions for granting leave or leave

without pay, the last day of work is the effective date of resignation.

Resignations will be forwarded to the Civilian Personnel Office promptly when received and the employee will complete the check out on the last day of work.

8. Availability of Forms. A supply of Civilian Employee Clearance Checklists (MCBCL 12352) may be obtained from the Civilian Personnel Office.

9. Applicability. Having received the concurrences of the Commanding Officers of Marine Corps Air Station (Helicopter), New River, Naval Regional Medical Center, and Naval Regional Dental Center, this Order is applicable to those Commands.

10. Change Notation. Significant changes contained in this revision are denoted by asterisks (*) in the outer left margin.

W. D. KENT
Chief of Staff

DISTRIBUTION: "C" less CAT III
plus 50 to CivPersOff

CIVILIAN PERSONNEL OFFICE
Marine Corps Base
Camp Lejeune, North Carolina 28542

49/AIP/smb
12750
6 Sep 1974

MEMORANDUM 6-74

From: Civilian Personnel Officer
To: All Supervisors of Civil Service Employees

Subj: Adverse actions

1. Effective 9 September 1974 there will be significant changes in the manner in which adverse actions will be processed and effected. The purpose of this memorandum is to provide an explanation of the changes.

2. There will no longer be any right of appeal from an adverse action to any level of authority within the Marine Corps or Navy. All appeals from adverse actions will be made directly by the affected employee or his designated representative to the appropriate office of the Civil Service Commission. The Commission will hold a hearing, if requested, and render a binding decision. Only under the following circumstances can that decision be further reviewed:

a. Facts come to light which were not known at the time of the decision.

b. The Commission's examiner erred in interpreting applicable law or regulation.

c. The issue adjudicated is of such significance as to set a precedent which should be decided at the headquarters of the central personnel agency of the Federal Government.

3. Whereas authority to effect adverse decisions is presently delegated to Commanding Officers of subordinate units and heads of staff sections within Marine Corps Base and to other designated officials at the Naval Regional Medical Center, Marine Corps Air Station (Helicopter), and Naval Medical Field Research Laboratory; under the new procedure only the head of the activity will issue decisions which constitute adverse actions. Accordingly, those officials who have been delegated authority to effect adverse actions may only propose such actions.

4. Before the head of the activity makes a decision which constitutes an adverse action, careful consideration will be given to any replies to proposed actions. That reasons for proposing an adverse action be thoroughly substantiated is an obvious truism. In this connection it is noted that when an appeal from an adverse decision is filed with the Commission, there will be only one opportunity to present management's case in an adversary type proceeding. Within Marine Corps Base the Assistant Chief of Staff, Manpower has been assigned responsibility for receiving and considering any replies to proposed adverse actions. At Marine Corps Air Station (Helicopter), New River, the S-1 Officer has been assigned such responsibility. The Administrative Officer at the Naval Medical Field Research Laboratory has that responsibility.

49/AIP/smb
12750
6 Sep 1974

Subj: Adverse actions

5. Base Order 12750.1E is being revised to reflect these changes. Immediate supervisors are reminded that their authority to issue reprimands is not affected by these changes. It is the intent of the Civil Service Commission that only one avenue of redress be available to an employee against whom adverse action is taken and that the issues be resolved promptly.

A. I. PAGE

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO
BO 12594.2B
CPO/HH/hlm
22 Jan 1976

BASE ORDER 12594.2B

From: Commanding General
To: Distribution List

Subj: Uniforms and handtools; requirements for

Ref: (a) CMMI 594

1. Purpose. To prescribe uniform allowances and requirements in accordance with reference (a), and to prescribe handtool requirements for the journeymen trades.

2. Cancellation. BO 12594.2A

3. Change Notation. Significant changes contained in this revision are denoted by asterisks (*) shown in the left margin.

4. Policy Concerning Uniforms. Employees will not be required to wear uniforms except when the nature of their work makes ready identification important and the wearing of a uniform is necessary in order to achieve this objective properly. Any employee who is required to wear a uniform will be paid a uniform allowance or will be furnished a uniform. The uniform required will be the most economical type to accomplish the purpose.

5. Non-uniform Items. A uniform consists of those items of distinctive clothing or insignia an employee is required to wear as a condition of his employment. The following items of apparel are not considered as part of a uniform for the purpose of this Order:

a. Items of apparel worn as work clothing, such as coveralls normally worn by painters, mechanics, etc.; fatigue clothing worn by firefighters; or safety clothing such as safety shoes and asbestos gloves.

b. Items such as shoes and socks, even though they must be of prescribed colors, quality and appearance, which may be worn as items of civilian dress during off-duty hours.

c. Shirts normally worn under a uniform coat or blouse. (Shirts of distinctive uniform appearance normally worn as

an outside garment in place of a uniform coat or blouse are considered as part of the uniform.)

*6. Uniform Requirements (Local). Employees will not be required to wear a uniform or special clothing unless a uniform allowance is authorized by this Order or the special clothing is furnished. Nurses, nursing assistants, LPN's, dental hygienists, dietitians, medical aids, occupational therapists, physiotherapists, x-ray and clinical laboratory technicians, firefighters, fire chiefs and fire protection inspectors are required to wear uniforms during working hours as prescribed by reference (a).

7. Employee Responsibility. Employees required to wear a uniform are responsible for the following:

a. Appearing for work in proper uniform.

b. Keeping uniforms neat, clean, and in a good state of repair.

c. Wearing the uniform with the smartness with which uniforms are generally worn by military personnel, i.e., uniforms cleaned and pressed, shoes shined, cap worn squarely, and tie neatly tied.

d. Wearing the uniform only when on duty or when proceeding from home to duty station and return. The wearing of uniforms when off duty or not enroute to and from duty station is prohibited.

*8. Payment of Uniform Allowances

a. Firefighters will be paid an initial allowance of $125.00 and a replacement allowance of $20.00 per quarter. Supervisory firefighters, GS-8 and above; all fire protection inspectors and fire chiefs are required to wear their uniforms 40 hours per week and will be paid a replacement allowance of $25.00 per quarter. Dental hygienists, dietitians, nurses, occupational therapists, physiotherapists, x-ray and clinical laboratory technicians will be paid an initial allowance of $104.00 and a replacement allowance of $21.00 per quarter. Medical aids, nursing assistants and LPN's will be paid an initial allowance of $81.00 and a replacement allowance of $16.00 per quarter. The initial uniform allowance is payable as of the date of employment. During the period immediately following appointment, the Department/Services concerned will determine whether the appointee is likely to continue in the position and so notify the Civilian Personnel Officer. The determination

will normally be made within the first month but not later than three months after date of employment. During this period, the employee will not be required to purchase a uniform and payment of uniform allowance will be withheld. If the employee is unsatisfactory, no obligation to pay the allowance has been incurred and no allowance will be paid. If the employee is satisfactory, he will be paid the full amount of the initial allowance and given thirty days in which to begin wearing the uniform. The "determination period" is included in the one-year covered by the initial uniform allowance.

b. Uniform allowances will be paid on Public Voucher for Purchases and Services other than Personal (Standard Form 1034). This voucher will be prepared by the Civilian Personnel Officer for Marine Corps Base employees and by the Fiscal Officer at the Naval Regional Dental Center and the Naval Regional Medical Center who will ascertain that each employee to whom a payment is indicated is, in fact, entitled to payment in the amount specified. A master copy of each voucher will be maintained by the office preparing the voucher. Payment will be made by the appropriate Disbursing Officer.

9. Furnishing of Handtools. Personnel hired as journeymen are required to furnish the basic tools of their trade. Upon permanent assignment to these positions, employees will be furnished a list of the required tools, and will be expected to have a sufficient number of these tools to perform the common tasks of the trade before entrance on duty. They will be expected to acquire the required tools within 45 days after initial assignment to the position. Lists of required tools will be established by unit and staff section heads concerned. The Civilian Personnel Office will be supplied with copies of such lists and all subsequent changes.

*10. Assistance. Questions concerning the provisions of this Order should be referred to the Civilian Personnel Office, telephone extension 5918.

*11. Applicability. Having received the concurrence of the Commanding Officers of Marine Corps Air Station (H), New River; Naval Regional Medical Center; Naval Medical Field Research Laboratory; and Naval Regional Dental Center, this Order is applicable to those Commands.

G. C. FOX
Chief of Staff

DISTRIBUTION: "C" Less Category III

BASE MOTOR TRANSPORT
Marine Corps Base
Camp Lejeune, North Carolina 28542

35/CWM/ew
4600
28 Aug 1974

From: Motor Transport Officer
To: All Motor Transport Motor Vehicle Operators (Military and Civilian)

Subj: Standing Operating Procedures for Backing or Operating Government Vehicles in Close Quarters

Ref: (a) BO P5560.2_, Chapter VII, para. 3. i.
(b) BO 4600.1_, Section V, para. 509

1. The following extract from reference (a), regarding backing of Government vehicles, is quoted for information and compliance:

"1. Backing of Vehicles

(1) No vehicle shall be backed until the driver has ascertained that such maneuver can be made with safety.

(2) When the operator of a Government vehicle determines that he must back or operate in close quarters, the rider or helper, if any, shall dismount and act as a guide. In this capacity, he is authorized to direct and control traffic to facilitate the required maneuver.

(a) If there is no rider or helper available, the driver shall obtain the assistance of any passenger or other available person.

(b) If no rider, helper, or other assistance is available, the driver shall insure by personal observation that the way is clear before backing or operating the vehicle in close quarters. Unless this inspection can be performed from the driver's position, the driver shall dismount to make the inspection before attempting the maneuver.

(3) Military personnel, if requested, shall assist the driver of a Government vehicle by performing the function of a guide in order that the driver may safely back the vehicle."

K. W. KING, SR.

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

BO 5101.18
SAFD/RJA/hrl
4 Feb 1980

BASE ORDER 5101.18

From: Commanding General
To: Distribution list

Subj: Marine Corps Special Emphasis Seatbelt Program

Ref: (a) MCBul 5101 of 15Aug79 (NOTAL)
(b) MCO 5100.19C (NOTAL)

1. Purpose. To reduce motor vehicle fatalities and disabling injuries through a special emphasis program on the use of occupant restraints in commercial vehicles.

2. Information

a. Traffic accidents continue to be the greatest cause of death and disability among Marine Corps personnel. A recent review of accident data concludes that seatbelts were not available to 65 percent of those personnel killed or injured in DoD vehicle accidents. Three-fourths of the remaining victims did not use the available restraint devices. There are no indications that the seatbelt usage record for off-duty private vehicle accidents involving Marine Corps personnel is any better.

b. Reference (a) outlines the subject program and contains minimum elements for implementation. Duration of the program commenced 1 September 1979, and ends 30 June 1980. Reference (b) established the Marine Corps Traffic Safety Program and, in part, outlines supervisory responsibilities relevant to the use of seatbelts in commercial government vehicles and privately-owned vehicles while being operated aboard Marine Corps installations.

c. For purposes of this program, a commercial-type vehicle will include: Passenger cars, station wagons, vans, ambulances, buses, fire engines, trucks, and tractor-trailers. It does not include tactical and combat vehicles. Commercial vehicles having a capacity of more than nine (9) passengers are required to have restraint devices for the operator only.

3. Policy. Effective immediately, all occupants of Marine Corps commercial vehicles shall utilize available restraint devices whenever the vehicle is in motion. The senior occupant in each vehicle will be held responsible for ensuring that this policy is complied with. Additionally, military personnel operating or riding in privately-owned motor vehicles aboard Camp Lejeune or Marine Corps Air Station (H), New River, shall utilize restraint devices when available.

4. Action

a. Base Safety Manager

(1) Assume cognizance over the subject program, to include report submissions for Marine Corps Base, as required in reference (a).

(2) Coordinate the program with safety officers in all Camp Lejeune and Marine Corps Air Station (H), New River, commands.

(3) Arrange publicity with the Joint Public Affairs Offices and the Civilian Personnel Office.

(4) Establish procedures for evaluating program effectiveness.

b. Motor Transport Officers

(1) Inspect all applicable commercial government-owned and leased vehicles to ascertain availability and serviceability of restraint assemblies for the driver and all passengers. If any restraint assemblies are determined to be unavailable or unserviceable, that vehicle shall be deadlined until all restraints are installed and serviceable. This requirement may be waived if the command determines the vehicle to be essential in meeting military needs.

(2) Task roadmasters with the responsibility of routinely checking government vehicles to ensure seatbelt usage by drivers and all passengers.

c. Provost Marshal, Marine Corps Base and MCAS(H), New River

(1) Direct all patrol units to check seatbelt usage, when available, by military occupants in all vehicles stopped for any reason. If belts are available, but not utilized, occupants will be informed of this base policy and asked to "buckle up."

(2) All traffic accident investigation reports shall include whether or not seatbelts were available and used in each vehicle involved in an accident.

d. Tenant Commands/Marine Corps Base Organizational Commanders

(1) Establish internal programs to promote the subject program.

(2) Submit to the Base Safety Office by 15 February, 15 April, and 15 June 1980, steps taken to implement the subject program and to ensure compliance with the policy outlined in paragraph 3. Additional information concerning educational/promotional materials can be obtained by calling the Base Safety Office, extension 3891.

e. Special Services Officers, Marine Corps Exchange Officer, and Command Club Management System Managers, Camp Lejeune and Marine Corps Air Station (H), New River. Inspect non-appropriated fund vehicles within their organization and initiate action as outlined in paragraph 4.b.(1) above.

5. Applicability. Having received the concurrences of the Commanding Generals, 2d Marine Division, FMF, and 2d Force Service Support Group (Rein), and the Commanding Officers of MCAS(H), New River, the Naval Regional Dental Center, and the Naval Regional Medical Center, this Order is applicable to those commands. Having received the concurrence of the Commanding General, 2d MAW, this Order is applicable to tenant 2d MAW commands at MCAS(H), New River.

6. Certification. Reviewed and approved this date.

J. R. FRIDELL
Chief of Staff

DISTRIBUTION: A plus Base Safety (25)

IMPORTANT NOTICE

CHANGES IN THE UNITED STATES SAVINGS BOND PROGRAM

A new Series EE Savings Bonds has been introduced to replace Series E Savings Bonds. On 12 December 1979 the Treasury Department announced the Series EE Bond will be called the U.S. Energy Savings Bond.

Conversion to Series EE Bonds will be effected with the pay period beginning 23 March 1980. While significantly reducing the costs of administering the Savings Bond Program, THESE CHANGES IN NO WAY ALTER THE RETURN RECEIVED ON SAVINGS BONDS, SERIES EE BONDS WILL CONTINUE TO PAY 6 1/2 PERCENT INTEREST WHEN HELD FOR FIVE YEARS. It must also be emphasized that nothing need be done with the Series E Bonds you currently hold. The Series E and the Energy bonds will bear interest at the rate of 7% when held for 11 years from 2 January 1980.

Compared with the Series E Bond, the new Series EE Bond will have:

PURCHASE PRICE OF 50 PERCENT OF FACE VALUE, instead of 75 percent; e.g., a $100 denomination Series EE Bond will cost $50, as compared with $75 for the $100 denomination Series E Bond. Due to this change, the Series EE Bond will reach face value in 11 years, compared to the present five-year maturity period of Series E Bonds.

MINIMUM DENOMINATION OF $50. The $25 Savings Bond will be discontinued.

MINIMUM RETENTION PERIOD OF SIX MONTHS BEFORE REDEMPTION. Series E Bonds can be redeemed two months after issue.

HIGHER ANNUAL PURCHASE LIMITATION OF $15,000 (purchase price)

In order to continue to participate in the Payroll Savings Plan, you need simply do nothing. YOUR CURRENT DEDUCTION WILL BE AUTOMATICALLY ADJUSTED to conform to the purchase of Series EE Bonds. To accommodate the purchase prices of the new Series EE Bonds, some of the deductions currently employed may have to be altered. IN NO CASE WILL YOUR DEDUCTION AMOUNT BE INCREASED WITHOUT YOUR AUTHORIZATION. (Bond conversion charts are posted on all official bulletin boards). Employees effected by average dating will be given an additional option (cash deposit) to preclude a loss of interest since no Series EE bond may reflect an issue date prior to 1 January 1980.

Additional information regarding the Series EE Bond can be obtained from your Bond coordinator or your payroll office.

If, for any reason, the automatic action described above does not satisfy your particular requirements, authorization cards (SF-1192) are available from your payroll office so that you can personally adjust your present bond deduction to the one that you desire. However, a moratorium will

be in effect from 24 February 1980 to 22 March 1980 on making changes and new registrations.

The Comptroller General has ruled (Comp. Gen. B-195443 (July 27, 1979) the Series E Plan of each employee who has not, as of the conversion date, completed a SF-1192 for conversion to the Series EE Plan will be automatically transferred to the new Series EE Plan in accordance with the published conversion chart.

SERIES E BONDS				CONVERT TO			SERIES EE BONDS
Allotment Deduction	Bond Denomination	Purchase Price	No Pay Periods	Allotment Deduction	Bond Denomination	Purchase Price	No Pay Period
3.75	25.00	18.75	5	3.75	75.00	37.50	10
3.75	50.00	37.50	10	3.75	75.00	37.50	10
3.75	75.00	56.25	15	3.75	75.00	37.50	10
3.75	100.00	75.00	20	3.75	75.00	37.50	10
3.75	200.00	150.00	40	3.75	75.00	37.50	10
6.25	25.00	18.75	3	6.25	50.00	25.00	4
6.25	50.00	37.50	6	6.25	50.00	25.00	4
6.25	75.00	56.25	9	6.25	75.00	37.50	6
6.25	100.00	75.00	12	6.25	100.00	50.00	8
6.25	200.00	150.00	24	6.25	200.00	100.00	16
7.50	50.00	37.50	5	7.50	75.00	37.50	5
7.50	100.00	75.00	10	7.50	75.00	37.50	5
7.50	200.00	150.00	20	6.25	200.00	100.00	16
7.50	500.00	375.00	50	6.25	200.00	100.00	16
9.38	25.00	18.75	2	6.25	50.00	25.00	4
10.00	200.00	150.00	15	10.00	200.00	100.00	10
11.25	75.00	56.25	5	10.00	100.00	50.00	5
12.50	50.00	37.50	3	12.50	50.00	25.00	2
12.50	100.00	75.00	6	12.50	100.00	50.00	4
12.50	200.00	150.00	12	12.50	200.00	100.00	8
12.50	500.00	375.00	30	12.50	500.00	250.00	20
15.00	100.00	75.00	5	12.50	100.00	50.00	4
15.00	200.00	150.00	10	12.50	200.00	100.00	8
15.00	500.00	375.00	25	12.50	500.00	250.00	20
15.00	1,000.00	750.00	50	12.50	500.00	250.00	20

Allotment Deduction	Bond Denomination	Purchase Price	No Pay Periods	Allotment Deduction	Bond Denomination	Purchase Price	No Pay Periods
18.75	25.00	18.75	1	18.75	75.00	37.50	2
18.75	50.00	37.50	2	18.75	75.00	37.50	2
18.75	75.00	56.25	3	18.75	75.00	37.50	2
18.75	100.00	75.00	4	12.50	100.00	50.00	4
18.75	200.00	150.00	8	12.50	200.00	100.00	8
18.75	500.00	375.00	20	12.50	500.00	250.00	20
18.75	1,000.00	750.00	40	12.50	500.00	250.00	20
25.00	100.00	75.00	3	25.00	100.00	50.00	2
25.00	200.00	150.00	6	25.00	200.00	100.00	4
25.00	500.00	375.00	15	25.00	500.00	250.00	10
25.00	1,000.00	750.00	30	25.00	1,000.00	500.00	20
28.13	75.00	56.25	2	25.00	100.00	50.00	2
37.50	50.00	37.50	1	37.50	75.00	37.50	1
37.50	100.00	75.00	2	37.50	75.00	37.50	1
37.50	200.00	150.00	4	25.00	200.00	100.00	4
37.50	500.00	375.00	10	25.00	500.00	250.00	10
37.50	1,000.00	750.00	20	25.00	1,000.00	500.00	20
50.00	200.00	150.00	3	50.00	200.00	100.00	2
50.00	1,000.00	750.00	15	50.00	1,000.00	500.00	10
56.25	75.00	56.25	1	50.00	100.00	50.00	1
75.00	100.00	75.00	1	50.00	100.00	50.00	1
75.00	200.00	150.00	2	50.00	200.00	100.00	2
75.00	500.00	375.00	5	62.50	500.00	250.00	4
75.00	1,000.00	750.00	10	62.50	1,000.00	500.00	8
150.00	200.00	150.00	1	100.00	200.00	100.00	1
375.00	500.00	375.00	1	250.00	500.00	250.00	1
750.00	1,000.00	750.00	1	500.00	1,000.00	500.00	1

UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542

BBul 12300
CPO/HH/smb
01 APR 1980

BASE BULLETIN 12300

From: Commanding General
To: Distribution List

Subj: Presidential Freeze on Hiring

Ref: (a) SECNAV msg 211309Z Mar 80 (NOTAL)

1. Purpose. To provide information regarding the freeze on hiring.

2. Information. Reference (a) advised that the President has imposed an indefinite limitation on hiring full-time permanent federal civilian employees as of 1 March 1980. The following information is provided:

a. For every two full-time permanent direct hire positions (including foreign national direct hires) which become vacant after 29 February 1980, addressees are authorized to hire one full-time permanent employee.

b. The freeze does not affect hiring of budgeted temporary/part time/intermittent employees to perform funded workload under the approved budget plan. However, these actions will be initiated only if they would have been taken in the absence of the hiring freeze and will not be employed to circumvent the freeze on full-time permanent employment.

c. Other employment categories exempt from the freeze are nonappropriated fund employees and personnel exempt from civilian employment ceilings. Personnel in the exempt categories listed above also will not be used to circumvent the freeze on full-time permanent employment.

d. In addition, the following types of hiring actions to fill full-time permanent vacancies will be exempt from the freeze:

(1) Firm commitments to hire made in writing and signed by civilian personnel officials prior to 1 March 1980.

(2) Transfers of personnel to Department of the Navy rolls as a result of an inter-service or inter-agency transfer of function.

(3) Hiring from within the Department of Defense to fill a vacancy, regardless of when the vacancy occurred.

(4) Hiring from within the Department of Defense to fill a new full-time permanent position.

(5) Hiring currently employed displaced employees registered in the DoD Priority Placement Program.

e. Except for the exemptions stated above, full-time permanent vacancies (including vacancies in existence prior to 1 March 1980) can be filled only by using new vacancy hiring authority from among the 50 percent of full-time permanent vacancies occurring after 29 February 1980. For example, if there were 25 vacancies in existence on 29 February and eight vacancies occurred after 29 February, four of the 25 vacancies or four of the eight could be filled but not both.

3. Action

a. It will be necessary to closely monitor the filling of vacancies for the duration of the freeze in order to assure that the most critical functions continue to be performed. It is absolutely essential that managers fully utilize all the options available, such as, details, reassignments, or other techniques in the effective accomplishment of their assigned mission.

b. Positions that cannot be filled by one of the methods exempted from the freeze must be approved by the Assistant Chief of Staff, Manpower. Requests will contain full justification for filling the vacancy and include a statement that there is no other person in the organization qualified and available to perform the duties. It should be recognized that the relative standings of requests to fill vacancies are subject to change and will become more critical as time passes. It may become necessary to impose further restrictions on internal promotions in order to avoid severe work force imbalances in organizations employing significant numbers of lower grade employees.

4. Self-Cancellation. 15 October 1980.

J. R. FRIDELL
Chief of Staff

DISTRIBUTION: C less Categories III & IV

Mr Cotton

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

BO 12531.8A
CPO/HH/h1m
28 Jan 1976

BASE ORDER 12531.8A

From: Commanding General
To: Distribution List

Subj: Selection of Salary and Wage Step Rates for Civil Service Employees

Ref: (a) FPM/CMMI 531
(b) FPM/CMMI 532

1. Purpose. To state the policy for determining salary and wage step rates upon reinstatement, repromotion, transfer or change of appointing office, and change to lower grade of Civil Service employees. References (a) and (b) provide specific instructions for actions not covered in this Order.

2. Cancellation. BO 12531.8

3. Policy. In setting salary and wage rates, no step above the minimum required by law or regulation will be used unless it is in the interest of this Command. Whenever a higher rate is used, it must be justified on the basis of the needs of the Base, superior qualifications of the person selected, equity among employees, and availability of funds. Salary and wage rates will be selected in accordance with the following:

a. Graded Employees

(1) Reinstatement. Any former Federal employee who is reinstated after a break in service will have his pay fixed at the first step of the grade in which reemployed, unless:

(a) The position or rating is in a shortage category as determined by the Civilian Personnel Officer.

(b) The person is reinstated from a reemployment priority list maintained by this Base or reinstated through the Department of Defense Priority Placement Program.

(c) A person reemployed under (a) or (b) above will have his pay fixed in the new position at a step rate

which preserves for him, so far as possible, his last earned rate. (For this purpose "last earned rate" does not include the rate earned in a position or rating to which temporarily promoted.) If the last earned rate falls between two steps of the new position, he will be given the higher step.

(2) Repromotion. The pay of an employee repromoted to the same or intervening grade from which demoted will not be set higher than the rate prescribed by reference (a) for a regular promotion unless the employee was demoted through no fault of his own. If the employee is being repromoted to a position or grade from which demoted through no fault of his own, his pay will be fixed at a rate that does not exceed his highest previous rate. If the rate falls between two steps of the new position, he will be given the higher of the two.

(3) Transfer and Change of Appointing Office. When an employee enters on duty without a break in service from another Federal activity, pay will be fixed in the new position at the highest rate that does not exceed the last earned rate immediately preceding the transfer.

(4) Change to Lower Grade. The pay of an employee changed to lower grade at his own request for personal reasons will be fixed at the highest step in the new position which is at least two steps below his existing step rate.

b. Wage Employees

(1) Reinstatement. The wage rate will be fixed at the first step of the grade in which reemployed unless the person is reinstated from a reemployment priority list maintained by this Base or reinstated through the Department of Defense Priority Placement Program. In such cases, the employee would receive a step rate which preserves, insofar as possible, his last earned rate.

(2) Repromotion. The pay of employees repromoted to the same or intervening grade from which demoted will not be set higher than the rate prescribed by reference (b) for a regular promotion unless the employee was demoted through no fault of his own. If the employee is being repromoted to a position or grade from which demoted through no fault of his own, his pay will be fixed at a rate that does not exceed his highest previous rate. If the rate falls between two steps of the new position he will be given the higher of the two.

(3) Transfer and Change of Appointing Office. When employees enter on duty without a break in service from another federal activity, pay will be fixed in the new position at the highest rate that does not exceed the last earned rate immediately preceding the transfer.

(4) Change to Lower Grade. The pay of an employee changed to lower grade at his own request for personal reasons will be fixed at the highest step in the new position which is at least one step below his existing step rate.

4. Firefighter (Trainee) Billets. Personnel entering on duty who are being assigned to Firefighter (Trainee), GS-3, positions, from other than Firefighter positions, will receive the minimum salary rate of the grade. This action is necessary due to the extensive training required in these positions and to provide an equitable salary differential between experienced and inexperienced Firefighters.

5. Salary Retention. These instructions will have no bearing on an employee's entitlement to salary retention in personnel actions where the salary retention regulations are applicable.

6. Exceptions

a. The provisions of this Order do not apply to employees of the Camp Lejeune Dependents' Schools serving under Excepted appointments.

b. The Civilian Personnel Officer is authorized to make other exceptions in individual cases provided such cases are in keeping with the policy stated in paragraph 3 of this Order.

7. Assistance. Questions concerning this Order should be referred to the Civilian Personnel Office, telephone extension 5918 or 2763.

8. Applicability. Having received the concurrence of the Commanding Officers of Marine Corps Air Station (H), New River; Naval Regional Medical Center; Naval Medical Field Research Laboratory; and Naval Regional Dental Center, this Order is applicable to those Commands.

G. C. FOX
Chief of Staff

DISTRIBUTION: "C" Less Category III

Mr. Stone

CIVILIAN PERSONNEL OFFICE
Marine Corps Base
Camp Lejeune, North Carolina 28542

CPO/AIP/smb
12300
21 April 1976

MEMORANDUM 2-76

From: Civilian Personnel Officer
To: All Supervisors of Civil Service Employees

Subj: Personal Health Records

1. Health records for civil service employees, Marine Corps Base, have been transferred from the Dispensary (Building 15) to the First Aid Station (Building 1403). In the future, any employee going to the Dispensary (Building 15), Hearing Conservation Center (Building 36), or the Naval Regional Medical Center for any reason is reminded to go by the First Aid Station (Building 1403) and obtain his/her health record prior to reporting to the respective medical facility.

2. Employees of the Naval Regional Medical Center and Marine Corps Air Station(H), New River, are asked to check with the personnel offices at their respective commands in order to ascertain whether their health records are still on file there, or if they have been transferred to the First Aid Station (Building 1403).

3. Health records contain confidential information; therefore, effective immediately, the employee may obtain his/her designated health record only.

A. I. Page
A. I. PAGE

MR. STONE

BASE MOTOR TRANSPORT
Marine Corps Base
Camp Lejeune, North Carolina 28542

MTO/CWM/ew
5100
1 Apr 1976

DEPARTMENTAL INSTRUCTION 4-76

From: Motor Transport Officer
To: Distribution List

Subj: Base Motor Transport Safety Program

Ref: (a) OPNAVINST 5100.16
(b) NAVMAT P5100
(c) ICC Regulations
(d) MCO 5100.8
(e) MCO 5100.19
(f) MCO 5101.8
(g) MCO 5110.1
(h) MCO P11240.46
(i) BO P4600.1
(j) BO P5100.3
(k) BO P5560.2

Encl: (1) Definitions
(2) Organization and Responsibilities
(3) Assignment, Training and Licensing of Personnel
(4) Operational Procedures (Vehicle)
(5) Operational Procedures (Garage)
(6) Accident Prevention by Analysis
(7) Incentive Programs
(8) Records

1. Purpose.

a. To establish an overall safety program for Base Motor Transport in accordance with references (a) through (k).

b. To set forth section responsibilities for the safety program.

c. To establish instructions for administering the safety program.

2. Cancellation. Departmental Instructions 6-72 of 8 Nov 1972.

K. W. King, Sr.
K. W. KING, SR.

DISTRIBUTION LIST
Each Member, Safety Committees (1)
Each Branch/Section Head (1)
File (1)

DEFINITIONS

1. Motor Vehicles. All self-propelled tactical or commercial motor vehicles and towed vehicles suitable in conjunction therewith, that are used to transport cargo and personnel or to mount special items of equipment; excluded are combat and armored vehicles, engineer construction equipment, and rail equipment.

2. Operator. Operator means any person status regularly requiring the operation of motor vehicles.

3. Incidental Operators. Means any person in other than an operator position who is required to operate a motor vehicle in order to properly carry out his assigned duties.

4. Motor Vehicle Accident. Is any accident involving a motor vehicle in motion or an accident which results from the motion of a motor vehicle that results in death, injury or property damage.

5. Duty Time. A driver is on duty at the time he begins work or is required to be in readiness for work until the time he is relieved from work and all responsibilities for performing work.

6. Driving Time. The term "drive" and "driving time" shall include all time spent at the driving controls of a motor vehicle in operation.

7. Travel Time. Travel time is that time an individual spends traveling on a motor vehicle which is in motion but not as the operator of the vehicle.

8. Long Haul. A long haul shall constitute that distance which would require more than eight (8) hours of driving in a ten (10) hour period.

9. Short Haul. Anything less in hours as described in paragraph 8.

10. Explosives and Dangerous Articles. Any material which offers a potential hazard from detonation, explosion or other violent reaction, including powder, ammunition, highly flammable materials (gasoline other than the vehicle's own fuel), flammable or explosive gases, etc.

11. Convoy. A group of vehicles organized for the purpose of control and orderly movement with or without escort protection.

SECTION I

ORGANIZATION AND RESPONSIBILITIES

1. The work of formulating and carrying out a well balanced safety program for the prevention of accidents involves such a large variety of activities and functions that it can never be handled as a one man job. It is, therefore, necessary that safety be considered an important part of everyone's job and must be accepted as the responsibility of each military and civil service employee. To keep accidents at a minimum, requires the combined efforts of all Base Motor Transport personnel.

2. Safety Committees will stimulate and widen interest of personnel in safety by giving the workers active participation in the overall safety program. Through means of safety committees, a number of persons in each section will be given definite responsibility with regard to accident prevention work. Two types of committees will be established: (1) the Safety Policy Committee, and (2) the Unit Safety Committee. Recommendations and suggestions made by these committees will be referred to the responsible officers for study. If the recommendations are rejected or modified, the reasons for such rejection or modification will always be explained.

3. Safety Committees are hereby established as follows:

a. Motor Transport Safety Policy Committee consisting of the following members:

Automotive Transportation Specialist (Chairman)
Director, Administrative Branch
Director, Operations Branch/Motor Vehicle Operator, General Foreman
Auto Mechanic, Gen Foreman/Director, Maint Branch/Maint Chief
Foreman, Transportation, MCAS(H)
NCOIC MT Support Section, U-Drive
NCOIC MT Support Section, Rifle Range
NCOIC MT Support Section, MCES
Supervisory Training Instructor (MV Operation), Recorder

b. Unit Safety Committees as follows:

(1) Maintenance Committee:

Auto Mechanic, Gen Foreman/Director, Maintenance Branch
Maint Chief
Auto Mechanic, Foreman

(2) Operations Committee:

Director, Operations Branch/Motor Vehicle Operator, General Foreman

Operations Chief
Section Leaders

4. Safety Committees will meet once each quarter. Minutes of the meeting will be kept as an official record. Copy of such minutes will be forwarded to all members of the committees and to the Motor Transport Safety Policy Committee.

5. Duties and responsibilities of the Safety Committees.

a. Duties and responsibilities of the Safety Policy Committee:

(1) Review safety policy and recommend changes as needed.

(2) Review the methods and procedures employed in the administration of the safety program.

(3) Study special problems presented to the committee.

(4) Arouse and maintain continued interest in the program.

(5) Review and evaluate recommendations of unit safety committees and forward to the Base Motor Transport Officer with comments and recommendations.

(6) Comment on the departmental safety record statistics and last consolidated accident report.

b. Duties and responsibilities of the Unit Safety Committees:

(1) Make recommendations to the Safety Policy Committee.

(2) Arouse and maintain workers' interest in safety.

(3) Actively support the incentives program to stimulate personnel interests.

(4) Comment on unit safety record statistics.

6. Responsibilities of the Department Safety Officer.

a. Review and evaluate accident analyses and make recommendations to the Base Motor Transport Officer regarding appropriate remedial action.

b. Develop and recommend to the Safety Policy Committee a comprehensive accident prevention program.

c. Advise the Motor Transport Officer on all safety matters.

d. Develop and recommend safety activities and accident prevention measures.

e. Ensure that all accident prevention measures are taken which will further the effectiveness of the safety program.

f. Take necessary steps to eliminate accident hazards which are reported by supervisors or workpersons or the Base Safety Office.

7. Responsibilities of the Director, Maintenance Branch/Auto Mechanic, General Foreman:

a. Further the development of a comprehensive safety program.

b. Strengthen the administration of the safety program down through all subordinate levels of supervision.

c. Make recommendations to the Safety Policy Committee regarding proposed orders, instructions, rules and regulations applicable to maintenance operations.

d. Ensure that safety protective clothing and equipment are used by all personnel in compliance with established safety standards.

e. Ensure that all shop accidents are reported promptly.

f. Ensure that all maintenance schedules are established in such a manner as to provide maximum mechanical safety for the operation of motor vehicles.

g. Comment on the Branch safety record statistics.

8. Responsibilities of military and civilian supervisors:

a. See that safety precautions are strictly observed in their own work areas. Where applicable or advisable, safety regulations or cautions must be posted.

b. Supervisors will be assured that personnel assigned to perform duties other than their regular duty assignment are qualified to perform such duties, including appropriate safety precautions.

c. All supervisors will be familiar with the safety requirements applicable to each operation, building area, or job assignment for which he is responsible.

d. Review with employees the safety and hygiene instructions appropriate to their specific assignment.

e. Remain alert for hazards, including both practices and conditions, and take action in connection with eliminating such hazards.

f. Ensure that employees are familiar with all safety regulations applicable to their particular job.

g. Report promptly to higher authority any incidents or hazards which are outside his/her authority to correct.

h. See that all injuries are promptly reported and treated and required reports written.

i. Present safety and hygiene lectures at meetings.

j. Orientation of new personnel.

k. Enforcing safety regulations.

l. Creating a desire among employees for adherence to safe practices.

m. Report all motor vehicle accidents on SF-91 to the Director, Operations Branch with all related information.

9. Responsibilities of operating personnel:

a. Each individual concerned will strictly observe all safety precautions applicable to his or her duty or work.

b. Each individual concerned will report to his/her supervisor any unsafe condition or any equipment or material which he considers to be unsafe.

c. Each individual concerned will warn others whom he/she believes to be in danger by known hazards or by failure to observe safety precautions.

d. Each individual concerned will wear or use protective clothing or equipment of the type approved for the safe performance of his/her work or duty.

e. Personnel will report at once to their supervisors any injuries or evidence of impaired health incurred during the course of work or duty.

f. In the event of an unforeseen hazard or occurrence, each individual concerned is expected to exercise such reasonable caution as appropriate to the situation.

g. When operating a vehicle, ensure that passengers wear seat belts while vehicle is in motion.

h. Report all accidents immediately to their section/NCOIC with a completed accident report (SF-91) and all related information.

10. Responsibilities of the Supervisory Training Instructor (MV Operation):

a. Conduct all training as required herein.

b. Administer written tests, psycho-physical tests, including reaction time, visual acuity, distance judgment, skill tests and road tests in traffic.

c. Determine an individual's overall qualifications as a competent operator.

d. Maintain all Motor Vehicle Accident Reports and Government Operators' licensing records in a current status.

e. Review and make recommendations to the Motor Transport Officer on all questionable driving records.

SECTION II

ASSIGNMENT, TRAINING AND LICENSING OF PERSONNEL

1. Minimum Qualifications. Personnel found to possess physical disabilities or poor driving record will not be accepted for assignment to duties as a Motor Vehicle Operator.

2. Training.

a. Basic Training. All operators and incidental operators assigned to Base Motor Transport to operate vehicles, who do not possess a Government Motor Vehicle Operator's Permit and have never received a course in basic vehicle operation will be assigned to the Basic Driver Training Course consisting of a minimum of 40 hours of instruction.

SECTION III

OPERATIONAL PROCEDURES (VEHICLES)

1. Motor vehicles will be maintained in a safe condition, and no operator will be permitted or required to operate a vehicle which is known to be unsafe.

2. Careful attention should be given to the following items:

a. Brakes. Vehicles should have two separate means of applying brakes. Vehicles or combinations having brakes on all wheels should be able to stop within 30 feet at 20 miles per hour or have a deceleration rate of 14 feet per second. Vehicles or combinations not having brakes on all wheels must be able to stop with 45 feet at 20 miles per hour or have a deceleration rate of 9.5 feet per second. Both hand and foot brakes should meet these requirements. Brakes should apply evenly throughout all wheels so that a vehicle should not be thrown to one side when brakes are applied.

b. Headlights. Headlights should be properly aimed to avoid blinding other motorists, and to give maximum road lighting efficiency. Dimmer switch and upper and lower headlight beams should work properly. Connecting cables for combination vehicles should have a strong connection which will not be affected by the vibration of the vehicle.

c. Brake lights, stop lights, clearance lights and turn signals should be checked for burned out bulbs, shorts, or for faulty actuating mechanisms.

d. Tires should be kept at the inflation recommended by manufacturers' specifications and checked regularly for smoothness of tread, cuts or bruises. Dual tires should be well-matched.

e. Windshield wipers must wipe the windshield clean.

f. Steering wheel should be free from excess play to maintain good control of vehicle. Wheels should be properly aligned and balanced and wheel bushings tight.

g. Glass should be free from cracks, discoloration, dirt, or unauthorized stickers which might obscure vision.

h. Horn should respond to a light touch.

i. Rear view mirror will be adjusted to give the driver a clear view of the rear.

j. Starting difficulties should be investigated and reported immediately. A vehicle stalled in traffic can easily contribute to an accident.

k. Instruments should be in good working order.

l. Drivers of tractors-semi-trailers will ensure that the catwalks are free of grease and that hoses and whipcords, when not connected to the trailer, are properly secured to the tractor to prevent damage and/or becoming entangled in the driver's feet when he is on the catwalk. Ensure that fire extinguishers are properly secured.

3. Operation of Motor Vehicles

a. Vehicle Operators. All operators are expected to practice courtesy of the road at all times toward drivers of other vehicles and toward pedestrians. All motor vehicle operators will be thoroughly familiar with the basic rules of the road and rules, regulations, and laws of the State of North Carolina, local cities and Marine Corps Base. These will include local speed limits, reasonable and prudent speed in accordance with existing conditions or circumstances, such as adverse weather, minimum speeds, safe following distances, safe clearances, overtaking and passing other vehicles, signals, rights-of-way at intersections, backing and maneuvering, parking, turning, etc.

b. Backing Vehicles. In view of the fact that improper backing continues to be the leading cause of government motor vehicle accidents, operators will take special precautions when backing a motor vehicle. When the operator of a government motor vehicle determines that he must back or operate his vehicle in close quarters, the rider or helper, if any, will dismount and act as a guide. In this capacity he is authorized to direct and control traffic to facilitate the required maneuver. If there is no rider or helper, the driver will obtain the assistance of any passenger or other available person. If no rider, helper or other assistance is available, the driver will ensure, by personal observation, that the way is clear before backing or operating his vehicle in close quarters. Unless this inspection can be performed perfectly from the driver's position, the driver will dismount to make the inspection before attempting the maneuver.

4. Fueling Vehicles. The following precautions will be taken when a motor vehicle is being fueled:

a. No fueling will take place when there are passengers aboard the vehicle.

b. No fueling will be done within a closed building.

c. During refueling, personnel in the vicinity will not smoke, light a match, or lighter, or other spark or flaming devise, and there will be no open flame of any type in the vicinity.

5. Use of Fire Extinguisher Equipment. Operators will be required to familiarize themselves with the operation of fire extinguisher equipment applicable to motor vehicles, and to be prepared to operate such extinguishers in case of fire.

6. Loading Vehicles.

a. Securing the load. The load of a vehicle will be so arranged that none of the cargo can shift, leak or otherwise escape. The load must be braced and stayed with proper lines, chains, dunnage, or other fittings. The operator is responsible for the load and is authorized to refuse cargo that is improperly loaded. The load will be so secured as to prevent forward movement, backward movement or lateral movement. Operators of vehicles transporting loads of oversize and/or overweight are required to obtain a special permit prior to movement over highways.

b. Hauling of heavy loads. No vehicle hauling an unusually heavy load over a highway or within a municipality will be moved until the operator has been advised of the correct weight of the vehicle and load, and has been given specific instructions as to the legal and safe route which he has to travel.

7. Towing Vehicles. No truck or tractor will pull or tow a draw pipe bar trailer over the public highway or within the activity unless both vehicles are connected by double safety chains and such chains are properly secured. Trucks and tractors equipped with air brakes will tow only trailers equipped with air brakes. Coupling of vacuum brake units to air brake units is strictly prohibited. No truck or tractor will pull or tow any trailer until proper air connections are established between the two units.

8. Long Hauls

a. No vehicle will be dispatched on a long haul (over 10 hours) without a relief driver being assigned in addition to the operator, without orders from the Base Motor Transport Officer. While traveling on a long haul, the operator will stop the vehicle at least every two hours, dismount from the vehicle and perform a driver's maintenance check. This will provide means of lessening the fatigue of the operator.

b. No operator will drive nor be required to drive a motor vehicle more than ten (10) hours following eight (8) consecutive hours off-duty. A long haul will constitute that distance which would require more than eight (8) hours of driving in a ten (10) hour period.

9. Safety for Riders

a. Restriction on riders

(1) Under no circumstances will unauthorized persons be allowed to ride in a government motor vehicle.

(2) In addition to the operator there will be permitted in the front seat of a motor vehicle only the number of passengers for which the seat was designed.

(3) Standing in any vehicle is prohibited except in buses provided with hand-holds or straps.

b. Protection in cold weather. All open motor vehicles transporting personnel during cold or inclement weather will be provided with a tarpaulin or other suitable covering whenever possible.

c. Loading and unloading of personnel. No person will be permitted to get on or off a motor vehicle while it is in motion. Vehicle will be brought to a complete stop before loading or unloading passengers. The driver will ensure that doors, ladders and/or other devices used to load personnel are securely in place before loading and properly secured before departure. The driver will open doors and/or put in place any device required to unload personnel. Passengers will not debark from the vehicle until directed to do so by the driver.

d. Use of Seat Belts. Drivers will ensure that occupants of vehicles equipped with seat belts, utilize the seat belts at all times. Persons refusing to use seat belts will not be transported.

10. Dempster Dumpsters

a. Maintenance. The following maintenance procedures should be posted and followed by all operating and maintenance personnel:

(1) Hoisting mechanisms will be inspected periodically by the Inspector, Auto Repair to ensure that:

(a) Hoist arms are parallel under load.

(b) Lift chains are straight, the same length under load and without defective links.

(c) The hydraulic system is tight, moving parts in proper alignment, and there are no loose parts.

(d) The hook and spring assembly is clean and free of dirt, oil and grease. (This assembly does not require lubrication.) Torsion springs will be replaced when found to exert less than 30 pounds of pressure on the hook in the engaged position. When hook points become worn or flattened, they will be built up by welding.

ii. Refueling Motor Vehicles/Equipment

a. Using Fueling Equipment

(1) Fuel tanks or containers will never be welded, soldered or repaired in the presence of an open flame until all trace of fuel and fuel vapors have been removed by steam cleaning or other approved method. Never strike a gasoline drum or barrel with a hammer or other metal object; sparks and subsequent fire may result.

(2) Equipment Maintenance. Do not use leaky hoses, pumps, valves, or faucets. Arrange for them to be repaired at once.

(3) Gasoline Containers. Gasoline will not be left standing in unlabeled containers; metal safety cans must always be used. If gasoline is to be carried away, it will be done only when in a metal safety can, tightly closed and suitably marked.

b. Fueling Procedure

(1) Bonding. To prevent electrical static discharge, tank and hose will be kept in metallic contact while gasoline is being poured into the fuel tanks. This rule applies to all kinds of motor vehicles, and especially to gasoline trucks.

(2) Proximity to Antennas. The fueling of motor vehicles in the proximity of antennas down-leads should be avoided or conducted with special precaution. An ungrounded automobile, ungrounded filling nozzle, or merely the attendant's body in close proximity to transmitting antennas and down-leads may produce sparks sufficient to ignite gasoline vapors when the nozzle comes in contact with the tank opening. Pump nozzles must be grounded at all times, and motor vehicles, when fueling, must also be grounded before opening the tank.

(3) Danger from Fumes. To minimize the effects of gasoline fumes, the face should be turned away from the fuel pipes while making deliveries of gasoline. Always drain the nozzle before removing it from the tank of a vehicle.

(4) Battery Terminals. If the gasoline tank is located under the seat, do not permit the nozzle to touch the battery terminals.

(5) Danger of Overfilling. Take special care that fuel tanks are not filled to overflowing. This is particularly important in the case of vehicles with air-cooled motors.

c. After Fueling Procedures

(1) Caps and Plugs. Replace caps or plugs securely immediately after using drums or barrels containing gasoline. Caps and plugs should be in place when drums or barrels are empty, and should be removed from the garage as soon as possible.

(2) Measuring Cans. Turn empty measuring cans bottoms up and dry out thoroughly before storing.

(3) Personal Hygiene. After handling gasoline, mechanics should wash their hands thoroughly before eating. Clothing that has become soaked with gasoline should be changed immediately to prevent possible burns and dermatitis of the skin. Gasoline soaked rags should never be carried in the pockets.

SECTION IV

OPERATIONAL PROCEDURES (GARAGE)

1. General Housekeeping

A. Cleanliness

(1) Floors and other Exposed Areas. The distribution center, garage or workshop will be thoroughly inspected daily and maintained in a clean and orderly state. Floors and other exposed surfaces will be kept clean. Hazards on floors, such as oil, grease, or loose tools, which might result in fire, slipping, tripping, or falling, will be eliminated as quickly as possible.

(2) Grease Rack. Particular care will be taken to maintain cleanliness in the area around the grease rack, as well as the rack itself. Be sure that grease connections are secured to car connections when greasing a car. At the close of business each day, clean the grease rack and floor.

(3) Walks and Drives. Loose stones and gravel on walkways and driveways will be removed daily. Keep walks and drives free of ice in winter.

b. Ventilation. Garages and repair shops should be well ventilated for protection against carbon monoxide gas from running engines. If the shop cannot be sufficiently ventilated to ensure maximum safety, a vehicle should be driven outside as soon as its engine has been started.

c. Illumination. Adequate illumination will be provided and utilized for all work areas, including work benches, and other work areas.

d. Safety During Repairs. Use warning signs or barricades to protect personnel when construction, repair work or painting is in progress.

e. Avoiding Tripping Hazards. All tools and equipment will be kept in their proper places when not in use and will particularly be kept out of walkways to avoid tripping hazards.

f. Checking Overhead Fixtures. Check overhead signs frequently to make certain that they are secure.

2. Protection of Personnel. The following personal protective equipment will be used by workpersons in a distribution center, garage or workshop:

a. Apparel Required. Mechanics will wear safety glasses, rubber gloves, aprons, safety shoes or shoe caps, and special gloves as needed.

b. Safety Glasses. Safety glasses will be worn for all grinding, chipping, cutting and welding work, or similar operations designed by local command and when using compressed air.

c. Safety Shoes. Safety shoes will be worn by designated persons at all times in toe hazard areas.

d. Prohibition against rings. Rings will not be worn by workers when servicing batteries and should not be worn while working on motor vehicles.

3. Fire Prevention

a. Fire Fighting Apparatus. Garage personnel should be trained in the operation of this equipment.

b. Smoking. Smoking or carrying of lighted cigars, cigarettes or pipes near pumps, batteries, vent pipes or in the immediate areas where motor vehicles are being repaired is prohibited. No smoking or use of open flames will be permitted in the immediate areas where vehicles are being repaired. Only designated smoking areas will be used.

4. Equipment and Tools

a. General Rules

(1) Keep tools in their proper place when not in use.

(2) Use only the correct tools for a particular job.

(3) Never use defective tools.

(4) Keep tools and hands free from grease. Clean tools with an approved solvent only.

(5) When using a bar on springs, work the bar away from your face. Be sure that you have secure footing and that your body is braced.

(6) Use wrenches that fit the task at hand.

(7) Lift batteries with tongs or battery carrier strap.

b. Blow Torches. Blow torches will not be used to clean crankcases, transmissions, radiators, or grease guns; steam, hot water, or suitable degreasers will be employed for this purpose.

c. Grease Guns. Grease guns must be handled carefully and used only for the purpose intended. Never point the gun toward another person. Serious injury has resulted when grease has been shot out of grease gun in horseplay.

d. Lube Dispenser. Keep the dispenser where it will be out of the way, and check it at regular intervals for leaks.

e. Mobile Grease Cart. Mobile grease carts must be returned to their proper places immediately after use, and the hoses must never be left lying on the floor.

f. Compressed Air. Compressed air, when misused, can be extremely dangerous. Under no circumstances should it be used as a substitute for a brush to clean machines, clothing, or your person. Any form of horseplay is prohibited. Always wear prescribed personal protective equipment. Continuously check the condition of air hoses and connections to ensure that they do not show evidence of damage or failure. Check all connections and couplings to be sure they are tight.

5. Repairing and Servicing Vehicles

a. Body and Engine Work

(1) Entering the Garage. When a vehicle is being driven into a garage, personnel will stand well out of its path. Never try to service a moving vehicle. All vehicles will come to a complete stop before entering any building. Vehicles are restricted to 5 MPH inside Repair Shop.

(2) Securing the Hood. Work will not be started under a hood of a vehicle unless the hood has been firmly secured in the open position. Hood holddown clamps or locking devices will be kept in good condition. Additional holddown clamps should be installed where necessary.

(3) Broken Glass. Care will be taken to avoid injuries from broken windshields, light globes, lenses, or jagged pieces of metal around vehicles.

(4) Radiator. If the radiator is steaming, the hands should be protected with a large rag and the steam allowed to excape before removing the cap entirely. Matches will not be used when looking into a radiator.

(5) Cranking the Engine. If it is necessary to crank an engine by hand, the brakes first must be set and gearshift set in neutral. In cranking, the handle should be grasped with the thumb alongside the fingers and not around the crank. If possible, start the engine by a series of quick pulls. Spinning should always be started with an upward pull, never a downward thrust.

(6) Lifting Heavy Parts. To prevent personal injury when removing or replacing heavy parts, such as gear units or hub and drum assemblies, mechanics should always use a hoist, jack, or dolly.

(7) Restriction on Leaded Gasoline. Do not use gasoline containing tetraethyl lead for anything but motor fuel. If this type of gasoline is spilled on the body, wash it off thoroughly, as it is a deadly poison.

b. Vehicle Stands. Approved metal vehicle stands will always be used when work is being done under a vehicle. Wooden blocks or horses will not be used for this purpose.

c. Dump Trucks. Before starting repairs on the body of a dump truck, the truck must be properly blocked, either with sturdy wooden timbers or the triangular steel stands designed especially for use on these vehicles.

d. Working on Raised Vehicles

(1) Jacks

(a) Inspection. All jacks will be inspected visually by qualified maintenance personnel for cracks, looseness and wear. If there is any doubt about the condition of a jack, it must not be used.

(b) Blocking. Be sure that a vehicle is properly blocked when working under it. Do not depend entirely on safety jacks.

(c) Centering. Center the service jack on the axle when a wheel is to be removed from a car. The jack should always be set on a solid footing.

(d) Capacity. Never use a jack for a load in excess of its rated capacity.

(e) Handle. Place the jack so that the swing of its handle will be unobstructed. Never leave a jack standing under a load with the handle in the socket.

(f) Keeping Clear. Never lean over a jack handle or handle under load.

(2) Hydraulic Lifts

(a) Inspection. Have hoists inspected at least once a month for oil leaks, oil level, and proper lubrications of safety locks on gears; the teeth of gear locks should not be worn or chipped. Never use a defective hoist.

(b) Putting Vehicle on Lift. Do not stand in front of a hoist while a motor vehicle is being guided onto it.

(c) Checking Vehicle. Never permit occupants to remain in a vehicle when it is to be lifted. Before lifting a vehicle, be sure that the ignition is off and the gears are in neutral, the wheels are blocked, and the doors are closed.

(d) Securing Vehicle. Vehicle should be securely blocked on lift.

(e) Free-wheel lift. If the free-wheel type of lift is used, be sure the vehicle is properly balanced, raise the lift just enough to take the weight off the wheels, check the blocks and knee action plates to determine whether the vehicle is resting properly.

(f) Raising the Hoist

1. When the hoist is raised, use the safety leg, and check to see that safety catches are secured.

2. Never rock the vehicle when the hoist is raised.

3. Raise and lower the object slowly. Do not try to rush the action of the hoist.

4. Do not attempt to raise a vehicle that may be heavier than the capacity of the hoist.

5. Except for cleaning purposes, never raise the hoist without a load.

e. Self-Protection During Work. When working on raised objects, stand in such a position that your feet will not be crushed if the objects should fall.

f. Charging Batteries

(1) Beware of burns and shocks when charging batteries.

(2) Vent caps should be installed before attaching or detaching charger cables. Fumes arising from batteries in the recharging line are flammable and explosive.

(3) Be sure that connections to batteries are properly made and secured.

(4) Care will be used in handling battery acids. When preparing electrolyte, the acid will always be poured into the water.

(5) Use protective glasses, apron, gloves and boots at all times, while working in battery shop.

g. Installing Tires

(1) Removing Hubcap. When removing a hubcap, hold one hand against the side of the cap so that it does not fly into your face when it is released.

(2) Removing Tire. When removing a tire from a wheel, remove the core from the valve stem and turn the wheel until the valve stem is on the lower quarter; then pull the tire opposite the stem. This saves lifting the tire, which can be rolled off the wheel onto the ground. Such a procedure is particularly useful when changing truck or bus tires.

(3) Cracked Rims. In replacing tires, take care that the rims are in good condition and that the lug nuts are tight.

(4) Lock Rings. See that the lock rings are properly installed. This should be done before the tire is fully inflated.

(5) Inflating a Tire. Inspect a tire for defects and determine the proper pressure before inflating it. When inflating a tire, turn your face away from it; never hold it between your legs. Tires on wheels equipped with lock rings must be inflated in a safety cage when removed from the wheels. Tires on split wheels must be deflated before removing the wheel from the vehicle and inflated after installing the wheel on the vehicle.

(6) Installing Tire on Wheel. When putting a tire on a wheel, turn the wheel until the opening for the valve stem is on top. Then, resting the tire against the wheel with the stem on top, stoop, place a hand on each lower quarter of the tire, and lift into place.

(7) Split Wheels. All bolts on split or two piece wheels must be tightly secured before inflating tire. Tire must be deflated before loosening bolts.

(8) When replacing wheels on a vehicle, ensure that all lugs are tightened snugly and are then retightened alternately, so the wheel fits flush against the hub.

(9) When installing dual wheels on a vehicle, valve stems will be placed 180 degrees apart or opposite each other.

SECTION V

ACCIDENT PREVENTION BY ANALYSIS

1. In order to effectively combat motor vehicle accidents, it first must be determined what the causes of the accidents are. Each accident possesses an individual set of circumstances which vary as widely as each person operating a motor vehicle.

2. All accidents involving Base Motor Transport vehicles and/or personnel will be carefully analyzed to determine the causative factors. Such analysis will be performed to explore the most prominent factors as follows:

a. Individual Analysis. This section of the accident analysis will be devoted to the psycho-physical factors of the operator concerned. It will attempt to discover the operator's deficiencies or variances in his psycho-physical abilities, which may be affected by fatigue or mental and emotional disturbances, such as depression, anger, etc.

b. Accident by Type. All accidents will be analyzed according to the type of vehicle involved in an effort to show the relationship between the accident and training received by the operator. In addition, all accidents will be analyzed by accident type, such as improper backing, failure to yield the right-of-way, etc., to show further correlation between accidents and driver training.

c. Time of Day. Accidents will be analyzed with respect to the time of the occurrence with the psycho-physical efficiency of the operator.

d. Location. Accidents will be analyzed according to the location of the accident in an effort to pin-point congested or accident prone areas, adequacy of loading zones and parking lot layouts, effectiveness of vehicle routing to avoid congested areas, etc.

e. Correlation of Analyses. It is obviously imperative that the various types of analyses set forth above must be effectively correlated to provide overall corrective action.

f. Corrective Action. Corrective action will be instigated on the basis of the results shown by the analysis set forth above. Such action may include individual driver counselling, pointing out any psycho-physical deficiencies or variances to the operator and enumerating means and methods by which the operator can compensate for such deficiencies, revising or making additions to the driver training program, refresher training program or remedial training program to provide additional instruction in operator's skills, rules of the road or other factors which the analysis may indicate are lacking. Re-scheduling or revising hours of work may be required in view of results obtained from time of day analysis and routing and dispatching of vehicles with specific instructions to operators to avoid, whenever possible, certain accident prone or congested areas as indicated by the location analysis.

SECTION VI

INCENTIVE PROGRAMS

1. Incentive programs will be conducted to maintain driver interest in safe driving. Such programs may include the following:

a. Awarding qualifying operators in accordance with the provisions of OPNAVINST 5100.16, Department of the Navy Safe Driving Awards.

b. Conducting a "Driver Achievement Award" program.

c. Making group presentations of any awards earned by operators.

d. Awards may include such things as additional liberty, certificates, or a combination of both.

e. Consult current management effectiveness program directives for coverage of all types of incentive programs and awards.

SECTION VII

RECORDS

1. In order to effectively conduct a Motor Vehicle Safety Program, certain records must be executed and maintained. Such records should include the following:

a. Each section will maintain accurate mileage records for vehicles, by types, under their cognizance, and such records will be separated to show mileage for Motor Transport personnel and mileage for U-Drive personnel. This mileage is essential in computing accident rates and for comparing accident rates between the various units.

b. Drivers' Records. An operator's driver record folder will be established on each operator or incidental operator who operates Base Motor Transport vehicles. This record will include the following:

(1) A summary of previous driving experience, including accidents, violations, etc.

(2) The Application for Government Vehicle Operator's Permit, SF-46, Form NAVMC 10964; Operators Qualifications and Record of Licensing and Performance Form, DD 1360; and Physical Fitness Inquiry for Motor Vehicle Operators, SF-47. The complete results of any individual analysis which may have been performed and any additional information which may be pertinent to the driver's previous experience or abilities will also be included in the driver record folder. A copy of the individual's Form DD 1360 will be maintained in the Licensing/Training Section's files.

Mr. Stone

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO
BO 12410.3F Ch 1
CPO/GBF/ljq
16 Feb 1978

BASE ORDER 12410.3F Ch 1

From: Commanding General
To: Distribution List

Subj: Civilian Employee Training and Development Program

Encl: (1) New page inserts to BO 12410.3F

1. Purpose. To transmit new page inserts and direct pen changes to the basic Order.

2. Action

a. Remove present pages 3 and 4 of the basic Order and replace with the corresponding pages contained in enclosure (1) hereto.

b. Insert new enclosure (2).

c. Page 1, add "Ref: (d) BO 12270.1."

d. Page 1, change the identification of enclosure (1) to read "Training Priorities and Resources."

e. Page 1, add "Encl: (2) Preparation of Form DD 1556."

f. Enclosure (1), page 1, change the heading to read "Training Priorities and Resources."

g. Enclosure (1), page 3, delete paragraph 3 in its entirety.

3. Change Notation. Significant changes contained in the enclosure are denoted by asterisks (*) in the outer left margin.

W. F. SHEEHAN
Chief of Staff

DISTRIBUTION: C Less Category III

PREPARATION OF FORM DD 1556

1. General. Form DD 1556 (1 Aug 1977) is a multipurpose form for requesting, authorizing and certifying training, to include training through participation in professional meetings as discussed in the basic Order. Forms may be obtained from the Civilian Personnel Office, Training Division. Previous editions of the Form are obsolete. The new Form DD 1556 also supersedes the following forms:

a. Form NAVSO 12410/19 and 19A - Training Request, Authorization and Record.

b. Form NAVEXOS 12410/13 - Payment Authorization for Training.

c. Form NAVEXOS 12000/2 - Request and Approval for Attendance at Meetings (Civilian Employees only).

d. Optional Form 37 - Nomination for Interagency Training.

2. Procedures

a. Marine Corps Base. Form DD 1556 will be prepared by the Employee Development Superintendent, Civilian Personnel Office as required for all Marine Corps Base employee training. In the case of employee attendance at professional meetings as discussed in paragraph 6f of the basic Order, the Form 1556 will be prepared in the employee's work section or department and submitted to the Civilian Personnel Officer along with travel orders as discussed in reference (d).

b. Other Commands. Those Commands identified in paragraph 12 of the basic Order will prepare Form DD 1556 in the case of their employees and forward to the Civilian Personnel Office.

3. Instructions. Complete Form DD 1556 as follows:

Section A - Trainee Information. Complete items 1, 2, 4, 7, 8, 11 and 12.

Section B - Training Course Data. Complete items 15a and b, 16b, 17a, 18a and b, and 19a, b, and c.

Section C - Estimated Costs and Billing Information. Complete all items as applicable EXCEPT items 21f and 25d.

ENCLOSURE (2)
Ch 1 (16 Feb 1978)

Section D - Approvals. Complete item 26.

Section E - Approval/Concurrence. Signatory officials for Marine Corps Base are Organizational Commanders, Heads of Staff Sections, Department Heads or their principle deputy/assistant, and the Employee Development Superintendent, Civilian Personnel Office.

duties in a different job at the same or higher level than the one currently held by the employee as officially recognized by management.

* f. Professional Meetings. Professional meetings are defined as conferences, meetings and symposia which are concerned with the functions or activities of the Department of the Navy, or which will contribute to improved conduct, supervision or management of such functions or activities. Meetings of professional societies, held during or after normal working hours, are included in this definition. Participation in professional meetings is to be encouraged and permitted to the extent practicable as a means for providing training to employees in their occupational or professional growth. Planned attendance at professional meetings is therefore to be included when reporting training needs in response to the annual training needs survey. Meetings or conferences which are a normal part of an employee's duties, or meetings required to accomplish duties of a continuing nature such as staff conferences, planning sessions or working conferences are not training and are not to be reported as training.

g. Training. An organized instructional process for developing/improving employee skills, knowledge, abilities, proficiency, work habits, attitudes and qualifications.

h. Training by, in or through Government Facilities. Training that is conducted by civilian or military personnel of the Government acting in their official capacities, and on property owned or substantially controlled by the Government.

i. Training by, in or through Non-Government Facilities. All approved training other than that described in paragraph 6h preceding.

7. General. Employee training and development is a necessary mission support function requiring the joint efforts of both line and staff management and employees. The majority of training takes place at the work site in the form of supervisory instructions to employees. Employee training and development needs which cannot be met through on-the-job instruction are to be reported in connection with the annual training needs survey. Training priorities and sources of training are discussed in enclosure (1). Form DD 1556 (1 Aug 1977) is to be used to nominate employees for training and for attendance at professional meetings constituting training. Instructions on use of this form and its preparation are discussed in enclosure (2).

8. Responsibilities

a. The Civilian Personnel Officer, as special staff officer for civilian personnel matters, is responsible for providing direction to the employee training and development program and for integrating that program with the overall civilian personnel administration program.

b. The Employee Development Superintendent, Civilian Personnel Office, is the principal staff agent for employee training and development and is responsible for:

(1) Conducting annual training needs surveys and assisting management officials in identifying training needs and establishing priorities.

(2) Budgeting for civilian training based upon needs identified in the annual survey.

(3) Serving as advisor to the Civilian Training Committee.

(4) Preparing and publishing the ATP.

(5) Providing or arranging for training set forth in the ATP.

(6) Preparing IDPs for approval of appropriate management officials and monitoring employees' progress in their IDPs.

(7) Serving as Program Administrator for career management programs and trade training programs.

c. Supervisory personnel, military and civilian, are responsible for determining and making known the training needs of their employees, providing on-the-job training for subordinates and encouraging employees in their occupation-oriented self-development efforts.

d. Employees stand to gain personally from their own development and therefore are responsible for pursuing self-development activities through which they acquire new or increased skills, knowledge and abilities. Supervisors and the employee development staff of the Civilian Personnel Office are available to provide information and counsel to employees concerning their self-development interests. Employees are also responsible for submitting evidence of their self-development activities to the Civilian Personnel Office for recording in their official personnel records.

9. Civilian Training Committee. There is hereby established a Civilian Training Committee for Marine Corps Base under the staff cognizance of the Assistant Chief of Staff, Manpower. Additional duty assignments to the Committee are made by Base Bulletin, 5420 series. The Committee serves as the oversight and steering body for the civilian training program. Specific functions of the Committee are to:

Stone

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO
BO 12300.4B
CPO/HH/tan
7 Oct 1977

BASE ORDER 12300.4B

From: Commanding General
To: Distribution List

Subj: DoD Program for Stability of Civilian Employment

Ref: (a) MCO 12300.2
(b) DoD 1400.20-1-M, Part I, Chap 3, Para VIII

1. Purpose. To set forth the procedures in support of the policy regarding subject program as it relates to adverse effect on individuals because of base closures, functional transfers, and reductions in force, in accordance with the provisions of references (a) and (b).

2. Cancellation. BO 12300.4A.

3. Background

a. The Department of the Navy policy concerning the Priority Placement Program includes specific measures designed to minimize adverse effects on displaced or about to be displaced DoD employees.

b. The continued success of the program requires absolute adherence to the regulatory requirements of the Department of the Navy policy.

c. First consideration in filling vacant positions must be a commitment to provide job opportunities for Department of Defense employees registered in the Priority Placement Program.

4. Action. Organizational Commanders, Heads of Staff Sections, Department Heads, and Chiefs of Services will ensure that all personnel under their supervision actively support the Department of the Navy policy by adhering to the following:

a. Not withholding action to fill vacancies until a candidate on the stopper list obtains other employment.

b. Not changing the grade level of a vacancy to preclude placement of a stopper list candidate.

c. Not revising qualification requirements for a vacancy to preclude selection of a stopper list candidate.

RECEIVED
17 OCT 1977

5. Applicability. Having received the concurrence of the Commanding Officers of Marine Corps Air Station (H), New River; Naval Regional Medical Center, and Naval Regional Dental Center, this Order is applicable to those Commands.

W. D. KENT
Chief of Staff

DISTRIBUTION: "C" less Category III

HEADQUARTERS, MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

BO 12430.1F
49/WRM/rmb
14 JUN 1973

BASE ORDER 12430.1F

From: Commanding General
To: Distribution List

Subj: Performance Appraisals and Ratings of Civil Service Employees

Ref: (a) CMMI 430
(b) MCO P12000.7A
(c) BO 12531.7
(d) BO 12750.1
(e) BO 12451.1

Encl: *(1) Instructions for the completion of Performance Rating and Appraisal Report MCBCL 12430/1 (Rev. 3-73)
(2) Guides for Performance Ratings of Outstanding
(3) Sample Format for Recommendations for Outstanding Performance Ratings
(4) Warning Requirements for Unsatisfactory Performance
(5) Format for Record of Warning

1. Purpose. To set forth the policy and to provide instruction and guidance to all personnel concerning performance appraisals and ratings of Civil Service employees in accordance with the provisions of references (a) and (b).

2. Cancellation. BO 12430.1E

3. Change Notation. Significant changes contained in this revision are denoted by asterisks (*) shown in the left margin.

4. Background. The Performance Rating Act of 1950 requires that a performance rating program be established for the purpose of recognizing merit of employees and their contributions to the efficiency and economy in the federal service. This program will be as simple as possible and will provide:

a. That proper performance requirements be made known to all employees.

b. That performance be fairly appraised in relation to such requirements.

c. For the use of appraisals to improve the effectiveness of employee performance.

d. For strengthening supervisory-employee relationships.

e. That each employee be kept currently advised of his performance and promptly notified of his performance rating.

* 5. Policy

a. The performance of all civilian employees will be appraised and rated impartially and in a manner which will improve their performance of assigned duties. Supervisors will evaluate employee performance on a continuing basis and keep their employees advised on how they are doing in meeting reasonable performance standards made known to them.

b. The "Outstanding" rating is reserved for those very few employees who far surpass others in overall quality, quantity, and adaptability in performance of duties. This rating must be fully supported by a written description in which the rater cites concrete examples of the employee's accomplishments which have been marked by an exceptional level of competence. Insignificant duties described in glowing terms do not qualify. Comparison should be made among employees in the same levels and similar work.

6. Definitions

a. Performance Appraisals. A performance appraisal is a continuous evaluation of actual performance based on performance standards. Appraisals keep employees informed on how they are doing in relation to objectives, help them improve their performance, and build morale and teamwork in getting the job done to the mutual advantage of both the supervisor and the employees. In addition, they keep employees serving trial periods advised of work requirements and give them a fair opportunity to meet these requirements. Performance appraisals are distinct from performance ratings. This distinction is apparent in that performance ratings are made as formal reports after the close of the rating period, whereas appraisals are made on a continuing basis while performance is being rendered.

b. Performance Ratings. A performance rating is an overall evaluation of the work actually done by an employee in the position held by him during the rating period, based on performance standards in effect at the time the performance was rendered. Performance ratings are subdivided as to kinds as follows:

(1) Entrance Rating. An entrance rating is always "Satisfactory" and is based on a presumption that the employee will prove satisfactory in a line and/or level of work for which he is judged qualified. This rating is automatic at the time of appointment or at the time of placement in a different line or level of work.

(2) Regular Rating. An official rating of performance is normally made at the end of each annual rating period. This rating must be based on at least three months of performance during the rating period in the employee's current line and level of work.

(a) No rating is due:

1. On performance during the probationary period. (See subparagraph 6d below.)

2. When performance is unsatisfactory and the performance rating warning requirements cannot be fully met. (See subparagraph 8a(3)(a).)

3. During the period covered by a notice of proposed action to remove an employee from his position for reasons of inefficiency or when personnel action is taken pursuant to the notice.

* (b) Effective Date of Regular Rating: A regular rating becomes effective as of the date of its approval by the reviewer in case of satisfactory ratings (see subparagraph 7c(5)) and by the Performance Rating Board (see subparagraph 7e) in cases of Outstanding and Unsatisfactory Performance ratings. Reference (a) requires that: Preparation and approval of regular ratings must be expedited so that action on ratings will be completed within 60 days following the close of the rating period on 30 June.

(3) Deferred Regular Rating. Preparation of a regular rating will be deferred:

(a) When necessary to afford the employee the required 90-day opportunity to demonstrate satisfactory performance after the issuance of a performance rating warning. The rating will be further deferred if the warning period is extended. See enclosure (4) for warning requirements for unsatisfactory performance.

(b) Whenever less than the required three months of performance in the current line and level of work during the rating period has been rendered by the employee, the regular rating will be deferred sufficiently to provide the required three months performance as the basis for making the regular rating. The report forms MCBCL 12430/1 should be held by the Rater and completed at the appropriate time in accordance with the instructions contained in subparagraph 8a(2) herein and paragraph 3 of enclosure (1).

(4) Unofficial Performance Rating

(a) The purpose of this rating is to reflect, as accurately as possible, a true appraisal of an employee's performance during the rating period when there have been changes in supervision, promotion,

details, etc. This is of great value to the rating official who has not observed the employee's performance for the entire rating period. It is the responsibility of the losing supervisor to prepare the unofficial rating and forward it to the acquiring supervisor. An unofficial rating shall be prepared in the same manner as a regular annual rating (see subparagraph 8a(2) below). Original and one copy shall be made on the required form MCBCL 12430/1 (Rev. 3-73). The original is forwarded to the new supervisor and the copy given to the employee. These forms are available at the Civilian Personnel Office, Marine Corps Base, Extension 1532.

(b) An unofficial performance rating shall be made whenever

1. there is a change in supervisor; or

2. an employee is placed on "detail" of 90 days or more; or

3. an employee is reassigned.

c. Official Rating Period. The annual rating period will begin on 1 July and end on 30 June of the following year.

d. Probationary Period. A twelve-month period which career and career-conditional employees are required to serve when employed through a competitive action.

e. Current Official Rating. The latest regular or official rating remains the "current" official rating until superseded by the next official performance rating.

f. Performance Standards. A performance standard is the accomplishment it is reasonable to expect of a competent, qualified employee under the existing conditions of work described in his position or job description. These standards are expressed in terms of the minimum quantity and quality of productivity and the degree of adaptability which will be accepted as satisfactory for the position. Supervisors are required to prepare written performance standards for all positions under their supervision. These standards will cover each major duty in the position description or job description and must be fair to both the government and the employee. Standards should not be confused with position descriptions, since position descriptions only describe what an employee does. Performance standards go a step further by establishing the minimum quantity and quality of productivity and the degree of adaptability which would be accepted as satisfactory for the position. The standard should consist of a reasonable range of performance with a minimum point below which the work is unacceptable, and a maximum point which is a real challenge to the average worker. In the interest of good administration,

as well as in the interest of strengthening supervisor-employee relationships, employees should be encouragedto participate in developing performance requirements applicable to their work. In any event, the standard will be discussed with employees concerned at length and in detail to the extent that each employee knows exactly what work performance is expected. Written performance standards must be submitted in support of "Outstanding" and "Unsatisfactory" performance ratings. In addition, written standards will be required by the Performance Rating Board in processing appeals of lower ratings. Advisory assistance in preparing standards may be obtained from the Civilian Personnel Office, Extension 1532.

g. Rating Factors. The rating factors covering the basic performance common to all positions are:

(1) Quality of Work. Relates to accuracy and thoroughness of work; neatness, presentability, and acceptability of work results; demonstrated skill; soundness of judgments and decisions; avoidance and reduction of waste; degree of conformance to prescribed quality standards; and, in general, effectiveness of effort in a qualitative sense.

(2) Quantity of Work. Relates to the amount of acceptable work produced; application to duty; meeting or establishing realistic deadlines; progress toward meeting objectives or toward satisfying the demands for action; timeliness of work; economical production; and, in general, effectiveness of effort in a quantitative sense, as affected by whatever time limits or production standards are involved.

(3) Adaptability. Relates to the many elements of employee individuality demonstrated on the job, such as cooperation with supervisors and fellow workers; attitudes; reliability; initiative and resourcefulness; ability to learn; versatility; leadership ability (when required on the job); attention to conservation of manpower (use of manhours) and materials; observance of rules, regulations, and orders (safety, leave, etc.); and general adjustment to conditions of work.

h. Rating Levels. Performance ratings, whether official or unofficial, may be expressed only as one of the three adjective levels: "Outstanding," "Satisfactory," or "Unsatisfactory."

(1) Outstanding. The Performance Rating Act of 1950 defines this level as that at which "...all aspects of performance not only exceed normal requirements, but are outstanding and deserve special commendation." In accordance with legislative intent and Department of Defense policy, "Outstanding" ratings will be assigned only for work performance sustained at a truly exceptional level. It is expected, therefore, that such ratings will be comparatively rare and will signify such a level of achievement that its exceptional nature will be readily recognized. An adjective rating or annual rating of "Outstanding," as distinguished from

factor marks of outstanding, must be supported by the supervisor's signed statement. (See subparagraph 8a(1), and enclosures (1), (2) and (3) for instructions on preparing outstanding ratings.)

(2) Satisfactory. A "Satisfactory" rating covers performance ranging from "almost Outstanding" to just above "Unsatisfactory." Most employees will be rated at this level. A rating of "Satisfactory" on any one of the three factors (Quality, Quantity, or Adaptability), in the absence of an "Unsatisfactory" rating on any one of the three factors, automatically establishes an overall rating of "Satisfactory." Satisfactory ratings are not required to be supported in writing; however, a marking of outstanding on subfactor 33 must be supported in writing. (See subparagraph 8a(2) for instructions on preparing satisfactory ratings.)

(3) Unsatisfactory. A rating of "Unsatisfactory" on any one of the three factors will constitute a rating of "Unsatisfactory." This level represents continuing performance that clearly fails to meet minimum requirements. A rating of "Unsatisfactory" must be supported by the supervisor's signed statement. (See subparagraph 8a(3) for instructions in preparing such ratings.)

7. Administration

a. Civilian Personnel Officer. The Civilian Personnel Officer, Marine Corps Base, has been designated as the Commanding General's/Director's/Commanding Officer's representative in carrying out the detailed administration of the program in accordance with reference (a).

b. Rater. The rating official or rater is the immediate supervisor who assigns and is responsible for the work of the employee being rated. The rater's responsibilities include:

(1) Developing performance standards.

(2) Keeping employees fully informed of the performance standards they are expected to meet in doing the work assigned.

(3) Discussing performance with employees on a continuing basis, as an inherent part of current supervisory duty, for the purpose of keeping employees well informed regarding their work and with a view toward improving employee performance.

(4) Rendering reasonable assistance when needed to improve employee performance, and otherwise strengthening supervisor-employee relationships.

(5) Giving due recognition of merit in evaluating employee performance fairly and accurately in performance appraisals and ratings in relation to performance requirements.

(6) Informing employees of their performance ratings.

(7) Recommending and/or initiating action when an employee's sustained performance, whether good or bad, warrants such action.

c. Reviewer. The reviewer is the immediate supervisor who normally controls and is responsible for the work of the rater. The reviewing official is responsible for the initial review of the performance rating. The reviewer's responsibility throughout the rating period includes:

(1) Assuring that performance standards are reasonable and are known to raters and employees.

(2) Assuring that employees are kept well informed regarding their work; that reasonable assistance is given employees when needed; and that employee's performance is evaluated fairly and accurately in current appraisals and in performance ratings.

(3) Rendering such supervisory asistance as may serve toward recognition of employee merit, improved employee performance, and strengthening employee-employer relationships.

(4) Recommending or initiating appropriate action in cases of sustained performance which warrants such action.

* (5) Approving "Satisfactory" performance ratings; forwarding recommendations for "Outstanding" and "Unsatisfactory" performance ratings to the Performance Rating Board via chain of command.

* d. Heads of subordinate organizational entities have responsibility throughout the rating period for:

(1) Ensuring that performance appraisals and ratings are used for the mutual benefit of the employee and the employer.

(2) Reviewing and forwarding recommendations for "Outstanding" and "Unsatisfactory" performance ratings to the Performance Rating Board.

e. Performance Rating Board. The Performance Rating Board is appointed by the Commanding General, Marine Corps Base, in Base Bulletin 5420, to serve in carrying out the performance appraisal and rating program. The Board also includes members/alternates nominated by the Commanding Officer, Marine Corps Air Station (Helicopter); Director/Commanding Officer, Naval Regional Medical Center/Naval Hospital; and Commanding

Officer, Naval Medical Field Research Laboratory. In meeting its responsibilities, the Performance Rating Board will act for the Commanding General/Director/Commanding Officers. The responsibilities of the Performance Rating Board are to:

(1) Observe the performance rating program in operation, recommend appropriate action to make the program more effective in achieving program objectives, and assist in improving the operation of the program.

(2) Review performance ratings to assure that all requirements of the program are properly and uniformly applied and that the ratings are as fair as possible to all concerned.

* (3) Approve performance ratings of "Outstanding" and "Unsatisfactory."

(4) Change performance ratings, when in the interest of good administration, based on sufficient information received from any appropriate source.

(5) Upon written request of the employee, provide an impartial review of his appealed performance rating and issue an appropriate decision.

8. Procedures. The Performance Appraisal and Rating Report, MCB 12430/1 (Rev. 3-73) will be used regardless of rating assigned. The form must be completed according to instructions provided by enclosure (1). Forms improperly completed will be returned for necessary corrections. Each supervisor is reminded that this form, when submitted as the official performance rating, will also be used for evaluating employees for promotion under the merit promotion program. The report forms will be forwarded by the Civilian Personnel Office to the departments prior to the close of the rating period (30 June). A copy of the current Performance Appraisal and Rating Report MCBCL 12430/1 will be filed in the employee's official personnel folder.

a. Preparation of performance ratings

(1) Outstanding Ratings. Each "Outstanding" rating requires comparison of the employee's actual work performance during the rating period with the major duties listed in the current position description and the performance standards established by the supervisor. Each employee receiving this rating must be rated outstanding in all three factors of performance: Quality, Quantity, and Adaptability. An overall adjective rating of "Outstanding" must be prepared in triplicate on the Performance Appraisal and Rating Report, MCBCL 12430/1 (Rev. 3-73), and supported by the Rater's justification prepared in the format and sequence cited in enclosure (3). This written justification must show: (1) each task or major work factor in the employee's position/job description, (2) the performance standards in effect during the time

the performance was being rendered, and (3) how the employee exceeded these standards in terms of quantity and quality of work produced and adaptability on the job. The information for each specific task will be grouped together. The documentation must show clearly, specifically, and in detail where all aspects of the performance have exceeded the established requirements of the position sufficiently to be considered outstanding and deserving special commendation. Strong emphasis is placed on the fact that outstanding ratings will be assigned only for work performance sustained at a truly exceptional level. General statements that the employee's performance is "Outstanding" are not sufficient to justify an "Outstanding" rating. (Note: In support of an Outstanding rating each subfactor on form MCBCL 12430/1 identified as being applicable must be rated as outstanding. Also the written justification for all supervisors recommended for "O" ratings must include information as to specific accomplishments in furthering the Equal Employment Opportunity Policy (subfactor 33). Such information will at least include the supervisor's fairness in making selections, his encouragement and recognition of employee achievements, his treatment of minority group employees and women and his sensitivity to the developmental needs of minorities and women. An "O" rating will not be approved by the Performance Rating Board for any supervisor for which the above conditions are not clearly met.) The signature of the reviewer on form MCBCL 12430/1 (Rev. 3-73) is sufficient to indicate his concurrence in the rating. All "Outstanding" performance ratings will be submitted to the department or staff section head concerned who will forward the completed rating to the Commanding General/Director/Commanding Officer (Attn: Civilian Personnel Officer). Recommendations that are not made in accordance with these instructions will be returned for such correction or addition as is necessary. Recommendations must be received by the Performance Rating Board (Civilian Personnel Officer) by 1 August. All recommendations received later than 60 days after the end of the rating period will be rated as "Satisfactory" unless it can be established to the satisfaction of the Performance Rating Board that the delay was unavoidable. When the rater continually appraises the employee's performance, it will be clearly evident long before the end of the rating period that an employee's performance is "Outstanding" and there should be no difficulty in meeting deadlines indicated above. An "Outstanding" rating must be based on at least three months' performance in the current position. The degree of difficulty of an employee's duties should determine the length of time necessary to observe performance in order for it to merit an "Outstanding" rating. All "Outstanding" recommendations based on the minimum of three months will be given close scrutiny by the Performance Rating Board. Recommendations for "Outstanding" ratings should be discussed by the Rater with the Reviewer prior to submission. See paragraphs 9 and 10. After approval by the Performance Rating Board one copy of the Performance Appraisal and Rating Report, MCBCL 12430/1 (Rev. 3-73) will be returned to each employee as proof of his official annual performance rating. For additional guides, see enclosures (1), (2), and (3). For instructions on making monetary award recommendations, see subparagraph 8a(1)(a) following.

(a) Monetary Award Recommendations. Outstanding performance ratings are in themselves a significant form of employee recognition and should not automatically be accompanied by a special achievement award, a quality increase, or other types of additional recognition. The nature of the employee's achievements, position level, previous awards, and related circumstances will determine whether an employee recommended for an "Outstanding" rating should also be recommended for additional monetary or honorary recognition. In those exceptional cases where additional recognition (monetary or honorary) is believed appropriate and can be justified for graded employees, such recommendations should be prepared as follows:

1. Quality Increases. Before a quality increase is recommended, reference (c) should be carefully reviewed to ensure that such award is warranted. If determined to be warranted the recommendation for the quality increase should be included with the "Outstanding" rating. In addition, the justification required by reference (c) must be included.

2. Cash Awards. Recommendations for cash awards should be prepared and processed according to the instruction contained in reference (e). Award recommendations of this type should not be submitted as a part of the "Outstanding" rating.

3. Honorary Awards. Certificates are available for presentation in recognition of outstanding performance.

(2) Satisfactory Rating. A rating of "Satisfactory" on any one of three rating factors (Quality, Quantity, or Adaptability) in the absence of an "Unsatisfactory" rating on any one of the three factors, automatically establishes an overall rating of "Satisfactory." This level is very broad and covers all performance other than "Unsatisfactory" and "Outstanding." The great majority of employees will be rated at this level. It is particularly important at this level that the rating be discussed to inform the employee of the overall performance of assigned duties. Without such discussion, the rating will have little meaning to the employee. An overall adjective rating of "Satisfactory" is prepared by completing in triplicate the Performance Appraisal and Rating Report, MCBCL 12430/1 (Rev. 3-73). (Note: Performance relating to "accepting and promoting the Equal Employment Opportunity policy" must be considered in the qualifications rating and selection process for supervisory positions. Narrative justification therefore must be submitted in support of a marking of outstanding on subfactor 33 regardless of the adjective rating.) It is emphasized that the report form, MCBCL 12430/1 (Rev. 3-73) must be completed in its entirety. After the Performance Appraisal and Rating Report, MCBCL 12430/1 (Rev. 3-73), has been signed and dated by the rater, the reviewer should indicate concurrence by signature and date on the form. After discussion with the employee the rater should sign the form (3 copies) indicating date the discussion was held. The employee should

acknowledge the discussion (not necessarily concurrence) by signing the form (3 copies). The reviewer who has authority to approve "satisfactory" ratings (see paragraph 7c(5)) should date the form to indicate approval. One copy should be given to the employee and one copy forwarded to the Civilian Personnel Office no later than 1 August. The Performance Appraisal and Rating Report will provide the employee with a written evaluation of his performance and notice of his current performance rating.

* (3) Unsatisfactory Rating. This level represents continuing performance that clearly fails to meet minimum established performance standards. Any one of the three rating factors marked "Unsatisfactory" will constitute a rating of "Unsatisfactory." A rating of "Unsatisfactory" will be prepared in triplicate on the Performance Appraisal and Rating Report, MCBCL 12430/1 (Rev. 3-73), and supported by the Rater's signed statement in which it is shown specifically and in detail wherein the employee's performance was unsatisfactory. Also, each "Unsatisfactory" rating must be supported by a copy of the warning, a written statement showing all additional facts pertinent to the warning, and the efforts made during the warning period to help the employee bring his performance up to a satisfactory level, and must include guidance concerning appeal rights. (Letters of caution or requirement issued in accordance with reference (d) may be used to support the Rater's statement.) The rating will clearly show performance relative to each specific factor enumerated in the warning. All recommendations for "Unsatisfactory" ratings will be submitted to the department or staff section head concerned who will forward the completed rating to the Commanding General/Director/Commanding Officer (Attn: Civilian Personnel Officer). Before an employee can be recommended for an "Unsatisfactory" rating the warning requirements cited below must have been met.

* (a) Warning requirements. No employee shall be rated "Unsatisfactory" without a 90-day period warning. Such warnings must be issued by letter. Warning requirements are explained in detail in enclosure (4). Enclosure (5) provides a sample format for a record of warning. Before a warning is issued, a thorough and complete examination must be made to determine the cause of the unsatisfactory performance and what corrective action has been taken to improve it. If, after a reasonable length of time (approximately 30 days), the performance has failed to improve sufficiently and corrective action has been taken, the warning should be issued. The advice and assistance of the Civilian Personnel Office, Marine Corps Base, extension 1532, should be obtained prior to issuance of a written warning. Copies of all warnings will be forwarded to the Civilian Personnel Office. If the performance improves sufficiently to meet the performance standards for a "Satisfactory" performance rating, the warning will be canceled and no rating will be given until the time of the regular rating. When the warning is given less than 90 days preceding the close of the rating period (30 June), the "letter of warning" will extend the rating period

sufficiently to allow the full 90-day warning period before the rating is completed. Also, see paragraph 9. There should seldom be an instance where an "Unsatisfactory" performance rating would be processed, because in virtually all such cases appropriate and timely supervisory or administrative action, using the procedures provided in FPM/CMMI 751 and FPM/CMMI 752, should have been taken to eliminate the particular problem of the individual prior to the due date of the regular annual rating. After approval by the Performance Rating Board, one copy of the Performance Appraisal and Rating Report, MCBCL 12430/1 (Rev. 3-73), in case of "U" ratings will be returned to the employee as proof of his official annual performance rating.

9. Rater-Reviewer Discussion. Before discussion of the annual rating with the employee, the supervisor (Rater) will discuss with his immediate superior (Reviewer) the facts of the performance and his appraisals of the performance to assure that the Rater and Reviewer each has full benefit of the knowledge of the other regarding the case. Review of the rating is for the purpose of improving the accuracy and fairness of the rating, including factor marks, evaluations on specified tasks, remarks or supporting statements, and the summary adjective rating. Whenever the Reviewer does not entirely agree with the Rater's evaluation, he should consult with the Rater in order that each will have full benefit of the thinking of the other. Any changes made by the Reviewer should be noted by him as a part of the rating without effacing the Rater's evaluations. Each rating with changes made by the Reviewer, indicating questions remaining unsettled between the Rater and the Reviewer, should be referred to higher line authority if such authority exists within the department or staff section. Questions not settled to mutual satisfaction by such higher authority shall be referred to the Performance Rating Board for appropriate review and action.

10. Review of Performance Ratings. The review of a performance rating is made by the reviewer as follows:

* a. Satisfactory Ratings. The rater and reviewer should be in accord with a "Satisfactory" rating before the rating is discussed with the employee. See paragraph 9. After the Performance Rating Report has been signed and dated by the rater, the reviewer will indicate approval by signature and date on the form.

* b. Outstanding or Unsatisfactory Ratings. The rater and reviewer must be in accord with the evaluation of performance, supporting statements and factor marks before the recommended rating is discussed with the employee. See paragraph 9. After initial review and discussion with the employee the recommended rating should be forwarded to the Peformance Rating Board (Civilian Personnel Office) in accordance with the instructions in subparagraph 8a(1) for Outstanding ratings or subparagraph 8a(3) for Unsatisfactory ratings.

* c. Discussion of Rating with Employee. Each rating will be discussed promptly with the employee by the rater. The discussion should be accomplished in such a manner that will contribute to good supervisor-employee relationship and help to motivate the employee to sustain or improve the performance. In addition to comments concerning general performance, during the discussion the rater will include, whenever appropriate, comments, either favorable or adverse, regarding the employee's contribution or lack thereof, to the more efficient and economical accomplishment of paperwork. Upon completion of discussion of a "Satisfactory" rating a signed and dated copy of the Performance Appraisal and Rating Report will be given to the employee.

11. Final Review and Approval. Final review and approval or disapproval of "Outstanding" and "Unsatisfactory" performance ratings is made by the Performance Rating Board. "Satisfactory" performance ratings will be approved by the reviewer (see subparagraph 7c(5)). All performance ratings become effective on the date of such approval. All employees will be provided a copy of their performance rating after approval by the Performance Rating Board or reviewer as appropriate.

12. Appeal of Performance Rating. Employees receiving official performance ratings of "Satisfactory" or "Unsatisfactory" have the right to appeal.

a. An employee who receives an official rating of "Satisfactory" may appeal it to either:

(1) The Performance Rating Board, or

* (2) Civil Service Commission Board of Review.

The employee may not have the appeal reviewed by both boards. The decision of the board hearing the appeal is binding and no further appeal rights are available.

b. An employee who receives an official rating of "Unsatisfactory" may appeal it:

(1) to the Performance Rating Board, or

(2) directly to the Civil Service Commission Board of Review without first receiving an impartial review by the Base Performance Rating Board, or

(3) first, to the Performance Rating Board, and if not satisfied with the decision, then to the Civil Service Commission Board of Review. The decision of the Civil Service Commission Board of Review is binding and no further appeal rights are available.

c. Each appeal to either the Performance Rating Board or the Civil Service Commission Board of Review must be submitted by the employee in writing and should be submitted within 30 days following the date of receipt of notice of rating. An appeal to the Civil Service Commission Board of Review should be addressed to:

Director
Atlanta Region
U. S. Civil Service Commission
Merchandise Mart
240 Peachtree Street, N.W.
Atlanta, Georgia 30303

d. An employee appealing a rating has the right to assistance by a representative of his own choosing who is willing to represent him. This representative may come from within or outside the federal service. He may also call witnesses who have direct knowledge of the facts and circumstances relative to the case.

e. Reasonable time (not to exceed eight hours per individual) will be allowed the appellant, his representative, and his witnesses, without charge against their leave, for the preparation, presentation, and hearing of the appeal. Time used in excess of this amount will be charged against the leave of the employees involved.

f. Normally an appeal to a Civil Service Commission Board of Review will be accepted only:

(1) within 30 calendar days after the date the employee received official notice of his rating, or

* (2) within 30 calendar days after the employee received official notice of the decision of the Performance Rating Board on appeal of an unsatisfactory rating, or

(3) within 15 calendar days after the employee has withdrawn his request for an impartial review from the Performance Rating Board if more than 20 calendar days have elapsed since he received notice of his rating.

g. The Civil Service Commission Board of Review does not entertain appeals of written statements on official performance ratings, except in cases where the employee is appealing for a change in the official annual adjective performance rating.

h. The Performance Rating Board will entertain appeals of written statements on performance ratings.

i. Employees who desire to appeal may receive advisory assistance and full information on their appeal rights by contacting the Wage and Classification Division, Civilian Personnel Office, extension 1532.

13. Applicability. Having received the concurrence of the Commanding Officer, Marine Corps Air Station (Helicopter); Director/Commanding Officer, Naval Regional Medical Center/Naval Hospital; Commanding Officer, Naval Medical Field Research Laboratory; and Commanding Officer, U. S. Naval Recruiting Station, Raleigh; this order is applicable to those commands.

D. T. KANE
Chief of Staff

DISTRIBUTION: "C"
Less Category III

* INSTRUCTIONS FOR THE USE OF PERFORMANCE APPRAISAL AND RATING REPORT MCBCL 12430/1 (Rev. 3-73)

1. Purpose. This guide is provided to achieve uniformity in use of the form and to answer questions that may arise. This form will be used for:

a. Preparation of all official annual performance ratings.

b. Preparation of required unofficial performance ratings (see paragraph 6b(4) of basic order).

c. Evaluation of employees for promotion under the Merit Promotion Program.

2. Information concerning form

a. The factors to be rated are broken down into subfactors in order to show more specifically what is being rated.

b. The "Satisfactory" rating range is subdivided into the three levels of performance, i.e., low satisfactory, meets normal standards, and highly satisfactory, commonly recognized for most jobs by those who observe and rate performance. These levels provide a means of readily recording and explaining the degree to which the employee's performance has been satisfactory in each phase of his work.

c. A fourth factor (with subfactors) has been added as a means for readily recording evaluations of performance on the various aspects of supervisory, planning, and administrative duties.

d. Space has been made available on back of form for recording comments showing specific strengths and weaknesses of performance and related information. Items 1, 2, and 3 are not a part of the rating, but are intended to bring about greater use of the information contained in the rating.

3. Guide for use of the form. To ensure uniformity of use, the following instructions are provided:

a. Carefully read instructions printed on front of form under heading "Rating Factors and Subfactors."

b. At the outset determine the subfactors applicable to the jobs or work to be rated. Ensure that subfactors selected provide adequate coverage of the total work performance but care should be taken to minimize overlapping coverage.

Enclosure (1)

c. Subfactors #1 through #6 are considered applicable and must be rated on all employees regardless of adjective rating assigned.

d. Do not rate on any subfactor unless you have a reasonable basis for judgment.

e. Do not rate on more subfactors than necessary for reasonable coverage of work performance. If a subfactor is not to be rated because total work performance is adequately covered by other subfactors, indicate that the subfactor is not applicable by entering the letters "NA" in the column provided.

f. If performance on a subfactor has not been observed, or has not been sufficiently observed to provide an adequate basis for evaluation, enter the letters "NO" in the column provided.

g. Sometimes a subfactor will apply to certain duties only, and a different subfactor will have to be used to cover performance of other duties. For example, "Amount of Acceptable Work Produced" may provide a sufficient indication of PRODUCTIVENESS in the performance of work where a physical work product results, whereas "Promptness of Action" or "Progress toward meeting Objectives" may sufficiently indicate PRODUCTIVENESS in the performance of certain supervisory or administrative duties.

h. After the applicable subfactors have been determined, place a check mark in the left column to identify only those subfactors that are of greatest importance among those to be rated.

i. Enter each evaluation by means of a check mark in the column that indicates how effective the performance is judged to be.

j. The same subfactors should be used in rating performance on like positions under similar conditions of work.

k. Enter brief but informative and factual comments, in accordance with instructions on the form, to show why performance has been marked either strong or weak.

l. In support of an "O" rating each subfactor identified as being applicable (see 3b above) must be rated as outstanding and in turn the annual summary for each of the three factors must be rated outstanding. It should be remembered that at this level "...all aspects of performance not only exceed normal requirements but are outstanding and deserve special commendation." If this condition is not clearly met, it is apparent that an "O" rating is inappropriate.

GUIDES FOR PERFORMANCE RATINGS OF OUTSTANDING

1. General Guides. In accordance with legislative intent and Department of Defense policy, "Outstanding" ratings will be assigned only for work performance sustained at a truly exceptional level. It is expected, therefore, that such ratings will be comparatively rare and will signify such a level of achievement that its exceptional nature will be readily recognized. The following are general guides to be followed in recommending and approving "Outstanding" ratings.

a. Each "Outstanding" rating requires comparison of the employee's performance with the performance requirements of his position and a finding that each aspect of performance is outstanding and deserves special commendation. (Note: It follows therefore that each subfactor identified on Form MCBCL 12430/1 (Rev. 3-73) as being applicable to the position/job should be checked as outstanding in support of an "O" rating.) The performance, in order to be so recognized, must be typical of the employee's performance during the rating period, exceptional in accomplishment of recognizable results, and worthy of special commendation by subject matter experts and by higher levels of administration.

b. The achievements which are considered as outstanding must evidence positive and constructive effort, not the mere absence of negative or unfavorable factors.

c. The achievements must in all cases have resulted from the employee's own performance. This will not preclude ratings of "Outstanding" for employees who have been developed and motivated by their supervisors to the point of outstanding performance.

2. Guides for Specific Aspects of Performance. The below-listed guides are not mutually exclusive nor are they assumed to be all inclusive. They are not to be applied or interpreted mechanically but will serve to the extent applicable as a basis for formulating specific judgments in each case. These guides should not be allowed to result in omission of any essential job requirement when evaluating performance; neither should their use result in overemphasizing any particular aspects of performance. Although the aspects of performance can be analyzed and outlined in many ways, the aspects used as examples in these guides are discussed in reference (a). These three factors provide broad and complete coverage of performance in all aspects of all jobs.

a. Quality of Work

(1) Achievement of quality standards far beyond normal expectations without sacrifice of speed or quantity, but only to the extent that high quality contributes to the usefulness of the work produced and establishes a recognized performance goal for others in the same line of work.

Enclosure (2)

(2) Reduction in error rates (without sacrifice of speed, quantity or quality) to so great an extent that normal checks have been appreciably reduced or eliminated, new performance goals established and achieved, and significant economies achieved.

(3) Effectiveness in oral, written or graphic presentation to such a great extent as to result in convincing recipients of the merit of the matter presented more promptly, more completely, and more lastingly than could reasonably be expected of a highly competent employee. This should be demonstrable in terms of economies in time, money or materials; approval of program authorizations or appropriations in the face of significant obstacles; or evidence of widespread public recognition or support for a significant program.

(4) Elimination of safety hazards and maintenance of safe working practices under recognizable adverse working conditions to such an exceptional degree that notable and superior safety records are achieved without sacrifice of quality or quantity of production. Initiation or maintenance of greatly improved safety measures which result in the achievement of an unusual safety record.

(5) Creation or maintenance (through unusual quality of leadership) of a group which establishes a record of unusual accomplishments and to a notable extent attracts and holds productive employees.

(6) Exceptional achievement in planning, organizing and scheduling use of space, equipment, materials, and manpower so that:

(a) Production or services are expedited far beyond normal requirements.

(b) Work processes are greatly simplified.

(c) Bottlenecks are prevented or eliminated.

(d) New techniques are promptly developed or adapted and utilized.

(e) Organizational or individual responsibilities are defined with such exceptional clarity as to prevent duplication of functions, costly processing, delays in completion of functions, and confusion as to degree of responsibility.

(7) Exceptional problem-solving ability, exemplified by:

(a) Developing or selecting most effective methods of solving problems; determining such methods with exceptional speed and accuracy before major commitments are made; assuring that alternative solutions to problems are readily available for use when needed.

(b) Demonstrating superior keenness and objectivity in reviewing processes under way, recognizing inadequacies as they develop, and immediately making such modifications as will accomplish production more speedily, safely and effectively.

(c) Making predictions and taking actions based thereon which are unusually reliable and valid and make possible most use of and economies in resources, manpower and material.

(d) Being personally responsible for unusual contributions to developmental or applied research; being recognized as outstanding by professional groups and by governmental and industrial organizations.

b. Quantity of Work

(1) Sustained productivity, which exceeds the normal rate to a noteworthy extent without sacrifice of quality standards. Some of the indicators of such a level of productivity may include accomplishment of objectives substantially in advance of reasonable deadlines; superior ability to meet abnormally short emergency deadlines; adoption of exceptionally effective production short cuts; and the establishment and achievement of new performance goals for other employees in the same line of work.

(2) Achievement, by supervision or leadership, or unusual productivity through development of skills and abilities of employees far beyond normal expectations for the type of personnel involved.

c. Adaptability

(1) Achievement in anticipating, meeting and adjusting to new or changing situations with such speed and resourcefulness that production of superior quality and quantity is accomplished to a praiseworthy degree in the light of the circumstances.

(2) Application of such exceptional initiative in taking action to meet work needs and to eliminate obstructions that production of unusual quality and quantity is achieved with less than normal supervisory direction or checking.

(3) Positive and lasting contributions to materially improved working relationships, such as are evidenced by:

(a) The achievement of harmonious joint effort with and among co-workers.

(b) The reduction or elimination of existing strains or conflicts. Sets an exceptional example for others in terms of interest in the job, loyalty to group and its goals, and creation of favorable group spirit—which are evidenced by superior group accomplishments.

(4) Representation of the Navy Department in negotiation with public, private, and industrial organizations with such effectiveness, diligence and integrity that desired services, materials, or results are obtained with exceptional speed and economy.

(5) Handling of contacts with or services to the public with such marked effectiveness that there is convincing evidence of favorable reaction substantially beyond what would reasonably be expected, or so that negative reactions are avoided in circumstances where they would normally be expected.

3. Other Considerations Related to Ratings of "Outstanding"

a. Employees in all lines and levels of work will be given appropriate consideration for ratings of "Outstanding."

b. The mere fact that an employee is performing duties above the grade level of his position or performing work not recorded in his official position/job description is not in itself a basis for an "Outstanding" rating. The actual work performance must be evaluated in relation to the reasonable performance requirements of the job for which the employee is paid, taking into consideration the conditions of work and the objectives to be met.

c. The mere fact that an employee works more than his assigned hours will not in itself be sufficient basis for a rating of "Outstanding," but his willingness to work beyond his assigned hours to meet a need and his work accomplishment during the extra hours will be considered along with the rest of his work performance.

SAMPLE FORMAT FOR

RECOMMENDATION FOR OUTSTANDING PERFORMANCE RATING

From: (Immediate Supervisor)
To: Commanding General/Director/Commanding Officer (Attention: Civilian Personnel Officer)
Via: (Appropriate Chain of Command)

Subj: Outstanding Performance Rating, case of A. B. SEE; recommendation for

Ref: (a) BO 12430.1F

* Encl: (1) Performance Appraisal and Rating Report, MCBCL 12430/1 (Rev. 3-73)

1. It is recommended that an outstanding performance rating be approved for the subject employee based on performance during the period 1 July 19__ through 30 June 19__. This recommendation is based on information provided in enclosure (1) and the following comparison of the employee's performance with the established performance standards, as required by reference (a):

Duty No. 1: The incumbent takes dictation and transcribes notes into a variety of formats, including letters, memoranda, endorsements, directives, and reports.

Standard: Dictation should be taken at a rate of 90 words per minute, and notes should be transcribed in the formats prescribed in the Navy Correspondence Manual or other written guides. No more than two completed items (letters, memoranda, endorsements, directives, or reports) in 15 should be returned for correction of errors in transcription, spelling, punctuation, or format.

Performance: The incumbent takes dictation at a rate well over 100 words per minute. Because of her familiarity with both Navy and business correspondence procedures, no items have been returned during the reporting period for correction of format. No more than one item in 15 has been returned for correction in transcription, spelling, or punctuation.

Duty No. 2: (Continue by briefly stating each remaining duty in the official Position/Job Description, citing the established performance standard for each duty, and stating specifically how the employee's performance exceeded the established standard, in the same manner as for Duty No. 1.)

Enclosure (3)

Adaptability: In a separate paragraph discuss the employee's adaptability on the job as a whole.

2. (If a quality increase is recommended, the requirements of reference (c), paragraphs 10a-c, must also be met.)

D. E. EFF

Enclosure (3)

WARNING REQUIREMENTS FOR UNSATISFACTORY PERFORMANCE

1. In accordance with CMMI 430.C6c, the following warning requirements must be met before an employee may be given an official performance rating of "Unsatisfactory."

a. Prerequisites to Formal Warning. Before giving a warning for unsatisfactory work performance:

* (1) A discussion should be held with the employee to determine the cause of the unsatisfactory performance.

(2) The cause of unsatisfactory performance should be corrected insofar as possible, and reasonable effort should be made informally to improve the employee's performance.

* Should corrective action, including supervisory assistance, fail to improve performance sufficiently within a reasonable time (30 days), the immediate supervisor will give the employee the warning, in writing.

b. Nature of Warning. See enclosure (5) to basic order for a sample format for record of warning. The performance rating warning is a safeguard to the employee against having an official "Unsatisfactory" performance rating placed in his record without first being given a ninety-day opportunity to demonstrate satisfactory performance. The warning will be in writing and will notify the employee, specifically and in detail:

(1) Wherein his performance is unsatisfactory;

(2) That he will receive a performance rating of "Unsatisfactory" unless his performance is sufficiently improved;

(3) How he may improve his performance within the ninety-day period covered by the warning; and

(4) That he will be given reasonable opportunity and assistance to make the needed improvement.

* The warning should not leave the employee under the impression that he will be allowed to remain unsatisfactory during the entire ninety days, but should make it clear that he must show improvement within a reasonable time (30 days) or timely administrative action will be taken on the basis of the facts that warrant the action.

c. When Given. A performance rating warning may be given at any time after compliance with the prerequisites to formal warning stated in subparagraph 1a above. A warning given less than ninety days preceding the close of the rating period (30 June) extends the rating period sufficiently to allow the full ninety-day warning period before the rating is due to be made.

FORMAT FOR RECORD OF WARNING

(APPROPRIATE HEADING)

Date _____

From: (Immediate supervisor of employee concerned)
To: (Employee concerned - Give Name, Payroll Number, Job/Position Title and Organization)

Subj: Record of Warning

Ref: (a) Verbal discussion with you on (Date)

1. During reference (a) you were informed that your work performance is falling short of meeting the requirements of your assignment, specifically:

a. (Describe the phases of his position wherein the employee is failing. Give a description for normal requirements and then, specifically and in detail, describe how he is falling short of normal expected performance in terms of quality, quantity, and/or adaptability. Indicate also how the employee has been informed as to expected requirements of the position.)

2. (Advise employee specifically what must be done in order to bring performance up to a satisfactory level, and specify what assistance will be given to make the necessary improvement.)

3. (Advise employee that unless performance has improved sufficiently within 90 days from the date of this letter to meet the performance requirements for a "Satisfactory" rating, a rating of "Unsatisfactory" will be assigned. Also advise that if no improvement is shown within a reasonable time (30 days) appropriate administrative action will be initiated.)

4. (Advise employee that if performance is brought up to a satisfactory level during the 90-day period, or if he is reassigned during the period, this warning will be canceled.)

_____
(Signature of supervisor)

Copy to:
Personnel Folder

Enclosure (5)

Rowe / Stone

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO
BO 12307.1
CPO/HH/tan
6 Oct 1977

BASE ORDER 12307.1

From: Commanding General
To: Distribution List

Subj: Employment of Handicapped Individuals and Disabled Veterans

Ref: (a) FPM ltr 306-12 of 28 Apr 1977
(b) SECNAVNOTE 12307 of 4 Feb 1977

Encl: (1) Policy Statement and Affirmative Action Plans for Employment of Handicapped Individuals and Disabled Veterans for the period 1 July 1977 through 30 June 1978

1. Purpose. To reemphasize the importance of providing maximum employment opportunities to handicapped individuals and disabled veterans and publish an Affirmative Action Plan for employment of such individuals during the period 1 July 1977 through 30 June 1978.

2. Background. For the past several years activities within the Camp Lejeune complex that employ Civil Service personnel have conducted a successful selective placement program for employment of handicapped individuals and disabled veterans. References (a) and (b) have placed increased responsibilities on activities for implementing and managing such programs and includes the necessity for issuing an annual Affirmative Action Plan for hiring, placement, and advancement of handicapped individuals.

3. Action. Enclosure (1) will be given the fullest possible support by all levels of management.

4. Applicability. Having received the concurrences of the Commanding Officers of Marine Corps Air Station (Helicopter), New River; Naval Regional Medical Center; and Naval Regional Dental Center, this Order is applicable to those commands.

W. D. KENT
Chief of Staff

DISTRIBUTION: "C" less Category III

BO 12307.1
6 Oct 1977

POLICY STATEMENT AND AFFIRMATIVE ACTION PLAN FOR THE EMPLOYMENT OF HANDICAPPED INDIVIDUALS AND DISABLED VETERANS FOR THE PERIOD 1 JULY 1977 THROUGH 30 JUNE 1978

The Rehabilitation Act of 1973 (PL-112) expands the responsibility of Federal Agencies in managing and implementing internal programs for employment and utilization of handicapped individuals. We welcome this added responsibility and pledge our full support to this worthwhile program.

It shall be our continuing policy that every citizen of our country will be given full and fair consideration for employment and advancement without regard to any handicap or disability and that selections will be based solely on merit and fitness. Whether an individual is physically and mentally qualified to perform a particular job without hazard to himself or others will be the only determining factor regarding his physical qualifications for employment.

Every supervisor, both military and civilian, will put forth a special effort to provide meaningful employment to any handicapped individual assigned to them and will ensure that such individuals have the opportunity to perform at their highest potential.

The handicapped only ask for a fair opportunity to make a worthwhile contribution to our society. They must be given that opportunity.

Specific Action Items for implementation of the Policy follows:

Action Items	Responsible Office or Official	Target Date
1. Publicize in Guidepost designation of Head, Employment Division, Civilian Personnel Office, as coordinator for selective placement.	CivPersO	Continuing
2. Maintain liaison with state vocational rehabilitation agencies and provide such agencies with copies of appropriate vacancy announcements.	CivPersO Coordinator	Continuing
3. Provide orientation program to managers at monthly luncheons designed to update their knowledge of the program and special needs of the handicapped.	CivPersO	Continuing

ENCLOSURE (1)

	Action Items	Responsible Office or Official	Target Date
4.	Insure that employees who develop handicaps on the job are given maximum consideration for reassignment/retraining.	Line Managers CivPersO	Continuing
5.	During Maintenance Review, insure that physical standards established for positions are realistic and include only those physical requirements absolutely necessary for satisfactory performance in the position.	CivPersO Line Managers	30 June 1978
6.	Review and establish, where feasible, a program for unpaid work experience for clients of state vocational rehabilitation agencies.	CivPersO Line Managers	30 June 1978
7.	Review and establish, where feasible, a program of training in sign language for communications with deaf individuals.	CivPersO Line Managers	30 June 1978
8.	Publicize successful placements of handicapped individuals.	Coordinator	Continuing
9.	Provide training for selective placement coordinator and staffing specialist in program practices, procedures, selective placement techniques.	CivPersO	Continuing
10.	Conduct placement follow-up on all handicapped employees.	CivPersO	Continuing
11.	Establish an advisory committee including handicapped employees to assist management in developing and evaluating the program.	CivPersO	31 Dec 1977
12.	Designate special parking spaces for the handicapped.	Maintenance/ Public Works O	31 Dec 1977

	Action Items	Responsible Office or Official	Target Date
13.	Identify architectural barriers to employment of the handicapped.	Public Works O Design Director	31 Oct 1977

ENCLOSURE (1)

Mr. Stone

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO
BO 12532.1J
CPO/WRM/mlb
05 MAY 1978

BASE ORDER 12532.1J

From: Commanding General
To: Distribution List

Subj: Wage Schedules for Trades and Labor Employees

Ref: (a) FPM Supplement 532-1, Appendix J (NOTAL)
(b) DoD Wage Fixing Authority ltr of 21 March 1978, Subj: Federal Wage System Regular and Special Production Facilitating Wage Rate Schedules for the Southeastern North Carolina Wage Area (NOTAL)
(c) DoD Wage Fixing Authority ltr of 21 March 1978, Subj: Special Wage Rates for Navy Installations for the Southeastern North Carolina Wage Area (NOTAL)

Encl: (1) Hourly Wage Rate Tables
(2) List of Jobs with Special Wage Rates
(3) Environmental and Night Shift Differentials (Additional Pay Assignments)
(4) List of Authorized Ratings for Marine Corps Base
(5) List of Authorized Ratings for Marine Corps Air Station (Helicopter)
(6) List of Authorized Ratings for Naval Regional Medical Center

1. Purpose. To promulgate authorized ratings for Trades and Labor occupations with applicable rates of pay, to establish the policy and set forth circumstances under which subject employees may receive payment of environmental differentials listed in reference (a) in addition to their regular hourly rates, and to outline responsibility of management officials in administering the regulations covering payment of environmental differentials.

2. Cancellation. BO 12532.1H.

3. Information. Revised wage rates are provided by enclosures (1) and (2). Trades and Labor employees may also receive pay, in addition to the regular hourly rates, for certain environmental conditions such as exposure to various degrees of hazards, physical hardships, and working conditions of an unusual nature as defined in enclosure (3). Enclosure (3) provides detailed information on how the plan operates, the additional pay situations approved for local use and designates officials having authority to approve payment. Further, Trades and Labor employees may receive additional pay for shift work at the rates set forth in enclosure (3).

4. Action. In accordance with references (b) and (c), the wage rates cited in enclosures (1) through (3) are effective 26 March 1978. Enclosures (4) through (6) provide lists of authorized ratings.

5. Applicability. Having received the concurrence of the Commanding Officers of Marine Corps Air Station (Helicopter), New River, Naval Regional Medical Center, and Naval Regional Dental Center, this Order is applicable to those commands.

F.W. TIEF

DISTRIBUTION: C less Category III

HOURLY WAGE RATE TABLES

Authority: DoD Wage Fixing Authority Letter of 21 March 1978
Effective Date: 26 March 1978

WG-NONSUPERVISORY

Calendar weeks service between steps

	26	78	104	104	
STEP	1	2	3	4	5
GRADE					
1	4.12	4.29	4.46	4.63	4.80
2	4.50	4.69	4.88	5.07	5.25
3	4.88	5.08	5.28	5.49	5.69
4	5.26	5.48	5.70	5.92	6.14
5	5.64	5.87	6.10	6.34	6.57
6	6.02	6.27	6.52	6.77	7.02
7	6.40	6.67	6.94	7.20	7.47
8	6.78	7.06	7.34	7.62	7.91
9	7.16	7.46	7.76	8.06	8.36
10	7.54	7.85	8.16	8.48	8.79
11	7.92	8.25	8.58	8.91	9.24
12	8.30	8.65	9.00	9.34	9.69
13	8.68	9.04	9.40	9.76	10.12
14	9.06	9.44	9.82	10.20	10.57
15	9.44	9.83	10.22	10.62	11.01

WL-LEADER

Calendar weeks service between steps

	26	78	104	104	
STEP	1	2	3	4	5
GRADE					
1	4.53	4.72	4.91	5.10	5.29
2	4.95	5.16	5.37	5.57	5.78
3	5.37	5.59	5.81	6.04	6.26
4	5.79	6.03	6.27	6.51	6.75
5	6.20	6.46	6.72	6.98	7.24
6	6.62	6.90	7.18	7.45	7.73
7	7.05	7.34	7.63	7.93	8.22
8	7.46	7.77	8.08	8.39	8.70
9	7.88	8.21	8.54	8.87	9.20
10	8.29	8.64	8.99	9.33	9.68
11	8.72	9.08	9.44	9.81	10.17
12	9.14	9.52	9.90	10.28	10.66
13	9.54	9.94	10.34	10.74	11.13
14	9.96	10.38	10.80	11.21	11.63
15	10.38	10.81	11.24	11.67	12.11

WS-WD-WN Rates

WS GRADE	WD PAY LEVEL	WN PAY LEVEL
1		
2		
3	1	
4	2	
5	3	
6	4	
7	5	1
8	6	2
9	7	3
10	8	4
11	9	5
12	10	6
13	11	7
14		8
15		9
16		
17		
18		
19		

Calendar weeks service between steps

	26	78	104	104	
STEP	1	2	3	4	5
	6.38	6.65	6.92	7.18	7.45
	6.77	7.05	7.33	7.61	7.90
	7.14	7.44	7.74	8.04	8.33
	7.53	7.84	8.15	8.47	8.78
	7.90	8.23	8.56	8.89	9.22
	8.28	8.63	8.98	9.32	9.67
	8.67	9.03	9.39	9.75	10.11
	9.04	9.42	9.80	10.17	10.55
	9.43	9.82	10.21	10.61	11.00
	9.80	10.21	10.62	11.03	11.44
	10.02	10.44	10.86	11.28	11.69
	10.31	10.74	11.17	11.60	12.03
	10.67	11.11	11.55	12.00	12.44
	11.08	11.54	12.00	12.46	12.92
	11.57	12.05	12.53	13.01	13.50
	12.12	12.63	13.14	13.64	14.15
	12.75	13.28	13.81	14.34	14.87
	13.43	13.99	14.55	15.11	15.67
	14.19	14.78	15.37	15.96	16.55

The Annual Salary is obtained by multiplying the hourly rate by 2080.

ENCLOSURE (1)

WT-SHOP TRAINEES

Target Grade	Step	Calendar weeks service between steps 26	26	26	26	26
		1	2	3	4	5	6
		(Two-Year Training Program)					
WG-6		4.12	4.63	5.18	5.72		
WG-7		4.34	4.92	5.51	6.09		
WG-8		4.59	5.21	5.83	6.44		
		(Three-Year Training Program)					
WG-8		4.59	5.00	5.41	5.82	6.24	6.65
WG-9		4.85	5.29	5.72	6.16	6.59	7.03

Shop Trainee jobs are authorized for the following occupations:

	Target Grade
Boiler Plant Operator	WG-9
Pest Controller	WG-8
Preservation Packager	WG-6
Preservation Servicer	WG-7
Sewage Disposal Plant Operator	WG-8
Water Treatment Plant Operator	WG-9
Wood Worker	WG-7

BO 12532.1J
05 MAY 1978

LIST OF JOBS WITH SPECIAL WAGE RATES

The jobs listed below have been set aside by the Civil Service Commission for further study and development of specific grading criteria. In the meantime, pay for such jobs is determined in accordance with Department of the Navy instructions.

Authority: DoD Wage Fixing Authority Letter of 21 March 1978
Effective Date: 26 March 1978

PRINTING & LITHOGRAPHIC SERVICE

Title	Pay Rates					
	1st Step	2nd Step	3rd Step	4th Step	5th Step	Occupational Code
NONSUPERVISORY						
Bindery & Finish Worker	7.36	7.67	7.98	8.28	8.59	WP 44002 14
Film Assembler-Stripper (Black & White)	7.02	7.31	7.60	7.89	8.19	WP 44005 12
Helper Photolithographer	5.64	5.87	6.10	6.34	6.57	WP 44014 04
Lithographic Pressman (17 x 22)	7.60	7.92	8.24	8.55	8.87	WP 44017 16
Multilith Operator	6.50	6.77	7.04	7.31	7.58	WP 44017 09
Photolithographer (Halftone)	7.60	7.92	8.24	8.55	8.87	WP 44014 16
Printing Equipment Mechanic	7.60	7.92	8.24	8.55	8.87	WP 44018 16
Shop Planner (Printing)	8.69	9.05	9.41	9.77	10.14	WP 44901 35
SUPERVISORY						
Foreman (Leadingman) (Printing)	9.87	10.28	10.69	11.10	11.51	WP 44260 62

ENCLOSURE (2)

ENVIRONMENTAL AND NIGHT SHIFT DIFFERENTIALS (ADDITIONAL PAY ASSIGNMENTS)

1. Definition. An environmental differential is pay that employees may receive in addition to their regular hourly rates for work situations which expose them to various degrees of hazards, physical hardships, and working conditions of an unusual nature as defined in reference (a).

2. Policy. The Command policy is the elimination or reduction to the lowest level possible of all hazards, physical hardships, and working conditions of an unusual nature. When such action does not overcome the unusual hazard, physical hardship, or working condition, an environmental differential is warranted. Even though an environmental differential is authorized, there is responsibility to initiate continuing positive action by supervisors and all concerned to eliminate danger and risk which contribute to or cause the hazard, physical hardship, or working conditions of an unusual nature. The existence of environmental differentials is not intended to condone work practices which circumvent Federal safety laws, rules, and regulations.

3. Basis for Environmental Differential. This Order provides the basis for (1) approving and paying environmental differentials to Trades and Labor employees (full-time, part-time, or intermittent), (2) listing the approved additional pay categories and specifying the differentials payable for each category listed, and (3) providing specific information describing each category to identify the hazard, physical hardship, and working condition of an unusual nature.

4. Payment for Environmental Differential. An environmental differential is payable to a Trades and Labor employee (except as noted in paragraph 9) who is exposed to a hazard, physical hardship, or working condition listed in paragraph 9 of this enclosure. Such exposure is not taken into consideration in the job grading process, therefore, additional pay for exposure to such conditions is provided only through the environmental differentials authorized by this Order. Environmental differentials are authorized only when the exposure is under the circumstances described in the category listed. The cents-per-hour differential is paid uniformly to each Trades and Labor employee who qualifies for the authorized environmental differential, regardless of the grade level of the employee. An employee who is subjected at the same time to more than one hazard, physical hardship, or working condition shall be paid for that exposure which results in the highest differential, but the employee shall not be paid more than one differential for the same hours of work.

5. Authorization for Pay for Environmental Differential. Pay is authorized for:

a. Exposure to an unusually severe hazard which could result in significant injury, illness, or death, such as working on a high structure or on an open structure when adverse conditions such as darkness, lightning, steady rain, snow, sleet, ice, or high wind velocity exist.

b. Exposure to an unusually severe physical hardship under circumstances involving exposure to fumes, dust, or noise which cause significant distress or discomfort in the form of nausea, or skin, eye, ear, or nose irritation or conditions which cause abnormal soil of body and clothing.

6. When Environmental Differential is Paid

a. An environmental differential shall be paid to a Trades and Labor employee (except as noted in paragraph 9) when the employee is performing assigned duties which expose the employee to a hazard, physical hardship, or working condition listed in paragraph 9. There are two types of payment. One type is where payment is authorized on an actual exposure basis. They are listed in subparagraph 9a. Depending on circumstances and consistent with the following paragraphs, an employee may be paid for less than a full shift. The other type of payment is authorized on a shift basis. An employee will be paid for all hours worked during the daily shift when exposed to the conditions listed in subparagraph 9b.

b. When an employee is entitled to an environmental differential which is paid on an actual exposure basis (the categories listed in subparagraph 9a), the employee shall be paid a minimum of one hour's differential pay for the exposure. For exposure beyond one hour, the employee shall be paid in increments of one-quarter hour for each 15 minutes and portion thereof in excess of 15 minutes. For example, exposure of one hour and 20 minutes would entitle the employee to the extra pay for one hour and 30 minutes.

c. When an employee is exposed to a hazard, physical hardship, or working condition at intermittent times during a day, for which the environmental differential is paid on an actual exposure basis, each exposure is considered separately. The amount of time exposed is not added together before payment is made for exposure beyond one hour,, except that pay for the environmental differential may not exceed the number of hours of active duty by the employee on the day of exposure.

d. When an employee is exposed to more than one category for which the environmental differential is payable on an actual exposure basis, each category is considered separately in computing the amount of environmental differential payable. The employee is not entitled to more than one differential for the same hours.

e. When an employee is exposed to a hazard, physical hardship, or condition for which the environmental differential is payable on a shift basis (the categories listed in subparagraph 9b), the employee receives the differential for all hours of that shift.

f. When an employee is exposed to a hazard, physical hardship, or working condition for which an environmental differential is payable on a shift basis and on the same day is exposed to a hazard, physical hardship, or working condition for which an environmental differential is payable on an actual exposure basis wherein a higher rate is authorized, the employee shall be paid the higher rate only for that exposure and paid on a shift basis for the remaining hours in a pay status that day.

g. When an employee is exposed to a hazard, physical hardship, or working condition during an overtime period for which he is entitled to overtime pay, the employee shall be paid not less than the minimum amount of environmental differential to which he would otherwise be entitled.

7. Relationship to Other Pay. Environmental differential is included as part of the employee's basic rate of pay and shall be used to compute premium pay (overtime, holiday, or Sunday work) and retirement and group life insurance deductions.

8. Responsibility of Management Officials. Responsibility of various officials in administering additional pay regulations is as follows:

a. Management officials will ensure that all subordinate supervisory personnel are informed of their responsibility in administering additional pay assignments and are fully aware of the objective of additional pay regulations and local policy as outlined herein. Supervisors are particularly responsible for knowing which assignments or conditions meet the criteria in paragraph 9 and which may warrant additional pay, and for recommending payment whenever employees become exposed to such conditions. In addition, any new conditions not covered in paragraph 9 which a supervisor believes may warrant additional pay should be brought to the attention of the Civilian Personnel Officer. Recommendations should be in letter form addressed to the Civilian Personnel Officer fully describing the work situation believed to warrant additional pay, identity of the shop, and the billet and job title of the shop supervisory individuals who will approve payment. Recommendations or requests for additional pay will be reviewed by the Civilian Personnel Office staff and approved or disapproved by the Civilian Personnel Officer.

b. Assignments of tasks for which additional pay is authorized should be rotated among employees in occupations appropriate for the assignment, to the maximum extent practicable to avoid inequity among employees. Only the assignments described in paragraph 9 warrant additional pay at the activities served by the Civilian Personnel Office,

and only in shops and under the circumstances as set forth. Officials listed in paragraph 9 or higher level officials in the chain of command are responsible for certifying payment in individual cases for situations covered.

9. Schedules of Additional Pay Assignments Approved for Local Use

a. Situations payable on an actual exposure basis (see paragraph 6 for pay computation in relation to time payable on an actual exposure basis):

(1) Cold Work. See reference (a) for definition. The pay differential for this category is $. 31 per hour (4% of WG-10 Step 2).

Work Situation	
Assignment to duty (including making of repairs) in refrigeration rooms, storage areas or other climate controlled areas where the employee is subjected to temperatures of 32° Fahrenheit or below.	
Unit	**Position Authorized to Approve Payment**
Food Services Division (NRMC)	Cook Foreman Cook General Foreman
Commissary Stores	Store Worker Foreman Commissary Store Managers Commissary Officer
Cold Storage Plant (BMaint)	Air Conditioning Equipment Mechanic Foreman Utilities General Foreman
Subsistence Branch Perishable Section (BMatBn)	Warehouseman Foreman Supervisory Supply Technician

(2) Dirty Work. The pay differential for this category is $. 31 per hour (4% of WG-10 Step 2). Definition: Performing work which subjects the employee to soil of body or clothing:

(a) Beyond that normally to be expected in performing the duties of the classification, and

(b) Where the condition is not adequately alleviated by the mechanical equipment or protective devices being used, or which are readily available, or when such devices are not feasible for use due to health considerations (excessive temperature or asthmatic conditions), or

(c) When the use of mechanical equipment, or protective devices, or protective clothing results in an unusual degree of discomfort.

Work Situation

Repairing and/or cleaning of sewage pumps, tanks, digesters, wet wells, grit channels, and sludge beds. Included is the repair of sludge collectors, sewage gas equipment, valves, internal and external chlorine discharge lines, automatic float controls, and plant auxiliaries which have been submerged in or are covered with sludge, grease, and undigested sewage. (Employees in the classification of Sewage Disposal Plant Operator and their supervisors are excluded.)

Unit	Position Authorized to Approve Payment
Sewage Disposal Branch	Sewage Disposal Plant Operator Foreman Sewage Disposal Plant Operator General Foreman
Plumbing & Heating Section	Pipefitter Foreman Pipefitter General Foreman
Metal Working Section	Sheet Metal Mechanic Foreman Sheet Metal Mechanic General Foreman

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Repair of chemical pumps, gravity and pressure filters, zeolite and spyractor softeners, transmitting equipment, valves, reservoirs, and associated equipment where there is exposure to excessive amounts of rust, scale, grease, and oil. (Employees in the classification of Water Treatment Plant Operator, Helper, and their supervisors are excluded.)

Water Treatment Branch	Water Treatment Plant Operator Foreman Water Treatment Plant Operator General Foreman

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Repair of instruments and controls in the steam, water, and sewage plants. Involved is work on coal conveyors, elevators, stacks, breaching, oil controls, chemical pumps, filters, transmitters, hydraulic and pneumatic valves, and plant auxiliaries which subject the employee to having body and clothing covered with soot, cinders, grease, oil, sludge, rust, and scale. Applicable only to employees classified as Intrument Mechanic.

Unit	Position Authorized to Approve Payment
Steam Generation Branch	Boiler Plant Operator Foreman Boiler Plant Operator General Foreman
Water Treatment Branch	Water Treatment Plant Operator Foreman Water Treatment Plant Operator General Foreman
Sewage Treatment Branch	Sewage Disposal Plant Operator Foreman Sewage Disposal Plant Operator General Foreman

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Work Situation

Cleaning coal, grease, oil, and cinders from pits, cleaning boilers (fire and water side), stacks, breaching, ducts, and oil spillage, and repairing coal conveyors and elevators.

Steam Generation Branch	Boiler Plant Operator Foreman Boiler Plant Operator General Foreman

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Operating such equipment as bulldozers, cranes, front-end loaders, and under-track loaders in handling coal at Steam Generation Plants.

Heavy Equipment Section	Transportation General Foreman Heavy Mobile Equipment Mechanic Foreman

---

Cleaning and/or repairing boilers, coal handling equipment, and other boiler plant equipment and machinery.

Steam Generation Branch	Boiler Plant Operator Foreman Boiler Plant Operator General Foreman
Metal Working Section	Sheet Metal Mechanic Foreman Sheet Metal Mechanic General Foreman

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Work Situation

Installing vibrators and signal lights over coal chutes and coal ducts and performing recurring and preventative maintenance to switch gear, magnets, conveyor, and other electrical equipment in the Central Heating Plant.

Unit	Position Authorized to Approve Payment
Electric Section	Electrician Foreman Electrician General Foreman
Steam Generation Branch	Boiler Plant Operator Foreman Boiler Plant Operator General Foreman

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Working in manholes at the Marine Corps Base and Marine Corps Air Station (Helicopter) installing, splicing and repairing electrical cable when subjected to accumulations of mud, grease and water.

Electric Section	Electrician Foreman Electrician (High Voltage) Foreman Electrician General Foreman

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Repairing insulation on cooling and refrigerant lines using emulsion type asphalt and erection plastic.

Cold Storage Branch	Air Conditioning Equipment Mechanic Foreman Utilities General Foreman

---

Cleaning of hot water boilers and forced warm air furnaces in the housing areas. (Employees in the classifications of Heating Equipment Mechanic and Gas Appliance Repairer are excluded.)

Plumbing & Heating Section	Plumber Foreman Pipefitter Foreman Pipefitter General Foreman
Emergency Service Branch	Maintenance Foreman Maintenance General Foreman

---

Pulling, repairing, and installing deep well water pumps.

ENCLOSURE (3)

Unit	Position Authorized to Approve Payment
Plumbing & Heating Section	Plumber Foreman Pipefitter General Foreman

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Work Situation

Removing and replacing the oil heating coil in the oil storage tank S-1701.

Plumbing & Heating Section	Plumber Foreman Pipefitter Foreman Pipefitter General Foreman

---

Cleaning of oil space heaters.

Repairs involving the disassembly and reassembly of gas fire rotating bake ovens located in the dining facilities at Marine Corps Base and Marine Corps Air Station (Helicopter).

Metal Working Section	Sheet Metal Mechanic Foreman Sheet Metal Mechanic General Foreman

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Using tar to install cork in the reefers at mess halls throughout the Base.

Refrigeration Section	Air Conditioning Equipment Mechanic Foreman Electrician General Foreman

---

Installation of metal components in the immediate vicinity of roofing operations that require coming into contact with hot tar and asphalt.

Metal Working Section	Sheet Metal Mechanic Foreman Sheet Metal Mechanic General Foreman

---

Handling or working with creosote treated materials and/or wood treating chemicals (caustics).

Unit	Position Authorized to Approve Payment
Public Works Service (NRMC)	Maintenance General Foreman Chief of Public Works Service
Carpentry Section	Carpenter Foreman Carpenter General Foreman

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Work Situation

Repair of roofs involving the use of hot tar and hot asphalt roofing materials.

Construction of wood staging in boilers at the heating plants.

Carpentry Section	Carpenter Foreman Carpenter General Foreman

---

Installing polyethylene in the crawl space under public quarters.

Carpentry Section	Carpenter Foreman Carpenter General Foreman
Roads & Grounds Section	Maintenance Foreman Maintenance General Foreman

---

Replacing or repairing refractory in boilers throughout the Marine Corps Base and Naval Regional Medical Center.

Masonry Section	Mason Foreman
Public Works Service (NRMC)	Maintenance General Foreman Chief of Public Works Service

---

Working in pits, manholes, or tunnels repairing, rebuilding, or modifying the masonry features.

Masonry Section	Mason Foreman

Painting the interior of Boiler Plants including pipes, boilers, railings, and other interior structures.

Unit	Position Authorized to Approve Payment
Paint Section	Painter Foreman Painter General Foreman

Work Situation

Cleaning dumpmasters, dumpster containers, and other garbage collection vehicles by using powdered or liquid solutions with water and steam. Included are the situations requiring the employee to climb into the body to remove debris or to reach into dumpster container to scrape and clean debris and spray with insecticide. (Employees in the classification of Equipment Cleaner are excluded.)

Roads & Grounds Section	Sanitation Foreman Ground Structures Foreman Ground Structures General Foreman

---

Working with hot asphalt in the paving and/or repair of roads and parking lots. (Employees in the classification of Asphalt Worker are excluded.)

Cleaning the underground steam tunnel near Building 1700.

Operating a farm type tractor, without a cab, to the front of which is mounted an unshielded sweeper.

Removal and hauling of sludge from drying beds at Sewage Disposal Plants.

Working in ditches or pits to remove straw or matting after spills of #6 oil have been blocked.

Roads & Grounds Section	Ground Structures Foreman Ground Structures General Foreman

---

Work Situation

Operating dumpmaster garbage vehicles when liquid filth has spilled out of the dumpster container onto the cab of the vehicle as the container is being lifted over the top of the vehicle for emptying causing contact with the filth when entering or exiting the cab.

Operating engineering equipment to spread, compact and cover garbage, trash and debris being disposed of at the landfill.

Working at landfill spotting trucks for unloading and checking contents for items that should go to the salvage lot.

Unit	Position Authorized to Approve Payment
Sanitation Section	Sanitation Foreman Ground Structures General Foreman

---

Using power chain saws to fell and cut up trees subjecting the employee to oil spray mixed with dirt and saw dust. Included is the handling of tree branches and cut wood subjecting the employee to smut and turpentine accumulations to clothes.

Landscape Maintenance Section	Grounds Foreman Supervisory Architecture Technician Ground Structures General Foreman
Roads & Grounds Section	Ground Structures Foreman Ground Structures General Foreman

---

Exposure to flying dust, dirt and wood chips while operating the stump cutter.

Landscape Maintenance Section	Grounds Foreman Supervisory Architecture Technician Ground Structures General Foreman

---

ENCLOSURE (3)

Work Situation

Termite control operations requiring the employee to crawl under buildings to dig trenches and apply the insecticide around the foundation where the soil varies from extremely dry to extremely wet.

Larvaciding with oil and oil base formulations utilizing a backpack with hand spray.

Unit	Position Authorized to Approve Payment
Insect Vector Control Section	Pest Controller Foreman Pest Controller General Foreman

---

Repairing or servicing of bulldozers, scrapers, loaders, or other engineering equipment used at the Sanitary Landfill.

Repair of engineering equipment or vehicles being used in cleaning the sewage sludge beds.

Spraying motor oil and #6 fuel oil on roads and parking lots to control dust and erosion.

Heavy Equipment Section	Transportation General Foreman Heavy Mobile Equipment Mechanic Foreman

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Loading and unloading automotive vehicles, tanks, engineering equipment, and similar items where there is exposure to dirt, mud, and grease on the working surfaces and the item handled, to dust and dirt driven by high winds, and to muddy conditions of unimproved staging areas.

Shipping Unit (BMatBn)	Blocker & Bracer Foreman Blocker & Bracer General Foreman

---

Work Situation

Working in open Storage Lot #201 when subjected to very muddy conditions, blowing dirt, or to excessive soil to body and clothing in handling heavy items covered with grease, oil or creosote.

Unit	Position Authorized to Approve Payment
Shop Stores Branch	Supervisory Supply Technician Supervisory General Supply Specialist

---

Work performed by Motor Vehicle Operators at the Fuel Farm when subjected to excessive oil and dirt when reeling in of dispensing hoses and getting wet from spillage when filling tank trucks or from fuel blown from fuel tanks being filled as a result of pressure build-up.

Fuel Farm (BMatBn)	NCOIC, Fuel Farm Supervisory Supply Technician

---

Assignments in the Preservation Plant to steam clean as a part of the process of stripping and treating including that performed on items that are not immersed.

Cleaning, preserving, and preparing tanks, LVTs, bulldozers, and similar items for shipment.

Preservation, Packaging & Packing Branch	Preservation Mechanic Foreman Supervisory Preservation & Packaging Specialist

(3) Fibrous Glass Work. See reference (a) for definition. The pay differential for this category is $.47 per hour (6% of WG-10 Step 2).

Work Situation

Performing work when directly exposed to irritating types of insulation such as spunglass, rockwool, and similar materials.

Unit	Position Authorized to Approve Payment
Electric Section Electric Distribution Section	Electrician Foreman Electrician (High Voltage) Foreman
Refrig/Air Conditioning Section	Air Conditioning Equipment Mechanic Foreman Electrician General Foreman

(4) High Voltage Electrical Energy. See reference (a) for definition. The differential for this category is $3.93 per hour (50% of WG-10 Step 2).

Work Situation

Working on energized electrical lines rated at 4,160 volts or more which are suspended from utility poles or towers, when adverse weather conditions exist such as steady rain, high winds, icing, lightning or similar environmental factors that make the work unusually hazardous.

Unit	Position Authorized to Approve Payment
Electrical Distribution Section	Electrician (High Voltage) Foreman Electrician General Foreman

(5) High Work. See reference (a) for definition. The pay differential for this category is $1.96 per hour (25% of WG-10 Step 2).

Work Situation

Climbing to top of elevated water tanks 100 feet or more above the ground to repair or replace obstruction lights.

Unit	Position Authorized to Approve Payment
Electrical Distribution Section	Electrician (High Voltage) Foreman Electrician General Foreman

---

Climbing or working on electric distribution or telephone poles under adverse conditions such as darkness, steady rain, high wind, lightning, ice, and snow when using either climbing hooks or bucket at the end of a truck mounted boom.

Unit	Position Authorized to Approve Payment
Electrical Distribution Section	Electrician (High Voltage) Foreman Electrician General Foreman
Telephone Division	Cable Splicer (Comm) Foreman Telephone Officer

---

Work Situation

Working from boatswain chair repairing electrical wiring and replacing lights on ballfields at the Marine Corps Base and Marine Corps Air Station (Helicopter).

Replacing obstruction lights on top of hangars at Marine Corps Air Station (Helicopter).

Electric Section Electric Distribution Section	Electrician Foreman Electrician (High Voltage) Foreman Electrician General Foreman

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Working from swinging stage, boatswain chair, or similar support for which there are not adequate guard rails or similar protective facilities while making repairs to inside of boilers or coal elevator.

Steam Generation Branch	Boiler Plant Operator Foreman Boiler Plant Operator General Foreman

---

Making repairs to or painting of the steeple domes and emblems on the Chapels (Buildings 16 and 17) involving the use of a long boom crane and special boatswain chair.

Paint Shop	Painter Foreman Painter General Foreman
Metal Working Section	Sheet Metal Mechanic Foreman Sheet Metal Mechanic General Foreman

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Work Situation

Working from ladders (20 - 30 feet) with unsure footing (wet, soft, or unlevel earth) to clean gutters and downspouts on buildings throughout the Base.

Unit	Position Authorized to Approve Payment
Roads & Grounds Section	Ground Structures Foreman Ground Structures General Foreman

---

Working from a ladder, up to 25 feet, using hand and powered saws to remove tree branches overhanging roofs of building or interfering with power and communication lines.

Climbing trees above 25 feet, without a ladder, using spurs, safety belts, and climbing ropes to remove tree branch by use of hand and powered saws.

Working from a hydraulic lift bucket mounted on an aerial truck in close proximity to power lines trimming or removing trees.

Tree trimming or removal which requires the employee to leave the bucket and climb into the tree and move back and forth between the bucket and tree being trimmed or removed.

Landscape Maintenance Section	Supervisory Architecture Technician Ground Structures General Foreman

---

Performing electrical and/or mechanical repairs and maintenance of overhead cranes at Buildings 45, 901, and A-2 (Marine Corps Base) and hangars at Marine Corps Air Station (Helicopter) which require climbing unenclosed ladders to cranes, working from cat walks, climbing across rails, or working from the crane track without guard rails.

Unit	Position Authorized to Approve Payment
Electric Section Electric Distribution Section	Electrician Foreman Electrician (High Voltage) Foreman Electrician General Foreman
Heavy Equipment Section	Heavy Mobile Equipment Mechanic Foreman Transportation General Foreman

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Work Situation

Repairing and servicing of the Intra-Coastal Waterway Bridge involving working over the water in a basket suspended by cables attached to the understructure at each end, working from unenclosed cat walks or scaffolding, and climbing ladders over the water.

Heavy Equipment Section	Heavy Mobile Equipment Mechanic Foreman Transportation General Foreman

---

Working on the Master Antenna System involving climbing the tower or water tanks to heights of 75 to 125 feet.

Base Communications-Electronics	Maintenance Officer Assistant Communications-Electronics Officer Communications-Electronics Officer

(6) Hot Work. See reference (a) for definition. The pay differential for this category is $.31 per hour (4% of WG-10 Step 2).

Work Situation

Working in confined spaces cleaning or making repairs to interior of boilers, steam tunnels, and steam pits including the repair or replacement of insulation in such locations when the temperature exceeds 110° Fahrenheit.

Unit	Position Authorized to Approve Payment
Steam Generation Branch	Boiler Plant Operator Foreman Boiler Plant Operator General Foreman
Pipefitting Shop	Pipefitter Foreman Pipefitter General Foreman
Metal Working Section	Sheet Metal Mechanic Foreman Sheet Metal Mechanic General Foreman

Work Situation

Working in confined spaces such as attics and steam pits when the temperatures exceed 110° Fahrenheit installing or repairing electrical wiring, air conditioning or refrigeration equipment, etc.

Electric Section	Electrician Foreman Air Conditioning Equipment Mechanic Foreman Electrician General Foreman

(7) Unshored Work. See reference (a) for definition. The pay differential for this category is $1.96 per hour (25% of WG-10 Step 2).

Work Situation

Working on water, sewer, and steam lines when the work is performed adjacent to the walls of unshored excavations at depths greater than six feet (except when the walls have been graded to the angle of repose). The work must also be performed at a distance from the wall which is less than the height of the wall.

Unit	Position Authorized to Approve Payment
Plumbing & Heating Section	Plumber Foreman Pipefitter Foreman Pipefitter General Foreman
Roads & Grounds Section	Ground Structures Foreman Ground Structures General Foreman
Carpenter Shop	Carpenter Foreman Carpenter General Foreman

(8) Welding, Cutting or Burning in Confined Spaces. The pay differential for this category is $.47 per hour (6% of WG-10 Step 2). Definition: Welding, cutting, or burning within a confined space which necessitates working in a horizontal or nearly horizontal position, under conditions requiring egress of at least 14 feet over and through obstructions including: (1) access openings and baffles having dimensions which greatly restrict movements, and (2) irregular inner surfaces of the structure or structural components.

Work Situation

Performing such work in confined spaces such as steam and mud drains, digester and clarifier tanks, filters, lime tanks and softeners. Included is work inside boilers in areas such as air heaters and furnaces.

Unit	Position Authorized to Approve Payment
Sewage Treatment Branch	Sewage Disposal Plant Operator Foreman Sewage Disposal Plant Operator General Foreman
Water Treatment Branch	Water Treatment Plant Operator Foreman Water Treatment Plant Operator General Foreman
Steam Generating Branch	Boiler Plant Operator Foreman Boiler Plant Operator General Foreman

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Performing welding, cutting or burning work inside of the M-60 tank or underneath tracked vehicles, when such vehicles have not been raised above ground or floor level.

Welding Shop Maintenance Cadre (BMatBn)	Shop Officer

b. Situations payable on a shift basis (see paragraph 6 for pay computation in relation to time payable on a shift basis):

(1) Asbestos. See reference (a) for definition. The pay differential for this category is $.63 per hour (8% of WG-10 Step 2).

Work Situation

Exposure to dust created by cutting asbestos insulation panels on furnaces, using power saw in preparation for installation of switches.

ENCLOSURE (3)

Unit	Position Authorized to Approve Payment
Electric Section	Electrician Foreman Electrician General Foreman

(2) Explosives & Incendiary Material - Low Degree Hazard. See reference (a) for definition. The pay differential for this category is $.31 per hour (4% of WG-10 Step 2).

Work Situation

Loading, unloading, packing, repacking, segregating, and hauling ammunition.

Unit	Position Authorized to Approve Payment
Ammunition Branch (BMatBn)	Warehouseman General Foreman OIC, Ammunition Branch

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All operations involving regrading, plowing fire lanes, and similar activities within artillery ranges and impact areas containing unexploded ordnance.

Heavy Equipment Section	Transportation General Foreman Heavy Mobile Equipment Mechanic Foreman

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Loading, unloading, and hauling high explosives, demolition, and incendiary materials and ammunition other than small arms.

Motor Transport Operations Branch	Motor Vehicle Operator General Foreman Assistant Motor Transport Officer

---

Personnel performing maintenance work on ammunition storage magazines while other workers are either loading or unloading live ammunition or explosives other than small arms from the same magazine.

Metal Working Section	Sheet Metal Mechanic Foreman Sheet Metal Mechanic General Foreman

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Work Situation

Securing a variety of types of ammunition other than small arms inside railcars, vans, and trucks by means of braces, blocks, and partitions.

Unit	Position Authorized to Approve Payment
Traffic Branch (BMatBn)	Blocker & Bracer Foreman Blocker & Bracer General Foreman

(3) Explosives & Incendiary Material - High Degree Hazard. See reference (a) for definition. The pay differential for this category is $.63 per hour (8% of WG-10 Step 2).

Work Situation

Performing maintenance work on ammunition storage magazines while other workers are performing work such as visual inspection, repair, minor rework in accordance with Naval Ammunition Reclassification releases, and segregation and preparation of unserviceable or defective ammunition in the immediate area of the maintenance work.

Unit	Position Authorized to Approve Payment
Metal Working Section	Sheet Metal Mechanic Foreman Sheet Metal Mechanic General Foreman

---

Performing duties involving the visual inspection, repair, and minor rework of ammunition in accordance with Naval Ammunition Reclassification releases, segregation and preparation of unserviceable and defective ammunition for detonation or deep water dumping, preparation of ammunition for air shipment, and handling, unpacking, and mounting missile type ammunition for testing.

Ammunition Branch (BMatBn)	Warehouseman General Foreman OIC, Ammunition Branch

(4) Poisons (Toxic Chemicals) - High Degree Hazard. See reference (a) for definition. The pay differential for this category is $.63 per hour (8% of WG-10 Step 2).

Work Situation

Handling, mixing, transporting, applying, or working in close proximity to highly toxic chemicals in concentrated form.

Unit	Position Authorized to Approve Payment
Insect Vector Control Section	Pest Controller Foreman Pest Controller General Foreman
Public Works Service (NRMC)	Maintenance General Foreman Chief of Public Works Service

(5) Poisons (Toxic Chemicals) - Low Degree Hazard. See reference (a) for definition. The pay differential for this category is $.31 per hour (4% of WG-10 Step 2).

Work Situation

Handling, applying, or working in close proximity to highly toxic chemicals in diluted form. (Larvaciding using #2 fuel oil and a spreading agent such as Triton is excluded.)

Unit	Position Authorized to Approve Payment
Insect Vector Control Section	Pest Controller Foreman Pest Controller General Foreman
Public Works Service (NRMC)	Maintenance General Foreman Chief of Public Works Service

---

Operating engineering equipment in the disposal of toxic chemicals under the supervision of the Base Safety Officer or other competent individual.

Heavy Equipment Section	Transportation General Foreman Heavy Mobile Equipment Mechanic Foreman

---

Working in battery shop when exposed to unusual degree of discomfort from battery fumes.

Unit	Position Authorized to Approve Payment
Battery Shop (BMT)	Automotive Mechanic Foreman

(6) Firefighting - Low Degree Hazard. See reference (a) for definition. The pay differential for this category is $.31 per hour (4% of WG-10 Step 2).

Work Situation

Participating or assisting in firefighting operations at the immediate fire scene not covered by subparagraph (7) below.

Unit	Position Authorized to Approve Payment
Natural Resources & Environmental Affairs Division	Forester (Administration) Supervisory Forester
Heavy Equipment Section	Transportation General Foreman Heavy Mobile Equipment Mechanic Foreman

(7) Firefighting - High Degree Hazard. See reference (a) for definition. The pay differential for this category is $1.96 per hour (25% of WG-10 Step 2).

Work Situation

Engaged in fighting forest fires on the fire line by operating engineering equipment to plow fire lanes, using hand tools or waterhose in direct contact with the fire or standing by on an unsecured fire line to prevent spot over when exposed to smoke inhalation, extreme heat, or being trapped behind the fire.

Unit	Position Authorized to Approve Payment
Natural Resources & Environmental Affairs Division	Forester (Administration) Supervisory Forester
Heavy Equipment Section	Transportation General Foreman Heavy Mobile Equipment Mechanic Foreman

10. Night Shift Differentials. Trades and labor employees will receive additional pay for shift work at the following rates:

Second Shift	7 1/2% of Schedule Rate
Third Shift	10% of Schedule Rate

The cited rates are payable for work performed during hours defined as follows:

a. An authorized night shift differential of seven and one-half percent will be paid for the entire shift when five or more hours of the employee's regularly scheduled nonovertime hours of work fall between the hours of 3 p.m. and midnight.

b. An authorized night shift differential of ten percent will be paid for the entire shift when five or more of the employee's regularly scheduled nonovertime hours of work fall between the hours of 11 p.m. and 8 a.m.

BO 12532.1J
05 MAY 1978

LIST OF AUTHORIZED RATINGS FOR MARINE CORPS BASE

NONSUPERVISORY	Occupational Code and Grade
Air Conditioning Equipment Mechanic	WG-5306-08
	WG-5306-10
Air Conditioning Equipment Mechanic Helper	WG-5306-05
Air Conditioning Equipment Operator	WG-5415-10
Air Conditioning Equipment Operator Helper	WG-5415-05
Asphalt Worker	WG-3653-05
Asphalt Worker (Leader)	WG-3653-07
Automotive Mechanic	WG-5823-10
Automotive Mechanic Helper	WG-5823-05
Automotive Repair Inspector	WG-5823-11
Automotive Worker	WG-5823-08
Blocker and Bracer	WG-4602-08
Boatbuilder (Foreman)	WG-4603-10
Boiler Plant Equipment Mechanic	WG-5309-10
Boiler Plant Operator	WG-5402-07
	WG-5402-09
	WG-5402-11
Boiler Plant Operator Helper	WG-5402-05
Bridge Operator	WG-5430-08
Building Maintenance Inspector	WG-4749-10
	WG-4749-11
Cable Splicer (Communications)	WG-2504-10
Carpenter	WG-4607-07
	WG-4607-09
Carpenter Helper	WG-4607-05
Carpentry Worker	WG-4607-07
Carpet Cleaner	WG-7301-05
Cement Finisher	WG-3602-08
Coal Handling Equipment Operator	WG-5412-06
Crane Operator	WG-5725-09
Electrical Equipment Repairer	WG-2854-09
	WG-2854-10
Electrical Systems Inspector (Public Works)	WG-2805-11
Electrical Worker (High Voltage)	WG-2810-08
Electrician	WG-2805-08
	WG-2805-10
Electrician Helper	WG-2805-05
Electrician (High Voltage)	WG-2810-08
	WG-2810-10
Electrician (High Voltage) Helper	WG-2810-05
Electrician (Communications Distribution Systems)	WG-2508-10
Electronic Measurement Equipment Mechanic	WG-2602-12
Electronics Mechanic	WG-2614-11
	WG-2614-12

ENCLOSURE (4)

NONSUPERVISORY	Occupational Code and Grade
Engineering Equipment Operator	WG-5716-08
	WG-5716-10
Equipment Cleaner	WG-7009-04
Equipment Mechanic	WG-5352-10
Equipment Repairer	WG-5352-08
Fork Lift Operator	WG-5704-05
Fuel Distribution System Worker	WG-5413-08
Gas Appliance Repairer	WG-5301-08
General Equipment Inspector	WG-6901-07
Glazier	WG-3203-09
Heating Equipment Mechanic	WG-5309-08
Heavy Mobile Equipment Mechanic	WG-5803-10
Heavy Mobile Equipment Mechanic Helper	WG-5803-05
Heavy Mobile Equipment Repair Inspector	WG-5803-11
Housekeeping Aid	WG-3566-02
Instrument Mechanic	WG-3359-10
	WG-3359-11
Insulator	WG-4203-10
Janitor	WG-3566-02
Laborer	WG-3502-02
	WG-3502-03
Laundry Equipment Repairer	WG-5317-08
Laundry Machine Operator	WG-7305-03
	WG-7305-05
Laundry Worker	WG-7304-01
	WG-7304-02
Locksmith	WG-5311-09
Machinist	WG-3414-10
Maintenance Mechanic	WG-4749-09
Maintenance Scheduler (General)	WD-6701-07
Mason	WG-3603-10
Meatcutter	WG-7407-08
Meat Packager	WG-7465-02
Meatcutting Worker	WG-7407-05
Milling Worker	WG-4618-09
Mobile Equipment Dispatcher	WG-5701-08
Mobile Equipment Servicer	WG-5806-05
	WG-5806-06
Mobile Equipment Metal Mechanic	WG-3809-10
Motor Vehicle Operator	WG-5703-05
	WG-5703-06
	WG-5703-07
	WG-5703-08
Office Appliance Repairer	WG-4806-07
	WG-4806-09
Optical Instrument Repairer	WG-3306-11

NONSUPERVISORY	Occupational Code and Grade
Packer	WG-7002-04
Packing Inspector	WG-7002-08
Painter	WG-4102-09
Painter Helper	WG-4102-05
Pest Controller	WG-5026-06
	WG-5026-08
Pipefitter	WG-4204-08
	WG-4204-10
Pipefitter Helper	WG-4204-05
Piping Systems Inspector (Public Works)	WG-4204-11
Planner and Estimator (Electrician)	WD-2805-08
Planner and Estimator (General)	WD-6701-08
Plasterer	WG-3605-09
Plasterer Helper	WG-3605-05
Plumber	WG-4206-07
	WG-4206-09
Plumber Helper	WG-4206-05
Plumbing Worker	WG-4206-07
Preservation Servicer	WG-7006-07
Preservation Packager	WG-7004-06
Presser	WG-7306-02
Saw Filer	WG-4812-09
Sewage Disposal Plant Operator	WG-5408-05
	WG-5408-09
	WG-5408-10
Sewing Machine Operator	WG-3111-03
Sheet Metal Mechanic	WG-3806-10
Sheet Metal Worker	WG-3806-08
Shop Planner (General)	WD-6701-05
Shop Trainee (See enclosure (1) to basic Order)	
Sign Painter	WG-4104-09
Small Arms Repairer	WG-6610-08
Store Worker	WG-7602-04
	WG-7602-05
Swimming Pool Operator	WG-5206-08
Telephone Mechanic	WG-2502-10
	WG-2502-11
Telephone Worker	WG-2502-09
Tools and Parts Attendant	WG-6904-04
	WG-6904-05
Toolroom Mechanic	WG-4801-08
Tractor Operator	WG-5705-05
	WG-5705-06
Upholsterer	WG-3106-09
Warehouseman	WG-6907-04
	WG-6907-05
	WG-6907-06

ENCLOSURE (4)

NONSUPERVISORY	Occupational Code and Grade
Warehouseman	WG-6907-07
Warehouseman (Foreman)	WG-6907-07
Water Treatment Plant Operator	WG-5409-10
Water Treatment Plant Operator Helper	WG-5409-05
Welder	WG-3703-08
	WG-3703-10
Wood Craftsman (Foreman)	WG-4605-10
Wood Worker	WG-4604-05
	WG-4604-07
	WG-4604-08

LEADER	
Boiler Plant Equipment Mechanic Leader	WL-5309-10
Electrician Leader	WL-2805-10
Housekeeping Aid Leader	WL-3566-02
Laundry Worker Leader	WL-7304-01
	WL-7304-02
Meatcutter Leader	WL-7407-08
Preservation Servicer Leader	WL-7006-07
Presser Leader	WL-7306-02
Store Worker Leader	WL-7602-05
Warehouseman Leader	WL-6907-05
	WL-6907-06

SUPERVISORY

Foreman

Air Conditioning Equipment Mechanic Foreman (10)	WS-5306-09
	WS-5306-10
Automotive Mechanic Foreman (10)	WS-5823-09
	WS-5823-10
Blocker and Bracer Foreman (8)	WS-4602-06
	WS-4602-08
Boiler Plant Operator Foreman (11)	WS-5402-09
	WS-5402-12
Building Maintenance Inspector Foreman (10)	WS-4749-09
Cable Splicer (Comm) Foreman (10)	WS-2504-10
Carpenter Foreman (9)	WS-4607-09
Electrician Foreman (10)	WS-2805-10
Electrician (High Voltage) Foreman (10)	WS-2810-09
Electronics Mechanic (Crypto) Foreman (12)	WS-2619-11
General Equipment Inspector Foreman (7)	WS-6901-06
Grounds Foreman (7)	WS-4701-06
Ground Structures Foreman (7)	WS-4701-07
Heavy Mobile Equipment Mechanic Foreman (10)	WS-5803-10

ENCLOSURE (4)

SUPERVISORY	Occupational Code and Grade
Foreman	
Laundry Machine Operator Foreman (5)	WS-7305-04
Maintenance Foreman (10)	WS-4701-07
Maintenance Foreman (9)	WS-4701-08
Maintenance Foreman (10)	WS-4701-09
	WS-4701-10
Maintenance Mechanic Foreman (9)	WS-4749-08
Mason Foreman (10)	WS-3603-09
Meatcutter Foreman (8)	WS-7407-07
	WS-7407-08
Mobile Equipment Metal Mechanic Foreman (10)	WS-3809-09
Motor Vehicle Operator Foreman (7)	WS-5703-08
Office Appliance Repairer Foreman (9)	WS-4806-08
Painter Foreman (9)	WS-4102-09
Pest Controller Foreman (8)	WS-5026-07
	WS-5026-08
Pipefitter Foreman (10)	WS-4204-10
Plasterer Foreman (9)	WS-3605-09
Plumber Foreman (9)	WS-4206-09
Preservation Servicer Foreman (7)	WS-7006-06
	WS-7006-07
Sanitation Foreman (7)	WS-5201-07
Sewage Disposal Plant Operator Foreman (9)	WS-5408-10
Sheet Metal Mechanic Foreman (10)	WS-3806-08
Store Worker Foreman (5)	WS-7602-03
	WS-7602-05
Supervisory Planner & Estimator (General)	WN-6701-07
Supervisory Shop Planner (General)	WN-6701-04
Teletype Equipment Mechanic Foreman (10)	WS-2509-09
Warehouseman Foreman (5)	WS-6907-04
	WS-6907-05
Warehouseman Foreman (6)	WS-6907-04
	WS-6907-05
	WS-6907-06
Water Treatment Plant Operator Foreman (9)	WS-5409-10
Wood Worker Foreman (8)	WS-4604-08
General Foreman	
Automotive Mechanic General Foreman (10)	WS-5823-12
Blocker and Bracer General Foreman (8)	WS-4602-10
Boiler Plant Operator General Foreman (11)	WS-5402-13
Carpenter General Foreman (9)	WS-4607-12
Electrician General Foreman (10)	WS-2805-12
Ground Structures General Foreman (7)	WS-4701-11
Ground Structures General Foreman (10)	WS-4701-15

SUPERVISORY	Occupational Code and Grade
General Foreman	
Laundry General Foreman (5)	WS-7301-08
Maintenance General Foreman (10)	WS-4701-14 WS-4701-15
Motor Vehicle Operator General Foreman (8)	WS-5703-11
Painter General Foreman (9)	WS-4102-11
Pest Controller General Foreman (8)	WS-5026-09
Pipefitter General Foreman (10)	WS-4204-12
Sewage Disposal Plant Operator General Foreman (9)	WS-5408-11
Sheet Metal Mechanic General Foreman (10)	WS-3806-11
Transportation General Foreman (10)	WS-4701-12
Utilities General Foreman (11)	WS-4701-15
Water Treatment Plant Operator General Foreman (9)	WS-5409-11
Warehouseman General Foreman (5)	WS-6907-07

LIST OF AUTHORIZED RATINGS FOR MARINE CORPS AIR STATION (HELICOPTER)

NONSUPERVISORY	Occupational Code and Grade
Aircraft Worker	WG-8852-08
Aircraft Refueler	WG-5768-08
Electronics Integrated Systems Mechanic	WG-2650-12
Electronics Mechanic	WG-2614-08
	WG-2614-11
Equipment Mechanic	WG-5352-10
Fuel Distribution System Worker	WG-5413-08
Warehouseman	WG-6907-06
LEADER	
Aircraft Refueler Leader	WL-5768-08
Electronics Mechanic Leader	WL-2614-11
Fuel Distribution System Worker Leader	WL-5413-08
Warehouseman Leader	WL-6907-06
FOREMAN	
Electronics Mechanic Foreman (11)	WS-2614-11
Electronics Integrated Systems Mechanic Foreman (12)	WS-2650-11

ENCLOSURE (5)

BO 12532.1J
05 MAY 1978

LIST OF AUTHORIZED RATINGS FOR NAVAL REGIONAL MEDICAL CENTER

NONSUPERVISORY	Occupational Code and Grade
Air Conditioning Equipment Mechanic	WG-5306-10
Automotive Mechanic	WG-5823-10
Automotive Mechanic Helper	WG-5823-05
Carpenter	WG-4607-09
Carpenter Helper	WG-4607-05
Cook	WG-7404-05
	WG-7404-08
Electrician	WG-2805-10
Food Service Worker	WG-7408-01
	WG-7408-02
	WG-7408-03
	WG-7408-04
Housekeeping Aid	WG-3566-02
Laborer	WG-3502-02
Laundry Machine Operator	WG-7305-05
Laundry Worker	WG-7304-01
Motor Vehicle Operator	WG-5703-06
Motor Vehicle Operator (Leader)	WG-5703-06
Painter	WG-4102-09
Painter Helper	WG-4102-05
Pest Controller	WG-5026-09
Pipefitter	WG-4204-10
Planner & Estimator (General)	WD-6701-08
Plasterer	WG-3605-09
Plumber	WG-4206-09
Plumber Helper	WG-4206-05
Plumbing Worker	WG-4206-07
Sewing Machine Operator	WG-3111-04
Warehouseman	WG-6907-04
	WG-6907-05
	WG-6907-06
Welder	WG-3703-10

LEADER	
Food Service Worker Leader	WL-7408-02
Housekeeping Aid Leader	WL-3566-02
Warehouseman Leader	WL-6907-06

SUPERVISORY

Foreman

Carpenter Foreman (9)	WS-4607-06
Cook Foreman (8)	WS-7404-08

ENCLOSURE (6)

SUPERVISORY	Occupational Code and Grade
Foreman	
Electrician Foreman (10)	WS-2805-07
Housekeeping Aid Foreman (2)	WS-3566-02
Laundry Machine Operator Foreman (5)	WS-7305-05
Painter Foreman (9)	WS-4102-06
Pipefitter Foreman (10)	WS-4204-07
Warehouseman Foreman (5)	WS-6907-03
General Foreman	
Cook General Foreman (8)	WS-7404-11
Maintenance General Foreman (10)	WS-4701-12

Mr. Stone

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO
BO 12630.1F Ch 2
CPO/RAW/smj
19 Dec 1977

BASE ORDER 12630.1F Ch 2

From: Commanding General
To: Distribution List

Subj: Absence and Leave for Civil Service Employees

Encl: (1) New page inserts to BO 12630.1F

1. Purpose. To transmit new page inserts and to direct pen changes to the basic Order.

2. Action

a. Remove present pages 3 through 4a of enclosure (2), 3 through 6 of enclosure (3), 1 through 3 of enclosure (6), 1 through 3 of enclosure (7) and replace them with the corresponding pages contained in enclosure (1) hereto.

b. Page 1, reference (c), change "BO 12750.1F" to read "BO 12750.1G."

c. Page 1, reference (d), change "BO 12792.1A" to read "BO 12792.1B."

d. Page 1, reference (e), add "(NOTAL)."

e. Page 1, reference (f), change "BO 12335.2A" to read "BO 12335.2B."

f. Page 1, paragraph 1, line 3 change "reference" to "references," insert "and (e)" after "(a)."

g. Page 2, paragraph 6 add at the end of the paragraph "AWL is charged for the exact amount of time the employee is absent."

h. Page 4, paragraph 11, line 3, delete "Naval Medical Field Research Laboratory."

i. Enclosure (1), page 1, paragraph 1g change "(fourth Monday in October)" to read "(effective 1 January 1978 will be 11 November)."

j. Enclosure (3), page 2, paragraph 3b(3), line 6, insert "every four weeks," between "leave" and "properly."

k. Appendix A to enclosure (3), page 1, paragraph G, line 6, change "12792.1A" to "12792.1B."

l. Enclosure (5), page 1, paragraph 1a(7), change the period after "Reserve" to a comma and add "other than Temporary Reserve."

m. Enclosure (8), page 1, paragraph 3, line 13, place a period after "excused," delete the rest of the sentence and the following sentence and insert "The excusal will not exceed eight hours. The employee will then be placed on annual leave for any subsequent absence, provided 24 hours' advance notice is given."

n. Enclosure (8), page 3, paragraph 8a(3), add at the end of the paragraph "At the employee's election, sick leave, annual leave or leave without pay may be requested."

o. Enclosure (8), page 3, paragraph 8b, line 2, delete "Dispensary," and insert "Branch Clinic," line 3, insert "initial" between "than" and "examination."

p. Enclosure (8), page 4, paragraph 9, at the end of the paragraph add "No excused time is allowable for the preparation of a grievance."

q. Enclosure (8), page 6, paragraph 14, delete entire paragraph.

3. Change Notation. Significant changes contained in the enclosures are denoted by asterisks (*) in the outer left margin.

W. F. SHEEHAN
Chief of Staff

DISTRIBUTION:"C" less CAT III

d. A liberal leave policy shall be followed in circumstances such as, but not limited to, the following:

(1) Death in the employee's immediate family.

(2) Illness in the employee's immediate family where the employee's care and attendance is required and the nature of the illness does not permit the use of sick leave.

(3) Religious observances.

e. Normally annual leave (and leave without pay) will not be granted when it is known in advance that an employee is to be separated. Upon separation from Federal service, employees are entitled to a lump-sum payment for all annual leave credited to the employee's leave account(s). There are, however, situations in which the granting of leave may be appropriate even though it is known in advance that the employee is to be separated without a return to duty. Exceptions may be made for employees under notice of reduction in force, to provide time for settling personal affairs to employees entering military service, to permit career or career-conditional employees to seek and/or continue Federal employment, and pending approval of disability retirement or compensation. The effective date of separation will be the employee's last day of work unless one of the above circumstances justify an exception.

4. Requiring Use of Annual Leave

a. Employees may be placed on annual leave with or without their consent whenever it is necessary to do so for administrative reasons. This discretion does not apply to a personal disciplinary-type situation when the employee is ready, willing, and able to work, in which case the suspension procedures contained in reference (c) apply. The following are examples of situations in which an employee may be required to use annual leave, subject to the provisions of paragraph b, below.

(1) Equipment breakdown or power failure.

(2) Lack of material.

(3) Storms, floods, and other natural phenomena.

(4) Temporary reduction in workload.

(5) Temporary periods when plant operation is uneconomical.

(6) To reduce annual leave accumulations.

b. In cases of interrupted or suspended operations, employees who cannot be assigned to other work will be required to use annual leave in all cases where 24 hours' advance notice can be given. If a situation develops too late to give 24 hours' advance notice, employees who cannot be assigned to other work will be required to use annual leave only if notice can be given before the end of their shift immediately preceding the one in which they are to be placed on leave. Such involuntary use of leave may not exceed five days in any leave year. If the advance-notice requirements cannot be met, employees who cannot be assigned to other work shall be excused in all instances in accordance with enclosure (8).

c. The foregoing applies only to conditions that cannot be reasonably foreseen. Circumstances such as reduction of leave accumulations are not considered "unforeseen." Employees required to reduce large leave balances shall be given the maximum notice possible.

d. When the use of annual leave is directed and the employee has no annual leave available, the employee will be granted leave without pay if he requests it. If he does not request leave without pay, every effort will be made to assign him to other duties elsewhere in the department, in another department, or even at another activity. If this is not possible, furlough may be used as a last resort. Cases in which a furlough appears to be necessary will be referred to the Civilian Personnel Office.

5. Requests for Annual Leave

a. Annual leave must be requested and approved before the absence begins. The supervisor will notify the employee of the approval or disapproval of his leave request as soon as possible prior to the first day of leave.

b. Occasions will arise during off-duty hours, however, when absence from the job without prior authorization may be requested. In such cases:

(1) Employees, except persons working in areas where 24-hour coverage is required, must report reasons for such absences to the supervisor not later than two hours after the beginning of the work schedule on the first day of such absence or as soon as possible thereafter.

(2) Employees working in areas where 24-hour coverage is required will when possible give at least two hours' notice prior to the beginning of their work shift when they know they will be unable to report for work. The employee is responsible for making every reasonable effort to ensure that notification is made, to include the reason for the absence and the estimated duration. If the employee finds that he will be absent beyond the originally estimated time, he will report this to the supervisor not later than the last day of the originally reported absence indicating the reasons for and anticipated length of the continuing absence.

(3) Such absences may be approved only on a tentative basis. The notification of the reason for absence does not mean that the leave requested will be approved since the absence must be justified upon return to duty.

6. Status of Absent Employee when Leave was not Requested and Approved in Advance

(4) Failure to give such notices may result in the absence being charged to another type of leave or absence without leave as the circumstances may justify.

c. When an employee notifies his supervisor that he is incapacitated and unable to report for work, such notice is considered tantamount to a request for approved leave. Such absence will be shown on the timecard as sick leave. The Civil Payroll Office will carry the employee on sick leave if available, on annual leave if sick leave is not available, and on leave without pay if he has no annual or sick leave to his credit. Since the employee has in effect requested approved leave, placing him on leave without pay in this case, when no other leave is available, does not constitute placing him on leave without pay without his consent. The employee will continue to be paid while in a sick leave or annual leave status. Salary may be withheld pending a decision when there is reason to doubt the validity of the sick leave or the employee is under requirement to support all requests for sick leave with a medical certificate.

* 4. Return to Duty

a. When an employee returns to duty after an absence in excess of three workdays, he is required to submit a written application for sick leave. The application must be supported by a medical certificate containing a brief statement of the nature of the illness, inclusive dates of treatment, and a statement releasing the employee to return to duty. In lieu of a medical certificate, a signed statement from the employee indicating the nature of illness and the reason why a medical certificate is not furnished may be accepted whenever it is unreasonable to obtain such certificate because of shortage of physicians, remoteness of locality, or because the circumstances surrounding the employee's absence do not require the services of a physician. When the required medical certificate is not submitted with the application, supervisors will hold the application and allow the employee not more than 15 calendar days after the return to duty to obtain the certificate. Supervisors will ensure that the application for leave form is completed. The employee must certify the reason for his absence in all cases. The name and address of the physician, dentist, or other practitioner and his telephone number must be shown.

b. For periods of absence of three workdays or less, a medical certificate in support of such absence is normally

not required. If it appears that an employee is abusing his sick leave privilege, the supervisor will counsel the employee that, because of his questionable sick leave record, a medical certificate may be required for future absences on sick leave. If this does not bring about an improvement in his sick leave record, he will be advised in writing that all future requests for sick leave, regardless of the length of absence, must be supported by a medical certificate. This written advice to the employee will include the following:

(1) Full explanation of why the employee is suspected of abusing sick leave. Reference is to be made to the counseling interview, including the date thereof.

(2) That he will be required to submit a medical certificate for all absences due to illness regardless of the length of time involved.

(3) A paragraph similar to the following:

"It is in your interest to correct any physical disability which may be causing recurrent absences. If you have any physical ailment of any kind, it is also in your interest to have such condition medically corrected in order that your job may not be jeopardized by repeated absences. You are urged to attend to this matter promptly by consulting your private physician."

(4) That the letter will be automatically cancelled one year from date of issue.

(5) Distribution will show copy to the Civilian Personnel Office and the Civil Payroll Office.

c. Employees who have been absent from duty seven or more calendar days as a result of illness or injury will be sent to the Occupational Health Nurse and/or Branch Clinic Medical Officer for examination before they are permitted to return to work. Form NAVSO 5100/9 will be used for this purpose. Additional information concerning return to duty from absence due to sickness or injury is contained in reference (d).

d. Employees who are sent home by the Branch Clinic Medical Officer due to illness will not be required to furnish a medical certificate to substantiate sick leave for the day released from duty.

* 5. Return to Work After Occupational Injury. In all cases, employees who are returning to duty after absence because of occupational injury are required to report to the Employee Relations Division, Civilian Personnel Office or the Personnel Office, Naval Regional Medical Center or Marine Corps Air Station (Helicopter), as appropriate. Clearance by a Federal Medical Officer must be obtained prior to resumption of duty.

6. Disapproval of Sick Leave After Return to Duty

a. If, upon the employee's return to duty and submission of whatever substantiating evidence may be required in the individual circumstances, the requested leave is disapproved, the period of absence will ordinarily be converted to absence without leave.

b. There may arise circumstances in which the requested absence does not justify granting sick leave but could warrant granting annual leave or leave without pay. Officials authorized to approve leave should exercise judgment, in such instances, to grant another type of leave rather than to require conversion to absence without leave.

c. The nonpay status resulting from absence without leave is not in itself a disciplinary action. When requested sick leave is disapproved and corrective action is considered necessary, the employee may be disciplined for unauthorized absence. Employees who are denied sick leave for emergency purposes will, upon request, be provided reasons for such denial in writing.

d. When salary payment has been released which includes a period converted to absence without leave or leave without pay, the overpayment will be recovered by payroll checkage.

7. Advance Sick Leave

a. Sick leave of 41 hours or more, but not exceeding 240 hours, may be advanced, to begin upon exhaustion of all accrued sick leave, in cases of serious illness or disability, except as provided below:

(1) Sick leave shall not be advanced to an employee holding a limited appointment, or one expiring on a specific date, in excess of the amount to accrue during the remainder of the appointment.

(2) Sick leave shall not be advanced to an employee known to be contemplating separation by retirement or resignation, and in any other case, there should be a reasonable expectation of return to full duty as a prerequisite to advance sick leave.

(3) Annual leave accumulation will be reduced to 80 hours before advancing sick leave.

(4) No advance sick leave will be granted to an employee who is required to furnish a medical certificate for each absence claimed as sick leave or to an employee having had such a requirement during the year preceding the request.

* b. A request for advance sick leave shall be submitted in triplicate to the Civilian Personnel Officer via the unit or section head concerned. Such requests must enclose a statement from the employee's private physician reflecting diagnosis, prognosis and date of probable return to duty. The name, address, and telephone number of the physician or practitioner is also required. In addition, employees with two or more years of service will include circumstances which have required the use of all accumulated sick leave. The unit or section head shall review the employee's sick leave record and other matters which must be considered as indicated in subparagraph 7a, above. The forwarding endorsement of the unit or section head shall indicate whether the request meets the requirement for granting the request. Circumstances which would preclude granting the request shall also be included in the endorsement when disapproval is recommended. If the request is approved, the Civil Payroll Office will be advised by memorandum, with a copy to the employee and the unit or section head concerned. If disapproved, it will be returned to the employee by memorandum, with a copy to the unit or section head concerned.

8. Recredit of Sick Leave. Sick leave shall be recredited upon reemployment of an employee without a break in service, or a break of not more than three years.

9. Placing an Employee on Sick Leave Without his Consent. As a general rule an employee may not be placed on sick leave without his consent. The physical or mental condition of an employee, however, must be such that a situation is not created in which his presence on the job would constitute an immediate threat to Government property or to the well-being of the employee himself, his fellow workers, or the

general public. An employee not meeting this requirement or for whom disability retirement has been approved may be placed on sick leave even though he refuses to request it.

10. Appendix A provides additional guidelines for supervisors in administering sick leave.

COURT LEAVE

* 1. General. When an employee is absent from duty because he has been summoned to appear as a witness in a judicial proceeding on behalf of a state or local government or for jury duty in any state court or court of the United States, or as a witness in a non-official capacity on behalf of a private party in connection with any judicial proceeding to which the United States, the District of Columbia, or a State or local government is a party, the absence shall not be charged against annual leave, but shall be recorded as Court Leave. Jury duty in police, county, or other courts established under the laws of a state and deriving their authority therefrom is considered jury duty in a state court. Employees who are summoned by the court to appear for the purpose of qualifying for jury service shall be granted court leave for that period of absence, regardless of whether or not they are selected for subsequent jury service. An employee summoned to appear as a witness in a judicial proceeding on behalf of the United States Government or that of the District of Columbia is considered to be in an official duty status.

2. Policy. The Department of the Navy considers it the civic responsibility of all its employees to respond to calls for jury duty and other court services. It is the policy, therefore, that release from jury duty will not be requested except in unusual situations where the public interest would be better served by the employee staying on the job, e.g., when the employee's services are absolutely necessary to meet critical deadlines.

3. Eligibility

a. Jury Duty. Court leave may be granted to regular permanent or temporary employees. A regular part-time employee called into jury service during his tour of duty may receive the compensation of his position without charge to annual leave. Intermittent employees may not be granted court leave as jurors, but may be granted annual leave for the period during which fees are received for jury service.

* b. Witness Service. Regular full-time, temporary, or part-time employees (as distinguished from intermittent employees) are entitled to court leave while serving as witnesses in a judicial proceeding on behalf of a state or local government or in a non-official capacity on behalf of a

private party in connection with any judicial proceeding to which the United States, District of Columbia, or a state or local government is a party only if summoned, they are not entitled to court leave if they volunteer. A subpoena is not necessarily required, but the summons must be an official written request. Court leave for witness service (as distinguished from official duty) in a judicial proceeding involving only private parties is not authorized.

c. Official Duty. An employee is considered to be on official duty when summoned or assigned by his agency to testify, in an official or nonofficial capacity, or produce official records on behalf of the United States Government or that of the District of Columbia. He is also considered to be on official duty for the time required to testify in an official capacity or produce official records on behalf of a state or local government, or a private party. Travel expenses are to be allowed for such official duty.

* 4. Application for Court Leave. An employee who receives an official summons for jury duty or witness service for which court leave is authorized will show it to his supervisor and apply for court leave prior to the beginning date of such service. The employee will obtain a certificate, signed by the Clerk of the Court or appropriate official, showing days of service, daily fee paid, and total amount received, broken down by fees, travel, and/or subsistence. Court Attendance and Payment Certification, 5ND GEN 287 (Rev. 7-57) will also be shown to his supervisor for the purpose of making any necessary adjustments on the Bi-Weekly Time and Cost Card. Employees on court leave for jury duty in state or local courts, or witness service in a judicial proceeding on behalf of a state or local government or as a witness in a nonofficial capacity on behalf of a private party in connection with any judicial proceeding to which the United States, the District of Columbia, or a state or local government is a party, shall collect all fees and allowances authorized. The employee will then take the original certificate to the Disbursing Office and turn in all fees. Employees do not receive fees for jury duty in a Federal court. Allowances received for meals and transportation may be retained by the employee. The Disbursing Office will send a copy of the receipt to Civil Payroll.

5. Duration of Court Leave. An employee under summons to serve on a jury or appear as a witness in a judicial proceeding for which court leave is authorized shall be granted

court leave for the entire period, from the date stated in the summons requiring him to report to the time he is discharged by the court or appropriate official, regardless of the number of days he actually serves. Such service does not include periods during which the employee is excused or discharged by the court or appropriate official, either for an indefinite period subject to recall or for a definite period in excess of one day. A night shift employee who performs such service during the day is entitled to court leave for his regularly scheduled night tour, and is entitled to the night differential.

6. Retention of Fees. Employees eligible for court leave may not elect to take annual leave in lieu of court leave during a period of such service and retain the fees. Jury and witness fees may be retained in accordance with the following:

a. An employee may retain fees for service on a designated legal holiday falling within a 40-hour tour of duty provided that if he had not been serving he would have been excused from his regular duties on the holiday.

b. All fees and allowances paid for jury or witness service in excess of the employee's salary for the same period may be retained by the employee.

7. Court Leave Guide. The chart on page 4 synopsizes the foregoing instructions on absences of employees in connection with court or court-related services, by indicating the varying conditions for absences and the proper time and attendance recording for each, together with any right to (and retention of) fees for services rendered and right to payment for expenses of travel.

EMPLOYEE ABSENCES FOR COURT OR COURT-RELATED SERVICES

Nature of service	Type of Absence			Fees			Government travel expenses	
	Court leave	Official duty	Annual leave or LWOP	No	Yes		No	Yes*
					Retain	Turn in to agency		
I Jury Service								
(A) U.S. or D.C. court	X			X			X	
(B) State or local court	X					X	X	
II Witness Service								
(A) On behalf of U.S. or D.C. government		X		X				X
(B) On behalf of State or local government								
(1) in official capacity		X				X		X
(2) not in official capacity	X					X	X	
(C) On behalf of private party								
(1) in official capacity		X				X		X
(2) not in official capacity								
(a) when a party is U.S., D.C., or State or local government	X					X	X	
(b) when a party is not U.S., D.C., or State or local government			X		X		X	

*Offset to the extent paid by the court, authority, or party which caused the employee to be summoned.

LEAVE WITHOUT PAY

1. Definition. Leave without pay is a temporary nonpay status and absence from duty, granted upon an employee's request. An employee may not be placed on leave without pay (as distinguished from unauthorized absence or furlough) without his consent. When leave (annual or sick) has been requested and approved but the employee has no leave to his credit, conversion to leave without pay is not leave without pay without the employee's consent. Leave without pay pending claim for disability retirement, after annual leave and sick leave are exhausted and the employee is unable to work, is not leave without pay without the employee's consent.

* 2. Administrative control. Authorizing leave without pay is a matter of administrative discretion. An employee cannot demand to be granted leave without pay as a matter of right, except in the case of disabled veterans who are entitled to leave without pay, if necessary, for medical treatment, and Reservists and National Guardsmen who are entitled to leave without pay, if necessary, to perform military training duties.

3. Matters to be Considered in Acting on Leave without Pay Requests. Each request for leave without pay should be examined closely to assure that the value to the Government or the serious needs of the employee are sufficient to offset the costs and administrative inconveniences to the Government which result from the retention of an employee in a leave without pay status. Among the costs and inconveniences are:

a. Encumbrance of a position.

b. Loss of needed services.

c. Obligation to provide employment at the end of the leave period.

d. Credit of six months in each year toward retirement.

e. Eligibility for continued coverage under the Group Life Insurance and Health Benefits Program (without cost to the employee for up to one year of nonpay status).

f. Complication of reduction in force registers.

4. Basic Conditions to Approval of Extended Leave without Pay. In cases where ultimate separation is not involved, leave without pay should be granted only when the services of the employee can be spared without detriment to the work in which he is engaged, and when there is reasonable expectation that the employee will return at the end of the approved period. In addition, it should be apparent that at least one of the following benefits would result:

a. Increased job ability.

b. Protection or improvement of employee's health.

c. Retention of a desirable employee.

d. Furtherance of a program of interest to the Government (e.g., Peace Corps volunteers).

* 5. Action on Requests for Leave without Pay. Normally, leave without pay will be granted only after all accrued leave (annual and/or sick, as applicable) has been used.

a. Supervisors authorized to approve leave requests may grant up to five workdays leave without pay.

b. Requests for leave without pay in excess of five workdays, where ultimate separation is not involved, will be prepared in letter form and forwarded via the unit or section head to the Civilian Personnel Officer in triplicate. The unit or section head's endorsement should recommend approval or disapproval on the basis of the criteria contained in this enclosure.

* c. In the case of career or career-conditional employees where ultimate separation may be involved, requests for not more than 90 days leave without pay (even though annual leave may be available) shall be made by utilizing Part III of Standard Form 52 and shall be forwarded via the unit or section head to the Civilian Personnel Officer. The employee must provide the reason for the request, specify the last day of work, express an intent to seek Federal employment at a new location, and include a resignation to be effective at the end of the leave period. The remarks section shall be used to certify that the employee's work performance has been satisfactory.

6. Examples of Proper Cases for Extended Leave without Pay. The following are examples of cases in which extended leave without pay might properly be approved, all other factors being favorable:

a. For educational purposes, when the course of study is related to the work of the activity and its completion would be in the activity's best interest.

b. For service with non-Federal public or private enterprise, when the job is of temporary character and there is reasonable expectation that the employee will return, and when one or both of the following will result:

(1) The service to be performed will contribute to the public welfare.

(2) The experience to be gained by the employee will serve the interests of the employing agency.

c. For the purpose of recovery from illness or disability not of a permanent or disqualifying nature, when continued employment or immediate return to employment would threaten impairment of the employee's health, or the health of other employees.

(1) In addition to the criteria enumerated in paragraph 3 above, management, when acting on requests for leave without pay for recovery purposes, should consider the employee's previous pattern of sick leave usage and obtain the opinion of the Branch Clinic Medical Officer.

(2) Each case must be considered on its individual merits. Particularly in the case of employees with long records of satisfactory service, every effort will be made to grant requests for leave without pay when sick leave has been exhausted by illness or disability from which eventual recovery is a reasonable expectation. It is reemphasized, however, that the decision to grant or deny such requests is a management prerogative.

d. For the purpose of protecting employee status and benefits in the following circumstances:

(1) Pending final action by the Civil Service Commission on a claim for disability retirement, after all sick and

annual leave has been exhausted. Leave without pay shall, without exception, be granted under these circumstances.

(2) Pending final action by the Office of Workers' Compensation Programs on employment connected injury or disease.

(a) An employee who is injured on the job may elect to be placed on sick or annual leave or to file claim for workers' compensation. In the latter event, the employee must be in a nonpay status and must be granted leave without pay. NOTE: In traumatic injury cases, the employee may request 45-days continuation of pay. For additional information, contact the Employee Relations Division, Civilian Personnel Office, telephone extension 1458.

(b) If in the circumstances described above, the claim for workers' compensation is disallowed, the period of leave without pay may be retroactively converted to sick or annual leave.

(3) An employee who is receiving injury compensation from the Office of Workers' Compensation Programs may be carried on leave without pay for a period not to exceed one year. Extensions may be granted based on review of an individual case. When an employee receiving such compensation has not returned to duty after one year, the supervisor may request a special physical examination to determine if the employee is capable of performing the duties of the position. If a determination is made by the Branch Clinic Medical Officer that the employee examined is unable to perform the duties of the position for which examined, action will be initiated to retire or separate the employee for disability reasons.

e. To permit career or career-conditional employees to seek and/or continue Federal employment. Such employees may apply for annual leave and/or leave without pay, combined leave not to exceed 90 days, prior to separation. The SF-52, or letter, containing the resignation shall include the request for leave and an expressed intent to seek Federal employment at a new location. The head of the staff section or unit must certify that the employee's performance has been satisfactory.

f. For maternity or paternity reasons to enable parents to care for newborn children without incurring a break in service.

7. Absence without Leave. Absence without leave (AWL) should not be confused with leave without pay. Absence without leave (AWL) is the descriptive title for absence for which an employee did not obtain advance approval or for which his subsequent request has been disapproved.