Basic Codes

Alvin Rochelle

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO 12511.1D
CPD/rb
11 Apr 1988

BASE ORDER 12511.1D

From: Commanding General
TO: Distribution List

Subj: GENERAL SCHEDULE CLASSIFICATION SYSTEM

Encl: (1) Policy and Procedures Concerning Position Classification under the General Schedule
(2) Preparation of Descriptions for General Schedule Positions
(3) Format for General Schedule PD's
(4) Completing Position Description Cover Sheet (OF-8) (Rev. 1-85)
(5) Appeals of Classification of General Schedule Positions

1. Purpose. To state the policy and procedures governing classification of General Schedule (GS) positions subject to Chapter 51, Title 5, of the U.S. Code; to provide essential instructions and information to assist supervisors in the development of position descriptions; and provide information to employees on classification appeal procedures.

2. Cancellation. BO 12511.1C.

3. Action. All organizations employing General Schedule employees shall comply with the instructions contained herein. Organizational Commanders, Heads of Command Staff Sections, Department Heads, and Chiefs of Services will ensure that all subordinate managers and supervisors (military and civilian) are thoroughly familiar with the contents of this Order and that the Order is made available to the employees upon request. Additional information and assistance on subject matter may be obtained by contacting the Civilian Personnel Division, Classification Branch, extension 1532.

4. Applicability. Having received the concurrence of the Commanding Officers of Marine Corps Air Station, New River; Naval Hospital: Naval Dental Clinic; and Complex Officer, East Coast Commissary Complex (applicable to employees at Camp Lejeune and Marine Corps Air Station, New River only); this Order is applicable to those Commands.

G. F. HUML
Chief of Staff

DISTRIBUTION: C less Category III plus
CPD (75)
LOG (30)

POLICY AND PROCEDURES CONCERNING POSITION CLASSIFICATION UNDER THE GENERAL SCHEDULE

1. Legal Basis. The Classification Act of 1949, Public Law No. 429, 81st Cong., 63 Stat. 1954 (codified as amended in 5 U.S.C. Sections 5101 to 5115 and Sections 5331 to 5385), outlines the policy and procedures concerning position classification under the general schedule. The complete text of this Act, as amended, is printed in the Federal Personnel Manual, Supplement 990-1, Chapter 51. This is refined by FPM Chapter 511 and DON Civilian Personnel Instruction 511.

2. General

a. The General Schedule (GS) Classification System is a system for classifying positions by occupational group, series, class, and grade according to similarities and differences in duties, responsibilities, and qualification requirements.

b. Positions are subject to or exempt from the General Schedule Classification System only by reason of congressional action. All civilian offices and positions in the Executive Branch of the Federal Government are presumed to be covered by the system unless exempted by statute. All of these positions are paid from appropriated funds.

c. The Federal Position Classification Plan is the term used to designate all the controls, guides, and aids which are used in classifying general schedule positions in the Federal Government. The plan was originally based on the Classification Act of 1923. This Act was superseded by the Classification Act of 1949 (Public Law 429 81st Cong.). The law, being general in its provisions, has been supplemented by executive orders, regulations, decisions, statements of policies, and recognition of principles; schematic outlines and definitions of occupational groups, series, and classes of positions; class specifications and allocation standards; position evaluation guides; and procedures and instructions. The purpose of the plan is to provide for classification of positions whereby the principle of equal pay for substantially equal work will be followed; and variations in rates of basic pay paid to different employees will be in proportion to substantial differences in the difficulty, responsibility, and qualification requirements of the work performed. The Federal Position Classification Plan provides the structure and procedures for placing positions into their proper classes on the basis of their kind or subject-matter of work, level of difficulty and responsibility, and qualification requirements. The Federal Pay Plan consists of the salary rates attached to the grades prescribed by 5 U.S.C. Section 5104 and the provisions of the law and regulations controlling their use.

d. General Schedule positions are classified by use of position classification standards published by the Office of Personnel Management (OPM) and/or Department of the Navy (DON). The standards are available for perusal at the Civilian Personnel Office. An employee or manager who desires to see the classification standards should contact the Classification Branch, extension 1532. Reference to published standards will often eliminate misunderstanding relative to the accuracy of classification decisions.

e. The individual position is the basic unit of organization. Positions come into existence when management reduces broad work objectives to discrete segments. Control of the position is management's chief means of controlling the direction and pace of productive effort. A position has the following characteristics: (1) it is a group of current duties and responsibilities assigned by competent authority to be performed by an employee; (2) being occupied or vacant does not in itself change its identity or character; (3) it comes into being through action of administrators, managers, or supervisors and is never created by position classification or staffing specialists; (4) it may be changed in the same manner as it is created; and (5) it may be created for a limited period of time (temporary) or for an indefinite period of time (permanent) and ceases to exist when it is canceled by the authority which

created it, or by superior authority. Management must constantly know with what types of positions it is dealing. It must know for budget purposes how much the position is going to cost, for recruiting purposes what type of person is needed to fill the position, and so on through the complete range of management processes. There is the additional need for fair and consistent treatment of each employee with respect to pay. This treatment would be difficult to obtain without a sound system of position classification.

f. Position classification involves the allocation of positions, not employees, to the appropriate pay plan, occupational series, title, and grade level. The classifier is not permitted to take into account any of the personal qualities of the incumbent, such as education, experience, efficiency, loyalty, length of service, sex, race, color, creed, or political affiliation.

g. A position description (PD) is an official written statement of the duties, responsibilities, and organizational relationships of a position. It does not prescribe the duties of the position -- it merely reports them as they exist at any given time. It in no way interferes with any lawful authority an operating official may possess to assign work, to detail an employee to different work on a temporary basis, or to change the work assignment on a continuing basis. In the latter case, the existing PD should be replaced by a new and current description or should be amended. It is the position which is classified and not the position description. This is why on-site audits are often conducted to ensure the position description clearly and completely describes the position and that the position is clearly understood by the classifier. A position description is a description of an individual position and should be written in specific language to portray that position. However, this does not preclude more than one person being assigned to the same PD if they are performing identical duties.

h. Failure to recognize the distinction between classification and pay often leads to pressure to classify positions improperly in attempts to solve pay problems. Basic principles of both classsification and pay demand that classification problems be solved within the framework of the classification plan, and that pay problems be solved within the framework of the pay plan. In 5 U.S.C. Section 5105, Congress has mandated that each position be placed in its proper grade and class as determined by classification standards developed by the Office of Personnel Management (OPM). So, if it should appear that the pay rates for a given grade are too high or too low in relation to the cost of living, in relation to what private industry pays for similar work, or for any other reason it would be unsound and contrary to the intent of the law to alleviate these conditions by allocating position(s) in the wrong grade(s). Classification should never be used as a tool for adjusting pay rates, either up or down, for budget purposes or to suit the present or future employee of the position. Classification is not the solution. However, some alternative solutions might be performance awards, reorganizing the unit to assign additional duties and responsibilities to positions which would warrant a higher grade, or delete duties and responsibilities to warrant a lower grade.

i. Duties classification is the classification of positions on the basis of their duties, responsibilities, and qualification requirements and is the type of classification practiced in the Federal Government for positions subject to the Classification Act. This is the type of classification practiced in the Federal Government for civilian positions. Rank or qualifications classification is the attaching of rank to the individual based on that person's particular qualifications, seniority, and performance rather than on the duties assigned. This is the type of classification practiced in the military services.

j. Position classifications take effect on the date the action is approved unless a later effective date is specifically set. A re-classification action may not be made effective retroactively.

3. Designation of Sensitive Positions. The current edition of OPNAVINST 5510.1 requires that management (military and civilian) with responsibility for approving the establishment of civilian positions must designate each as nonsensitive,

noncritical sensitive (Confidential - Secret) or critical sensitive (Top Secret). This designation must be made in Block 12 of the Position Description Cover Sheet (OF 8).

4. Requirement Concerning Confidential Statements of Affiliations and Financial Interests (DD Form 1555). DOD Directive 5500.7, Standards of Conduct (1987) paragraph F(3), sets forth the requirements regarding the submission of Confidential Statements of Affiliations and Financial Interests. This requirement for the submission of DD Form 1555 must be noted in the position description of positions affected.

5. Position Maintenance Review. CMC message R301757Z September, 1986, changed the guidance provided for Position Classification Maintenance Reviews. CPI 511.4-5, which required a biennial review, was superseded and the following requirements are now applicable:

a. Position descriptions shall be reviewed annually for accuracy and completeness by each supervisor.

b. This review shall be performed in conjunction with the establishing of performance standards, which must be done for each employee at the beginning of each new performance year or when a new PD is established.

c. The performance appraisal forms must be documented to show that the position description has been reviewed by the supervisor and incumbent and is accurate and complete.

d. The certification may be done by a simple statement in the supervisor's signature block, such as: "PD reviewed; certified accurate and complete". The employee's and reviewer's signatures on the form will also provide certification that the review has been done. The certification is not placed on the completed performance evaluation form where final performance evaluation for the past performance year is made. It is placed on the form which is prepared to establish the performance standards for the coming year or when a new PD is established. A copy of the certified form will be sent to the Civilian Personnel Division, (Attn: Classification Branch) once it is completed.

e. The classification staff will conduct audits of randomly selected positions throughout the year to discharge the Commands' responsibility to ensure the accuracy and integrity of their classification programs. Advance notice will be provided to the organization before audits are scheduled and a report of findings will be made upon conclusion of the audit.

6. Responsibilities

a. Office of Personnel Management. The Office of Personnel Management (OPM) is designated as the central coordinating and control agency for administration of the classification plan and as the central developmental agency for classification standards. Responsibilities were assigned pursuant to 5 U.S.C. Section 5105.

b. Secretary of the Navy. The Secretary of the Navy is responsible for ensuring compliance with the provisions of Title 5 of the U.S. Code and with position classification standards issued by OPM. Responsibilities were assigned pursuant to 5 U.S.C. Section 5107.

c. Activity Head. The activity head has been delegated classification authority and responsibility through the chain of command for further delegation as deemed appropriate. Responsibilities were assigned pursuant to NAVSO P-2052, Navy Manual for Position Classifiers.

d. Civilian Personnel Officer. The Civilian Personnel Officer ensures 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. The Civilian Personnel

Officer is responsible for ensuring that classification services provided are timely and of high quality. The classification staff is responsible for developing, administrating, and monitoring the classification programs for the activities serviced and for providing required assistance to management and employees. Responsibilities were assigned pursuant to NAVSO P-2052, Navy Manual for Position Classifiers.

e. Organizational Commanders, Heads of Command 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 Command Staff Sections, Department Heads, and Chiefs of Services.

f. Supervisors. The basic responsibility for the continual review of subordinate positions is vested in the immediate supervisor. Line management is responsible for determining the duty and responsibility content of each position, initiating necessary action to have new positions classified and maintaining the currency of existing position descriptions; seeing that adequate and accurate presentations of facts are made in the position description, answering employee questions about the classification system, aiding in the development of classification standards by providing subject matter information on request, ensuring employee is working within the officially assigned position description, and PROVIDING EACH EMPLOYEE A COPY OF THE POSITION DESCRIPTION FOR THE POSITION AT THE TIME ASSIGNED AND AT ANY TIME POSITION DESCRIPTION IS OFFICIALLY REVISED OR AMENDED. Position changes for Marine Corps Base which require changes in the Table of Organization, must be processed as required by the current edition of Base Order 5310.10. Command established procedures will be followed at other Commands to which this Order is applicable.

g. Employees. Each employee has the responsibility for performing the duties assigned by management and for ensuring that the position description to which assigned accurately reflects the duties performed. If there is seeming conflict, differences should be first discussed within the organization. If desired, a request for a worksite audit may be made to the Classification Branch through normal chain of command.

PREPARATIONS OF DESCRIPTIONS FOR GENERAL SCHEDULE POSITIONS

1. General

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 of the current edition of BO 5310.10 must be followed. All organizational information cited within the official position description (PD) and that shown on the Position Description Cover Sheet (Optional Form 8) will conform to the organizational alignment reflected in the approved Table of Organization. Command established procedures will be followed at other Commands to which this Order is appliable.

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.

c. Cognizant line supervision shall direct the preparation of each position description and determine, in each case, who shall describe the duties. Since the description must be factual, it should be written by the person 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 judgment of the incumbent and the supervisor. The supervisor is responsible for the content of the position description and for maintaining its accuracy.

d. All descriptions shall be very carefully reviewed by cognizant supervisors for accuracy, adequacy, and clarity. The supervisor shall 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, their 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 relationship of the position to other positions under the supervisor's cognizance. If an employee assumes duties or responsibilities not specifically assigned, discontinues those assigned, 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 the position.

f. All descriptions must show on the Position Description Cover Sheet (OF-8) as to whether the position is non-sensitive (requires no security clearance), non-critical sensitive (Confidential or Secret), or critical sensitive (Top Secret) as defined in the current edition of OPNAVINST 5510.1.

g. If shift work is a constant continuing requirement of the position it should so state in the PD. If there are unusual requirements, such as riding in a helicopter or providing own vehicle, it should be noted. If there are additional requirements, such as CPR Certification or State Driver's License, the PD should so state. This would normally be covered in the introductory paragraph of the PD.

h. If PD covers one of the positions cited in the current edition of BO 5370.9 or applicable order for other Commands, as requiring submission of a Confidential Statement of Affiliations and Financial Interests (DD Form 1555), the PD should state this requirement in the introductory paragraph.

2. Position Description Amendments. When the major duties of a position have undergone changes which are material but not sufficient to warrant a complete rewriting of the description, the changes should be reported by the preparation of a

position description amendment. Position descriptions are amended by means of an Optional Form 8 and an attached statement containing only what is necessary to explain the changes. Where practicable, this statement should indicate what should be deleted from the basic position description and what should be added. AN AMENDMENT MAY NOT BE USED IF CHANGES CAUSE A CHANGE IN TITLE, SERIES, OR GRADE OF THE POSITION. A PD MAY ONLY BE AMENDED TWO TIMES.

3. Identical Positions. When one or more positions are identical to another position (i.e., 4 military personnel clerks all performing the same work) only one position description is needed. Note in Block 9 of Position Description Cover Sheet (OF-8) that the position is subject to IA Action by checking the "yes" block. Note in blank space between the two blocks the number of identical positions to be created.

4. General Steps in Preparing PD's. In writing a PD the principal duties, responsibilities, and supervisory relationships of a position are those significant for classification purposes. This includes those which are operative during a substantial part of the time and any others which affect the qualifications required to perform the work. When a position is made up of several different basically unrelated duties (i.e., secretary-accounting) the proportion of time occupied by each, shown as a percent, must be shown as this information may be necessary for classifying the position. All supervisory positions should show percentage of time devoted to supervisory duties as this is required to determine status under the Fair Labor Standards Act.

Step 1: Before starting to write the PD, review the format portion of this Order to gain an understanding of the following:

The kinds of information and factors used classifying the PD.

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 employee(s) and observe work in progress.

Review existing PD's.

Review technical manuals or charts.

Review Classification Standards.

Review organizational or program material.

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 an assignment or responsibility of a position which is a qualification determinant for appointment to the position, or will occupy 5% or more of the employee's time.

Step 3. Use information gained to develop PD. ASSISTANCE IS ALWAYS AVAILABLE FROM THE CLASSIFICATION STAFF, EXT 1532.

Step 4. Ensure the employee and supervisor reach agreement on the completeness and accuracy of the PD. It should be noted that management retains the right to assign duties in the PD but also has the responsibility to assure employee performs only those duties so assigned. It is recommended that a rough of PD be sent to the classification staff for review for adequacy and advisory opinion.

Step 5. The Position Description Cover Sheet (OF-8) should then be completed and signed. In signing the OF 8, the supervisor(s) certifies that it is an accurate statement of the major duties and responsibilities of the position and its organizational relationships, and that the position is necessary to carry out government functions for which supervisor is responsible. This certification is mandatory in that the PD is to be used for statutory purposes relating to appointment and payment of public funds, and false or misleading statements may constitute violations of such statutes or their implementing regulations.

Step 6. Develop and forward with PD a copy of the performance elements upon which the performance of the incumbent of the position will be rated. The requirement for and preparation of these elements are covered by BO 12430.1.

Step 7. Forward original and two copies of completed and signed OF-8, position description, and performance elements to the Civilian Personnel Office, Building 33, (Attn: Classification Branch). Position will be classified, position description number will be assigned, employee and supervisory copies will be returned to organization with cover letter, and position will be entered into the DON computerized personnel system. NOTE: If action will cause a change in the Tables of Organization of Marine Corps Base, the change must be submitted in accordance with the provisions of the current edition of BO 5310.10. Command established procedures will be followed at other Commands to which this Order is applicable.

FORMAT FOR GENERAL SCHEDULE PD's

PD OUTLINE

I. Introduction
II. Major Duties
III. Supervision of others
(If no supervisory duties are present, Factor Statements will become paragraph III.)
IV. Factor Statements
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

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.

ALL GENERAL SCHEDULE POSITION DESCRIPTIONS, SUPERVISORY AND NONSUPERVISORY, SHOULD BE WRITTEN IN THE FACTOR EVALUATION SYSTEM (FES) FORMAT. This is necessary as OPM FES standards cannot be applied to position descriptions which are not in FES format; however, narrative standards (the second type of OPM standard) may be applied to FES format position descriptions. Therefore, the total use of FES format precludes the possibility that PD's would have to be returned for change in format. It must be noted that a few position descriptions for higher graded positions must be in a special format dictated by the applicable OPM Standard. If you have any questions, contact the classification staff, extension 1532.

I. INTRODUCTION. Location of position, very short mission statement, and any general significant information which would not be put in other areas but has impact on the job. The requirement for submission of a financial statement would go here.

II. MAJOR DUTIES. List duties to be performed by incumbent of the position. If a qualified typist or steno is required there must be typing or steno duties described. If a professional is required (i.e. professional engineer) duties must include professional duties.

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.) The duties section of the PD should give an overall view of the position rather than a step-by-step procedural outline.

Use active verbs

- 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.

ENCLOSURE (3)

- 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: once a month, in the absence of, as requested, in emergencies.

This is where you would put statement Performs other duties as assigned - if you wish to use it. This statement IS NOT intended to cover training requirements, details to other positions, reassignments of personnel to other positions for extended periods of time without personnel action, or to avoid proper classification of a position. The sentence may be included to cover unexpected tasks or situations which arise from time to time in any organization, and is included with the assumption that neither the supervisor nor the subordinate will abuse the privilege of its being there.

III. SUPERVISION OF OTHERS. If position has supervisory responsibilities they should be listed. They must include all applicable statements from the following paragraph. The key words are APPLICABLE STATEMENTS as not all supervisory positions perform all the duties listed. However, all supervisory PD's must contain a statement on EEO. The PD should show the number of military and AF/NAF employees supervised. Civilian employees (AF/NAF) directly supervised (not through subordinate supervisors) should be listed by number, title, series and grade. Employees indirectly supervised (through subordinate supervisors) should also be listed noting total number, grade/rank ranges, and if military or civilian.

"Plans and organizes work and manages positions to ensure maximum productivity for monies spent; promotes all special programs such as the elimination of fraud, waste, and abuse in government; selects, assigns, appraises, trains, and develops employees fairly and equitably, adhering to the principles and concepts of the EEO Program; always considers actions necessary to achieve Affirmative Action Program and other special program objectives; maintains employee-management communications and recognizes, addresses, and makes every effort to reconcile employee grievances and discrimination complaints; encourages and recognizes employee achievements; administers constructive discipline; keeps employees informed on all matters which affect their employment and is knowledgeable of all local directives and negotiated agreement(s) which apply to the supervision of civilian workforce; encourages attendance at training sessions and the use of correspondence training courses; provides each employee a copy of position/job description (PD/JD) and performance standards and discusses such with employee: prepares appraisals, as required, in a timely manner; ensures PD/JD of record accurately describes duties of self and employees."

A Supervisory PD must cite the percentage of time incumbent spends on supervision as this is required to determine appropriate status under the Fair Labor Standards Act (FLSA).

IV. FACTOR STATEMENTS

MOST OF THE NINE FES EVALUATION FACTORS HAVE TWO OR MORE PARTS (UNDERLYING CONCEPTS OR SUBFACTORS). THE FOLLOWING SUGGESTIONS FOR WRITING THE FACTORS ARE GIVEN TO ASSIST YOU. THE PARTS OF THE FACTOR OR SUBFACTORS ARE EMPHASIZED IN THE EXAMPLES UNDER EACH FACTOR.

FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION

List the knowledges and skills required to perform the duties cited. Personal attributes are not cited.

Knowledges are information or facts like 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.

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.

Example #2: Clerk

a. Kind of Knowledge: Knowledge of the terminology used for 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.)

Sometimes, it is easier to describe a requirement as a skill rather than as a knowledge. A knowledge exists before skill can be demonstrated. Therefore, it is common practice to describe skills associated with a certain dexterity as shown below.

Example #1: Voucher Examiner

a. Kind of skill: Skill in using a calculator

b. How used: (to compute totals, discounts, taxes, transportation charges, etc.)

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.

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. However, if you do require a professional degree, such as Social Worker or Engineer, it should be noted under this factor and there must be duties and responsibilities to support this requirement. To label a knowledge as professional, the nature of the work must meet the definition of a professional occupation. Professional occupations are identified as such in the series definition of the occupational standard and usually require a college degree in a specific field. If a professional knowledge is required it also becomes a qualification requirement.

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. It is frequently possible that one knowledge or skill will cover several duties.

As appropriate, include any special knowledge or skill that would be required as a selective factor in recruitment such as a skill in using conversational Spanish to interview witnesses.

ENCLOSURE (3)

Avoid listing nondefinable requirements such as abilities. For example, "ability to examine vouchers" is too vague to be used in evaluating Factor 1.

Wrong	Better
Ability to examine vouchers	Knowledge of domestic travel regulations to check vouchers for compliance and accuracy of terminology.

Don't describe personal characteristics such as patience, adapatability, integrity, or creativity. These may sometimes be approached by turning them into a measurable skill or ability.

Wrong	Better
Creativity Ability	Skill in adapting existing equipment to new uses.

If you require a qualified typist and/or stenographer it should be so stated; again supported by duty statements.

FACTOR 2, SUPERVISORY CONTROLS

This factor covers the nature and extent of direct or indirect controls exercised by the supervisor, the employee's responsibility, and the review of the employee's completed work made by the supervisor. This factor should also contain the title and grade of the position with direct full supervisory control over the incumbent. PD numbers are not required.

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.

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.

How is the work reviewed? What is the nature and extent of the review of 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.

Supervisory controls in the employees's PD should agree with the 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.

FACTOR 3, GUIDELINES

This factor covers the nature of guidelines and the judgment needed to apply them. Guides used in various occupations may include desk manuals, established procedures and policies, traditional practices, and reference materials such as dictionaries, style manuals, engineering handbooks, the pharmacopoeia, and the

Federal Personnel Manual. Individual jobs in different occupations vary in the specificity, applicability, and availability of the guidelines for performance of assignments. Consequently, the constraints and judgmental demands placed upon employees also vary. The existence of specific instructions, procedures, and policies may limit the opportunity of the employee to make or recommend decisions or actions. However, in the absence of procedures or under broadly stated objectives, employees in some occupations may use considerable judgment in researching sources and developing new methods. Guidelines either provide reference data or impose certain constraints on the use of knowledges. For example: In the field of medical technology, for a particular diagnosis there may be three or four standardized tests set forth in a technical manual. A medical technologist is expected to know these diagnostic tests. However, in a given laboratory the policy may be to use only one of the tests, or the policy may state specifically under what conditions one or the other of these tests may be used.

FACTOR 4, COMPLEXITY

This factor covers the nature, number, variety, and intricacy of tasks, steps, processes, or methods in the work performed; the difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work. The kind of information needed to describe the complexity of a position differs from occupation to occupation. Overall, complexity has three elements: (1) the nature of the assignment; (2) the difficulty in identifying what needs to be done; and (3) the difficulty and originality involved in performing the work.

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.

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, and evaluated by the employee before work progresses. The level of difficulty in carrying out the work varies depending on whether the facts or 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.

What actions or responses does the employee make after considering the facts? In some situations, the work is easily mastered and 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.

FACTOR 5, SCOPE AND EFFECT

This factor covers the relationship between the scope of the work (i.e., the purpose, breadth, and depth of the assignment) and the effect or impact of work products or services both within and outside the organization. The effect of the work measures such things as whether the work output facilitates the work of others, provides timely services of a personal nature, or impacts on the adequacy of research conclusions. Only the effect of properly performed work is to be considered.

FACTOR 6, PERSONAL CONTACTS

This factor includes face-to-face contacts and telephone and radio dialogue with persons not in the supervisory chain. (NOTE: Personal contacts with supervisors are covered under Factor 2, Supervisory Controls.) Levels described under this factor are based on what is required to make the initial contact, the difficulty of communicating with those contacted, and the setting in which the contact takes place (e.g., the degree to which the employee and those contacted recognize their relative roles and authorities).

Different kinds of contacts might be co-workers on the same project, patients receiving treatment, applicants seeking jobs, students in a class, manufacturers' representatives selling products, and contractors providing services.

Indicate if the contacts occur within or outside the activity or work organization. Describe any unusual circumstances or conditions such as problems in making appointments (e.g., inaccessibility of people in high-level positions) or problems in identifying the role or authority of the people contacted.

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.

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 who provide supplies/services for construction projects, at the work site and at their places of business.

This factor should only consider contacts which are essential for successful performance of the work and which have a demonstrable impact on the difficulty and responsibility of the work performed.

FACTOR 7, PURPOSE OF CONTACTS

The purpose of personal contacts ranges from factual exchanges of information to situations involving significant or controversial issues and differing viewpoints, goals, or objectives. The personal contacts cited above must be the same as the contacts which are used to establish the purpose of contacts.

Explain the purpose of the personal contacts described in Factor 6. For example: To give or exchange information; to resolve problems; to provide service; to 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, or hostile. Settling controversial issues or arriving at compromise solutions with people who have different viewpoints, goals, or objectives.

Example #1: Mail Clerk

The personal contacts involve exchange of information regarding the processing, delivering or dispatching of mail.

Example #2: Shorthand Reporter

Contacts are made to arrange for recording the proceedings of the grand jury, identify attorney, and secure seating charts.

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 contacts requirements or developments with manufacturing concerns, architect-engineers, and construction firms.

FACTOR 8, PHYSICAL DEMANDS

This factor covers the requirements and physical demands placed on the employee by the work assignment. This includes physical characteristics and ability (e.g., specific agility and dexterity requirements) and the physical exertion involved in the work (e.g., climbing, lifting, pushing, balancing, stooping, kneeling, crouching, crawling, or reaching).

FACTOR 9, WORK ENVIRONMENT

This factor considers the risks and discomforts in the employee's physical surroundings or the nature of the work assigned and the safety regulations required. Although the use of safety precautions can practically eliminate a certain danger or discomfort, such situations typically place additional demands upon the employee in carrying out safety regulations and techniques. 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. Note any special safety regulations or precautions which must be observed to avoid mishaps or discomfort (e.g., use of protective clothing or gear such as masks, gowns, coats, hard-toed boots, safety goggles, gloves, or shields).

IT IS HOPED THE FOLLOWING SAMPLES WILL ASSIST YOU IN PREPARING YOUR PD's.

SAMPLE -- SECRETARY (TYPING)

I. INTRODUCTION

II. MAJOR DUTIES

Performs various clerical support and typing duties for the chief of the regional supply division and the staff.

- Receives and files correspondence, records, and reports; maintains file plans and checks subordinate unit files for proper disposition. Receives and files changes to regulatory publications.

- Maintains employee record cards for personnel within the division.

- Receives incoming correspondence, screening material prior to distribution for suspense dates, establishing controls, and follows up for division chief.

- Receives visitors and phone calls to the division office, ascertaining the nature of requests and directing callers to appropriate staff. Personally provides the information desired when routine or procedural matters of the office are involved.

- Types from voice recordings. Types correspondence, reports, and similar material.

- Reviews correspondence prepared for the division chief. Checks for spelling, typographical errors, conformance to formats, and procedural requirements.

- Requisitions office supplies, equipment, and publications and performs similar office maintenance duties.

- Schedules appointments and makes arrangements for time, participants, and location of meetings in accordance with instructions from the supervisor.

III. FACTOR STATEMENTS

Factor 1, Knowledge Required by the Position

Knowledge of the organizational functions and procedures of the supply division to perform such duties as distribute and control mail, refer phone calls and visitors, and provide general, non-technical information.

Knowledge of the office filing system and various references and handbooks commonly used by the staff in order to classify, search for, and dispose of materials.

Knowledge of procedures required to requisition office supplies, maintenance, and printing services. This requires knowledge of the procedures applicable to the control, authorization, securing, and justification of such services.

Knowledge of procedures required to maintain leave records of division staff and to prepare forms required for various personnel actions.

Skill in operating a typewriter. A qualified typist is required.

Knowledge of grammar, spelling, punctuation, and required formats.

Factor 2, Supervisory Controls

The supervisor provides assignments, generally indicating what is to be done, quantity expected, deadlines, and priorities. Additional instructions are provided for new, difficult, or unusual assignments.

Employee uses initiative to independently perform recurring office work. Work is performed as it arrives or in accordance with established priorities and instructions. Only problems and unfamiliar situations not covered by instructions are referred to supervisor.

The supervisor assures that finished work is accurate and in compliance with instructions and established procedures.

Factor 3, Guidelines

Administrative instructions and manuals provide specific guidance for such duties as the preparation of time and attendance reports and the maintenance of office files. Also, sample letters and correspondence manuals usually provide detailed guidelines.

The employee uses judgment in selecting the most appropriate guidelines for application to specific cases. For example, the employee selects the most appropriate correspondence format when more than one is authorized, determines subject matter for classification of file materials, and selects procedures for routing correspondence or requests for action by determining nature of correspondence or requests.

Factor 4, Complexity

The clerical duties performed include the full range of procedural duties in support of the office. Decisions regarding what needs to be done generally involve choice among established alternatives.

Actions to be taken and responses to be made primarily concern differences in factual situations and awareness of functional specialties of the staff members.

Factor 5, Scope and Effect

The purpose of the work is to provide clerical support for the division chief. The work has direct effect on the clerical support provided in subordinate units within the division.

Factor 6, Personal Contacts

Most contacts are with employees within the immediate organization, vendors, and other offices serviced by the division.

Factor 7, Purpose of Contacts

The contacts are to exchange information and to plan and coordinate work efforts so that, for example, the staff submits reports and replies to correspondence promptly and meetings are scheduled at mutually convenient times.

Factor 8, Physical Demands

Most of the work is performed while seated. Occasionally the employee must lift computer printouts weighing from 10 to 20 pounds.

Factor 9, Work Environment

The work is performed in a typical office setting.

SAMPLE -- MECHANICAL ENGINEER

I. INTRODUCTION

II. MAJOR DUTIES

Serves as a mechanical engineer for the development and test activity within the military test and evaluation command headquarters with responsibility for the instrumentation and the accomplishment of laboratory and field performance tests and evaluation of automotive vehicles, electrical generators, air conditioners, and general support equipment components and ancillary equipment. Assignments (1) involve field performance tests and evaluations of automotive vehicles, electrical generators, air conditioners, and general support equipment components and ancillary equipment; (2) normally pertain to complete field tests on vehicles and components or a phase of a total vehicle developmental testing program concerned with performance characteristics (in contrast with endurance testing); and (3) include the conduct of a variety of intensive and extensive field performance tests on vehicles and components in order to evaluate the performance characteristics. Examples of performance tests include cooling, mobility, drawbar pull, fuel economy, torque measurements, acceleration, and slope performance. Additionally, the engineer conducts test programs requiring toxic gas contamination measurements resulting from exhaust products of military engines and weapons. These assignments require the engineer to perform the full range of standard engineering test functions, including evaluation and report preparation, and plan, coordinate, and monitor projects.

- The engineer plans and conducts performance tests of automotive vehicles and their components under varied operational environments, test programs requiring toxic gas contamination measurements resulting from exhaust products of military engines and weapons, and test programs dealing with evaluation of test measurement and diagnostic equipment.

- Reviews reports on similar or related tests in order to obtain necessary background data for the assignment.

- Prepares test plan containing such information as type of test to be conducted, facilities required, proposed schedule, and estimated cost of project.

- Ensures sufficient equipment and personnel are available to perform such routine tasks as attaching instrumentation, recording instrument readings, and driving vehicles.

- Directs technical and wage grade employees in performing such test work as gathering and reducing data, test driving, and constructing, installing, and repairing instrumentation.

- Coordinates project with other units on installation for special tests or for facilities that are required by the test.

- Analyzes technical data including instrumentation readings, calculations, deficiency reports, and graphs, prepared by support personnel. Determines whether phase of test should be re-run to ensure valid results.

- Prepares reports on tests conducted and analyzes and evaluates data obtained.

- Prepares preliminary sketches, diagrams, and specifications for new types or changes in existing facilities or equipment.

- Analyzes design and specification proposals of manufacturers to ascertain that they meet specified general requirements. Makes recommendations as to feasibility of designs, time and cost estimates, and other technical phases proposed.

III. FACTOR STATEMENTS

Factor 1, Knowledge Required by the Position

Knowledge of professional mechanical engineering concepts, principles, and practices applicable to the full range of standard engineering test functions, including evaluation and report preparation, and concerned with assignments or prime projects requiring a formal report, or conducting field performance tests requiring a laboratory report which is incorporated in the formal report, normally without change.

Knowledge to assess reliability and maintainability characteristics of item(s) tested, and make human factor, safety, and maintenance evaluations.

Ability to make statistical analyses of test results and, of environmental impact.

Ability to arrange with other units on installation for special tests or facilities that are required by the test.

Knowledge of standard engineering practices sufficient to make significant modifications to or adapt instrumentation to obtain desired results.

Knowledge of related engineering disciplines such as chemical and electrical.

Factor 2, Supervisory Controls

Supervisor makes assignments in the form of requests for complete field performance tests of complete vehicles, or specific performance tests of components or vehicles which normally contain only the request itself. The supervisor suggests approaches and indicates sources of additional information primarily on assignments requiring radical deviation from standard test procedures.

The engineer independently plans own work, coordinates with other engineers or subject matter specialists, resolves most problems, and carries projects through to completion. The supervisor or senior test engineer is available to render guidance on or technically review unusual or especially difficult procedural problems. In these cases, engineer refers such problems together with a proposed plan of action. Review of work made at completion is for conformance with objectives, soundness of conclusions, and feasibility in terms of related projects.

Factor 3, Guidelines

Guidelines consist of applicable test plan which includes test objectives, scope, and criteria for test; installation's test and evaluation operating procedures, technical manuals, and publications; engineering reports on similar projects; scientific and technical textbooks and engineering publications; and established practices and procedures. Also included is information received during test-related conferences at which government and private industry personnel are present.

Normally, engineering determinations are covered by precedents, accepted professional practices, and agency policy. When assignments include the need for significant deviation from standard practices, the engineer is expected to recognize this fact and recommend to the supervisor or higher grade engineer possible changes in test methods, procurement of new instruments, or other changes that will aid in accomplishing valid test results. Such recommendations are reviewed prior to implementation.

Factor 4, Complexity

Assignments involve the following: (1) complete field tests of vehicles and components to acquire performance characteristics which include many individual tests, and require consideration of the interrelationships of the various results of the test in evaluating the vehicle; (2) specific performance tests on modified components; and (3) investigations in connection with the development of both general and specific procedures and criteria for application in the testing of all types of automotive equipment.

Individual assignments typically involve several complex features including more feasible methods of data identification, choosing among alternative courses of action, or a complete change of test procedures as the direction of the phases of performance measurement and other testing results progresses.

Factor 5, Scope and Effect

The purpose of the position is to conduct a variety of intensive and extensive field performance tests on vehicles and components in order to evaluate the performance characteristics and to ensure that test data will be responsive to the requirements of the evaluation plan. Test and evaluation of data are performed for conformance with specific criteria to determine if an item will perform as the customer expects it to perform. The engineer analyzes field performance data for conformance with these criteria and prepares reports on procedures and findings of tests. Results of tests are utilized by higher echelon personnel as bases for further decisions.

Factor 6, Personal Contacts

Intra-installation personnel contacts include other test engineers, test directors, instrumentation specialists, support personnel assigned to the project, mathematicians, and other personnel supplying specialized data services. Outside contacts include contractors' or manufacturers' test representatives and representatives from other government agencies.

Factor 7, Purpose of Contacts

Contacts are to coordinate tests and to ensure sufficient equipment and personnel are available to perform such tasks as attaching instrumentation, recording instrument readings, and driving vehicles. Engineering, administrative, and executive personnel are contacted to discuss/explain engineering and agency procedural requirements, give information concerning test or vehicle performance, discuss changes in test approach, solve minor conflicts, or secure additional information concerning test. Other agencies are contacted to give/exchange information.

Factor 8, Physical Demands

Work time is normally equally divided between office and field sites. Office work is sedentary; however, work performed at outdoor test sites requires regular and recurring physical activity such as climbing, walking over rough surfaces, and climbing in and out of vehicles.

Factor 9, Work Environment

Approximately fifty percent of the engineer's time is spent at outdoor test sites which require special safety precautions. The engineer is frequently exposed to adverse weather conditions, extremes of temperature, high noise levels, and toxic fumes. The engineer is required at various times to wear special protective clothing, safety helmets, safety shoes, goggles, ear protectors, and respirators.

SAMPLE -- SUPERVISORY EXAMPLE

I. INTRODUCTION

II. MAJOR DUTIES

Serves as a safety and occupational health manager in a military department and is responsible for administering a safety and occupational health program for an organizational component engaged in widely dispersed and diversified activities over a large geographic area. These activities include the maintenance of dams and reserviors, levees, flood walls, and pumping stations and construction of military facilities.

- Plans, organizes, directs and controls a field safety and occupational health program covering an extensive geographic area and involving a large variety of agency operations including the following: (1) river revetment and maintenance activities requiring self-propelled major floating plants, dredges, and towboats functioning simultaneously at separate and remote locations; (2) three hydroelectric power plants; (3) seven reservoirs and a sewage and water treatment plant; (4) four navigation locks and dams; and (5) a repair base for barges, towboats, and heavy construction equipment.

- Develops and directs the establishment of safety and occupational health requirements applicable to numerous private construction, maintenance, maritime, and manufacturing operations including three facilities collectively producing approximately 1,000,000 tons of concrete mat annually. Provides specific procedures controlling or eliminating hazardous actions and conditions identified through analysis of construction plans or inspections.

- Plans and prepares regulations and guidelines applicable to a broad variety of recreational risks at reservoir sites visited by thousands of citizens yearly. Typically, the visitors engage in swimming, boating, water skiing, skin diving, camping, hunting, fishing, and motorcycle riding activities provided through privately operated concessions.

- Develops and conducts a safety education program to fulfill the employee development requirements of a diverse workforce engaged in hazardous occupations that include hundreds of seasonal laborers working at scattered sites, equipment operators, deckhands, boat pilots, power plant electricians, mechanics, lock and dam operators, divers, machinists, welders, pipefitters and barge and towboat mechanics.

- Directs the systematic compilation and analysis of mishap data and hazards to property, interprets and evaluates the accumulated information, and eliminates or controls the identified hazard by applying standard techniques or devising new methods that are often required by high risk construction or maritime operations.

- Tests and modifies, as appropriate, various types of protective equipment such as life vests, safety ropes, and safety nets to ensure compliance with applicable safety criteria.

III. SUPERVISION OF OTHERS. Incumbent supervises a staff of 20 and directly supervises the following positions: 6 Safety and Occupational Health Specialists, GS-018-11; Secretary (Typing), GS-318-6; and 3 military personnel assigned same duties as GS-11 billets. Incumbent plans and organizes work and manages positions to ensure maximum productivity for monies spent; promotes all special programs such as the elimination of fraud, waste, and abuse in government; selects, assigns, appraises, trains, and develops employees fairly and equitably, adhering to the principles and concepts of the EEO Program; always considers actions necessary to achieve Affirmative Action Program and other special program objectives; maintains employee-management communications and recognizes, addresses, and makes every effort to reconcile employee grievances and discrimination complaints; encourages and recognizes employee achievements; administers constructive discipline; keeps employees informed on all matters which affect their employment and is knowledgeable of all local directives and negotiated agreement(s) which apply to the supervision of civilian workforce; encourages attendance at training sessions and the use of correspondence training courses; provides each employee a copy of position/job description (PD/JD) and performance standards and discusses such with employee; prepares appraisals, as required, in a timely manner; ensures PD/JD of record accurately describes duties of self and employees.

IV. FACTOR STATEMENTS

Factor 1, Knowledge Required by the Position

Expert knowledge of safety and occupational health management principles, practices, procedures, body of laws, regulations, and precedent decisions applicable to high safety risk construction and maritime activities. This knowledge enables the safety and occupational health manager to recommend and implement new techniques and methods and resolve critical problems resulting from unique, changing work processes, numerous hazardous human-machine relationships, and multiple work functions including an extensive range of maintenance and repair shops.

Knowledge of practical engineering methods and techniques, and hazard and fault tree analysis sufficient to evaluate and resolve occupational safety problems where standard methods are not readily applicable. Problems encountered typically result from hazardous river revetment construction operations, the need to modify a wide variety of personal protective equipment, and to devise and test safety controls for heavy equipment.

Knowledge of marine recreational hazards and human behavior sufficient to develop and prepare guidelines and regulations, covering areas where precedent criteria are vague or absent, that will control or eliminate hazards to thousands of public visitors from diverse backgrounds who are participating in a wide variety of marine, recreational activities in dispersed locations.

Knowledge of the practical identification and control techniques used by industrial hygienists and fire prevention engineers sufficient to coordinate application of safety and occupational health measures with specialists from these occupations.

Factor 2, Supervisory Controls

Safety and occupational health program objectives are set by the supervisor. The safety and occupational health manager and supervisor develop general requirements and mutually establish completion periods. The employee independently plans and executes the safety and occupational health program referring only controversial, unprecedented problems to the supervisor for advice or assistance. Work is coordinated with program managers as hazardous conditions require, to achieve a satisfactory solution to the problem. The manager interprets governing policy in accordance with specific program requirements and provides advisory assistance to line managers. Completed work is reviewed for effectiveness in accomplishing program objectives and compliance with departmental safety and occupational health policies.

Factor 3, Guidelines

The principal guidelines are agency directives, regulations, and manuals. Additional guidelines include published safety and occupational health standards, professional journals, and findings of engineering research organizations. While the guidelines typically provide some limited assistance, the safety and occupational health manager must determine when new or revised criteria are needed to resolve complex safety and occupational health problems. The manager must vigorously seek information, often difficult to find, showing construction and maritime occupational mishap trends in the organizations, adapting or modifying standards to control detected, hazardous working conditions.

Factor 4, Complexity

As a safety and occupational health manager, plans, directs, controls, and evaluates a complex program involving a broad range of high safety risk construction and maritime hazards.

The employee applies new analytical processes to evaluate extremely difficult, changing work operations, specialized heavy equipment usage, safety training requirements for hundreds of unskilled, dispersed, seasonal manual laborers, and public safety requirements for thousands of scattered visitors participating in many recreational activities.

The safety and occupational health manager continually develops new, specialized safety techniques, measures, and procedures to eliminate or control a spectrum of dangerous working conditions, processes, and recreational hazards in diverse environmental settings.

Factor 5, Scope and Effect

The purpose of the position is to serve as a safety and occupational health manager who analyzes and evaluates significant construction and supporting maritime activities in a large geographic area; devises measures and alternative safety and occupational health procedures; and controls or eliminates risks to humans and hazards to property. The work requires the preparation and implementation of procedures and guidelines applicable to complex work operations and specialized heavy equipment use.

The work efforts impact on a principal agency operating component and affect the safety of employees, contractor work force, and public visitors.

Factor 6, Personal Contacts

Interagency contacts include safety engineers, safety and occupational health specialists, managerial representatives, and line supervisors. Contacts outside the agency include middle managers representing construction firms, operators of private concessions and safety specialists from national societies.

Factor 7, Purpose of Contacts

The purpose of the contacts at this level is to explain and define safety and occupational health program objectives and to ensure compliance with standards, regulations, and sound, safe operating practices. Frequently, the manager must gain the support of reluctant, skeptical, middle managers and contractors to incorporate safety changes in work procedures and to accept and install new safety devices on equipment.

Factor 8, Physical Demands

The safety and occupational health manager performs on-site evaluations and inspections of river revetment projects, maritime construction works, and repair facilities requiring extended periods of walking and standing.

Factor 9, Work Environment

On-site evaluations and inspections involve exposure to operating equipment and machinery, dust and fumes, and high noise levels. Protective gear is required.

COMPLETING POSITION DESCRIPTION COVER SHEET (OF-8) (Rev. 1-85)

Blocks which must be completed: 2, 3, 4, 10, 11, 12, 18 and 20

Blocks which may be completed: 8, 9, 15e, 16, 17, 19 and 21

Block 2. Reason for Submission.

Redescription means the duties and/or responsibilities of an existing position are being changed.

New means the position has not previously existed.

Reestablishment means the position previously existed, but had been cancelled.

Other is used when none of the above apply.

If Redescription is marked, the space below should contain the PD Number of the PD being redescribed, and title, series, and grade (i.e., PD 12345001, Clerk, GS-303-2).

Block 3. Service. Always check "Field".

Block 4. Employing Office Location. Always "CLNC".

Block 7. Fair Labor Standards Act. Leave blank. Determination as to FLSA Status will be made by the Civilian Personnel Office by application of criteria in FPM 551.

Block 8. Employment/Financial Statement Required. Must be marked if either block is applicable.

Block 9. Subject to IA Action. Must be marked "Yes" if PD covers more than one position (i.e., 4 military personnel clerks, all performing same duties). Note in blank space between the blocks how many identical positions to be created; in illustrated example it would be 3 IA's.

Block 10. Position Status. Almost always position will be "competitive". Teachers at CLDS are "excepted".

Block 11. Position is -

- A Supervisory position is one that requires the exercise of at least the level of supervisory responsibility that meets the minimum requirements for application of the "Supervisory Grade Evaluation Guide" for GS positions.

- A Managerial position is one that has the full range of managerial functions as delineated in the "Definition of Managerial Positions" in the introductory section to the "Supervisory Grade Evaluation Guide" for GS positions. This is usually applicable only to GM-type positions regardless of the fact that the title may contain the word manager (i.e., Safety Manager).

Block 12. Sensitivity. This must be filled in by the organization as it is the only one who knows what security clearance is required by the position.

Nonsensitive - No clearance required.

Noncritical - Secret or Confidential clearance required.

Critical - Top Secret clearance required.

Block 15e. OPTIONAL - May be filled in if organization has an opinion on what title, series and grade position should be. Information only for the classifier.

ENCLOSURE (4)

Block 16. OPTIONAL - Organization may use internally any title they wish for a position but official title in Block 15d must be used for all official actions (i.e., Block 15d-Computer Operator vice Block 16 - Shift Security Manager).

Block 17. OPTIONAL - Name of employee if position being redescribed is incumbered.

Block 18. Please try to use organizational segments as shown on Table of Organization (i.e., AC/S, Manpower, Civilian Personnel Division, Classification Branch, Computer Section) or like document for other Commands.

Block 19. OPTIONAL - Not required but employee should have been advised of what is in the new PD and a discussion held.

Block 20a. Typed name, title, and signature of immediate supervisor of the position.

20b. Typed name, title, and signature of manager or higher level supervisor who has authority to authorize the establishment of the position.

BOTH signators SHOULD READ the Supervisory Certification statement of Block 20 TO ENSURE THEY UNDERSTAND TO WHAT THEIR SIGNATURES ARE CERTIFYING.

Block 21. Should contain typed name and title of person who has delegated authority to classify the position.

Appeals of Classification of General Schedule Positions

1. Department of Navy Policy. It is the policy of the Department of the Navy (DON) to resolve employee dissatisfaction with the classification of the position which they occupy, whenever possible, in an amicable and informal manner. Dissatisfactions which cannot be resolved informally will be processed promptly in compliance with the Office of Personnel Management (OPM) and DON directives. FPM Chapter 511.6 and CPI 511.6 contain information on appeal procedures.

2. Freedom to Use the Federal Classification Appeal System. All DON civilian employees have the right to use the applicable appeal system as a means to resolve their dissatisfaction relating to the classification of the position they occupy. Supervisors and civilian personnel staff members are charged to provide an employee and/or designated representative with the assistance required to properly and effectively comply with all OPM and DON regulatory and procedural requirements.

3. A classification appeal may be made to DON and then to OPM or may be made directly to OPM. Once an OPM decision is rendered no further appeal may be made to DON. Obtaining a DON appeal decision first and then, if not satisfied, appealing to the appropriate OPM regional office provides the maximum review available in the appellate system.

4. Informal Review Procedures. Every effort should be made to resolve informally any disagreements or misunderstandings involving the classification of positions to avoid the necessity of a formal classification appeal. Inquiries concerning the basis for classification decisions, interpretation and application of standards and guides, and other related classification matters should receive a prompt response.

a. An employee may at any time initiate a request for an informal review of the title, series, grade, or pay category of the position to which officially assigned. Requests for an informal review should be directed either orally or in writing to the supervisor.

b. The supervisor should ensure that the employee has a clear understanding concerning the duties and responsibilities assigned to the position; that the position description is current; and that it accurately and adequately describes assigned duties and responsibilities. All supervisors should be informed of and understand OPM's standard of adequacy for position descriptions:

> "A position description is adequate if it states the principal duties, responsibilities, and supervisory relationships of a position, sufficiently, clearly and definitively to provide information necessary for its proper classification when: (1) considered by one familiar with the occupational fields involved and the application of pertinent classification standards, and (2) supplemented by otherwise readily available and current information on the organization, functions, programs and procedures concerned."

c. If a review by the supervisor and employee determine that the position desciption is not current, accurate and adequate, a new description should be initiated and the request for informal review canceled.

d. The supervisor should provide the initial explanation of the basis for the classification of the position in question. If more detailed and technical information is required to respond to the employee, the supervisor will arrange for a meeting with a position classification specialist from the CPO.

5. Appeal Rights. The right of an employee to appeal under the provisions of FPM Chapter 511.6 and CPI 511.6 is in addition to any other rights of appeal existing under other regulations. While urged to exhaust the informal review procedures before filing formal classification appeals, employees are not required to do so.

ENCLOSURE (5)

6. Basis for appeals. 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 Federal Wage System) of the position. A position classification appeal may not be based upon disagreement with the accuracy or completeness of the position description. Such disagreements are handled under the appropriate grievance procedure. Additionally, an appeal may not be based upon a change in duties and responsibilities from those stated in the official position description. In such cases, classification action should be requested.

7. Consequences of filing an appeal. During the adjudication of a position classification appeal, the adjudicating office will do the following:

a. decide whether the position is correctly classified with regard to title, series, and grade;

b. change the classification of the position to the correct title, series, and grade where the facts warrant; and

c. provide the rationale for the decision.

This means that a position classification appeal may result in continuation of the position at its current grade, elevation to a higher grade, reduction to a lower grade, or a change to a different pay category (e.g., GS to WS).

8. When an Appeal May Be Filed. An employee may appeal the official classification of the position to which assigned at any time. However, both employee and supervisor must certify that the position description is accurate.

9. Retroactive Benefits on Classification Decisions. An employee may be entitled to retroactive benefits when a classification decision results in a loss of grade or pay and a subsequent appeal decision reverses in whole or part the original classification decision. To achieve maximum benefits protection, the employee must file an appeal on a timely basis. To be timely, the employee must submit the appeal to DON (NCPC) or to OPM no later than 15 calendar days after the receipt of the decision resulting in the loss of grade or pay. If the appeal was initially submitted to DON and not favorably adjudicated, a subsequent appeal to OPM must be filed not later than 15 calendar days after receipt of the DON's appellate decision. The time limit may be extended by the OPM appellate office when the appellant can show that he or she was not notified of the time limits or that an appeal within the time limits was prevented by circumstances beyond the appellant's control.

10. Who may File an Appeal. An appeal may be filed by an employee individually, concerning only the position to which officially assigned, or on behalf of a group of employees occupying identical positions (e.g., those with the same title, series, grade, and position number). All members of a group appeal must sign the appeal letter and a single representative or point of contact must be designated in writing. The appellate decision on the appeal is applicable to all members of the group.

11. Employee Representation. An employee has the right to choose a representative to assist in preparing and presenting a request for a formal appeal of the assigned classification. The representative must be designated by the employee in writing. Management has the right to disallow as an employee's representative an individual whose activities as a representative would cause a conflict of interest or position, an employee who cannot be released from his or her duties because of the priority needs of the DON, or an employee whose release would cause unreasonable costs to the DON. The choice of a member of a collective bargaining unit to serve as a representative may be limited by the terms of the governing collective bargaining agreement. The appellant's representative cannot be a supervisor with line or staff authority over the position or a staff member of the Civilian Personnel Office who has classification authority over the position.

A representative bears the same obligation to cooperate with the appellate levels of OPM and DON as does the appellant. This includes the requirement to provide information in a timely fashion and in the manner specified. The representative should relay instructions from the appellate level to the appellant as quickly and accurately as possible.

12. Use of Official Time. An employee in an active duty status is entitled to a reasonable amount of official time for the preparation of a classification appeal under OPM and DON appeal procedures. The actual time to be allowed will be determined on the basis of the particular circumstances in each case. If the employee's representative is a DON employee in an active duty status, the representative is also entitled to a reasonable amount of official time to assist the employee in the preparation of a classification appeal. Employees, whether appellants or representatives, must make advance arrangements with their supervisor for the use of official time. If disagreements arise over the amcunt of official time to be used, the matter will be submitted by the supervisor to the civilian personnel officer for resolution or will be resolved in accordance with local regulations or negotiated agreement as applicable.

13. Where to File Classification Appeals Within DON. The authority for adjudicating classification appeals within DON is described in CPI 511.6-2a(2). The staff work involved in processing and adjudicating classification appeals is performed by the Office of Civilian Personnel Management (OCPM) and its Field Divisions. Appeals involving General Schedule (GS/GM) positions should be addressed via the head of the employing activity to the Special Assistant for Civilian Personnel and Equal Employment Opportunity (SACP/EEO) in care of the appropriate Field Division Office of OCPM. Address is provided at the end of this enclosure.

14. Appeals by Marine Corps Employees. The instructions provided for addressing classification appeals apply to all Marine Corps employees; with the exception that all appeals, regardless of the grade level of the position, are to be transmitted via the head of the employing activity and the Commandant of the Marine Corps (Code MPC-30), Washington, D.C. 20380.

15. Preparing the Appeal Case File for Submission to the DON Appellate Level. Policy guidance for preparing classification appeals for submission within DON is contained in CPI 511.6. The following instructions are provided to assist the employee in submitting all information and documentation required to properly and expediently adjudicate the appeal. Incomplete information and documentation results in unnecessary delay in the appellate process. Case file should include an original and five copies of the following:

a. Full name and mailing address of the appellant.

b. Name and location of official duty station.

c. Exact location in the organizational structure of the unit to which officially assigned (Department, Division, Branch, Section).

d. Present title, series, grade, and position number for the position to which appellant is assigned. A copy of the SF-50 reflecting the official assignment of the appellant must be included with the appeal documentation.

e. The requested title, series, grade, or other classification action desired.

f. The name, address, position title, and telephone number of appellant's representative if a representative is chosen.

g. A brief discussion of the activity classification decision and why the appellant disagrees with it. The CPO will provide a comprehensive evaluation report to the employee when the appeal is received and the employee may use this statement as the basis for his or her classification discussion. The appeal will not be considered acceptable for adjudication unless this discussion is included with the

appeal case file submission. The employee may also include in the appeal a reference to any OPM/DON classification standard(s) which appellant believes may have an impact on the classification or should be considered in the adjudication process. The date the employee submits a formal classification appeal to the activity head becomes the official date of the appeal.

h. A statement of facts that the appellant believes may affect the appeal decision including any information which the appellant believes support his or her point of view or information concerning either OPM or Agency classification decisions on other identical or similar positions.

i. The current position description with a certification by the appellant and the supervisor that it is an accurate, current and complete statement of duties and responsibilities assigned to the appellant. The supervisor's certification must include the following statement: "Supervisory Certification. 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." If mutual agreement as to the accuracy or completeness of the position description cannot be obtained, the classification appeal is suspended pending resolution of the disagreement.

j. The CPO must provide the appellant and representative with copies of all CPO documentation entered into the case file.

16. Preparing the Appeal Case File for Submission to the OPM Appellate Level. Policy guidance for preparing classification appeals for submission to OPM is contained in FPM 511.6 and Appendix A to FPM Letter 511.9. The following instructions are provided to assist the employee in submitting all information and documentation required to properly and expediently adjudicate the appeal. Incomplete information and documentation results in unnecessary delay in the appellate process. Case file should include the following:

a. Name, mailing address, and office telephone number.

b. Employing agency and location of official headquarters.

c. Exact location of the employee's position within the organization structure of the organization in which the appellant works.

d. Employee's current title, series and grade.

e. Requested title, series, grade or other classification action desired.

f. A copy of the employee's official position description, and a statement that the employee and supervisor agree with the content of the official description.

g. Reasons why the employee believes the position is erroneously classified, or why the position should be brought under or excluded from the General Schedule. The employee may also include a statement of facts which he or she thinks may effect the final classification decision. The employee should make reference to position classification standards which support his or her point of view, and address specific areas of disagreement with the agency's evaluation statement.

h. Name, address and business telephone number of the employee's representative, if a representative has been selected.

17. Finality of Decisions. All OPM classification appeal decisions constitute certificates and are mandatory and binding on administrative, certifying, payroll, disbursing, and accounting officers of the government. These decisions are not subject to further appeal.

18. Implementating Classification Appeal Decisions. To effect any required change in classification as the result of an appeal, personnel actions will not be effected before the date of the decision and will be effected no later than the beginning of the fourth pay period following the date of the decision unless a later date is specified in the decision.

19. Mailing Addresses

a. To the Department of the Navy

(1) All appeals relating to title, series, or grade will be addressed to:

Department of the Navy
Special Assistant for Civilian Personnel/
Equal Employment Opportunity
Office of Civilian Personnel Management
Southeast Region
Building A-67
Naval Station, Norfolk, Virginia 23511-6098

(2) All appeals must be sent via the activity head and marked for the attention of Civilian Personnel Officer (i.e., Commanding Officer (Attn: Civilian Personnel Officer), activity name, address, and zip code:

(3) Appeals of Marine Corps employees must also be sent via: Commandant of the Marine Corps (Code MPC-30), Washington, D.C. 20380

b. To the Office of Personnel Management

(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

Thelton Brown

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO 12810.1A
CPD/jmc
29 Mar 1988

BASE ORDER 12810.1A

From: Commanding General
To: Distribution List

Subj: FEDERAL EMPLOYEES' COMPENSATION PROGRAM

Encl: (1) Compensation Program Requirements and Responsibilities
(2) Supervisory/Employee Guide to Compensation Program Procedures and Responsibilities

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, as specified in enclosures (1) and (2).

2. Cancellation. BO 12810.1.

3. Background. FECA 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.

4. 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 $10,000 or imprisonment for no more than five years, 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 $10,000 or imprisonment for no more than ten years, or both.

5. Information. Additional information or assistance in any aspect of this Order may be obtained by contacting the Employee Relations Branch, Civilian Personnel Division, extension 1458.

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

7. Concurrence. This Order has been coordinated with and concurred in by the Commanding Officers of Marine Corps Air Station, New River; Naval Hospital; Naval Dental Clinic; and Director, East Coast Commissary Complex.

G. F. Huml

G. F. HUML
Chief of Staff

DISTRIBUTION: C less Cat III plus
CPD (50)

COMPENSATION PROGRAM REQUIREMENTS AND RESPONSIBILITIES

1. 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 for the injury except through the FECA. The benefits provided by the Act constitute the exclusive remedy for work-related injuries or deaths.

2. 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 infection; 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.

3. 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 on 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.

ENCLOSURE (1)

(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.

4. Responsibilities

a. The 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, telephone (904) 791-2821, has jurisdiction over the state of North Carolina.

b. The Civilian Personnel Division (CPD), Employee Relations and Services Branch, is assigned the responsibility for assuring that FECA obligations are promptly and efficiently discharged for those activities serviced by the CPD. 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 Branch, Civilian Personnel Division, 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 (2).

5. 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 90 days 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/her 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 $3,500, 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 a 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. 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.

6. Limited Duty Work Assignment. To the maximum extent practicable and consistent with medical findings with 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 Branch,

Civilian Personnel Division, 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.

7. 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.

8. 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.

9. 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.

10. 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, 300 Reporter's Building, 7th and D Streets, S. W. 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.

SUPERVISORY/EMPLOYEE GUIDE TO COMPENSATION
PROGRAM PROCEDURES AND RESPONSIBILITIES

Employee	Supervisor	Civilian Personnel Division and Occupational Health and Preventive Medicine Department
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 65.	
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 65), 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 65, authorize examination and appropriate medical care at Branch Clinic, Building 65, by issuance of MCBCL 5100/3, Occupational Health Permit. Send employee to Branch Clinic, Building 65. Ensure items 1 through 10 on CA-17 are completed.	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 Division and Occupational Health and Preventive Medicine Department
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 Division.	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. Return to work as soon as the attending physician advises. Advise physician or hospital to forward bills to Employee Relations and Services Branch, Civilian Personnel Division, Marine Corps Base, Camp Lejeune, NC 28542-5000.	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 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.) If employee's request for COP does not appear to be warranted , COP must either be terminated or controverted. Contact Compensation Clerk for guidance.	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 and transmit to OWCP for payment. Compensation Clerk. Review circumstances and advise supervisor of appropriate procedure(s) to follow.

Employee	Supervisor	Civilian Personnel Division and Occupational Health and Preventive Medicine Department
	If injury will result in lost time, notify the cognizant head of employee's organization of injury.	Compensation Clerk. Upon receipt of CA-1 or other report indicating lost time, contact cognizant Command/Department/Staff Section.
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 Branch.	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 65.	Refer employee to Occupational Health Nurse. Upon receipt of completed release from Branch Clinic, Building 65, 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 Division and Occupational Health and Preventive Medicine Department
2. Recurrence of Traumatic Injury		
When and Injury Recurs		
Report a recurrence of injury to supervisor immediately.	Immediately notify the Compensation Clerk of the recurrence.	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 90 days 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 90 days 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 90 days, 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 Branch.	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 65. 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 65, 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 proper medical certification exists.

Employee	Supervisor	Civilian Personnel Division and Occupational Health and Preventive Medicine Department
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 Branch, any supporting documentation requested by Compensation Clerk.	Refer employee to Compensation Clerk, Employee Relations and Services Branch with CA-17.	Compensation Clerk. Prepare and submit a Form CA-2a. If employee desires to claim compensation and a Form CA-7 was not submitted following original disability, one should be completed and submitted to OWCP. If form CA-7 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 Branch.	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 Division and Occupational Health and Preventive Medicine Department
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 65. 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.

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO 12511.1D
CPD/rb
11 Apr 1988

BASE ORDER 12511.1D

From: Commanding General
TO: Distribution List

Subj: GENERAL SCHEDULE CLASSIFICATION SYSTEM

Encl: (1) Policy and Procedures Concerning Position Classification under the General Schedule
(2) Preparation of Descriptions for General Schedule Positions
(3) Format for General Schedule PD's
(4) Completing Position Description Cover Sheet (OF-8) (Rev. 1-85)
(5) Appeals of Classification of General Schedule Positions

1. Purpose. To state the policy and procedures governing classification of General Schedule (GS) positions subject to Chapter 51, Title 5, of the U.S. Code; to provide essential instructions and information to assist supervisors in the development of position descriptions; and provide information to employees on classification appeal procedures.

2. Cancellation. BO 12511.1C.

3. Action. All organizations employing General Schedule employees shall comply with the instructions contained herein. Organizational Commanders, Heads of Command Staff Sections, Department Heads, and Chiefs of Services will ensure that all subordinate managers and supervisors (military and civilian) are thoroughly familiar with the contents of this Order and that the Order is made available to the employees upon request. Additional information and assistance on subject matter may be obtained by contacting the Civilian Personnel Division, Classification Branch, extension 1532.

4. Applicability. Having received the concurrence of the Commanding Officers of Marine Corps Air Station, New River; Naval Hospital; Naval Dental Clinic; and Complex Officer, East Coast Commissary Complex (applicable to employees at Camp Lejeune and Marine Corps Air Station, New River only); this Order is applicable to those Commands.

G. F. HUML
Chief of Staff

DISTRIBUTION: C less Category III plus
CPD (75)
LOG (30)

POLICY AND PROCEDURES CONCERNING POSITION CLASSIFICATION UNDER THE GENERAL SCHEDULE

1. Legal Basis. The Classification Act of 1949, Public Law No. 429, 81st Cong., 63 Stat. 1954 (codified as amended in 5 U.S.C. Sections 5101 to 5115 and Sections 5331 to 5385), outlines the policy and procedures concerning position classification under the general schedule. The complete text of this Act, as amended, is printed in the Federal Personnel Manual, Supplement 990-1, Chapter 51. This is refined by FPM Chapter 511 and DON Civilian Personnel Instruction 511.

2. General

a. The General Schedule (GS) Classification System is a system for classifying positions by occupational group, series, class, and grade according to similarities and differences in duties, responsibilities, and qualification requirements.

b. Positions are subject to or exempt from the General Schedule Classification System only by reason of congressional action. All civilian offices and positions in the Executive Branch of the Federal Government are presumed to be covered by the system unless exempted by statute. All of these positions are paid from appropriated funds.

c. The Federal Position Classification Plan is the term used to designate all the controls, guides, and aids which are used in classifying general schedule positions in the Federal Government. The plan was originally based on the Classification Act of 1923. This Act was superseded by the Classification Act of 1949 (Public Law 429 81st Cong.). The law, being general in its provisions, has been supplemented by executive orders, regulations, decisions, statements of policies, and recognition of principles; schematic outlines and definitions of occupational groups, series, and classes of positions; class specifications and allocation standards; position evaluation guides; and procedures and instructions. The purpose of the plan is to provide for classification of positions whereby the principle of equal pay for substantially equal work will be followed; and variations in rates of basic pay paid to different employees will be in proportion to substantial differences in the difficulty, responsibility, and qualification requirements of the work performed. The Federal Position Classification Plan provides the structure and procedures for placing positions into their proper classes on the basis of their kind or subject-matter of work, level of difficulty and responsibility, and qualification requirements. The Federal Pay Plan consists of the salary rates attached to the grades prescribed by 5 U.S.C. Section 5104 and the provisions of the law and regulations controlling their use.

d. General Schedule positions are classified by use of position classification standards published by the Office of Personnel Management (OPM) and/or Department of the Navy (DON). The standards are available for perusal at the Civilian Personnel Office. An employee or manager who desires to see the classification standards should contact the Classification Branch, extension 1532. Reference to published standards will often eliminate misunderstanding relative to the accuracy of classification decisions.

e. The individual position is the basic unit of organization. Positions come into existence when management reduces broad work objectives to discrete segments. Control of the position is management's chief means of controlling the direction and pace of productive effort. A position has the following characteristics: (1) it is a group of current duties and responsibilities assigned by competent authority to be performed by an employee; (2) being occupied or vacant does not in itself change its identity or character; (3) it comes into being through action of administrators, managers, or supervisors and is never created by position classification or staffing specialists; (4) it may be changed in the same manner as it is created; and (5) it may be created for a limited period of time (temporary) or for an indefinite period of time (permanent) and ceases to exist when it is canceled by the authority which

created it, or by superior authority. Management must constantly know with what types of positions it is dealing. It must know for budget purposes how much the position is going to cost, for recruiting purposes what type of person is needed to fill the position, and so on through the complete range of management processes. There is the additional need for fair and consistent treatment of each employee with respect to pay. This treatment would be difficult to obtain without a sound system of position classification.

f. Position classification involves the allocation of positions, not employees, to the appropriate pay plan, occupational series, title, and grade level. The classifier is not permitted to take into account any of the personal qualities of the incumbent, such as education, experience, efficiency, loyalty, length of service, sex, race, color, creed, or political affiliation.

g. A position description (PD) is an official written statement of the duties, responsibilities, and organizational relationships of a position. It does not prescribe the duties of the position -- it merely reports them as they exist at any given time. It in no way interferes with any lawful authority an operating official may possess to assign work, to detail an employee to different work on a temporary basis, or to change the work assignment on a continuing basis. In the latter case, the existing PD should be replaced by a new and current description or should be amended. It is the position which is classified and not the position description. This is why on-site audits are often conducted to ensure the position description clearly and completely describes the position and that the position is clearly understood by the classifier. A position description is a description of an individual position and should be written in specific language to portray that position. However, this does not preclude more than one person being assigned to the same PD if they are performing identical duties.

h. Failure to recognize the distinction between classification and pay often leads to pressure to classify positions improperly in attempts to solve pay problems. Basic principles of both classsification and pay demand that classification problems be solved within the framework of the classification plan, and that pay problems be solved within the framework of the pay plan. In 5 U.S.C. Section 5105, Congress has mandated that each position be placed in its proper grade and class as determined by classification standards developed by the Office of Personnel Management (OPM). So, if it should appear that the pay rates for a given grade are too high or too low in relation to the cost of living, in relation to what private industry pays for similar work, or for any other reason it would be unsound and contrary to the intent of the law to alleviate these conditions by allocating position(s) in the wrong grade(s). Classification should never be used as a tool for adjusting pay rates, either up or down, for budget purposes or to suit the present or future employee of the position. Classification is not the solution. However, some alternative solutions might be performance awards, reorganizing the unit to assign additional duties and responsibilities to positions which would warrant a higher grade, or delete duties and responsibilities to warrant a lower grade.

i. Duties classification is the classification of positions on the basis of their duties, responsibilities, and qualification requirements and is the type of classification practiced in the Federal Government for positions subject to the Classification Act. This is the type of classification practiced in the Federal Government for civilian positions. Rank or qualifications classification is the attaching of rank to the individual based on that person's particular qualifications, seniority, and performance rather than on the duties assigned. This is the type of classification practiced in the military services.

j. Position classifications take effect on the date the action is approved unless a later effective date is specifically set. A re-classification action may not be made effective retroactively.

3. Designation of Sensitive Positions. The current edition of OPNAVINST 5510.1 requires that management (military and civilian) with responsibility for approving the establishment of civilian positions must designate each as nonsensitive,

noncritical sensitive (Confidential - Secret) or critical sensitive (Top Secret). This designation must be made in Block 12 of the Position Description Cover Sheet (OF 8).

4. Requirement Concerning Confidential Statements of Affiliations and Financial Interests (DD Form 1555). DOD Directive 5500.7, Standards of Conduct (1987) paragraph F(3), sets forth the requirements regarding the submission of Confidential Statements of Affiliations and Financial Interests. This requirement for the submission of DD Form 1555 must be noted in the position description of positions affected.

5. Position Maintenance Review. CMC message R301757Z September, 1986, changed the guidance provided for Position Classification Maintenance Reviews. CPI 511.4-5, which required a biennial review, was superseded and the following requirements are now applicable:

a. Position descriptions shall be reviewed annually for accuracy and completeness by each supervisor.

b. This review shall be performed in conjunction with the establishing of performance standards, which must be done for each employee at the beginning of each new performance year or when a new PD is established.

c. The performance appraisal forms must be documented to show that the position description has been reviewed by the supervisor and incumbent and is accurate and complete.

d. The certification may be done by a simple statement in the supervisor's signature block, such as: "PD reviewed; certified accurate and complete". The employee's and reviewer's signatures on the form will also provide certification that the review has been done. The certification is not placed on the completed performance evaluation form where final performance evaluation for the past performance year is made. It is placed on the form which is prepared to establish the performance standards for the coming year or when a new PD is established. A copy of the certified form will be sent to the Civilian Personnel Division, (Attn: Classification Branch) once it is completed.

e. The classification staff will conduct audits of randomly selected positions throughout the year to discharge the Commands' responsibility to ensure the accuracy and integrity of their classification programs. Advance notice will be provided to the organization before audits are scheduled and a report of findings will be made upon conclusion of the audit.

6. Responsibilities

a. Office of Personnel Management. The Office of Personnel Management (OPM) is designated as the central coordinating and control agency for administration of the classification plan and as the central developmental agency for classification standards. Responsibilities were assigned pursuant to 5 U.S.C. Section 5105.

b. Secretary of the Navy. The Secretary of the Navy is responsible for ensuring compliance with the provisions of Title 5 of the U.S. Code and with position classification standards issued by OPM. Responsibilities were assigned pursuant to 5 U.S.C. Section 5107.

c. Activity Head. The activity head has been delegated classification authority and responsibility through the chain of command for further delegation as deemed appropriate. Responsibilities were assigned pursuant to NAVSO P-2052, Navy Manual for Position Classifiers.

d. Civilian Personnel Officer. The Civilian Personnel Officer ensures 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. The Civilian Personnel

Officer is responsible for ensuring that classification services provided are timely and of high quality. The classification staff is responsible for developing, administrating, and monitoring the classification programs for the activities serviced and for providing required assistance to management and employees. Responsibilities were assigned pursuant to NAVSO P-2052, Navy Manual for Position Classifiers.

e. Organizational Commanders, Heads of Command 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 Command Staff Sections, Department Heads, and Chiefs of Services.

f. Supervisors. The basic responsibility for the continual review of subordinate positions is vested in the immediate supervisor. Line management is responsible for determining the duty and responsibility content of each position, initiating necessary action to have new positions classified and maintaining the currency of existing position descriptions; seeing that adequate and accurate presentations of facts are made in the position description, answering employee questions about the classification system, aiding in the development of classification standards by providing subject matter information on request, ensuring employee is working within the officially assigned position description, and PROVIDING EACH EMPLOYEE A COPY OF THE POSITION DESCRIPTION FOR THE POSITION AT THE TIME ASSIGNED AND AT ANY TIME POSITION DESCRIPTION IS OFFICIALLY REVISED OR AMENDED. Position changes for Marine Corps Base which require changes in the Table of Organization, must be processed as required by the current edition of Base Order 5310.10. Command established procedures will be followed at other Commands to which this Order is applicable.

g. Employees. Each employee has the responsibility for performing the duties assigned by management and for ensuring that the position description to which assigned accurately reflects the duties performed. If there is seeming conflict, differences should be first discussed within the organization. If desired, a request for a worksite audit may be made to the Classification Branch through normal chain of command.

PREPARATIONS OF DESCRIPTIONS FOR GENERAL SCHEDULE POSITIONS

1. General

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 of the current edition of BO 5310.10 must be followed. All organizational information cited within the official position description (PD) and that shown on the Position Description Cover Sheet (Optional Form 8) will conform to the organizational alignment reflected in the approved Table of Organization. Command established procedures will be followed at other Commands to which this Order is appliable.

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.

c. Cognizant line supervision shall direct the preparation of each position description and determine, in each case, who shall describe the duties. Since the description must be factual, it should be written by the person 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 judgment of the incumbent and the supervisor. The supervisor is responsible for the content of the position description and for maintaining its accuracy.

d. All descriptions shall be very carefully reviewed by cognizant supervisors for accuracy, adequacy, and clarity. The supervisor shall 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, their 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 relationship of the position to other positions under the supervisor's cognizance. If an employee assumes duties or responsibilities not specifically assigned, discontinues those assigned, 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 the position.

f. All descriptions must show on the Position Description Cover Sheet (OF-8) as to whether the position is non-sensitive (requires no security clearance), non-critical sensitive (Confidential or Secret), or critical sensitive (Top Secret) as defined in the current edition of OPNAVINST 5510.1.

g. If shift work is a constant continuing requirement of the position it should so state in the PD. If there are unusual requirements, such as riding in a helicopter or providing own vehicle, it should be noted. If there are additional requirements, such as CPR Certification or State Driver's License, the PD should so state. This would normally be covered in the introductory paragraph of the PD.

h. If PD covers one of the positions cited in the current edition of BO 5370.9 or applicable order for other Commands, as requiring submission of a Confidential Statement of Affiliations and Financial Interests (DD Form 1555), the PD should state this requirement in the introductory paragraph.

2. Position Description Amendments. When the major duties of a position have undergone changes which are material but not sufficient to warrant a complete rewriting of the description, the changes should be reported by the preparation of a

position description amendment. Position descriptions are amended by means of an Optional Form 8 and an attached statement containing only what is necessary to explain the changes. Where practicable, this statement should indicate what should be deleted from the basic position description and what should be added. AN AMENDMENT MAY NOT BE USED IF CHANGES CAUSE A CHANGE IN TITLE, SERIES, OR GRADE OF THE POSITION. A PD MAY ONLY BE AMENDED TWO TIMES.

3. Identical Positions. When one or more positions are identical to another position (i.e., 4 military personnel clerks all performing the same work) only one position description is needed. Note in Block 9 of Position Description Cover Sheet (OF-8) that the position is subject to IA Action by checking the "yes" block. Note in blank space between the two blocks the number of identical positions to be created.

4. General Steps in Preparing PD's. In writing a PD the principal duties, responsibilities, and supervisory relationships of a position are those significant for classification purposes. This includes those which are operative during a substantial part of the time and any others which affect the qualifications required to perform the work. When a position is made up of several different basically unrelated duties (i.e., secretary-accounting) the proportion of time occupied by each, shown as a percent, must be shown as this information may be necessary for classifying the position. All supervisory positions should show percentage of time devoted to supervisory duties as this is required to determine status under the Fair Labor Standards Act.

Step 1: Before starting to write the PD, review the format portion of this Order to gain an understanding of the following:

The kinds of information and factors used classifying the PD.

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 employee(s) and observe work in progress.

Review existing PD's.

Review technical manuals or charts.

Review Classification Standards.

Review organizational or program material.

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 an assignment or responsibility of a position which is a qualification determinant for appointment to the position, or will occupy 5% or more of the employee's time.

Step 3. Use information gained to develop PD. ASSISTANCE IS ALWAYS AVAILABLE FROM THE CLASSIFICATION STAFF, EXT 1532.

Step 4. Ensure the employee and supervisor reach agreement on the completeness and accuracy of the PD. It should be noted that management retains the right to assign duties in the PD but also has the responsibility to assure employee performs only those duties so assigned. It is recommended that a rough of PD be sent to the classification staff for review for adequacy and advisory opinion.

Step 5. The Position Description Cover Sheet (OF-8) should then be completed and signed. In signing the OF 8, the supervisor(s) certifies that it is an accurate statement of the major duties and responsibilities of the position and its organizational relationships, and that the position is necessary to carry out government functions for which supervisor is responsible. This certification is mandatory in that the PD is to be used for statutory purposes relating to appointment and payment of public funds, and false or misleading statements may constitute violations of such statutes or their implementing regulations.

Step 6. Develop and forward with PD a copy of the performance elements upon which the performance of the incumbent of the position will be rated. The requirement for and preparation of these elements are covered by BO 12430.1.

Step 7. Forward original and two copies of completed and signed OF-8, position description, and performance elements to the Civilian Personnel Office, Building 33, (Attn: Classification Branch). Position will be classified, position description number will be assigned, employee and supervisory copies will be returned to organization with cover letter, and position will be entered into the DON computerized personnel system. NOTE: If action will cause a change in the Tables of Organization of Marine Corps Base, the change must be submitted in accordance with the provisions of the current edition of BO 5310.10. Command established procedures will be followed at other Commands to which this Order is applicable.

FORMAT FOR GENERAL SCHEDULE PD's

PD OUTLINE

I. Introduction
II. Major Duties
III. Supervision of others
(If no supervisory duties are present, Factor Statements will become paragraph III.)
IV. Factor Statements
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

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.

ALL GENERAL SCHEDULE POSITION DESCRIPTIONS, SUPERVISORY AND NONSUPERVISORY, SHOULD BE WRITTEN IN THE FACTOR EVALUATION SYSTEM (FES) FORMAT. This is necessary as OPM FES standards cannot be applied to position descriptions which are not in FES format; however, narrative standards (the second type of OPM standard) may be applied to FES format position descriptions. Therefore, the total use of FES format precludes the possibility that PD's would have to be returned for change in format. It must be noted that a few position descriptions for higher graded positions must be in a special format dictated by the applicable OPM Standard. If you have any questions, contact the classification staff, extension 1532.

I. INTRODUCTION. Location of position, very short mission statement, and any general significant information which would not be put in other areas but has impact on the job. The requirement for submission of a financial statement would go here.

II. MAJOR DUTIES. List duties to be performed by incumbent of the position. If a qualified typist or steno is required there must be typing or steno duties described. If a professional is required (i.e. professional engineer) duties must include professional duties.

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.) The duties section of the PD should give an overall view of the position rather than a step-by-step procedural outline.

Use active verbs

- 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.

ENCLOSURE (3)

- 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: once a month, in the absence of, as requested, in emergencies.

This is where you would put statement Performs other duties as assigned - if you wish to use it. This statement IS NOT intended to cover training requirements, details to other positions, reassignments of personnel to other positions for extended periods of time without personnel action, or to avoid proper classification of a position. The sentence may be included to cover unexpected tasks or situations which arise from time to time in any organization, and is included with the assumption that neither the supervisor nor the subordinate will abuse the privilege of its being there.

III. SUPERVISION OF OTHERS. If position has supervisory responsibilities they should be listed. They must include all applicable statements from the following paragraph. The key words are APPLICABLE STATEMENTS as not all supervisory positions perform all the duties listed. However, all supervisory PD's must contain a statement on EEO. The PD should show the number of military and AF/NAF employees supervised. Civilian employees (AF/NAF) directly supervised (not through subordinate supervisors) should be listed by number, title, series and grade. Employees indirectly supervised (through subordinate supervisors) should also be listed noting total number, grade/rank ranges, and if military or civilian.

> "Plans and organizes work and manages positions to ensure maximum productivity for monies spent; promotes all special programs such as the elimination of fraud, waste, and abuse in government; selects, assigns, appraises, trains, and develops employees fairly and equitably, adhering to the principles and concepts of the EEO Program; always considers actions necessary to achieve Affirmative Action Program and other special program objectives; maintains employee-management communications and recognizes, addresses, and makes every effort to reconcile employee grievances and discrimination complaints; encourages and recognizes employee achievements; administers constructive discipline; keeps employees informed on all matters which affect their employment and is knowledgeable of all local directives and negotiated agreement(s) which apply to the supervision of civilian workforce; encourages attendance at training sessions and the use of correspondence training courses; provides each employee a copy of position/job description (PD/JD) and performance standards and discusses such with employee; prepares appraisals, as required, in a timely manner; ensures PD/JD of record accurately describes duties of self and employees."

A Supervisory PD must cite the percentage of time incumbent spends on supervision as this is required to determine appropriate status under the Fair Labor Standards Act (FLSA).

IV. FACTOR STATEMENTS

> MOST OF THE NINE FES EVALUATION FACTORS HAVE TWO OR MORE PARTS (UNDERLYING CONCEPTS OR SUBFACTORS). THE FOLLOWING SUGGESTIONS FOR WRITING THE FACTORS ARE GIVEN TO ASSIST YOU. THE PARTS OF THE FACTOR OR SUBFACTORS ARE EMPHASIZED IN THE EXAMPLES UNDER EACH FACTOR.

FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION

List the knowledges and skills required to perform the duties cited. Personal attributes are not cited.

ENCLOSURE (3)

Knowledges are information or facts like 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.

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.

Example #2: Clerk

a. Kind of Knowledge: Knowledge of the terminology used for 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.)

Sometimes, it is easier to describe a requirement as a skill rather than as a knowledge. A knowledge exists before skill can be demonstrated. Therefore, it is common practice to describe skills associated with a certain dexterity as shown below.

Example #1: Voucher Examiner

a. Kind of skill: Skill in using a calculator

b. How used: (to compute totals, discounts, taxes, transportation charges, etc.)

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.

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. However, if you do require a professional degree, such as Social Worker or Engineer, it should be noted under this factor and there must be duties and responsibilities to support this requirement. To label a knowledge as professional, the nature of the work must meet the definition of a professional occupation. Professional occupations are identified as such in the series definition of the occupational standard and usually require a college degree in a specific field. If a professional knowledge is required it also becomes a qualification requirement.

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. It is frequently possible that one knowledge or skill will cover several duties.

As appropriate, include any special knowledge or skill that would be required as a selective factor in recruitment such as a skill in using conversational Spanish to interview witnesses.

ENCLOSURE (3)

Avoid listing nondefinable requirements such as abilities. For example, "ability to examine vouchers" is too vague to be used in evaluating Factor 1.

Wrong	Better
Ability to examine vouchers	Knowledge of domestic travel regulations to check vouchers for compliance and accuracy of terminology.

Don't describe personal characteristics such as patience, adapatability, integrity, or creativity. These may sometimes be approached by turning them into a measurable skill or ability.

Wrong	Better
Creativity Ability	Skill in adapting existing equipment to new uses.

If you require a qualified typist and/or stenographer it should be so stated; again supported by duty statements.

FACTOR 2, SUPERVISORY CONTROLS

This factor covers the nature and extent of direct or indirect controls exercised by the supervisor, the employee's responsibility, and the review of the employee's completed work made by the supervisor. This factor should also contain the title and grade of the position with direct full supervisory control over the incumbent. PD numbers are not required.

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.

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.

How is the work reviewed? What is the nature and extent of the review of 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.

Supervisory controls in the employees's PD should agree with the 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.

FACTOR 3, GUIDELINES

This factor covers the nature of guidelines and the judgment needed to apply them. Guides used in various occupations may include desk manuals, established procedures and policies, traditional practices, and reference materials such as dictionaries, style manuals, engineering handbooks, the pharmacopoeia, and the

Federal Personnel Manual. Individual jobs in different occupations vary in the specificity, applicability, and availability of the guidelines for performance of assignments. Consequently, the constraints and judgmental demands placed upon employees also vary. The existence of specific instructions, procedures, and policies may limit the opportunity of the employee to make or recommend decisions or actions. However, in the absence of procedures or under broadly stated objectives, employees in some occupations may use considerable judgment in researching sources and developing new methods. Guidelines either provide reference data or impose certain constraints on the use of knowledges. For example: In the field of medical technology, for a particular diagnosis there may be three or four standardized tests set forth in a technical manual. A medical technologist is expected to know these diagnostic tests. However, in a given laboratory the policy may be to use only one of the tests, or the policy may state specifically under what conditions one or the other of these tests may be used.

FACTOR 4, COMPLEXITY

This factor covers the nature, number, variety, and intricacy of tasks, steps, processes, or methods in the work performed; the difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work. The kind of information needed to describe the complexity of a position differs from occupation to occupation. Overall, complexity has three elements: (1) the nature of the assignment; (2) the difficulty in identifying what needs to be done; and (3) the difficulty and originality involved in performing the work.

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.

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, and evaluated by the employee before work progresses. The level of difficulty in carrying out the work varies depending on whether the facts or 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.

What actions or responses does the employee make after considering the facts? In some situations, the work is easily mastered and 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.

FACTOR 5, SCOPE AND EFFECT

This factor covers the relationship between the scope of the work (i.e., the purpose, breadth, and depth of the assignment) and the effect or impact of work products or services both within and outside the organization. The effect of the work measures such things as whether the work output facilitates the work of others, provides timely services of a personal nature, or impacts on the adequacy of research conclusions. Only the effect of properly performed work is to be considered.

FACTOR 6, PERSONAL CONTACTS

This factor includes face-to-face contacts and telephone and radio dialogue with persons not in the supervisory chain. (NOTE: Personal contacts with supervisors are covered under Factor 2, Supervisory Controls.) Levels described under this factor are based on what is required to make the initial contact, the difficulty of communicating with those contacted, and the setting in which the contact takes place (e.g., the degree to which the employee and those contacted recognize their relative roles and authorities).

Different kinds of contacts might be co-workers on the same project, patients receiving treatment, applicants seeking jobs, students in a class, manufacturers' representatives selling products, and contractors providing services.

Indicate if the contacts occur within or outside the activity or work organization. Describe any unusual circumstances or conditions such as problems in making appointments (e.g., inaccessibility of people in high-level positions) or problems in identifying the role or authority of the people contacted.

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.

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 who provide supplies/services for construction projects, at the work site and at their places of business.

This factor should only consider contacts which are essential for successful performance of the work and which have a demonstrable impact on the difficulty and responsibility of the work performed.

FACTOR 7, PURPOSE OF CONTACTS

The purpose of personal contacts ranges from factual exchanges of information to situations involving significant or controversial issues and differing viewpoints, goals, or objectives. The personal contacts cited above must be the same as the contacts which are used to establish the purpose of contacts.

Explain the purpose of the personal contacts described in Factor 6. For example: To give or exchange information; to resolve problems; to provide service; to 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, or hostile. Settling controversial issues or arriving at compromise solutions with people who have different viewpoints, goals, or objectives.

Example #1: Mail Clerk

The personal contacts involve exchange of information regarding the processing, delivering or dispatching of mail.

Example #2: Shorthand Reporter

Contacts are made to arrange for recording the proceedings of the grand jury, identify attorney, and secure seating charts.

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 contacts requirements or developments with manufacturing concerns, architect-engineers, and construction firms.

FACTOR 8, PHYSICAL DEMANDS

This factor covers the requirements and physical demands placed on the employee by the work assignment. This includes physical characteristics and ability (e.g., specific agility and dexterity requirements) and the physical exertion involved in the work (e.g., climbing, lifting, pushing, balancing, stooping, kneeling, crouching, crawling, or reaching).

FACTOR 9, WORK ENVIRONMENT

This factor considers the risks and discomforts in the employee's physical surroundings or the nature of the work assigned and the safety regulations required. Although the use of safety precautions can practically eliminate a certain danger or discomfort, such situations typically place additional demands upon the employee in carrying out safety regulations and techniques. 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. Note any special safety regulations or precautions which must be observed to avoid mishaps or discomfort (e.g., use of protective clothing or gear such as masks, gowns, coats, hard-toed boots, safety goggles, gloves, or shields).

IT IS HOPED THE FOLLOWING SAMPLES WILL ASSIST YOU IN PREPARING YOUR PD's.

SAMPLE -- SECRETARY (TYPING)

I. INTRODUCTION

II. MAJOR DUTIES

Performs various clerical support and typing duties for the chief of the regional supply division and the staff.

- Receives and files correspondence, records, and reports; maintains file plans and checks subordinate unit files for proper disposition. Receives and files changes to regulatory publications.

- Maintains employee record cards for personnel within the division.

- Receives incoming correspondence, screening material prior to distribution for suspense dates, establishing controls, and follows up for division chief.

- Receives visitors and phone calls to the division office, ascertaining the nature of requests and directing callers to appropriate staff. Personally provides the information desired when routine or procedural matters of the office are involved.

- Types from voice recordings. Types correspondence, reports, and similar material.

- Reviews correspondence prepared for the division chief. Checks for spelling, typographical errors, conformance to formats, and procedural requirements.

- Requisitions office supplies, equipment, and publications and performs similar office maintenance duties.

- Schedules appointments and makes arrangements for time, participants, and location of meetings in accordance with instructions from the supervisor.

III. FACTOR STATEMENTS

Factor 1, Knowledge Required by the Position

Knowledge of the organizational functions and procedures of the supply division to perform such duties as distribute and control mail, refer phone calls and visitors, and provide general, non-technical information.

Knowledge of the office filing system and various references and handbooks commonly used by the staff in order to classify, search for, and dispose of materials.

Knowledge of procedures required to requisition office supplies, maintenance, and printing services. This requires knowledge of the procedures applicable to the control, authorization, securing, and justification of such services.

Knowledge of procedures required to maintain leave records of division staff and to prepare forms required for various personnel actions.

Skill in operating a typewriter. A qualified typist is required.

Knowledge of grammar, spelling, punctuation, and required formats.

Factor 2, Supervisory Controls

The supervisor provides assignments, generally indicating what is to be done, quantity expected, deadlines, and priorities. Additional instructions are provided for new, difficult, or unusual assignments.

Employee uses initiative to independently perform recurring office work. Work is performed as it arrives or in accordance with established priorities and instructions. Only problems and unfamiliar situations not covered by instructions are referred to supervisor.

The supervisor assures that finished work is accurate and in compliance with instructions and established procedures.

Factor 3, Guidelines

Administrative instructions and manuals provide specific guidance for such duties as the preparation of time and attendance reports and the maintenance of office files. Also, sample letters and correspondence manuals usually provide detailed guidelines.

The employee uses judgment in selecting the most appropriate guidelines for application to specific cases. For example, the employee selects the most appropriate correspondence format when more than one is authorized, determines subject matter for classification of file materials, and selects procedures for routing correspondence or requests for action by determining nature of correspondence or requests.

Factor 4, Complexity

The clerical duties performed include the full range of procedural duties in support of the office. Decisions regarding what needs to be done generally involve choice among established alternatives.

Actions to be taken and responses to be made primarily concern differences in factual situations and awareness of functional specialties of the staff members.

Factor 5, Scope and Effect

The purpose of the work is to provide clerical support for the division chief. The work has direct effect on the clerical support provided in subordinate units within the division.

Factor 6, Personal Contacts

Most contacts are with employees within the immediate organization, vendors, and other offices serviced by the division.

Factor 7, Purpose of Contacts

The contacts are to exchange information and to plan and coordinate work efforts so that, for example, the staff submits reports and replies to correspondence promptly and meetings are scheduled at mutually convenient times.

Factor 8, Physical Demands

Most of the work is performed while seated. Occasionally the employee must lift computer printouts weighing from 10 to 20 pounds.

Factor 9, Work Environment

The work is performed in a typical office setting.

SAMPLE -- MECHANICAL ENGINEER

I. INTRODUCTION

II. MAJOR DUTIES

Serves as a mechanical engineer for the development and test activity within the military test and evaluation command headquarters with responsibility for the instrumentation and the accomplishment of laboratory and field performance tests and evaluation of automotive vehicles, electrical generators, air conditioners, and general support equipment components and ancillary equipment. Assignments (1) involve field performance tests and evaluations of automotive vehicles, electrical generators, air conditioners, and general support equipment components and ancillary equipment; (2) normally pertain to complete field tests on vehicles and components or a phase of a total vehicle developmental testing program concerned with performance characteristics (in contrast with endurance testing); and (3) include the conduct of a variety of intensive and extensive field performance tests on vehicles and components in order to evaluate the performance characteristics. Examples of performance tests include cooling, mobility, drawbar pull, fuel economy, torque measurements, acceleration, and slope performance. Additionally, the engineer conducts test programs requiring toxic gas contamination measurements resulting from exhaust products of military engines and weapons. These assignments require the engineer to perform the full range of standard engineering test functions, including evaluation and report preparation, and plan, coordinate, and monitor projects.

- The engineer plans and conducts performance tests of automotive vehicles and their components under varied operational environments, test programs requiring toxic gas contamination measurements resulting from exhaust products of military engines and weapons, and test programs dealing with evaluation of test measurement and diagnostic equipment.

- Reviews reports on similar or related tests in order to obtain necessary background data for the assignment.

- Prepares test plan containing such information as type of test to be conducted, facilities required, proposed schedule, and estimated cost of project.

- Ensures sufficient equipment and personnel are available to perform such routine tasks as attaching instrumentation, recording instrument readings, and driving vehicles.

- Directs technical and wage grade employees in performing such test work as gathering and reducing data, test driving, and constructing, installing, and repairing instrumentation.

- Coordinates project with other units on installation for special tests or for facilities that are required by the test.

- Analyzes technical data including instrumentation readings, calculations, deficiency reports, and graphs, prepared by support personnel. Determines whether phase of test should be re-run to ensure valid results.

- Prepares reports on tests conducted and analyzes and evaluates data obtained.

- Prepares preliminary sketches, diagrams, and specifications for new types or changes in existing facilities or equipment.

- Analyzes design and specification proposals of manufacturers to ascertain that they meet specified general requirements. Makes recommendations as to feasibility of designs, time and cost estimates, and other technical phases proposed.

III. FACTOR STATEMENTS

Factor 1, Knowledge Required by the Position

Knowledge of professional mechanical engineering concepts, principles, and practices applicable to the full range of standard engineering test functions, including evaluation and report preparation, and concerned with assignments or prime projects requiring a formal report, or conducting field performance tests requiring a laboratory report which is incorporated in the formal report, normally without change.

Knowledge to assess reliability and maintainability characteristics of item(s) tested, and make human factor, safety, and maintenance evaluations.

Ability to make statistical analyses of test results and, of environmental impact.

Ability to arrange with other units on installation for special tests or facilities that are required by the test.

Knowledge of standard engineering practices sufficient to make significant modifications to or adapt instrumentation to obtain desired results.

Knowledge of related engineering disciplines such as chemical and electrical.

Factor 2, Supervisory Controls

Supervisor makes assignments in the form of requests for complete field performance tests of complete vehicles, or specific performance tests of components or vehicles which normally contain only the request itself. The supervisor suggests approaches and indicates sources of additional information primarily on assignments requiring radical deviation from standard test procedures.

The engineer independently plans own work, coordinates with other engineers or subject matter specialists, resolves most problems, and carries projects through to completion. The supervisor or senior test engineer is available to render guidance on or technically review unusual or especially difficult procedural problems. In these cases, engineer refers such problems together with a proposed plan of action. Review of work made at completion is for conformance with objectives, soundness of conclusions, and feasibility in terms of related projects.

Factor 3, Guidelines

Guidelines consist of applicable test plan which includes test objectives, scope, and criteria for test; installation's test and evaluation operating procedures, technical manuals, and publications; engineering reports on similar projects; scientific and technical textbooks and engineering publications; and established practices and procedures. Also included is information received during test-related conferences at which government and private industry personnel are present.

Normally, engineering determinations are covered by precedents, accepted professional practices, and agency policy. When assignments include the need for significant deviation from standard practices, the engineer is expected to recognize this fact and recommend to the supervisor or higher grade engineer possible changes in test methods, procurement of new instruments, or other changes that will aid in accomplishing valid test results. Such recommendations are reviewed prior to implementation.

Factor 4, Complexity

Assignments involve the following: (1) complete field tests of vehicles and components to acquire performance characteristics which include many individual tests, and require consideration of the interrelationships of the various results of the test in evaluating the vehicle; (2) specific performance tests on modified components; and (3) investigations in connection with the development of both general and specific procedures and criteria for application in the testing of all types of automotive equipment.

Individual assignments typically involve several complex features including more feasible methods of data identification, choosing among alternative courses of action, or a complete change of test procedures as the direction of the phases of performance measurement and other testing results progresses.

Factor 5, Scope and Effect

The purpose of the position is to conduct a variety of intensive and extensive field performance tests on vehicles and components in order to evaluate the performance characteristics and to ensure that test data will be responsive to the requirements of the evaluation plan. Test and evaluation of data are performed for conformance with specific criteria to determine if an item will perform as the customer expects it to perform. The engineer analyzes field performance data for conformance with these criteria and prepares reports on procedures and findings of tests. Results of tests are utilized by higher echelon personnel as bases for further decisions.

Factor 6, Personal Contacts

Intra-installation personnel contacts include other test engineers, test directors, instrumentation specialists, support personnel assigned to the project, mathematicians, and other personnel supplying specialized data services. Outside contacts include contractors' or manufacturers' test representatives and representatives from other government agencies.

Factor 7, Purpose of Contacts

Contacts are to coordinate tests and to ensure sufficient equipment and personnel are available to perform such tasks as attaching instrumentation, recording instrument readings, and driving vehicles. Engineering, administrative, and executive personnel are contacted to discuss/explain engineering and agency procedural requirements, give information concerning test or vehicle performance, discuss changes in test approach, solve minor conflicts, or secure additional information concerning test. Other agencies are contacted to give/exchange information.

Factor 8, Physical Demands

Work time is normally equally divided between office and field sites. Office work is sedentary; however, work performed at outdoor test sites requires regular and recurring physical activity such as climbing, walking over rough surfaces, and climbing in and out of vehicles.

Factor 9, Work Environment

Approximately fifty percent of the engineer's time is spent at outdoor test sites which require special safety precautions. The engineer is frequently exposed to adverse weather conditions, extremes of temperature, high noise levels, and toxic fumes. The engineer is required at various times to wear special protective clothing, safety helmets, safety shoes, goggles, ear protectors, and respirators.

SAMPLE -- SUPERVISORY EXAMPLE

I. INTRODUCTION

II. MAJOR DUTIES

Serves as a safety and occupational health manager in a military department and is responsible for administering a safety and occupational health program for an organizational component engaged in widely dispersed and diversified activities over a large geographic area. These activities include the maintenance of dams and reserviors, levees, flood walls, and pumping stations and construction of military facilities.

- Plans, organizes, directs and controls a field safety and occupational health program covering an extensive geographic area and involving a large variety of agency operations including the following: (1) river revetment and maintenance activities requiring self-propelled major floating plants, dredges, and towboats functioning simultaneously at separate and remote locations; (2) three hydroelectric power plants; (3) seven reservoirs and a sewage and water treatment plant; (4) four navigation locks and dams; and (5) a repair base for barges, towboats, and heavy construction equipment.

- Develops and directs the establishment of safety and occupational health requirements applicable to numerous private construction, maintenance, maritime, and manufacturing operations including three facilities collectively producing approximately 1,000,000 tons of concrete mat annually. Provides specific procedures controlling or eliminating hazardous actions and conditions identified through analysis of construction plans or inspections.

- Plans and prepares regulations and guidelines applicable to a broad variety of recreational risks at reservoir sites visited by thousands of citizens yearly. Typically, the visitors engage in swimming, boating, water skiing, skin diving, camping, hunting, fishing, and motorcycle riding activities provided through privately operated concessions.

- Develops and conducts a safety education program to fulfill the employee development requirements of a diverse workforce engaged in hazardous occupations that include hundreds of seasonal laborers working at scattered sites, equipment operators, deckhands, boat pilots, power plant electricians, mechanics, lock and dam operators, divers, machinists, welders, pipefitters and barge and towboat mechanics.

- Directs the systematic compilation and analysis of mishap data and hazards to property, interprets and evaluates the accumulated information, and eliminates or controls the identified hazard by applying standard techniques or devising new methods that are often required by high risk construction or maritime operations.

- Tests and modifies, as appropriate, various types of protective equipment such as life vests, safety ropes, and safety nets to ensure compliance with applicable safety criteria.

III. SUPERVISION OF OTHERS. Incumbent supervises a staff of 20 and directly supervises the following positions: 6 Safety and Occupational Health Specialists, GS-018-11; Secretary (Typing), GS-318-6; and 3 military personnel assigned same duties as GS-11 billets. Incumbent plans and organizes work and manages positions to ensure maximum productivity for monies spent; promotes all special programs such as the elimination of fraud, waste, and abuse in government; selects, assigns, appraises, trains, and develops employees fairly and equitably, adhering to the principles and concepts of the EEO Program; always considers actions necessary to achieve Affirmative Action Program and other special program objectives; maintains employee-management communications and recognizes, addresses, and makes every effort to reconcile employee grievances and discrimination complaints; encourages and recognizes employee achievements; administers constructive discipline; keeps employees informed on all matters which affect their employment and is knowledgeable of all local directives and negotiated agreement(s) which apply to the supervision of civilian workforce; encourages attendance at training sessions and the use of correspondence training courses; provides each employee a copy of position/job description (PD/JD) and performance standards and discusses such with employee; prepares appraisals, as required, in a timely manner; ensures PD/JD of record accurately describes duties of self and employees.

IV. FACTOR STATEMENTS

Factor 1, Knowledge Required by the Position

Expert knowledge of safety and occupational health management principles, practices, procedures, body of laws, regulations, and precedent decisions applicable to high safety risk construction and maritime activities. This knowledge enables the safety and occupational health manager to recommend and implement new techniques and methods and resolve critical problems resulting from unique, changing work processes, numerous hazardous human-machine relationships, and multiple work functions including an extensive range of maintenance and repair shops.

Knowledge of practical engineering methods and techniques, and hazard and fault tree analysis sufficient to evaluate and resolve occupational safety problems where standard methods are not readily applicable. Problems encountered typically result from hazardous river revetment construction operations, the need to modify a wide variety of personal protective equipment, and to devise and test safety controls for heavy equipment.

Knowledge of marine recreational hazards and human behavior sufficient to develop and prepare guidelines and regulations, covering areas where precedent criteria are vague or absent, that will control or eliminate hazards to thousands of public visitors from diverse backgrounds who are participating in a wide variety of marine, recreational activities in dispersed locations.

Knowledge of the practical identification and control techniques used by industrial hygienists and fire prevention engineers sufficient to coordinate application of safety and occupational health measures with specialists from these occupations.

Factor 2, Supervisory Controls

Safety and occupational health program objectives are set by the supervisor. The safety and occupational health manager and supervisor develop general requirements and mutually establish completion periods. The employee independently plans and executes the safety and occupational health program referring only controversial, unprecedented problems to the supervisor for advice or assistance. Work is coordinated with program managers as hazardous conditions require, to achieve a satisfactory solution to the problem. The manager interprets governing policy in accordance with specific program requirements and provides advisory assistance to line managers. Completed work is reviewed for effectiveness in accomplishing program objectives and compliance with departmental safety and occupational health policies.

Factor 3, Guidelines

The principal guidelines are agency directives, regulations, and manuals. Additional guidelines include published safety and occupational health standards, professional journals, and findings of engineering research organizations. While the guidelines typically provide some limited assistance, the safety and occupational health manager must determine when new or revised criteria are needed to resolve complex safety and occupational health problems. The manager must vigorously seek information, often difficult to find, showing construction and maritime occupational mishap trends in the organizations, adapting or modifying standards to control detected, hazardous working conditions.

Factor 4, Complexity

As a safety and occupational health manager, plans, directs, controls, and evaluates a complex program involving a broad range of high safety risk construction and maritime hazards.

The employee applies new analytical processes to evaluate extremely difficult, changing work operations, specialized heavy equipment usage, safety training requirements for hundreds of unskilled, dispersed, seasonal manual laborers, and public safety requirements for thousands of scattered visitors participating in many recreational activities.

The safety and occupational health manager continually develops new, specialized safety techniques, measures, and procedures to eliminate or control a spectrum of dangerous working conditions, processes, and recreational hazards in diverse environmental settings.

Factor 5, Scope and Effect

The purpose of the position is to serve as a safety and occupational health manager who analyzes and evaluates significant construction and supporting maritime activities in a large geographic area; devises measures and alternative safety and occupational health procedures; and controls or eliminates risks to humans and hazards to property. The work requires the preparation and implementation of procedures and guidelines applicable to complex work operations and specialized heavy equipment use.

The work efforts impact on a principal agency operating component and affect the safety of employees, contractor work force, and public visitors.

Factor 6, Personal Contacts

Interagency contacts include safety engineers, safety and occupational health specialists, managerial representatives, and line supervisors. Contacts outside the agency include middle managers representing construction firms, operators of private concessions and safety specialists from national societies.

Factor 7, Purpose of Contacts

The purpose of the contacts at this level is to explain and define safety and occupational health program objectives and to ensure compliance with standards, regulations, and sound, safe operating practices. Frequently, the manager must gain the support of reluctant, skeptical, middle managers and contractors to incorporate safety changes in work procedures and to accept and install new safety devices on equipment.

Factor 8, Physical Demands

The safety and occupational health manager performs on-site evaluations and inspections of river revetment projects, maritime construction works, and repair facilities requiring extended periods of walking and standing.

Factor 9, Work Environment

On-site evaluations and inspections involve exposure to operating equipment and machinery, dust and fumes, and high noise levels. Protective gear is required.

COMPLETING POSITION DESCRIPTION COVER SHEET (OF-8) (Rev. 1-85)

Blocks which must be completed: 2, 3, 4, 10, 11, 12, 18 and 20

Blocks which may be completed: 8, 9, 15e, 16, 17, 19 and 21

Block 2. Reason for Submission.

Redescription means the duties and/or responsibilities of an existing position are being changed.

New means the position has not previously existed.

Reestablishment means the position previously existed, but had been cancelled.

Other is used when none of the above apply.

If Redescription is marked, the space below should contain the PD Number of the PD being redescribed, and title, series, and grade (i.e., PD 12345001, Clerk, GS-303-2).

Block 3. Service. Always check "Field".

Block 4. Employing Office Location. Always "CLNC".

Block 7. Fair Labor Standards Act. Leave blank. Determination as to FLSA Status will be made by the Civilian Personnel Office by application of criteria in FPM 551.

Block 8. Employment/Financial Statement Required. Must be marked if either block is applicable.

Block 9. Subject to IA Action. Must be marked "Yes" if PD covers more than one position (i.e., 4 military personnel clerks, all performing same duties). Note in blank space between the blocks how many identical positions to be created; in illustrated example it would be 3 IA's.

Block 10. Position Status. Almost always position will be "competitive". Teachers at CLDS are "excepted".

Block 11. Position is -

- A Supervisory position is one that requires the exercise of at least the level of supervisory responsibility that meets the minimum requirements for application of the "Supervisory Grade Evaluation Guide" for GS positions.

- A Managerial position is one that has the full range of managerial functions as delineated in the "Definition of Managerial Positions" in the introductory section to the "Supervisory Grade Evaluation Guide" for GS positions. This is usually applicable only to GM-type positions regardless of the fact that the title may contain the word manager (i.e., Safety Manager).

Block 12. Sensitivity. This must be filled in by the organization as it is the only one who knows what security clearance is required by the position.

Nonsensitive - No clearance required.

Noncritical - Secret or Confidential clearance required.

Critical - Top Secret clearance required.

Block 15e. OPTIONAL - May be filled in if organization has an opinion on what title, series and grade position should be. Information only for the classifier.

ENCLOSURE (4)

Block 16. OPTIONAL - Organization may use internally any title they wish for a position but official title in Block 15d must be used for all official actions (i.e., Block 15d-Computer Operator vice Block 16 - Shift Security Manager).

Block 17. OPTIONAL - Name of employee if position being redescribed is incumbered.

Block 18. Please try to use organizational segments as shown on Table of Organization (i.e., AC/S, Manpower, Civilian Personnel Division, Classification Branch, Computer Section) or like document for other Commands.

Block 19. OPTIONAL - Not required but employee should have been advised of what is in the new PD and a discussion held.

Block 20a. Typed name, title, and signature of immediate supervisor of the position.

20b. Typed name, title, and signature of manager or higher level supervisor who has authority to authorize the establishment of the position.

BOTH signators SHOULD READ the Supervisory Certification statement of Block 20 TO ENSURE THEY UNDERSTAND TO WHAT THEIR SIGNATURES ARE CERTIFYING.

Block 21. Should contain typed name and title of person who has delegated authority to classify the position.

Appeals of Classification of General Schedule Positions

1. Department of Navy Policy. It is the policy of the Department of the Navy (DON) to resolve employee dissatisfaction with the classification of the position which they occupy, whenever possible, in an amicable and informal manner. Dissatisfactions which cannot be resolved informally will be processed promptly in compliance with the Office of Personnel Management (OPM) and DON directives. FPM Chapter 511.6 and CPI 511.6 contain information on appeal procedures.

2. Freedom to Use the Federal Classification Appeal System. All DON civilian employees have the right to use the applicable appeal system as a means to resolve their dissatisfaction relating to the classification of the position they occupy. Supervisors and civilian personnel staff members are charged to provide an employee and/or designated representative with the assistance required to properly and effectively comply with all OPM and DON regulatory and procedural requirements.

3. A classification appeal may be made to DON and then to OPM or may be made directly to OPM. Once an OPM decision is rendered no further appeal may be made to DON. Obtaining a DON appeal decision first and then, if not satisfied, appealing to the appropriate OPM regional office provides the maximum review available in the appellate system.

4. Informal Review Procedures. Every effort should be made to resolve informally any disagreements or misunderstandings involving the classification of positions to avoid the necessity of a formal classification appeal. Inquiries concerning the basis for classification decisions, interpretation and application of standards and guides, and other related classification matters should receive a prompt response.

a. An employee may at any time initiate a request for an informal review of the title, series, grade, or pay category of the position to which officially assigned. Requests for an informal review should be directed either orally or in writing to the supervisor.

b. The supervisor should ensure that the employee has a clear understanding concerning the duties and responsibilities assigned to the position; that the position description is current; and that it accurately and adequately describes assigned duties and responsibilities. All supervisors should be informed of and understand OPM's standard of adequacy for position descriptions:

> "A position description is adequate if it states the principal duties, responsibilities, and supervisory relationships of a position, sufficiently, clearly and definitively to provide information necessary for its proper classification when: (1) considered by one familiar with the occupational fields involved and the application of pertinent classification standards, and (2) supplemented by otherwise readily available and current information on the organization, functions, programs and procedures concerned."

c. If a review by the supervisor and employee determine that the position desciption is not current, accurate and adequate, a new description should be initiated and the request for informal review canceled.

d. The supervisor should provide the initial explanation of the basis for the classification of the position in question. If more detailed and technical information is required to respond to the employee, the supervisor will arrange for a meeting with a position classification specialist from the CPO.

5. Appeal Rights. The right of an employee to appeal under the provisions of FPM Chapter 511.6 and CPI 511.6 is in addition to any other rights of appeal existing under other regulations. While urged to exhaust the informal review procedures before filing formal classification appeals, employees are not required to do so.

ENCLOSURE (5)

6. Basis for appeals. 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 Federal Wage System) of the position. A position classification appeal may not be based upon disagreement with the accuracy or completeness of the position description. Such disagreements are handled under the appropriate grievance procedure. Additionally, an appeal may not be based upon a change in duties and responsibilities from those stated in the official position description. In such cases, classification action should be requested.

7. Consequences of filing an appeal. During the adjudication of a position classification appeal, the adjudicating office will do the following:

a. decide whether the position is correctly classified with regard to title, series, and grade;

b. change the classification of the position to the correct title, series, and grade where the facts warrant; and

c. provide the rationale for the decision.

This means that a position classification appeal may result in continuation of the position at its current grade, elevation to a higher grade, reduction to a lower grade, or a change to a different pay category (e.g., GS to WS).

8. When an Appeal May Be Filed. An employee may appeal the official classification of the position to which assigned at any time. However, both employee and supervisor must certify that the position description is accurate.

9. Retroactive Benefits on Classification Decisions. An employee may be entitled to retroactive benefits when a classification decision results in a loss of grade or pay and a subsequent appeal decision reverses in whole or part the original classification decision. To achieve maximum benefits protection, the employee must file an appeal on a timely basis. To be timely, the employee must submit the appeal to DON (NCPC) or to OPM no later than 15 calendar days after the receipt of the decision resulting in the loss of grade or pay. If the appeal was initially submitted to DON and not favorably adjudicated, a subsequent appeal to OPM must be filed not later than 15 calendar days after receipt of the DON's appellate decision. The time limit may be extended by the OPM appellate office when the appellant can show that he or she was not notified of the time limits or that an appeal within the time limits was prevented by circumstances beyond the appellant's control.

10. Who may File an Appeal. An appeal may be filed by an employee individually, concerning only the position to which officially assigned, or on behalf of a group of employees occupying identical positions (e.g., those with the same title, series, grade, and position number). All members of a group appeal must sign the appeal letter and a single representative or point of contact must be designated in writing. The appellate decision on the appeal is applicable to all members of the group.

11. Employee Representation. An employee has the right to choose a representative to assist in preparing and presenting a request for a formal appeal of the assigned classification. The representative must be designated by the employee in writing. Management has the right to disallow as an employee's representative an individual whose activities as a representative would cause a conflict of interest or position, an employee who cannot be released from his or her duties because of the priority needs of the DON, or an employee whose release would cause unreasonable costs to the DON. The choice of a member of a collective bargaining unit to serve as a representative may be limited by the terms of the governing collective bargaining agreement. The appellant's representative cannot be a supervisor with line or staff authority over the position or a staff member of the Civilian Personnel Office who has classification authority over the position.

A representative bears the same obligation to cooperate with the appellate levels of OPM and DON as does the appellant. This includes the requirement to provide information in a timely fashion and in the manner specified. The representative should relay instructions from the appellate level to the appellant as quickly and accurately as possible.

12. Use of Official Time. An employee in an active duty status is entitled to a reasonable amount of official time for the preparation of a classification appeal under OPM and DON appeal procedures. The actual time to be allowed will be determined on the basis of the particular circumstances in each case. If the employee's representative is a DON employee in an active duty status, the representative is also entitled to a reasonable amount of official time to assist the employee in the preparation of a classification appeal. Employees, whether appellants or representatives, must make advance arrangements with their supervisor for the use of official time. If disagreements arise over the amount of official time to be used, the matter will be submitted by the supervisor to the civilian personnel officer for resolution or will be resolved in accordance with local regulations or negotiated agreement as applicable.

13. Where to File Classification Appeals Within DON. The authority for adjudicating classification appeals within DON is described in CPI 511.6-2a(2). The staff work involved in processing and adjudicating classification appeals is performed by the Office of Civilian Personnel Management (OCPM) and its Field Divisions. Appeals involving General Schedule (GS/GM) positions should be addressed via the head of the employing activity to the Special Assistant for Civilian Personnel and Equal Employment Opportunity (SACP/EEO) in care of the appropriate Field Division Office of OCPM. Address is provided at the end of this enclosure.

14. Appeals by Marine Corps Employees. The instructions provided for addressing classification appeals apply to all Marine Corps employees; with the exception that all appeals, regardless of the grade level of the position, are to be transmitted via the head of the employing activity and the Commandant of the Marine Corps (Code MPC-30), Washington, D.C. 20380.

15. Preparing the Appeal Case File for Submission to the DON Appellate Level. Policy guidance for preparing classification appeals for submission within DON is contained in CPI 511.6. The following instructions are provided to assist the employee in submitting all information and documentation required to properly and expediently adjudicate the appeal. Incomplete information and documentation results in unnecessary delay in the appellate process. Case file should include an original and five copies of the following:

a. Full name and mailing address of the appellant.

b. Name and location of official duty station.

c. Exact location in the organizational structure of the unit to which officially assigned (Department, Division, Branch, Section).

d. Present title, series, grade, and position number for the position to which appellant is assigned. A copy of the SF-50 reflecting the official assignment of the appellant must be included with the appeal documentation.

e. The requested title, series, grade, or other classification action desired.

f. The name, address, position title, and telephone number of appellant's representative if a representative is chosen.

g. A brief discussion of the activity classification decision and why the appellant disagrees with it. The CPO will provide a comprehensive evaluation report to the employee when the appeal is received and the employee may use this statement as the basis for his or her classification discussion. The appeal will not be considered acceptable for adjudication unless this discussion is included with the

appeal case file submission. The employee may also include in the appeal a reference to any OPM/DON classification standard(s) which appellant believes may have an impact on the classification or should be considered in the adjudication process. The date the employee submits a formal classification appeal to the activity head becomes the official date of the appeal.

h. A statement of facts that the appellant believes may affect the appeal decision including any information which the appellant believes support his or her point of view or information concerning either OPM or Agency classification decisions on other identical or similar positions.

i. The current position description with a certification by the appellant and the supervisor that it is an accurate, current and complete statement of duties and responsibilities assigned to the appellant. The supervisor's certification must include the following statement: "Supervisory Certification. 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." If mutual agreement as to the accuracy or completeness of the position description cannot be obtained, the classification appeal is suspended pending resolution of the disagreement.

j. The CPO must provide the appellant and representative with copies of all CPO documentation entered into the case file.

16. Preparing the Appeal Case File for Submission to the OPM Appellate Level. Policy guidance for preparing classification appeals for submission to OPM is contained in FPM 511.6 and Appendix A to FPM Letter 511.9. The following instructions are provided to assist the employee in submitting all information and documentation required to properly and expediently adjudicate the appeal. Incomplete information and documentation results in unnecessary delay in the appellate process. Case file should include the following:

a. Name, mailing address, and office telephone number.

b. Employing agency and location of official headquarters.

c. Exact location of the employee's position within the organization structure of the organization in which the appellant works.

d. Employee's current title, series and grade.

e. Requested title, series, grade or other classification action desired.

f. A copy of the employee's official position description, and a statement that the employee and supervisor agree with the content of the official description.

g. Reasons why the employee believes the position is erroneously classified, or why the position should be brought under or excluded from the General Schedule. The employee may also include a statement of facts which he or she thinks may effect the final classification decision. The employee should make reference to position classification standards which support his or her point of view, and address specific areas of disagreement with the agency's evaluation statement.

h. Name, address and business telephone number of the employee's representative, if a representative has been selected.

17. Finality of Decisions. All OPM classification appeal decisions constitute certificates and are mandatory and binding on administrative, certifying, payroll, disbursing, and accounting officers of the government. These decisions are not subject to further appeal.

18. Implementating Classification Appeal Decisions. To effect any required change in classification as the result of an appeal, personnel actions will not be effected before the date of the decision and will be effected no later than the beginning of the fourth pay period following the date of the decision unless a later date is specified in the decision.

19. Mailing Addresses

a. To the Department of the Navy

(1) All appeals relating to title, series, or grade will be addressed to:

Department of the Navy
Special Assistant for Civilian Personnel/
Equal Employment Opportunity
Office of Civilian Personnel Management
Southeast Region
Building A-67
Naval Station, Norfolk, Virginia 23511-6098

(2) All appeals must be sent via the activity head and marked for the attention of Civilian Personnel Officer (i.e., Commanding Officer (Attn: Civilian Personnel Officer), activity name, address, and zip code:

(3) Appeals of Marine Corps employees must also be sent via: Commandant of the Marine Corps (Code MPC-30), Washington, D.C. 20380

b. To the Office of Personnel Management

(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

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO 12532.2C
CPD/rb
12 May 1988

BASE ORDER 12532.2C

From: Commanding General
TO: Distribution List

Subj: JOB GRADING SYSTEM FOR APPROPRIATED FUND (AF) FEDERAL WAGE SYSTEM (FWS) OCCUPATIONS

Encl: (1) Policy and Procedures Concerning Classification of AF Positions Covered by the FWS
(2) Preparation of Descriptions for FWS Occupations
(3) Format for Nonsupervisory FWS Job Descriptions
(4) Format for Supervisory FWS Job Descriptions
(5) Completing Position Description Cover Sheet (OF-8) (Rev. 1-85)
(6) Job-Grading Appeals of Federal Wage System (FWS) Jobs

1. Purpose. To state the policy and procedures governing classification of Trades and Labor positions covered by the Federal Wage System subject to 5 U.S.C. Section 5342 to provide essential instructions and information to assist supervisors in the development of job descriptions; and provide information to employees on classification appeal procedures.

2. Cancellation. BO 12532.2B.

3. Action. All organizations employing Federal Wage System employees paid from appropriated funds shall comply with the instructions contained herein. Organizational Commanders, Heads of Command Staff Sections, Department Heads, and Chiefs of Services will ensure that all subordinate managers and supervisors (military and civilian) are thoroughly familiar with the contents of this Order and that the Order is made available to the employees upon request. Additional information and assistance on subject matter may be obtained by contacting the Civilian Personnel Department, Classification Branch, extension 1532.

4. Concurrence. Having received the concurrence of the Commanding Officers of Marine Corps Air Station, New River; Naval Hospital; Naval Dental Clinic; and Complex Officer, East Coast Commissary Complex (applicable to employees at Camp Lejeune and MCAS, New River only) this Order is applicable to those Commands.

G. F. HUML
Chief of Staff

DISTRIBUTION: C less Category III plus
CPD (75)
LOG (30)

POLICY AND PROCEDURES CONCERNING CLASSIFICATION OF APPROPRIATED FUND POSITIONS COVERED BY THE FEDERAL WAGE SYSTEM (FWS)

1. Legal Basis. Public Law 92-392, August 19, 1973, 86 Stat. 572 (codified as amended in 5 U.S.C. Sections 5341 to 5349). provides for a Federal Wage System (FWS) under which the rates of pay of blue collar employees are fixed and adjusted from time to time, as nearly as is consistent with the public interest, in accordance with prevailing rates. The FWS covers most Appropriated Fund (AF) trade, craft and laboring employees in the Executive Branch outside the Postal Service.

2. General

a. From 1862 to 1968 pay-fixing authority was vested in the head of the agency. In order to unify the pay-setting process for federal blue-collar employees, a Presidential Memorandum was issued in 1965 that established two principles: (1) wages would be fixed in accordance with prevailing rates and (2) within each wage area there would be equal pay for equal work. A new system was implemented over a two year period, beginning in July 1968, that was known as the Coordinated Federal Wage System. 5 U.S.C. Sections 5341 to 5349 is basically an extension and update of that system. The current rates of pay for FWS employees in this wage area are found in the current edition of BO 12532.1.

b. The individual position is the basic unit of organization. Positions classified under the FWS are usually called jobs though that term and position are interchangeable. Positions come into existence when management reduces broad work objectives to discrete segments. Control of the position is management's chief means of controlling the direction and pace of productive effort. A position has the following characteristics: (1) it is a group of current duties and responsibilities assigned by competent authority to be performed by an employee; (2) being occupied or vacant does not in itself change its identity or character; (3) it comes into being through action of administrators, managers, or supervisors and is never created by position classification or staffing specialists; (4) it may be changed in the same manner as it is created; and (5) it may be created for a limited period of time (temporary) or for an indefinite period of time (permanent) and ceases to exist when it is canceled by the authority which created it, or by superior authority. Management must constantly know with what types of positions it is dealing. It must know for budget purposes how much the position is going to cost, for recruiting purposes what type of person is needed to fill the position, and so on through the complete range of management processes. There is the additional need for fair and consistent treatment of each employee with respect to pay. This treatment would be difficult to obtain without a sound system of position classification.

c. Position classification involves the allocation of positions, not employees, to the appropriate pay plan, occupational series, title, and grade level. The classifier is not permitted to take into account any of the personal qualities of the incumbent, such as education, experience, efficiency, loyalty, length of service, sex, race, color, creed, or political affiliation.

d. Federal Wage System positions are classified by use of job grading standards published by the Office of Personnel Management (OPM) and/or Department of the Navy (DON). These standards are available for perusal at the Civilian Personnel Office. An employee or manager who desires to see the job grading standards should contact the Classification Branch, extension 1532. Reference to published standards will often eliminate misunderstanding relative to the accuracy of classification decisions.

e. A job description is an official written statement of the duties, responsibilities, and organizational relationships of a position. It does not prescribe the duties of the position -- it merely reports them as they exist at any given time. It in no way interferes with any lawful authority an operating official may possess to assign work, to detail an employee to different work on a temporary basis, or to change the work assignment on a continuing basis. In the latter case,

the existing description should be replaced by a new and current description, or should be amended. It is the job which is classified and not the job description. This is why on-site audits are often conducted to ensure the job description clearly and completely describes the job and that the job is clearly understood by the classifier. A job description is a description of an individual job and should be written in specific language to portray that job. However, this does not preclude more than one person being assigned to the same description if they are performing identical duties.

f. Failure to recognize the distinction between classification and pay often leads to pressure to classify positions improperly in attempts to solve pay problems. Basic principles of both classification and pay demand that pay problems be solved within the framework of the pay plan. Congress has mandated that each job be placed in its proper grade and class as determined by job grading standards developed by OPM. So, if it should appear that the pay rates for a given grade are too high or too low in relation to the cost of living, in relation to what private industry pays for similar work, or for any other reason, it would be unsound and contrary to the intent of the law to alleviate these conditions by allocating job(s) in the wrong grade(s). Classification should never be used as a tool for adjusting pay rates, either up or down, for budget purposes, or to suit the present or future employee of the job. Classification is not the solution. However, some alternative solutions might be performance awards, reorganizing the unit to assign additional duties and responsibilities to jobs which would warrant a higher grade, or deleting duties and responsibilities to warrant a lower grade.

g. Duties classification is the classification of jobs on the basis of their duties, responsibilities, and qualification requirements. This is the type of classification practiced in the Federal Government for civilian positions subject to the Federal Wage System. Rank or qualifications classification is the attaching of rank to the individual based on that person's particular qualifications, seniority, and performance rather than on the duties assigned. This is the type of classification practiced in the military services.

h. 5 U.S.C. Section 5341 established the following:

- Equal pay for substantially equal work for all prevailing rate employees who are working under similar conditions of employment in all agencies within the same local wage area.

- Relative differences in pay within a local wage area when there are substantial or recognizable differences in duties, responsibilities, and requirements among positions.

- The level of rates of pay be maintained in line with prevailing levels for comparable work within a local wage area; and

- The level of rates of pay be maintained so as to attract and retain qualified prevailing rate employees.

5 U.S.C. Sections 5343 and 5346 gives the Office of Personnel Management the basic responsibility for operating the Federal Wage System.

i. The Federal Wage System, as established in law and implemented by the Civil Service Commission (now OPM), contains the following primary features:

- local prevailing rates determined by annual wage surveys;

- uniform job grading plan and standards for use by all activities;

- uniform night differentials of 7 1/2% and 10% for second and third shifts respectively; and

- five-step regular schedule.

j. 5 U.S.C. Sections 5343 and 5346 directs that common job standards, wage policies, and practices be developed to insure interagency equity in wage rates and to bring about equitable coordination of wage-fixing practices among the different executive departments and agencies. Thus, jobs under the Federal Wage System are to be graded on the basis of the same set of job standards and grade criteria regardless of the department or agency involved or the community in which they are located. The system has been established in keeping with these directives and includes the following:

- A framework of key ranking jobs to serve as the basic pegpoints of the grade structure.

- Job grading standards to provide the criteria for determining the relative worth of jobs in terms of grades.

- A job grading method to assure consistency in the application of job standards.

- A plan for coding and titling trades and labor jobs.

k. Under the job grading method used, the grade of a job is decided by comparison of the whole job with grade definitions in an appropriate job grading standard, which considers the four factors of skill and knowledge, responsibility, physical effort, and working conditions involved in the work. This method provides a means for analyzing and comparing jobs with applicable job grading standards so that jobs involving the same level of work can consistently be assigned the same grade. When directly applicable job grading standards are not available, jobs can be graded consistently by comparison with grade-level definitions in standards for most nearly related occupations. Most job grading standards cover specific occupations such as Carpenter or Machinist. However, OPM does issue standards for functional areas which cross occupational boundaries, such as those for Helper, Supervisor, and Leader jobs.

3. Designation of Sensitive Positions. The current edition of OPNAVINST 5510.1 requires that management (military and civilian) with responsibility for approving the establishment of civilian positions must designate each as nonsensitive, noncritical sensitive (Confidential - Secret) or critical sensitive (Top Secret). This designation must be made in Block 12 of the Position Description Cover Sheet (OF 8).

4. Requirement Concerning Confidential Statements of Affiliations and Financial Interests (DD Form 1555). DOD Directive 5500.7, Standards of Conduct (1987), paragraph F(3) sets forth the requirements regarding the submission of Confidential Statements of Affiliations and Financial Interests, and emphasizes the importance of compliance with ethical standards set forth by higher authority. This requirement for the submission of DD Form 1555 must be noted in the Position Description (PD) of positions affected.

5. Position Maintenance Review. CMC message P3017572 September 1986, changed the guidance provided for Position Classification Maintenance Reviews. CPI 511.4-5, which required a biennial review, was superseded and the following requirements are now applicable:

a. Job descriptions shall be reviewed annually for accuracy and completeness by each supervisor.

b. This review shall be performed in conjunction with the establishing of performance standards, which must be done for each employee at the beginning of each new performance year or when a new description is established.

c. The performance appraisal forms must be documented to show that the job description has been reviewed by the supervisor and incumbent and is accurate and complete.

d. The certification may be done by a simple statement in the supervisor's signature block, such as "JD reviewed; certified accurate and complete." The employee's and reviewer's signatures on the form will also provide certification that the review has been done. The certification is not placed on the completed performance evaluation form where final performance evaluation for the past performance year is made. It is placed on the form which is prepared to establish the performance standards for the coming year or when a new job description is established. A copy of the certified form will be sent to the Civilian Personnel Department, (Attn: Classification Branch) once it is completed.

e. The classification staff will conduct audits of randomly selected jobs throughout the year to discharge the Commands' responsibility to ensure the accuracy and integrity of their classification programs. Advance notice will be provided to the organization before audits are scheduled and a report of findings will be made upon conclusion of the audit.

6. Responsibilities

a. Office of Personnel Management. The Office of Personnel Management (OPM) gives leadership in establishing and operating the FWS, determines the basic policies, practices, and procedures for the System, and develops and publishes job grading standards pursuant to 5 U.S.C. Sections 5343 and 5346.

b. Secretary of the Navy. The Secretary of the Navy is responsible for ensuring compliance with the provisions of the FWS and with job grading standards issued by OPM pursuant to 5 U.S.C. Section 5346.

c. Activity Head. As noted in NAVSO P2052, Navy Manual for Position Classifiers, the Activity head has been delegated classification authority and responsibility through the chain of command for further delegation as deemed appropriate.

d. 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. The Civilian Personnel Officer is responsible for insuring that classification services provided are timely and of high quality. The classification staff is responsible for developing, administrating and monitoring the classification programs for the activities serviced and for providing required assistance to management and employees. These responsibilities are outlined in NAVSO P-2052, Navy Manual for Position Classifiers.

e. Organizational Commanders, Heads of Command 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 are the direct responsibility of Organizational Commanders, Heads of Command Staff Sections, Department Heads, and Chiefs of Services.

f. Supervisors. The basic responsibility for the continual review of subordinate positions is vested in the immediate supervisor. Line management is responsible for determining the duty and responsibility content of each job, initiating necessary action to have new jobs classified, maintaining the currency of existing job descriptions, seeing that adequate and accurate presentations of facts are made in the job description, answering employee questions about the classification system, aiding in the development of job grading standards by providing subject matter information on request, insuring employee is working within the officially assigned job description, and PROVIDING EACH EMPLOYEE A COPY OF THE JOB DESCRIPTION FOR THE POSITION AT THE TIME ASSIGNED AND AT ANY TIME JOB DESCRIPTION IS OFFICIALLY REVISED OR AMENDED. Job changes for Marine Corps Base which require changes in the Table of Organization, must be processed as required by the current edition of Base Order 5310.10. Command established procedures will be followed at other commands to which this Order is applicable.

g. Employees. Each employee has the responsibility for performing the duties assigned by management and for insuring that the job description to which assigned accurately reflects the duties performed. If there is seeming conflict, differences should be first discussed within the organization. If desired, a written request for a worksite audit may be made to the Classification Branch through normal chain of command.

PREPARATION OF DESCRIPTIONS FOR FEDERAL WAGE SYSTEM OCCUPATIONS

1. General

a. Within the limits of established functional statements, cognizant line management is responsible for deciding what the duty and responsibility content of each job 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 of the current edition of BO 5310.10 must be followed. All organizational information cited within the official job description (JD) and that shown on the Position Description Cover Sheet (Optional Form 8) will conform to the organizational alignment reflected in the approved Table of Organization. Command established procedures will be followed at other Commands to which this Order is applicable.

b. Job descriptions are reports of current assignments and organizational locations of jobs, and must be kept current on a day-to-day basis to maintain proper classification.

c. Cognizant line supervision shall direct the preparation of each job description and shall determine, in each case, who shall describe the duties. Since the description must be factual, it should be written by the person who knows the work best. In the case of an occupied job 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 job or may not have the intimate knowledge of the duties and responsibilities of the job represented by the combined judgment of the incumbent and the supervisor. Vacant jobs shall be described by the supervisor. The supervisor is responsible for the content of the job description and for maintaining its accuracy.

d. All descriptions shall be very carefully reviewed by cognizant supervisors for accuracy, adequacy, and clarity. The supervisor shall 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, their 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 relationship of the job to other positions under the supervisor's cognizance. If an employee assumes duties or responsibilities not specifically assigned, discontinues those assigned, 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 the job.

f. All descriptions must show on the Position Description Cover Sheet (OF-8) as to whether the position is non-sensitive (requires no security clearance), non-critical sensitive (Confidential or Secret), or critical sensitive (Top Secret) as defined in the current edition of OPNAVINST 5510.1.

g. If shift work is a constant continuing requirement of the position it should so state in the JD. If there are unusual requirements, such as riding in a helicopter or providing own vehicle, it should be noted. If there are additional requirements, such as CPR Certification or State Driver's License, the JD should so state. This would normally be covered in the introductory paragraph of the JD or under the paragraph concerning skills.

h. If JD covers one of the positions cited in the current edition of BO 5370.9 or applicable order for other Commands, as requiring submission of a Confidential Statement of Affiliations and Financial Interests (DD Form 1555), the JD should state this requirement in the introductory paragraph.

2. Job Description Amendments. When the major duties of a job have undergone changes which are material but not sufficient to warrant a complete rewriting of the description, the changes should be reported by the preparation of a job description

ENCLOSURE (2)

amendment. Job descriptions are amended by means of an Optional Form 8 and an attached statement containing only what is necessary to explain the changes. Where practicable, this statement should indicate what should be deleted from the basic job description and what should be added. AN AMENDMENT MAY NOT BE USED IF CHANGES CAUSE A CHANGE IN TITLE, SERIES, OR GRADE OF THE JOB. A JD MAY ONLY BE AMENDED TWO TIMES.

3. Identical Positions. When one or more jobs are identical to another job (i.e., 4 locksmiths all performing the same work) only one job description is needed. Note in Block 9 of Position Description Cover Sheet (OF-8) that the job is subject to IA Action by checking the "yes" block. Note in blank space between the two blocks the number of identical positions to be created.

4. General Steps in Preparing JD's. In writing a JD the principal duties, responsibilities, and supervisory relationships of a job are those significant for classification purposes. This includes those which are operative during a substantial part of the time and any others which affect the qualifications required to perform the work. When a position is made up of several different basically unrelated duties (i.e., carpenter-tile setter) the proportion of time occupied by each, shown as a percent, must be shown as this information may be necessary for classifying the position. All supervisory positions should show percentage of time devoted to supervisory duties as this is required to determine status under the Federal Labor Standards Act.

Step 1: Before starting to write the JD, review the format portion of this Order to gain an understanding of the following:

The kinds of information and factors used classifying the JD.

How the factors are described in terms of the occupation or the kinds of work in the job.

Step 2. Develop facts about the official duties and responsibilities of the job using one or more of the following techniques:

Interview employee(s) and observe work in progress.

Review existing JD's.

Review technical manuals or charts.

Review Job Grading Standards.

Review organizational or program material.

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 an assignment or responsibility of a position which is a qualification determinant for appointment to the position, or will occupy 5% or more of the employee's time.

Step 3. Use information gained to develop JD. ASSISTANCE IS ALWAYS AVAILABLE FROM THE CLASSIFICATION STAFF, EXT 1532.

Step 4. Ensure the employee and supervisor reach agreement on the completeness and accuracy of the JD. It should be noted that management retains the right to assign duties in the JD but also has the responsibility to assure employee performs only those duties so assigned. It is recommended that a rough of JD be sent to the classification staff for review for adequacy and an advisory opinion.

Step 5. The Position Description Cover Sheet (OF-8) should then be completed and signed. In signing the OF-8, the supervisor certifies that JD is an accurate statement of the major duties and responsibilities of the position and its organizational relationships, and that the position is necessary to carry out

government functions for which the supervisor is responsible. This certification is mandatory in that the JD is to be used for statutory purposes relating to appointment and payment of public funds, and false or misleading statements may constitute violations of such statutes or their implementing regulations.

Step 6. Develop and forward with JD a copy of the Performance Elements upon which the performance of the incumbent of the job will be rated. The requirement for and preparation of these elements are covered by the current edition of BO 12430.1.

Step 7. Forward original and two copies of completed and signed OF-8, job description, and performance elements to the Civilian Personnel Department, Building 33, (Attn: Classification Branch). Job will be classified, JD number will be assigned, employee and supervisory copies will be returned to organization with cover letter, and job will be entered into the DON computerized personnel system. NOTE. If action will cause a change in the Tables of Organization, Marine Corps Base, the change must be submitted in accordance with the provisions of the current edition of BO 5310.10. Command established procedures will be followed at other Commands to which this Order is applicable.

FORMAT FOR NONSUPERVISORY FEDERAL WAGE SYSTEM JOB DESCRIPTIONS

OUTLINE:

I. INTRODUCTION
II. TYPICAL WORK PERFORMED
III. FACTOR STATEMENTS

A. Skill and Knowledge
B. Responsibility
C. Physical Effort
D. Working Conditions

I. INTRODUCTION. Where position is located and other pertinent information which would not be put in other areas but has impact on the job, such as requirement for submission of a financial statement or shift work.

II. TYPICAL WORK PERFORMED. Note major duties which are required of the incumbent of the job, or any duties considered significant.

This is where you would put statement - Performs other duties as assigned - if you wish to use it. This statement IS NOT intended to cover training requirements, details to other positions, reassignments of personnel to other positions for extended periods of time without personnel action, or to avoid proper classification of a position. The sentence may be included to cover unexpected tasks or situations which arise from time to time in any organization and is included with the assumption that neither the supervisor nor the subordinate will abuse the privilege of its being there.

III. FACTOR STATEMENTS

A. Skill and Knowledge. The nature and level of skill, knowledge, and mental application required in performing assigned work. Jobs vary in such ways as the kind, amount, and depth of skill and knowledge needed, as well as in the manner, frequency, and extent to which they are used.

B. Responsibility. Covers the nature and degree of responsibility involved in performing work. Jobs vary in responsibility in such ways as the complexity and scope of work assigned, the difficulty and frequency of judgments and decisions made, the kind of supervisory controls, and the nature of work instructions and technical guides used. List position which supervises the job in this paragraph.

C. Physical Effort. Covers the physical effort exerted in performing assigned work. Positions vary in such ways as the nature, degree, frequency, and duration of muscular effort or physical strain experienced in work performance.

D. Working Conditions. Covers the hazards, physical hardships, and working conditions to which workers are exposed in performing assigned work.

IT IS HOPED THE FOLLOWING SAMPLES WILL ASSIST YOU IN PREPARING YOUR JD's.

SAMPLE--GLAZIER, WG-3611-09

I. INTRODUCTION. (Put in organizational location of job and other pertinent information.)

II. TYPICAL WORK PERFORMED

Makes measurements and determines type of glass to use such as plate, single or double thickness, tempered or safety, and anti-glare glass. Removes old glass and putty. Cuts, scribes and grinds glass or plastic, bevels edges using abrasive belts or wheels. Installs glass or plastic using putty, glazing compounds, plastic solvents, glazing points, clips, molding, metal channels, felt and rubber. Uses chemical liquids and colors to match glass colors or repair holes. Where necessary,

ENCLOSURE (3)

prepares surrounding surfaces for rough painting by scraping, spackling, sanding, dusting and cleaning. Putties or fills joints, cracks and recesses. Rough paints surrounding area.

III. FACTOR STATEMENTS

A. Skill and Knowledge: Must be able to interpret blueprints and sketches and use shop mathematics to lay out glass shapes and frame repairs. Must be familiar with various types of glass, plastic, glazing compounds and paints. Must be able to accurately use shop tools.

B. Responsibility: Supervisor assigns work orally or through general work orders. Responsible for determining the kind and type of materials and tools to be used as well as the appropriate work processes. Supervisor checks completed work for conformance to specifications and trade practices. Supervisor of the position is the Glazier Foreman, WS-09.

C. Physical Effort: Work involves kneeling, sitting, and crouching in strained positions or working from ladders and scaffolds. May lift and carry items weighing about 50 pounds.

D. Working Condition: Works indoors and outdoors in areas that may have uncomfortable temperatures, dust, dirt, fumes, noise, and unpleasant odors. Exposed to the possibility of cuts or abrasions when cutting or grinding glass.

SAMPLE--CUSTODIAL WORKER, WG-3566-02

I. INTRODUCTION. (Put in organizational location of job and other pertinent information.)

II. TYPICAL WORK PERFORMED

Performs the full range of cleaning and housekeeping duties in all areas of the hospital including in-patient areas. Duties include thorough cleaning of patient beds and furniture, making patient beds when required, and cleaning isolation rooms housing patients with infectious diseases. Uses large commercial type cleaning equipment in the process of vacuuming, sweeping, mopping, stripping, refinishing and polishing floors. Washes furniture, walls, ceiling, windows, bathroom fixtures, sinks, and lavatories using various types of chemicals and cleaning compounds. Dusts all furniture and empties waste baskets and disposal containers. Replenishes toilet tissue, paper towels, and other supplies. Performs other housekeeping duties as required.

Cleans and oils powered equipment, replaces brushes, and makes minor adjustments. Maintains housekeeping carts, supplies, and storage areas in a clean and sanitary condition.

III. FACTOR STATEMENTS

A. Skill and Knowledge: Must know the proper uses of a variety of cleaning compounds and chemicals. Must be familiar with the sanitation rules of the hospital and be able to follow such rules when working alone. Must know how to safely operate and maintain powered cleaning equipment. Must be able to follow written cleaning schedules and procedural guides.

B. Responsibility: Works under the general supervision of the Hospital Housekeeping Officer who translates policy established at higher levels and issues instructions directly or through the Housekeeping Foreman. Incumbent accomplishes tasks independently and completed work is spot checked.

ENCLOSURE (3)

C. Physical Effort: Moderately heavy physical effort is required in handling powered equipment or working on ladders. Constant walking, stooping, bending, and pushing is involved. Must be able to lift up to 50 pounds.

D. Working Conditions: Works indoors in a well lighted, heated and ventilated building but occasionally may work out of doors. Is subject to skin irritations from detergents, disinfectants, and cleaning compounds. Is exposed to injuries from working on ladders or in moving heavy pieces of furniture. May be required to perform shift work. (This is proper here as well as in the introductory paragraph.)

SAMPLE--CABLE SPLICER (COMMUNICATIONS), WG-2504-10

I. INTRODUCTION. (Put in organizational location of job and other pertinent information.)

II. TYPICAL WORK PERFORMED

Connects ends of conductors. Removes cable covering and insulation, fans out wires, and tests out various circuits to insure proper connections. Scrapes and files wires, staggers connecting points to distribute bulk of splice, joins proper pairs, and solders them. Wraps exposed wires with appropriate insulation and pours melted insulating material into splice as appropriate. Uses various dehydrating agents and methods as required.

Cuts and fits lead sleeve over joint, filing, scraping, and dressing edges of sleeve to obtain tight junction with cable sheath. Tightens ends of sleeve against cable sheath and solders sleeve ends to cable sheath to enclose joint using stearing core solder with acetylene torch. Wipes excess lead with cloth pad to form and shape cable sheath splice, working lead until a smooth, firm, and watertight joint is obtained between sleeve and cable sheath. Tests splice for water and gas tightness and for proper insulation of conductors.

Connects cable to terminal fittings.

Tests and repairs communication cable. Inspects cable for damaged sheath and determines location of leaks or broken wires using buzzer, megger, and wheatstone bridge. Tests for short, opens crosses, and grounds. Repairs cable by removing damaged sections, restoring proper connections, and splicing.

May work on neoprene covered cable.

May pull and install cables in underground ducts or on overhead pole lines. May occasionally perform other duties in telephone installation and repair.

III. FACTOR STATEMENTS

A. Skill and Knowledge: Must have a thorough knowledge of the principles and fundamentals of electricity and be able to read wiring diagrams and make waterproof splices on cable. Must be able to use voltmeters, ammeters, oscilloscopes, and other similar equipment. Must be capable of interpreting blueprints, sketches, specifications, and technical directives.

B. Responsibility: Incumbent is responsible for successful completion of work assignments. Work assignments are both oral and written instructions, specifications, or directives. Supervisor of this position is the Telephone Mechanic Foreman, WS-11.

C. Physical Effort: Work requires climbing, standing, stooping, bending, stretching, and working in tiring and uncomfortable positions. Frequently lifts parts and equipment that weigh up to 20 pounds. Occasionally may be required to lift and carry items that weigh up to 50 pounds.

D. Working Conditions: Work is performed inside and outside and is usually dirty, dusty and greasy. Outside work is sometimes performed in bad weather. Work areas are sometimes noisy. Is occasionally exposed to the possibility of broken bones, electrical shock, burns, cuts, and bruises.

FORMAT FOR SUPERVISORY FEDERAL WAGE SYSTEM JOB DESCRIPTIONS

(Foreman-General Foreman)

OUTLINE:

I. INTRODUCTION
II. NATURE OF SUPERVISORY RESPONSIBILITY

A. Planning
B. Work Direction
C. Administration

III. LEVEL AND SCOPE OF WORK SUPERVISED
IV. CONTROLS OVER THE POSITION
V. QUALIFICATION REQUIREMENTS

I. INTRODUCTION. Where position is located and other pertinent information.

II. NATURE OF SUPERVISORY RESPONSIBILITY. Note the supervisory duties performed and the type and degree of responsibility for control over the work supervised. This is described in the three sub-elements. The samples, which are in this section, describe Foreman and General Foreman ranges of supervisory responsibility.

The job description for any job with SUPERVISORY RESPONSIBILITIES must include all applicable statements from the following paragraph. The key words are APPLICABLE STATEMENTS, as not all supervisory positions perform all the duties listed. However, all supervisory JD's must contain a statement on EEO.

> "Plans and organizes work and manages positions to ensure maximum productivity for monies spent; promotes all special programs such as the elimination of fraud, waste, and abuse in government; selects, assigns, appraises, trains, and develops employees fairly and equitably, adhering to the principles and concepts of the EEO Program; always considers actions necessary to achieve Affirmative Action Program and other special program objectives; maintains employee-management communications and recognizes, addresses, and makes every effort to reconcile employee grievances and discrimination complaints; encourages and recognizes employee achievements; administers constructive discipline; keeps employees informed on all matters which affect their employment and is knowledgeable of all local directives and negotiated agreement(s) which apply to the supervision of civilian workforce; encourages attendance at training sessions and the use of correspondence training courses; provides each employee a copy of position/job description (PD/JD) and performance standards and discusses such with employee; prepares appraisals, as required, in a timely manner; ensures PD/JD of record accurately describes duties of self and employees."

A supervisory JD must cite the percentage of time incumbent spends on supervisory duties as this is required to determine appropriate status under the Fair Labor Standards Act.

Explanation of the three elements which make up this Factor - planning, work direction, administration - may be found in the sample job descriptions included as part of this enclosure.

III. LEVEL AND SCOPE OF WORK SUPERVISED. This factor considers the level and complexity of the work operations supervised and their effect on the difficulty and responsibility of the supervisor's position. This should include all work that affects the difficulty of the supervisory job and the qualifications required to carry out its responsibilities. This includes all operations where the supervisor is held accountable for quantity and quality of the work done. It also considers the scope of supervisory responsibility resulting from the size and volume of the work operations supervised.

There is no common factor based on production, such as the number of items manufactured during a given period of time, that can be used to compare the scope of

work supervised by different supervisors for different occupations or work operations. However, there is a recognized relationship between the size and volume of work operations and size of the work force supervised in accomplishing these work operations. This factor should contain number and job title/grade of personnel supervised, plus the type of supervision involved (i.e., administrative and/or technical).

IV. CONTROLS OVER THE POSITION. What position (title and grade) supervises the incumbent and with what degree of control.

V. QUALIFICATION REQUIREMENTS. What skills and knowledges are required to perform the duties outlined. If a specific trade skill(s) is necessary be sure and say so.

VI. EXPLANATORY STATEMENT. Any special relevant information. (i.e., must work shifts; rides in helicopters; must have driver's license; must use own car.)

The following are the definitions of the two ranges of supervisory responsibility for Foreman and General Foreman:

Foreman range of responsibility: The persons supervised typically are nonsupervisory workers. The Foreman has substantially full supervisory responsibility for control over work operations and subordinates, and is accountable to superiors for the quantity and quality of the work done; normally acts within general instructions, standard procedures, and established policies; and is responsible for assuring the efficient and economical accomplishment of work assignments by subordinates within general work schedules set by higher levels of supervision.

General Foreman range of responsibility: The General Foreman typically is a supervisor of other supervisors and is responsible for planning, coordinating, and directing a variety of related work operations or functions involving several units, usually through one or more layers of supervision; directs the accomplishment of assigned work operations within the limits of policies and basic production schedules set by management officials, and oral and written instructions provided by superiors; and completed work is evaluated by superiors for overall effective and economical use of personnel, equipment, materials, and methods to meet production goals and quality standards.

IT IS HOPED THE FOLLOWING SAMPLES WILL ASSIST YOU IN PREPARING YOUR JD's.

SAMPLE FOREMAN

I. INTRODUCTION. This position is located at the Maintenance Shop, Maintenance Division. The incumbent supervises a work force comprised of multiple journeyman occupations engaged in the accomplishment of maintenance and repair tasks. The purpose of this position is to ensure efficient and effective maintenance to buildings and structures.

II. NATURE OF SUPERVISORY RESPONSIBILITY

a. Planning. Plans weekly or monthly work schedules and sequence of operations for subordinates. Establishes deadlines and priorities on the basis of general work schedules, methods, and policies established by higher levels of supervision. Determines how many assignments can be done concurrently or which must be delayed, the number and types of employees needed considering skills and personnel available to do the work, and the availability of materials and equipment required.

b. Work Direction: Motivates subordinates to operate as an effective working unit. Selects individual workers and assigns the particular work or tasks to be

performed. Explains work requirements, methods, and procedures as needed. Defines the standards of quality and quantity to be met. Instructs subordinates on difficult work operations. Reviews work while in progress or on completion. Changes work plans, work assignments, and methods as necessary to reduce or control costs, and to accomplish the work of the unit as effectively as possible. Determines equipment, material, and maintenance required. Assures that material is ordered and delivered to work sites so as not to delay work. Coordinates the work of the unit supervised with other units that may be involved.

c. Administration. Plans and organizes work and manages positions to ensure maximum productivity for monies spent; promotes all special programs such as the elimination of fraud, waste, and abuse in government; selects, assigns, appraises, trains and develops employees fairly and equitably, adhering to the principles and concepts of the EEO Program; always considers actions necessary to achieve Affirmative Action Program and other special program objectives; maintains employee-management communications and recognizes, addresses, and makes every effort to reconcile employee grievances and discrimination complaints; encourages and recognizes employee achievements; administers constructive discipline; keeps employees informed on all matters which affect their employment and is knowledgeable of all local directives and negotiated agreement(s) which apply to the supervision of civilian workforce; encourages attendance at training sessions and the use of correspondence training courses; provides each employee a copy of position/job description (PD/JD) and performance standards and discusses such with employee; prepares appraisals, as required, in a timely manner; ensures PD/JD of record accurately describes duties of both self and employees; ensures employees observe regulations and rules on housekeeping, conduct and safety; monitors the safety of the men and job operation at all times and promotes safety through safety programs and by inspections of equipment and work sites; schedules and approves leave requests; initiates recommendations for promotion or reassignment of subordinates; maintains required records and prepares required reports.

III. LEVEL AND SCOPE OF WORK SUPERVISED

Incumbent has direct supervision over the following personnel:

1	Carpenter Helper	WG-05
2	Electricians	WG-10
1	Plumber	WG-09
3	Carpenters	WG-09
2	Maintenance Mechanics	WG-09
3	A/C Equipment Mechanics	WG-08
1	Clerk	GS-03
13		

Supervision is both administrative and technical. Employees are permanently assigned and work throughout the area. Employees respond to job orders/tickets and accomplish preventive maintenance work individually or with assistance as required. Employees' work is spot-checked on a periodic basis. All job orders are reviewed before issue. Supervisor assures that personnel and material are available before starting work. Size of the work force fluctuates moderately with the workload. Temporary overstaffing may occur based on seasonal maintenance requirements.

IV. CONTROLS OVER THE POSITION. The incumbent's supervisor is the Maintenance General Foreman. Contacts are daily by telephone, frequently in person, and in writing. Contacts concern work requirements, manpower, material complaints, and other work related problems. Because of the distance from the supervisor, the incumbent is expected to act independently in resolving day-to-day problems.

V. QUALIFICATION REQUIREMENT. Incumbent must have journeyman level experience in one of the maintenance trades areas and must have a practical working knowledge of the others. Incumbent must be able to manage manpower, material, and equipment and accomplish the mission of the division with maximum efficiency and economy. Must be able to read and interpret maintenance manuals. Incumbent must possess a valid state operator's license.

ENCLOSURE (4)

SAMPLE GENERAL FOREMAN

I. INTRODUCTION. This position is located in the Maintenance and Repair Division. Incumbent is fully responsible for the overall management, planning, coordination, and direction of work operations and functions of the division. The purpose of the position is to direct and achieve performance of a wide range of emergency and routine maintenance tasks through direct supervision of subordinate supervisors and employees.

II. NATURE OF SUPERVISORY RESPONSIBILITIES

a. Planning: Plans and schedules work assignments on a long-range basis for accomplishment by the units supervised within schedules and priorities established by higher authority. In doing this, analyzes work schedules; determines manpower, tooling, material requirements, and methods to be used; and plans work assignments considering trade(s) or other occupations involved, availability of manpower and equipment, deadlines, and other work projects for which responsible. Provides information and advice to higher level supervision (and to staff organizations) on such matters as ability to accomplish work assignments as scheduled, budget estimates, changes in production techniques and standards, rearrangement of machinery, or other changes in facilities.

b. Work Direction: Establishes a good working climate to encourage employees to participate in achieving management goals, and to promote efficient and economical work operations. Organizes, coordinates, and directs the work activities and personnel of the units supervised. Assigns and explains work requirements to subordinate levels of supervision, sets deadlines and sequence of operations, and directs rearrangement of space and development of specialized tools and equipment as necessary. Maintains balanced workloads for subordinate work groups or units, shifting work among subordinate units for most effective operations. Reviews and analyzes production, cost, and personnel utilization records to evaluate progress of work and to control or reduce costs. Studies continuing problems and takes or recommends necessary corrective actions. Prepares operating instructions and work schedules. Develops quality and quantity standards, spot checks work operations and reviews completed work and inspection reports to assure that production and quality standards are met. Coordinates work operations as needed with the supervisors of other organizations and functions.

c. Administration. Plans and organizes work and manages positions to ensure maximum productivity for monies spent; promotes all special programs such as the elimination of fraud, waste, and abuse in government; selects, assigns, appraises, trains, and develops employees fairly and equitably, adhering to the principles and concepts of the EEO Program; always considers actions necessary to achieve Affirmative Action Program and other special program objectives; maintains employee-management communications and recognizes, addresses, and makes every effort to reconcile employee grievances and discrimination complaints; encourages and recognizes employee achievements; administers constructive discipline; keeps employees informed on all matters which affect their employment and is knowledgeable of all local directives and negotiated agreement(s) which apply to the supervision of civilian workforce; encourages attendance at training sessions and the use of correspondence training courses; provides each employee a copy of position/job description (PD/JD) and performance standards and discusses such with employee; prepares appraisals, as required, in a timely manner; ensures PD/JD of record accurately describes duties of self and employees; monitors the safety of the men and job operation at all times through subordinate supervisors; promotes safety through safety programs and by inspections of equipment and work sites; recommends promotion or reassignment of subordinate supervisors, makes formal appraisals of their work performance, and determines training needs for all levels of subordinate supervisors and workers; assures that subordinate supervisors effectively carry out policies to achieve management objectives in such areas as labor-management relations and equal employment opportunity; schedules leave of subordinate supervisors and reviews personnel actions and employee performance appraisals initiated by subordinate supervisors; ensures that appropriate production reports and administrative records are maintained.

III. LEVEL AND SCOPE OF WORK SUPERVISED

Incumbent directly supervises the following employees:

3	Maintenance Foremen	WS-10
1	Maintenance Foreman	WS-09
1	Maintenance Foreman	WS-07

Incumbent supervises through subordinate supervisors a work force of 68 employees ranging in grade from WG-2 to WG-10 as follows:

(List employees indirectly supervised in same manner as illustrated above.)

Supervision of subordinate supervisors is of an administrative and technical nature. Because of the diversity of trades, subordinate supervisors are expected to act independently with a minimum of supervision. Work is spot checked periodically. Incumbent inspects selected completed work projects for quality assurance and customer satisfaction. Incumbent has supervisory responsibility for five subordinate supervisors and 68 full time employees. Some fluctuations may occur based on work requirements.

IV. CONTROLS OVER THE POSITION. Incumbent's immediate supervisor is the Maintenance Superintendent. Incumbent is fully responsible to management for planning, coordinating, and directing work in an efficient and economical manner. Instructions and/or guidance received are usually general in nature and consist of trade information, material requirements, work progress status, and adjustments to work priorities.

V. QUALIFICATION REQUIREMENT. The incumbent is above the first level of supervision and must have supervisory knowledge and experience in one of the mechanical, structural, or electrical trades and must have a practical working knowledge of related construction trades. Must be able to manage and control manpower, material, and equipment and accomplish the mission with maximum efficiency and economy. Must possess a valid state operator's permit.

COMPLETING POSITION DESCRIPTION COVER SHEET (OF-8) (REV. 1-85)

Blocks which must be completed: 2, 3, 4, 10, 11, 12, 18 and 20.

Blocks which may be completed: 8, 9, 15e, 16, 17, 19 and 21.

Block 2. Reason for Submission.

Redescription means the duties and/or responsibilities of an existing position are being changed.

New means the position has not previously existed.

Reestablishment means the position previously existed but had been cancelled.

Other used when none of the above apply.

If Redescription is marked, the space below should contain the JD Number of the JD being redescribed, and title, series, and grade (i.e., JD 12345001, Glazier, WG-3611-9).

Block 3. Service. Always check "Field".

Block 4. Employing Office Location. Always "CLNC".

Block 7. Fair Labor Standards Act. Leave blank. Determination as to FLSA Status will be made by the Civilian Personnel Office by application of criteria in FPM 551.

Block 8. Employment/Financial Statement Required. Must be marked if either block is applicable.

Block 9. Subject to IA Action. Must be marked "Yes" if PD covers more than one position (i.e., 4 carpenters, all performing same duties). Note in blank space between the blocks how many identical positions to be created; in illustrated example it would be 3 IA's.

Block 10. Position Status. Almost always position will be "competitive".

Block 11. Position is -

- A Supervisory position is one that requires the exercise of at least the level of supervisory responsibility that meets the minimum requirements for application of the "Job Grading Standard for Supervisors".

- A Managerial position in the meaning applicable to this block, is not found under the Federal Wage System.

Block 12. Sensitivity. This must be filled in by the organization as it is the only one who knows what security clearance is required by the position.

Nonsenstitive - No clearance required.

Noncritical - Secret or Confidential clearance required.

Critical - Top Secret clearance required.

Block 15e. OPTIONAL - May be filled in if organization has an opinion on what title, series and grade position should be. Information only for the classifier.

Block 16. OPTIONAL - Organization may use internally any title they wish for a position but official title in Block 15d must be used for all official actions (i.e., Block 15d-Computer Operator vice Block 16 - Shift Security Manager).

Block 17. OPTIONAL - Name of employee if position being redescribed is incumbered.

Block 18. OPTIONAL - Please try to use organizational segments as shown on Table of Organization, (i.e., AC/S, Manpower, Civilian Personnel Division, Classification Branch, Computer Section) or like document for other Commands.

Block 19. OPTIONAL - Not required but employee should have been advised of what is in the new PD and a discussion held.

Block 20a. Typed name, title, and signature of immediate supervisor of the position.

20b. Typed name, title, and signature of manager or higher level supervisor who has authority to authorize the establishment of the position.

BOTH signators SHOULD READ the Supervisory Certification statement of Block 20 TO ENSURE THEY UNDERSTAND TO WHAT THEIR SIGNATURES ARE CERTIFYING.

Block 21. Should contain typed name and title of person who has delegated authority to classify the position.

JOB-GRADING APPEALS OF FEDERAL WAGE SYSTEM (FWS) JOBS

1. Department of Navy Policy. It is the policy of the Department of the Navy (DON) to resolve employee dissatisfaction with the title, series, and/or grade of the job which they occupy, whenever possible, in an amicable and informal manner. Dissatisfactions which cannot be resolved informally will be processed promptly in compliance with the Office of Personnel Management (OPM) and DON directives. FPM Chapter 532-1.S7, FPM Supplement 532-1, CPI 532.1S7, and NCPCINST 12511.1A contain information on appeal procedures and were used as the source documents for this enclosure.

2. Freedom to Use the Federal Job-Grading Appeal System. FWS employees have an absolute right to appeal to OPM but are required to first use DON agency review procedures. Employees have the right to use the applicable appeal system as a means to resolve their dissatisfaction relating to the grading of the job they occupy. Supervisors and civilian personnel staff members are charged to provide an employee and/or designated representative with the assistance required to properly and effectively comply with all OPM and DON regulatory and procedural requirements.

3. Informal Review Procedures. Every effort should be made to resolve informally any disagreements or misunderstandings involving the grading of jobs to avoid the necessity of a formal job-grading appeal. Inquiries concerning the basis for job-grading decisions, interpretation and application of standards and guides, and other related job-grading matters should receive a prompt response.

a. An employee may at any time initiate a request for an informal review of the title, series, grade, or pay category of the job to which officially assigned. Requests for an informal review should be directed either orally or in wiring to the supervisor.

b. The supervisor should ensure that the employee has a clear understanding concerning the duties and responsibilities assigned to the job, that the job description is current, and that it accurately and adequately describes assigned duties and responsibilities.

c. If a review by the supervisor and employee determines that the job description is not current, accurate, and adequate, a new description should be initiated and the request for informal review canceled.

d. The supervisor should provide the initial explanation of the basis for the grading of the job in question. If more detailed and technical information is required to respond to the employee, the supervisor will arrange for a meeting with a position classification specialist from the CPO.

4. Appeal Rights. The right of an employee to appeal under the provisions of FPM Chapter 532-1.S7 and CPI 532-1.S7 is in addition to any other rights of appeal existing under other regulations. While urged to exhaust the informal review procedures before filing formal job-grading appeals, employees are not required to do so.

5. Basis for appeals. The matters which may be appealed under this procedure are the correctness of the grade, title, or series assigned to a position. The following are excluded from coverage under this job grading appeals procedure:

a. Issues concerning the pay category of a position are processed under CPI 511.6.

b. Issues of whether certain work is assigned to a particular position are processed under employee grievances procedures.

c. Appeals from downgrading actions resulting from the application of new job-grading standards or other job-grading criteria when filed under part 752 of the Commission's regulations as adverse action appeals cannot, at the same time, be filed as job-grading appeals.

ENCLOSURE (6)

d. A job-grading appeal cannot be made concerning the standards established for the job nor other such matters as the accuracy of the job description of record, the rate of pay, or the propriety of the job description.

e. A job-grading appeal may not be based on a change of duties from those stated in the official description.

6. Consequences of filing an appeal. During the adjudication of a job-grading appeal, the adjudicating office will do the following:

a. decide whether the position is correctly classified with regard to title, series, and grade;

b. change the classification of the position to the correct title, series, and grade where the facts warrant; and

c. provide the rationale for the decision.

This means that a job-grading appeal may result in continuation of the position at its current grade, elevation to a higher grade, or reduction to a lower grade. The decision of OPM is final and an employee has no further right of appeal.

7. When an Appeal May Be Filed. An employee may appeal the official classification of the position to which assigned at any time. However, both employee and supervisor must certify that JD is accurate.

8. Retroactive Benefits on Job-Grading Decisions. An employee may be entitled to retroactive benefits when a classification decision results in a loss of grade or pay and a subsequent appeal decision reverses in whole or part the original classification decision. To achieve maximum benefits protection, the employee must file an appeal on a timely basis. To be timely, the employee must submit the appeal to DON (NCPC) no later than 15 calendar days of the effective date of the downgrading decision resulting in the loss of grade or pay. If the appeal was initially submitted to DON and not favorably adjudicated, a subsequent appeal to OPM must be filed not later than 15 calendar days after receipt of the DON's appellate decision. The time limit may be extended by the OPM appellate office when the appellant can show that he or she was not notified of the time limits or that an appeal within the time limits was prevented by circumstances beyond the appellant's control.

9. Who may File an Appeal. An appeal may be filed by an employee individually concerning only the job to which assigned, or on behalf of a group of employees occupying identical jobs (e.g., those with the same title, series, grade, and position number). All members of a group appeal must sign the appeal letter and a single representative or point of contact must be designated in writing. The appellate decision on the appeal is applicable to all members of the group.

10. Employee Representation. An employee has the right to choose a representative to assist in preparing and presenting a request for a formal appeal of the assigned job-grading. The representative must be designated by the employee in writing. Management has the right to disallow as an employee's representative an individual whose activities as a representative would cause a conflict of interest or position, an employee who cannot be released from his or her duties because of the priority needs of the DON, or an employee whose release would cause unreasonable costs to the DON. The choice of a member of a collective bargaining unit to serve as a representative may be limited by the terms of the governing collective bargaining agreement. The appellant's representative cannot be a supervisor with line or staff authority over the position, or a staff member of the Civilian Personnel Office who has classification authority over the position.

A representative bears the same obligation to cooperate with the appellate levels of OPM and DON as does the appellant. This includes the requirement to provide information in a timely fashion and in the manner specified. The representative should relay instructions from the appellate level to the appellant as quickly and accurately as possible. If the employee designates such a representative, the

appeals case must include a signed statement from the employee specifically designating the representative to represent the employee in the appeal.

11. Use of Official Time. An employee in an active duty status is entitled to a reasonable amount of official time for the preparation of a classification appeal under OPM and DON appeal procedures. The actual time to be allowed will be determined on the basis of the particular circumstances in each case. If the employee's representative is a DON employee in an active duty status, the representative is also entitled to a reasonable amount of official time to assist the employee in the preparation of a classification appeal. Employees, whether appellants or representatives, must make advance arrangements with their supervisors for the use of official time. If disagreements arise over the amount of official time to be used, the matter will be submitted by the supervisor to the Civilian Personnel Officer for resolution or will be resolved in accordance with local regulations or negotiated agreement as applicable.

12. Where to File Job-Grading Appeals Within DON. DON has been delegated the authority for adjudicating classification appeals within DON. The staff work involved in processing and adjudicating job-grading appeals is performed by the Office of Civilian Personnel Management (OCPM) and its Field Divisions. Appeals involving Federal Wage System positions should be addressed via the head of the employing activity to the Special Assistant for Civilian Personnel and Equal Employment Opportunity (SACP/EEO), in care of the appropriate Field Division Office of OCPM. Address is provided at the end of this enclosure.

13. Appeals by Marine Corps Employees. The instructions provided for addressing job-grading appeals apply to all Marine Corps employees, with the exception that all appeals are to be transmitted via the head of the employing activity and the Commandant of the Marine Corps (Code MPC-30), Washington, D.C. 20380.

14. Preparing the Appeal Case File for Submission to the DON Appellate Level. The following instructions are provided to assist the employee in submitting all information and documentation required to properly and expeditiously adjudicate the appeal. Incomplete information and documentation results in unnecessary delay in the appellate process. Case file should include an original and five copies of the following:

a. Full name and mailing address of the appellant.

b. Name and location of official duty station.

c. Exact location in the organizational structure of the unit to which officially assigned (Department, Division, Branch, Section).

d. Present title, series, grade, and position number for the position to which appellant is assigned. A copy of the SF-50 reflecting the official assignment of the appellant must be included with the appeal documentation.

e. The requested title, series, grade, or other classification action desired.

f. The name, address, position title, and telephone number of appellant's representative if a representative is chosen.

g. A brief discussion of the activity classification decision and why the appellant disagrees with it. The CPO will provide a comprehensive evaluation report to the employee when the appeal is received and the employee may use this statement as the basis for his or her classification discussion. The appeal will not be considered acceptable for adjudication unless this discussion is included with the appeal case file submission. The employee may also include in the appeal a reference to any OPM/DON classification standard(s) which appellant believes may have an impact on the classification or should be considered in the adjudication process. The date the employee submits a formal classification appeal to the activity head becomes the official date of the appeal.

h. A statement of facts that the appellant believes may affect the appeal decision including any information which the appellant believes support his or her point of view or information concerning either OPM or Agency classification decisions on other identical or similar positions.

i. The current job description with a certification by the appellant and the supervisor that it is an accurate, current, and complete statement of duties and responsibilities assigned to the appellant.

j. The CPO must provide the appellant and representative with copies of all CPO documentation entered into the case file.

15. Preparing the Appeal Case File for Submission to the OPM Appellate Level. For Federal Wage System (FWS) employees, OPM appeal procedures are provided in FPM Supplement 532-1, Subchapter S-7. While all wage employees have the right to appeal to the OPM, they must use the DON's appellate system prior to submitting an appeal to OPM. A FWS employee may file an appeal with OPM only after the DON appellate office has issued a decision. The following instructions are provided to assist the employee in submitting all information and documentation required to properly and expeditiously adjudicate the appeal. Incomplete information and documentation results in unnecessary delay in the appellate process. Case file should include the following:

a. Name, mailing address, and office telephone number.

b. Employing agency and location of official headquarters.

c. Exact location of the employee's position within the organization structure of the organization in which the appellant works.

d. Employee's current title, series, and grade.

e. Requested title, series, grade, or other classification action desired.

f. A copy of the employee's official job description and a statement that the employee and supervisor agree with the content of the official description.

g. Reasons why the employee believes the position is erroneously classified. The employee may also include a statement of facts which he or she thinks may effect the final classification decision. The employee should make reference to job grading standards which support his or her point of view, and address specific areas of disagreement with the agency's evaluation statement.

h. Name, address, and business telephone number of the employee's representative if a representative has been selected.

16. Finality of Decisions. All OPM classification appeal decisions constitute certificates and are mandatory and binding on administrative, certifying, payroll, disbursing, and accounting officers of the Government. These decisions are not subject to further appeal.

17. Implementing Classification Appeal Decisions. To effect any required change in classification as the result of an appeal, personnel actions will not be effected before the date of the decision and will be effective no later than the beginning of the fourth pay period following the date of the decision unless a later date is specified in the decision.

18. Mailing Addresses.

a. To the Department of the Navy

(1) All appeals relating to title, series, or grade will be addressed to:

Department of the Navy
Special Assistant for Civilian Personnel/
Equal Employment Opportunity
Office of Civilian Personnel Management
Southeast Region
Building A-67
Naval Station, Norfolk, VA 23511-6098

(2) All appeals must be sent via the activity head and marked for the attention of Civilian Personnel Officer (i.e., Commanding Officer (Attn: Civilian Personnel Officer), activity name, address, and zip code.

(3) Appeals of Marine Corps employees must also be sent via Commandant of the Marine Corps (Code MPC-30), Washington, D.C. 20380

b. To the Office of Personnel Management

(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

Alvin Rochelle

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO 12810.1A
CPD/jmc
29 Mar 1988

BASE ORDER 12810.1A

From: Commanding General
To: Distribution List

Subj: FEDERAL EMPLOYEES' COMPENSATION PROGRAM

Encl: (1) Compensation Program Requirements and Responsibilities
(2) Supervisory/Employee Guide to Compensation Program Procedures and Responsibilities

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, as specified in enclosures (1) and (2).

2. Cancellation. BO 12810.1.

3. Background. FECA 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.

4. 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 $10,000 or imprisonment for no more than five years, 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 $10,000 or imprisonment for no more than ten years, or both.

5. Information. Additional information or assistance in any aspect of this Order may be obtained by contacting the Employee Relations Branch, Civilian Personnel Division, extension 1458.

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

7. Concurrence. This Order has been coordinated with and concurred in by the Commanding Officers of Marine Corps Air Station, New River; Naval Hospital; Naval Dental Clinic; and Director, East Coast Commissary Complex.

G. F. Huml

G. F. HUML
Chief of Staff

DISTRIBUTION: C less Cat III plus
CPD (50)

COMPENSATION PROGRAM REQUIREMENTS AND RESPONSIBILITIES

1. 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 for the injury except through the FECA. The benefits provided by the Act constitute the exclusive remedy for work-related injuries or deaths.

2. 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 infection; 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.

3. 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 on 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.

ENCLOSURE (1)

(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.

4. Responsibilities

a. The 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, telephone (904) 791-2821, has jurisdiction over the state of North Carolina.

b. The Civilian Personnel Division (CPD), Employee Relations and Services Branch, is assigned the responsibility for assuring that FECA obligations are promptly and efficiently discharged for those activities serviced by the CPD. 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 Branch, Civilian Personnel Division, 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 (2).

5. 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 90 days 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/her 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 $3,500, 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 a 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. 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.

6. Limited Duty Work Assignment. To the maximum extent practicable and consistent with medical findings with 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 Branch,

Civilian Personnel Division, 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.

7. 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.

8. 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.

9. 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.

10. 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, 300 Reporter's Building, 7th and D Streets, S. W. 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.

SUPERVISORY/EMPLOYEE GUIDE TO COMPENSATION
PROGRAM PROCEDURES AND RESPONSIBILITIES

Employee	Supervisor	Civilian Personnel Division and Occupational Health and Preventive Medicine Department
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 65.	
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 65), 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 65, authorize examination and appropriate medical care at Branch Clinic, Building 65, by issuance of MCBCL 5100/3, Occupational Health Permit. Send employee to Branch Clinic, Building 65. Ensure items 1 through 10 on CA-17 are completed.	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 Division and Occupational Health and Preventive Medicine Department
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 Division.	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. Return to work as soon as the attending physician advises. Advise physician or hospital to forward bills to Employee Relations and Services Branch, Civilian Personnel Division, Marine Corps Base, Camp Lejeune, NC 28542-5000.	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 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.) If employee's request for COP does not appear to be warranted , COP must either be terminated or controverted. Contact Compensation Clerk for guidance.	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 and transmit to OWCP for payment. Compensation Clerk. Review circumstances and advise supervisor of appropriate procedure(s) to follow.

Employee	Supervisor	Civilian Personnel Division and Occupational Health and Preventive Medicine Department
	If injury will result in lost time, notify the cognizant head of employee's organization of injury.	Compensation Clerk. Upon receipt of CA-1 or other report indicating lost time, contact cognizant Command/Department/Staff Section.
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 Branch.	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 65.	Refer employee to Occupational Health Nurse. Upon receipt of completed release from Branch Clinic, Building 65, 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 Division and Occupational Health and Preventive Medicine Department
2. Recurrence of Traumatic Injury		
When and Injury Recurs		
Report a recurrence of injury to supervisor immediately.	Immediately notify the Compensation Clerk of the recurrence.	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 90 days 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 90 days 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 90 days, 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 Branch.	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 65. 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 65, 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 proper medical certification exists.

Employee	Supervisor	Civilian Personnel Division and Occupational Health and Preventive Medicine Department
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 Branch, any supporting documentation requested by Compensation Clerk.	Refer employee to Compensation Clerk, Employee Relations and Services Branch with CA-17.	Compensation Clerk. Prepare and submit a Form CA-2a. If employee desires to claim compensation and a Form CA-7 was not submitted following original disability, one should be completed and submitted to OWCP. If form CA-7 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 Branch.	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 Division and Occupational Health and Preventive Medicine Department
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 65. 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.

Alvin Rochelle

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO 12306.1A
CPD/hlm
21 Nov 1988

BASE ORDER 12306.1A

From: Commanding General
To: Distribution List

Subj: HANDICAPPED AND DISABLED VETERANS PROGRAM

Ref: (a) CMC ltr 12713, MPC-31A, of 21 Sep 88

Encl: (1) Affirmative Employment Program for Hiring, Placement, and Advancement of Individuals with Handicapping Conditions
(2) Procedures for Selective Placement of Employees with Handicapping Conditions

1. Purpose. To expand the Handicapped and Disabled Veterans (H/DV) Program into an Affirmative Employment Program that will increase the grade and representation of targeted handicapped employees in the work force, and establish procedures for extending reasonable accommodations to employees who develop or incur handicapping conditions during their employment.

2. Cancellation. BO 12306.1.

3. Policy. It is the continuing policy of this Command that applicants for employment will be given full and fair consideration without regard to handicap or disability and that selections will be based solely on merit and fitness. Furthermore, affirmative employment consideration will be given to handicapped and disabled veteran applicants to the maximum extent practical consistent with staffing needs.

4. Background. Employment of the handicapped and disabled veterans is a national and local command policy of long standing. The Department of Labor estimates there are 7.2 million severely handicapped persons of work force age who are able to work. This number equates to approximately six percent of the national work force.

5. Discussion

a. By reference (a) the Commandant of the Marine Corps announced adoption of the Department of Defense goal of two percent representation of employees with targeted disabilities in the civilian work force by 1992. Targeted disabilities are deafness, blindness, missing extremities, partial or complete paralysis, convulsive disorders, mental retardation, mental illness and severe distortion of limbs and/or spine.

b. Enclosure (1) describes this Command's plan of action in support of the goals established by DoD and adopted by CMC.

c. An integral part of the H/DV Program is the extension of reasonable accommodations to employees who develop or incur handicapping conditions during their employment. Responsibilities and procedures for making reasonable accommodations are described in enclosure (2).

6. Action. Organizational Commanders, Heads of Command Staff Sections and Department Heads will provide maximum support toward meeting the goals and objectives of enclosure (1) and ensure contents of this Order are made available to employees upon request.

G. W. KEISER
Chief of Staff

Distribution: C less Cat III & IV

AFFIRMATIVE EMPLOYMENT PROGRAM FOR HIRING, PLACEMENT,
AND ADVANCEMENT OF INDIVIDUALS WITH HANDICAPPING CONDITIONS

PROBLEM/BARRIER IDENTIFICATION

The analysis identified the following:

Problem: Persons with targeted disabilities/severe handicaps are not represented in the Command's work force in total numbers or grade levels commensurate with their availability and Command's desire.

Desired Condition During FY 89-92: (1) Increase the number of persons with targeted disabilities/severe handicaps by 50 percent. (2) Increase the rate of promotion of employees with targeted disabilities by 15 percent, and employees with other disabilities in low-grade positions by 15 percent.

Analysis: Persons with handicapping condition may be hired, placed, and promoted through the current promotion procedures, i.e., the competitive process or through accretion of higher level duties.

Probable Barriers: The need for increased productivity and the required need to do more with less may cause managers in some situations to hesitate to restructure a specific job or accommodate a specific handicap.

Alternative: (1) Use and support appointments under the 700-hour authority and establish a separate fund to establish developmental opportunities for employees with targeted disabilities to achieve the above desired conditions. (2) Use the Upward Mobility Program and the Federal Equal Opportunity Recruitment Program to the maximum to achieve desired conditions.

Expected Results: (1) That six applicants, who have targeted disabilities, will be hired each year over the four year period for a total of 24 new employees with targeted disabilities. (2) That four employees with a targeted disability be promoted each year for a total of 16 during the four year period. (3) That employees with non-targeted disabilities be accommodated and promoted at a rate equal to or above that of non-handicapped employees.

Follow Up: Track selection flow-data to determine if the selection rate for persons with handicapping conditions has improved.

ENCLOSURE (1)

AFFIRMATIVE EMPLOYMENT PROGRAM FOR HIRING, PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH HANDICAPPING CONDITIONS

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: Recruitment and Hiring

PROBLEM BARRIER STATEMENT: Inadequate hiring and placement of applicants with handicapping conditions, including those with targeted disabilities.

OBJECTIVE: To improve the representation of employees with targeted disabilities to DoD's goal of two percent of the work force over the next four fiscal years.

RESPONSIBLE OFFICIAL: Civilian Personnel Director

TARGET DATE: 1 October 1988 - 30 September 1992

ACTION ITEMS:	RESPONSIBLE OFFICIAL	TARGET DATE
1. Work with Vocational Rehabilitation Units to recruit and match applicants with targeted disabilities with appropriate positions.	CivPersDir EmpSupt	1 Jan 89 thru 30 Sep 92
2. Hire 24 applicants with targeted disabilities.	Appropriate Department Heads CivPersDir	1 Oct 88 thru 30 Sep 92

ENCLOSURE (1)

AFFIRMATIVE EMPLOYMENT PROGRAM FOR HIRING, PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH HANDICAPPING CONDITIONS

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: Promotion

PROBLEM/BARRIER STATEMENT: Lack of adequate promotional opportunities for employees with targeted disabilities and those at the entry levels or at very low level jobs and positions whose skills are being under-utilized and those that lack adequate skills for promotion.

OBJECTIVE: To increase promotional opportunities and cause the movement of employees with handicapping conditions to move up their career ladder by utilizing to the maximum extent possible their skills and/or develop additional skills.

RESPONSIBLE OFFICIAL: Civilian Personnel Director

TARGET DATE: 1 October 1988 - 30 September 1992

ACTION ITEMS:	RESPONSIBLE OFFICIAL	TARGET DATE
1. Identify on-board targeted handicapped employees and non-targeted handicapped employees in low level dead-end positions.	CivPersDir EmpSupt DEEOO	1 Nov 88
2. Through coordination with Vocational Rehabilitation Units, determine the physical and mental limitation as well as potential of those identified in Action #1.	CivPersDir EmpSupt	1 Jan 89 thru 30 Jun 89
3. Conduct a review of handicapped employees' present position and other appropriate positions to determine if they could be restructured to accommodate specific targeted disabilities, i.e., deafness, blindness, missing extremities, partial or complete paralysis, convulsive disorders,mental retardation, mental illness and severe distortion of limbs and/or spine.	CivPersDir EmpSupt Appropriate Department Heads	1 Jan 89 thru 30 Jun 89
4. Identify those on-board employees with targeted disabilities who need additional training and/or an individual development plan.	CivPersDir TrngSupt Appropriate Department Heads	1 Jan 89 thru 30 Jun 89
5. Commit sufficient funding for developmental opportunities and individual development plans.	AC/S, Comptroller CivPersDir	30 Jul 89
6. Promote 16 employees with targeted disabilities.	Appropriate Department Heads CivPersDir	1 Oct 88 thru 30 Sep 92

ENCLOSURE (1)

PROCEDURES FOR SELECTIVE PLACEMENT
OF EMPLOYEES WITH HANDICAPPING CONDITIONS

1. Accommodation of Employees with Handicapping Conditions. Upon receipt of appropriate medical information indicating a medical condition which disqualifies an employee for the present position, the following procedure will apply:

a. The employee's organization will be forwarded a copy of the examination results for review and determination if the employee can be continued in the present job or position with documented restructuring of the work requirements to accommodate the employee's disabling condition. If restructuring assigned position is not possible, the organization must identify the best position offer that can be made, to include restructuring of the position offered.

b. If the employing organization is not able to accommodate the employee's disabling condition, the Employment Superintendent, Civilian Personnel Division, will review existing vacancies within the employee's respective command for which the employee is eligible and physically qualified or which may be formally restructured to accommodate the disability. If such vacancy exists and a requisition has been submitted, placement may be effected by the Employment Superintendent. If the vacancy is at the same grade of the employee's present position, the employee will be reassigned unless some compelling reason to the contrary exists. If the vacancy is below the employee's present grade, the Employment Superintendent will make a written offer of the position to the employee unless some compelling reason to the contrary exists. An employee who accepts a lower grade position under this procedure will be granted retained pay if the employee's existing rate of basic pay exceeds the maximum rate of the lower grade position. Retained pay may not exceed 150 percent of the maximum rate of the lower grade position.

2. Retirement or Separation for Disability. If the employee cannot be retained in a position in which useful and efficient service can be rendered, the Employee Relations Superintendent will counsel the employee and effect the employee's separation from the federal service by appropriate means.

3. Continuing Efforts to Accommodate. A continuing effort will be made by both the employing organization and the Employment Superintendent to accommodate the employee's disabling condition whenever retirement or other separation has been initiated. Should a position be identified prior to the effective date of the separation, the placement efforts in paragraph 1b above will be effected and the retirement/separation action in process cancelled.

Alvin Rochelle

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO 12630.1H Ch 1
CPD/cb
21 Nov 1988

BASE ORDER 12630.1H Ch 1

From: Commanding General
To: Distribution List

Subj: ABSENCE AND LEAVE FOR CIVIL SERVICE EMPLOYEES

Encl: (1) New page inserts to the basic Order

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

2. Action. Remove present pages 1, 2, 3 and 4 of enclosure (8) and replace with corresponding new pages 1, 2, 3 and 4 contained in the enclosure hereto.

3. Summary of Changes. These changes are made in order to align the leave benefits for school teachers with the leave beneftis for other civil service personnel.

4. Change Notation. Significant changes in revised enclosure pages are denoted by an asterisk (*) symbol.

G. W. KEISER
Chief of Staff

DISTRIBUTION: C less Cat III
Plus 50 to CivPersOff

ABSENCE AND LEAVE FOR CAMP LEJEUNE DEPENDENTS' SCHOOLS (CLDS) TEACHERS

1. General

a. Current legislation provides that a leave program may be established for school teachers without regard to the Civil Service Reform Act and Office of Personnel Management regulations.

b. It is the policy of this command that school teachers receive the same leave benefits as are received by other civil service personnel except where differences are justified by the nature of their employment.

c. "School teachers" used herein applies to professional personnel concerned with the academic function of the schools and includes all elementary and secondary teachers, counselors, coordinators, assistant principals and principals employed on a school year, i.e., seasonal basis.

2. Annual Leave

a. School teachers are entitled to a credit of annual leave upon entering into a pay status. Full-time teachers employed for the school year will be credited annual leave at the beginning of the school year as follows:

(1) Accrual and credit.

*(a) Less than three years of service - 81 hours per school year.

*(b) Three, but less than 15 years of service - 122 hours per school year.

*(c) Fifteen years or more - 162 hours per school year.

*(2) Teachers employed or entering into duty and pay status after the beginning of the school year will be credited annual leave at the appropriate leave level for the remainder of the school year on a pro-rated basis of the number of scheduled work days remaining (including paid holidays) rounded to the nearest whole hour.

(3) Teachers leaving during the school year will have their annual leave credit reduced on a pro-rated basis of the number of scheduled work days (including paid holidays) remaining in the school year, rounded to the nearest whole hour.

*(4) Each 80 hours of leave without pay (LWOP) will reduce the annual leave credit by the equivalent of one bi-weekly accrual rate, i.e., 4, 6, or 8 hours, depending on the number of years of service of the teacher.

(5) The annual leave balance at the end of the school year or at the time of separation during the school year will be paid in a lump sum.

b. Granting Annual Leave

(1) Annual leave is provided so that employees may have time off for personal and emergency purposes. The taking of annual leave is an absolute right of the employee, subject to the right of the employer to fix the time at which leave is taken. Annual leave which has been approved may not subsequently be a basis for disciplinary action.

(2) Annual leave to an employee's credit may be granted at any time during the school year. Such leave may be taken only on scheduled work days other than paid holidays. Supervisors authorized to approve leave are responsible for determining when and to what extent annual leave is granted.

(3) A liberal leave policy shall be followed in circumstances such as, but not limited to the following.

(a) Death in the employee's immediate family.

(b) 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.

(c) Religious observance.

c. Requiring Use of Annual Leave

(1) 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 procedure contained in reference (b) will apply. The following are examples of situations in which an employee may be required to use annual leave, subject to the provisions of paragraph (2), below:

(a) Equipment breakdown or power failure.

(b) Storms, floods, and other natural phenomena.

(2) In cases of interrupted or suspended operations, 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 the workday immediately preceding the one in which they are to be placed on leave. Such involuntary use of leave without advance notice may not exceed five days in any school 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 (7).

(3) When the use of annual leave is directed and the employee has no annual leave available, the absence will be charged to sick leave. If the employee has neither annual leave nor sick leave, the employee may be excused.

d. Request for Annual Leave

(1) 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.

(2) Occasions will arise during off-duty hours, however, when absence from the job without prior authorization may be requested. In such cases:

(a) Employees 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.

(b) Employees will, when possible, give notice prior to the beginning of the school day 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.

(c) 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.

e. Status of Absent Employee when Leave was not Requested and Approved in Advance

(1) When notice is not received on the first day from the employee explaining the unauthorized absence, the time card 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 time card shall not be adjusted unless extenuating circumstances justify it.

(2) 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 time card as "A."

(3) 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 time card shall remain as AWOL. 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.

(4) 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.

(5) 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/her position, the supervisor shall take action in accordance with the provisions of reference (b).

3. Sick Leave. With the exception of paragraph 1, enclosure (2) and "a through e" below are applicable to teachers. School teachers are entitled to a credit of sick leave upon entering into a pay status.

*a. Full-time teachers employed for the school year will be credited with 81 hours of sick leave at the beginning of each school year. Such credit will be added to any previous sick leave accrued. There is no limit on the amount of sick leave which an employee can accumulate.

*b. Teachers employed or entering into a duty and pay status after the beginning of the school year will be credited sick leave for the remainder of the school year on a pro-rated basis of the remaining number of scheduled work days (including paid holidays) rounded to the nearest whole hour.

c. Teachers leaving during the school year will have their sick leave credit reduced on a pro-rated basis of the number of scheduled work days (including paid holidays) remaining in the school year rounded to the nearest whole hour.

*d. LWOP of 80 hours will reduce the sick leave credit by four hours for each increment of 80 hours LWOP.

e. Sick leave credits are cumulative and are not paid in a lump sum at the end of the school year or at separation.

4. Absence for Maternity Reasons. Enclosure (3) is applicable to teachers.

5. Military Leave. Enclosure (4) is applicable to teachers.

6. Court Leave. Enclosure (5) is applicable to teachers.

7. Leave Without Pay. LWOP is a temporary nonpay status and absence from duty, granted at an employee's request. LWOP covers only those hours which an employee would otherwise work or for which the employee would be paid and is charged in the same increments as other leave.

8. Excused Absence. Enclosure (7) is applicable to teachers.

Rochelle

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO 12300.5A
CPD/mkt
16 Apr 1986

BASE ORDER 12300.5A

From: Commanding General
To: Distribution List

Subj: Details of Civil Service Employees

Ref: (a) Labor/Negotiated Agreement
(b) BO 12335.1C

Encl: (1) Use of Details

1. Purpose. To publish Command policy and guidance on use of details as set forth in the enclosure. Reference (a) provides additional guidance on details of Unit employees to Unit positions.

2. Cancellation. BO 12300.5.

3. Action

a. Organizational Commanders, Heads of Command Staff Sections and Department Heads will ensure that all supervisors are thoroughly familiar with the contents of this Order and that the Order is made available to employees upon request.

b. Supervisors are responsible for controlling the work assignments of Civil Service employees and will initiate requests for details through the chain of command as required.

c. The Civilian Personnel Officer will assure that details are approved only within the provisions of this Order and references (a) and (b).

4. Concurrence. This Order has been coordinated with and concurred in by the Commanding Officers of Marine Corps Air Station, New River; Naval Hospital; Naval Dental Center, and Complex Officer, East Coast Commissary Complex, Camp Lejeune. This Order is applicable to those commands.

M. C. HARRINGTON
Chief of Staff

DISTRIBUTION: C less Category III plus
CPD (50)
LOG (CPD-30)

USE OF DETAILS

1. Definitions

a. Detail. A detail is an assignment on a temporary basis of an employee to perform duties not covered by the job/position description or to another position for the temporary periods of time authorized by appropriate regulations. The employee continues to occupy the position of record and is returned to that position upon completion of the detail.

b. Days. Days as used herein are calendar days.

2. Permitted Use. Details are intended only to meet temporary needs:

a. Occasioned by abnormal workloads, special projects, change in mission or organizations.

b. Pending establishment of merit staffing registers, official assignments, classification actions or security clearances.

c. Required for training.

3. Prohibited Use. Detailing employees to other kinds of positions immediately after competitive appointment tends to compromise competitive principles. Except for an emergency detail of 30 days or less an employee may not be detailed to another kind of position within three months after appointment from a competitive Civil Service register.

4. Time Limits on Details

a. General. Employees need not meet qualification standards for positions to which detailed. Since extended (lengthy) details conflict with statutes which require that employees be qualified for work to which assigned, and that employees be paid in accordance with their classification, details will be kept to the shortest possible time. Employees whose position descriptions specify that they will act in the absence of their supervisor may do so for brief periods (up to 30 days) without additional documentation. Such assignments for more than 30 days constitute a detail and are covered by this Order.

b. Details to Higher Grade Positions and Positions with Known Promotion Potential. Assignments of employees to higher grade positions for periods excepted to last no more than 60 days will be made by detail, not temporary promotion. An employee may be detailed to a higher grade position up to 120 days without competition. Such details which are expected to last more than 120 days, or which exceed 120 days, may be made only under merit staffing procedures set forth in reference (b), except in rare case of a major reorganization. Details of Unit employees to Unit positions will be handled in accordance with the Master Labor Agreement or Negotiated Agreement as applicable.

c. Details to Same or Lower Grade. Employees may be detailed to the same or lower grade positions in 120 day increments up to one year.

d. Details to Unclassified Duties. A detail to a set of duties which have not been classified may not exceed 120 days. If, after the detail becomes effective, a position description of the work assignment is officially classified and the grade is no higher than the grade of the employee on detail to the position, the detail may be extended in 120 day increments up to one year.

ENCLOSURE (1)

5. Documentation

a. Request. Standard Form (SF) 52, "Request for Personnel Action", is used to request detail of an employee to another position or set of duties. The SF-52 must document the requested effective date, termination date, reason for the detail and, if to an unclassified position, a brief statement of the duties to be performed.

b. Approval. Standard Form (SF) 50, "Notification of Personnel Action" is used to effect and terminate details. The SF-50 effecting the detail will also document the reason for the detail and a brief statement of the duties in the case of an unclassified position.

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO 7420.2E
COMP/ln
4 Aug 1988

BASE ORDER 7420.2E

From: Commanding General
To: Distribution List

Subj: TIMEKEEPING AND LABOR DISTRIBUTION PROCEDURES

Ref: (a) NAVCOMPT Manual, Vol 3, Chapter 3 (NOTAL)
(b) BO 12610.1J
(c) BO 12630.1H
(d) BO P7000.1J
(e) SECNAVINST 7000.11B (NOTAL)

Encl: (1) Definitions/Instructions/Procedures
(2) Detail 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 7420.2D.

3. Background. First line supervisors perform an important role in the efficient utilization of labor and in recording data for allocation of labor costs. Civilian labor costs represent about 50 percent of total funds authorized for operation and maintenance of this Base. Accordingly, accurate and complete attendance records and the proper recording of hours for every job order number are of primary importance. The job order number determines the specified fund(s) to be charged for 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 from attendance and labor distribution records.

4. Timekeeping Provisions

a. The Biweekly Time and Cost Card, 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. Time and attendance are recorded by two methods. Time clocks are used in all areas where practical, with manual recording for all other areas. Determination of the 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 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. A separate labor distribution 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 Cards and Labor Distribution Cards.

5. Responsibilities

a. Assistant Chief of Staff, Comptroller

(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) Maintaining a current file of all documents affecting each employee's pay.

b. Civilian Personnel Director. Forwarding to the Civilian Payroll Office all civilian personnel action forms and related documents affecting an employee's pay record and personal history file. Such forms will be processed and forwarded no later than the Monday preceding the end of the pay period.

c. Fund Administrators and Fund Administrator 10 Work Center Heads Listed in Reference (d)

(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) Submitting a letter of authorization to the Civilian Payroll Office with sample signatures for supervisors and alternates authorized to certify time and labor distribution cards.

(4) Ensuring time and attendance entries are made daily with checkout times recorded after the end of the shift. Entries will not be posted in advance unless called in early by the Civilian Payroll Office, Comptroller Department to meet special payday or other requirements.

(5) Administering overtime and holiday work.

(6) Ensuring certification of time and labor distribution records by personnel assigned the responsibility for supervision of employees whose attendance and labor distribution are being reported. In the absence of the immediate supervisor, or alternate, 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. Under no circumstances will employees certify their own time cards. The Director, East Coast Commissary Complex may certify his/her time card by virtue of tenancy.

(7) Ensuring musters are accurate and, where time clocks are used, designating supervisory personnel to monitor clocking in and out operations to ensure no employee clocks in or out for another employee.

(8) Ensuring muster sheet entries are made only by authorized personnel and that all personnel muster in and out individually.

(9) Submitting changes in employee work schedules, shift schedules, and additional pay entitlements to the Civilian Personnel Division with a copy to the Civilian Payroll Office.

d. Work Center Heads

(1) Ensuring a time card and labor distribution card, where applicable, is maintained daily for each employee.

(2) Reviewing time and attendance cards to assure proper recording of time and attendance entries.

(3) Determining that late arrivals (after beginning of shift) and early departures (before end of shift) are reflected on the time cards.

(4) Ensuring time and attendance cards are properly certified and timekeepers' initial blocks are initialed on the last day of timekeeping for that card.

(5) Ensuring all brief absences and/or tardiness of one half hour or less are excused or charged as leave, leave without pay or unauthorized absence by the supervisor.

e. Employees

(1) Clocking in and out, by using assigned time clocks, or reporting to unit timekeepers where clocks are not used.

(2) Promptly notifying their supervisors of any irregularity in clocking "in" and "out" so time cards may be properly posted.

f. Regional Automated Services Center. Preparing preprinted Biweekly Time and Cost Cards 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. General Provisions for Overtime

(1) Overtime shall be limited to cases of necessity and only for the purposes authorized by reference (e) such as:

(a) Urgent fleet readiness.

(b) Emergencies.

(c) Safeguarding life and property.

(d) Individual incidences where savings can be clearly demonstrated.

(2) 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 Fair Labor Standards Act (FLSA). Holiday work shall be limited to employees regularly assigned to functions requiring a 24-hour watch, i.e., utility plants, fire alarm, and telephone operators.

b. Overtime Provisions 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 per week) for all work which management "suffers or permits" to be performed. Under this concept, any work performed prior to or after 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 Office of Personnel Management and/or the courts for overtime work performed for which the employee feels he/she 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; to see to it that overtime work is not, in fact, performed except when payment for such overtime is intended.

c. Collecting and Reporting Civilian Overtime Work

* (1) All periods of regularly scheduled and approved overtime work 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 specific intervals. Regularly scheduled overtime will not be approved in increments of less than 15 minutes.

* (2) All periods of irregular, unscheduled overtime work, to the nearest whole minute, will be recorded on the Biweekly Time and Cost Card. Odd minutes are accumulated and rounded on a workweek basis. Activities shall round down to the lower quarter hour increment those odd minutes of work less than 50 percent of the fraction used to compute the work, and shall round up to the next higher increment those odd minutes of work which equals or exceeds 50 percent of the fraction used to compute the work. Irregular, unscheduled overtime is paid in quarter hour multiples.

d. Ordering and Approving Overtime and Holiday Work

(1) Certain shift employees in Base Maintenance, Bachelor Housing, Regional Automated Services Center, Base Communications-Electronics, and Fire Department (fire alarm operators) are required to work their regular shift on holidays to provide services/work on a continuous basis. Because of continuing requirements, the heads of the above activities are hereby delegated authority to approve regular scheduled holiday work. In addition, the following Fund Administrators are delegated authority to order and approve unscheduled overtime/work for the purposes indicated.

(a) Base Maintenance Officer. Unscheduled work for emergency repairs to Utility Plants/Systems and other facilities.

(b) Director, Bachelor Housing. Unscheduled work for handling of increased workload for holidays, special events, etc.

(c) Base Communications-Electronics Officer. Unscheduled work for emergency repair of Base Communications-Electronics Systems and related equipment.

(d) Director, Regional Automated Services Center. Unforeseen and emergency requirements to meet processing schedules/deadlines which cannot be delayed or accomplished during regular working hours.

(e) Base Fire Chief. Unscheduled work when unforeseen circumstances require Fire Department personnel to remain on duty beyond their regular tour or to be called to duty prior to their regular shift.

(f) Director, East Coast Commissary Complex. Refrigeration and security check of Commissary Store equipment.

(g) Director, Natural Resources and Environmental Affairs Division. Unscheduled work for forest fire suppression, oil spill response, hazardous material/waste spill response and laboratory analysis which cannot be delayed or performed during regular shift.

(2) The signature of the above Fund Administrators or their designated representatives on the Biweekly Time and Cost Card reflecting overtime and 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 holiday work along with specimen signatures will be submitted to the Comptroller Department (Civilian Payroll Branch) no later than 31 March annually and/or as changes occur.

* (3) The Assistant Chief of Staff, Comptroller, is delegated authority to approve overtime and holiday work not provided for above. Requests from Work Centers 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 NAVCOMPT Form 2282 for approval. There is no requirement to submit the NAVCOMPT Form 2282 for approval if the employee elects to take

compensatory time off in lieu of being paid for the extra work and the compensatory time is taken within the same 40 hour administrative work week. Annotation on the time card of compensatory time earned and compensatory time used will suffice. (Employees exempted from the provisions of Fair Labor Standards Act (FLSA) must take such compensatory time off within the same 80 hour pay period it is earned.)

7. Change Notion. Significant changes contained in the revision are denoted by an asterisk (*) in the outer, left margin.

G. W. KEISER
Chief of Staff

DISTRIBUTION: C less Cat III & IV

DEFINITIONS/INSTRUCTIONS/PROCEDURES

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.

3. Pay Periods and Paydays. A pay period at this activity is a two-week period beginning every other Sunday and ending the second following Saturday.

4. Overtime. Overtime is actual work or standby time performed in excess of the regularly scheduled eight hour shift or 40 hour work week.

5. Scheduled Overtime. Scheduled overtime is overtime duly authorized in advance and scheduled to recur on successive days or after specified intervals.

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". When this occurs, the employee will be credited a minimum of two hours overtime for each such "call back" even though no work or less than two hours work is actually performed.

7. Compensatory Time. Compensatory time is time off during regular work hours with pay granted in lieu of overtime for irregular or occasional overtime work ordered and approved. An employee may be allowed to work compensatory overtime for the purpose of taking time off when personal religious beliefs require the employee to abstain from work during certain periods. The following procedures will be followed in regard to compensatory time:

a. General Schedule employees, exempt and nonexempt, whose rates of basic pay is at or below the maximum scheduled rate for GS-10 will be given an opportunity to choose between overtime pay and compensatory time off.

b. General Schedule and Merit Pay employees whose rates of basic pay are in excess of the maximum rate of grade GS-10 will be required to accrue 80 hours of compensatory time in lieu of overtime pay for irregular or occasional overtime work they are required to perform. Exceptions will require a specific determination by the Commanding General that an exception is in the best interest of the command.

c. Once an employee has accumulated 80 hours of compensatory time, overtime work should be reported as overtime and paid at the applicable overtime rate. Exceptions will require a specific determination by the Commanding General that an exception is in the best interest of the command.

d. The maximum amount of compensatory time that may be carried over into the next leave year is 80 hours. Only the amount of compensatory time earned during the last 30 days of the leave year may be carried over. Compensatory time will be granted at the earliest opportunity (normally within 30 days) and before annual leave is granted unless annual leave is otherwise forfeitable. Exceptions will require a specific determination by the Commanding General that an exception is in the best interest of the command.

e. Nonexempt General Schedule employees must be granted compensatory time off during the same work week overtime work is performed or be paid overtime pay.

8. Holiday Work. Work performed on a holiday within the scheduled eight hour shift and the 40 hour basic work week.

9. Holiday Premium Pay

a. Provisions. 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 fire-fighters) are not entitled to holiday premium pay for work on holidays. There are 10 legal holidays as follows:

New Year's Day - 1 January

Martin Luther King's Birthday - Third Monday in 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 - 11 November

Thanksgiving Day - Fourth Thursday in November

Christmas Day - 25 December

b. Premium Pay for Non-Overtime Work on a Holiday. Holiday premium pay will not be paid if an employee fails to report for work when ordered to do so, unless the absence is excused. Overtime work on a holiday is paid at the same rate as on a non-holiday.

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.

11. Temporary Additional Duty/Travel. An employee who performs Temporary Additional Duty (TAD), or travel in conjunction with TAD, is considered to be in a work status. However, an "exempt" employee is considered to be in a work status for the recording of time and attendance only when TAD/Travel is performed on regularly scheduled work days. The Time and Attendance Record (Time Card) will be annotated "TAD" for all periods of TAD/Travel during which the employee is in a work status. Whenever the TAD/Travel commences on a normal working day at a time after the scheduled beginning of the shift for the employee, the time card should show the portion of the normal shift during which the employee was in a TAD/Travel status and should account for the remaining portion of the shift, as work, leave or leave without pay (LWOP). If the termination of the TAD/Travel period occurs on a normal working day before the scheduled end of the employee's shift, the time and attendance for that day should indicate the TAD/ Travel portion and account for the remainder of the shift as work, leave, or LWOP, as appropriate.

12. Timekeeper. Person(s) designated by proper authority to record (if manual) or monitor the recording (if time clocks are 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.

DETAILED INSTRUCTIONS FOR COMPLETION OF TIME AND LABOR DISTRIBUTION CARDS

1. Timekeeping Procedures

a. Responsibility for the accuracy and timely reporting of time, attendance, and labor distribution for civilian employees is delegated to Department Heads/Fund Administrators.

b. Time and attendance reports and Biweekly Time and Cost Cards will be certified by the employee's supervisor. In the absence of the supervisor the certification will be accomplished by an individual operating in a supervisory capacity who possesses knowledge of the employee's actual attendance. Under no circumstances will the timekeeper be permitted to certify his own or his supervisor's time card. The Director, East Coast Commissary Complex may certify his/her time card by virtue of tenancy.

c. Individuals who are not supervisors may be assigned as timekeepers but are not allowed to certify time and attendance cards.

d. Timekeepers are responsible for the following functions:

(1) Racking of time cards.

(2) Supervising clocking stations where time clocks are utilized.

(3) Entering time and labor distribution information on time cards in accordance with established procedures. (See Figures 1 through 8)

(4) Ensuring that muster is accurate daily, if applicable.

(5) Forwarding time cards to the Civilian Payroll Office at times designated.

2. Preparation and Distribution of Time Cards. A blank time card will be utilized for employees commencing duty for the first time and headed in the same manner as 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 on the original card and the original card appended thereto.

*3. Time and Attendance Card Entries and Corrections. All entries on the time cards must be legible and, if done manually, in blue or black ink. Erroneous entries on time and attendance records will be corrected by drawing a line through the incorrect entry so as not to obliterate it, writing in the correct entry, and initialing by the timekeeper. If an error is discovered after the time card has been certified, a corrected or supplemental card signed by the certifying official will be submitted. Corrected or supplemental time cards should be identified as "Supplemental Card" or "Corrected Card" in red ink just below the authorized signature, a "Corrected Card" is necessary when entries on the original time card are changed. A "Supplemental Card" is prepared when data is being added to the original time card. Memos, leave slips, and telephone calls are not acceptable to process changes to an employees time and attendance card.

4. Recording of Attendance

a. All civilian employees will utilize time clocks to record time and attendance where there is a time clock located in the building or general working area except civilian personnel who are GS-9 or WS-9 and above or other equivalent pay levels such as WD and WN.

b. If an employee is exempted from the use of time clocks, muster sheets, or muster boards, time and attendance are recorded by the timekeeper.

c. Extreme care will be exercised by supervisors or timekeepers to ensure that musters are accurate. NO EMPLOYEE MAY CLOCK IN OR OUT ANOTHER EMPLOYEE. Penalties

are provided for false musters. In those instances where a special work assignment would make it impractical 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. Tardiness of not more than the minimum charge to leave (30 minutes) may be excused by the supervisor. When tardiness absence 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 reference (c) and any changes thereof.

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. When an employee is in a TAD/Travel status, the time card should indicate this condition for all days during the TAD/Travel period when the employee is considered in a work status. Whenever such a period begins (ends) on a regular working day, the actual time at which the TAD/Travel begins (ends) should be recorded if that time falls within the scheduled work hours of the employee. All time remaining in the work shift of the beginning (ending) day must be identified as work, leave, or LWOP.

g. 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 30 minutes before the end of the shift (clockout time). During this time the necessary postings will be made and the status of absent employees will be determined. Each employee will be counseled to make every reasonable effort to inform his or her supervisor as soon as possible with regard to absences. (See reference (c) and any changes thereof for specific information on absence and leave responsibilities of employees and supervisors.)

5. Exception Work Codes. Timekeepers will record in the "BON" column of time cards total hours or portions thereof an employee is to be paid an environmental differential. The type of differential, i.e., dirty work, hot work, toxic pay and etc. will be recorded on the back of the time card along with dates, hours to be paid, and if less than 8 hours (on any day) the actual time of exposure.

Example: Dirty Work - 11/2/87 1 hr (0800-0900)
Dirty Work - 11/3/87 1 hr 15 min (0800-0915)
Dirty Work - 11/4/87 8 hrs

Exception work codes to be used on the labor distribution portion of the time and attendance cards are as follows:

Environmental Hazardous Differential

Exception Code	Description
AO	Ammo and toxic chemicals-high degree asbestos
BO	Dirty work, cold work, hot work, low degree ammo/toxic chemicals
DO	Fibrous glass work
EO	High work, unshored work, fire fighting, hazardous weather or terrain
KO	High voltage electrical energy
MO	Low level flights/wildlife surveys and forest fire fighting

Shift Differential

Exception Code	Description
SO	Second shift
SA	Second shift ammo and toxic chemicals - high degree asbestos
SB	Second shift dirty work, cold work, hot work, low degree ammo/toxic chemicals
SD	Second shift fibrous glass work
SE	Second shift high work, unshored work, fire fighting, hazardous weather or terrain
SK	Second shift high voltage electrical energy
SM	Second shift low level flights/wildlife survey and forest fire fighting
TO	Third shift
TA	Third shift ammo and toxic chemicals high degree asbestos
TB	Third shift dirty work, cold work, hot work, low degree ammo/toxic chemicals
TD	Third shift fibrous glass work
TE	Third shift high work, unshored work, forest fire fighting, hazardous weather or terrain
TK	Third shift high voltage electrical energy
TM	Third shift low level flights/wildlife surveys and forest fire fighting

Sunday Premium

Exception Code	Description
PO	Sunday premium pay
PA	Sunday premium pay ammo and toxic chemicals - high degree asbestos
PB	Sunday premium pay dirty work, cold work, hot work, low degree ammo/toxic chemicals
PD	Sunday premium pay fibrous glass work
PE	Sunday premium pay high work, unshored work, forest fire fighting, hazardous weather or terrain
PK	Sunday premium pay high voltage electrical energy
PM	Sunday premium pay low level flights/wildlife surveys and forest fire fighting
PS	Sunday premium pay second shift
PT	Sunday premium pay third shift

Holiday

Exception Code	Description
FO	Holiday pay
FA	Holiday pay ammo and toxic chemicals - high degree asbestos
FB	Holiday pay dirty work, cold work, hot work, low degree ammo/toxic chemicals
FD	Holiday pay fibrous glass work
FE	Holiday pay high work, unshored work, forest fire fighting, hazardous weather or terrain
FK	Holiday pay high voltage electrical energy
FM	Holiday pay low level flights/wildlife surveys and forest fire fighting
FS	Holiday pay second shift
FT	Holiday pay third shift

Overtime

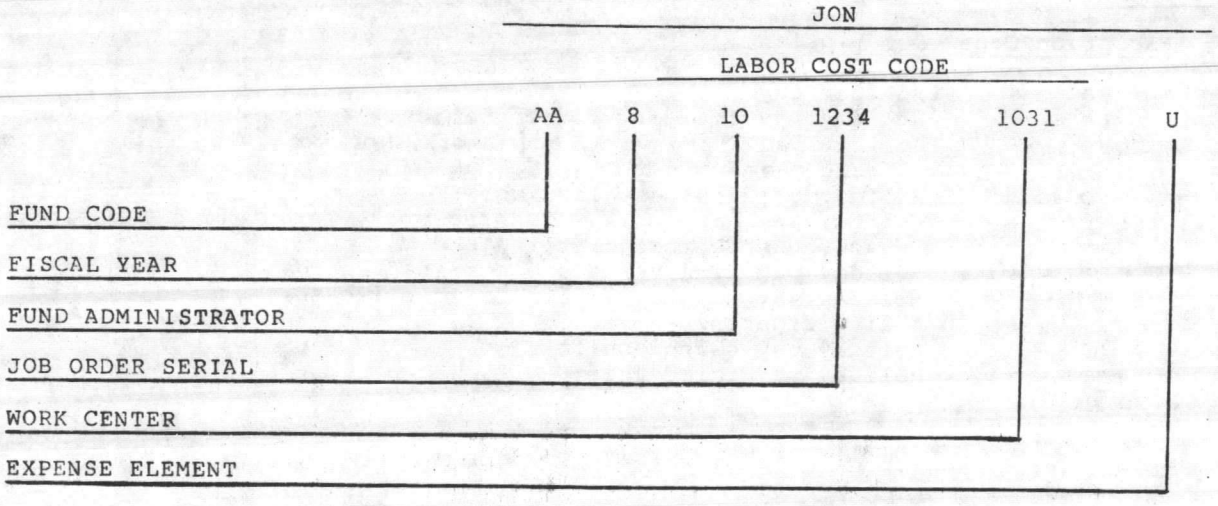
Exception Code	Description
CO	Overtime
CA	Overtime ammo and toxic chemicals - high degree asbestos
CB	Overtime dirty work, cold work, hot work, low degree ammo/ toxic chemicals
CD	Overtime fibrous glass work
CE	Overtime high work, unshored work, forest fire fighting, hazardous weather or terrain
CK	Overtime high voltage electrical energy
CM	Overtime low level flights/wildlife surveys and forest fire fighting
CS	Overtime second shift
CT	Overtime third shift

*6. Work Generator Codes. The work generator codes to be used on the labor distribution portion of the time and attendance card when applicable are as follows:

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)

7. Labor Distribution

a. Procedures. Labor distribution is the allocation of labor costs to specific jobs or functions by means of Job Order Numbers (JON's). In order to accomplish the identification of a job order number to which labor cost is posted, a 10-digit number, called the Labor Cost Code, will be shown on the Labor Distribution Card. This code is made up of the fourth through thirteenth digits of the job order number. (See sample below.)



ENCLOSURE (2)

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 hourly 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 sections utilizing Daily or Weekly Job Cards (MCBCL 5230/65 or MCBCL 7410) 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) used by Base Motor Transport and the Weekly Labor Distribution Form (MCBCL 7410) 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. Time Card Certification

a. All time cards will be approved with the signature of the person authorized to certify. No employee at this command may certify his/her own time card. (See Figure 1) The Director, East Coast Commissary Complex may certify his/her time card by virtue of tenancy.

b. Each Fund Administrator or Work Center (as applicable) will provide the Civilian Payroll Office a letter of authorization with sample signature of personnel authorized to certify time cards no later than 30 June annually and/or as changes occur. (See Figure 9)

c. The recording of all hours of attendance and absence and certifying time and attendance cards before the end of the period has expired is prohibited, except when specifically authorized by the Assistant Chief of Staff, Comptroller.

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. Leave Administration

a. Approval of Leave. The Civilian Personnel Director will approve advance sick leave and all leave without pay for periods in excess of five days. All other absences will be approved by supervisory personnel only. 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) Sick leave is granted to employees when they are incapacitated for the performance of their duties by sickness, injury, or pregnancy and confinement; when necessary for them to receive medical, dental or optical examination or treatment; when required to give care and attendance to an immediate family member who is afflicted with a contagious disease; or when their presence at work would jeopardize

the health of others because of exposure to a contagious disease. When an employee returns to duty after a sick leave absence of more than three workdays, this absence will be supported by either a doctors statement or a Standard Form 71 (SF-71), Application for Leave. The doctors statement or SF-71 will be signed by a licensed medical practitioner and will include the employees name, work center, badge number, number of hours sick leave used, a brief statement of the nature of the illness, inclusive dates of treatment, a statement releasing the employee to return to duty and indicating any limiting medical restrictions. The doctors statement or SF-71 will be submitted to the employee's supervisor on the first day back at work. The supervisor will sign, date and indicate approved or disapproved on the doctors statement or SF-71 and promptly forward it to the Civilian Payroll Office. Sometimes the circumstances surrounding an employees absence do not require the services of a licensed medical practitioner. In lieu of a medical certificate, a SF-71 with a statement from the employee indicating the nature of illness and the reason why a medical certificate is not furnished my be accepted whenever it is unreasonable to obtain such certification 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. The employee's supervisor will sign, date and indicate approved or disapproved on the SF-71 and promptly forward it to the Civilian Payroll Office.

(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 SF-71, Application for Leave, will be utilized.

(3) When an employee has been excused from work due to TAD/Travel status, the period of excused absence must be annotated on the time card and must agree with the actual days and times indicated on the employee's travel voucher (DD Form 1351-2) or equivalent record. A copy of this form will be forwarded to the Civilian Payroll Office by Disbursing when the employee completes the TAD/Travel and submits the travel voucher for settlement.

* (4) When an employee must be excused from work due to periods of active duty or active duty for training, as defined in Title 10 of the U. S. Code and Title 32 (U. S. C. 6323), he should request, through his immediate supervisor, military leave be shown on his time card. At the completion of the active duty period, and no later than 15 days after returning to work, the employee will submit a copy of his/her "Original Orders" with a "Certificate of Completion" signed by competent authority showing the date reported and the date released from active duty or active duty for training to the Civilian Payroll Office. The Base Accounting Officer or his designated assistant will review all orders before inclusion into the employees record. Those orders requiring clarification will be forwarded to Civilian Personnel.

b. Types of Leave. The following symbols will be used on time cards to indicate the various types of absences:

A	- Annual Leave
S	- Sick Leave
CL	- Court Leave
ML	- Military Leave
CT	- Compensatory Leave
LWOP	- Authorized Leave Without Pay
AWOL	- 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
TAD	- Temporary Additional Duty
WCP	- Workers Compensation Leave Without Pay

c. Auxiliary Records. The official leave records for all employees will be maintained in the Civilian Payroll Office and NO AUXILIARY RECORDS will be kept at the Work Center level.

d. Leave Usage Report. Leave Usage 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 number of hours annual leave that must be used or forfeited by the end of the 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. Court Leave. Employees, other than Intermittent or Substitute Teachers, summoned to court for jury duty or witness service in behalf of Federal, State, or local government shall be granted Court Leave. The Clerk of Court will furnish the employee a certified copy of the court attendance and payment record showing any witness fees and allowances for expenses of travel and subsistence collected by the employee. The record, along with the total check received, will be submitted to the Base Disbursing office upon returning to duty. Further guidance on Court Leave including provisions for retention of jury fees is contained in reference (c) and any changes thereof. (An employee is entitled to travel expenses in connection with judicial or agency proceedings to which he/she has been summoned and was authorized by his agency to respond; or, is assigned by his agency to testify on behalf of the United States or, in an official capacity on behalf of a party other than the United States.)

10. Forwarding Time Cards to Civilian Payroll Office

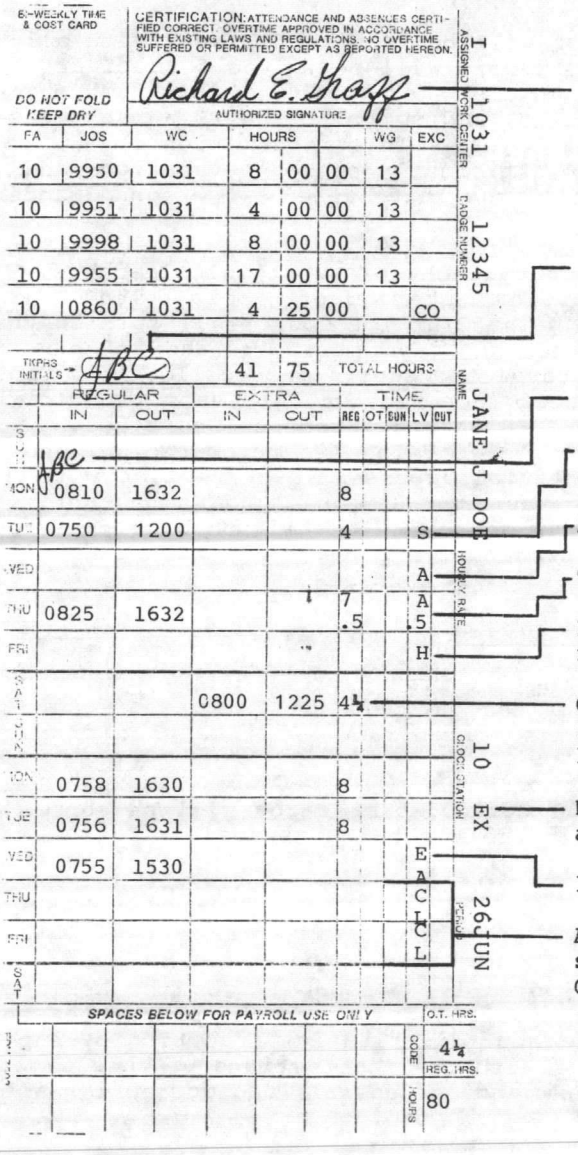
a. Time cards will be hand delivered to the Civilian Payroll Office, Building 1005, by 10:00 a.m. Monday following the end of the pay period. The use of guard mail is not authorized. The only exception to the time frames will be when time cards are called in early due to holidays.

b. Before delivery to the Civilian Payroll Office, time cards will be sorted and batched by pay number within the work center in the following groups:

(1) General Schedule (GS) Employees

(2) Wage Grade (WG) Employees

11. Time and Labor Distribution Checks. Periodically, personnel from the Assistant Chief of Staff, Comptroller, Internal Review Division will check the procedures for clocking in/out of employees, the accuracy of labor distribution reporting by supervisors and cost clerks, and overall compliance with the instructions of this Order. Major discrepancies will be reported to the Commanding General, and corrective action will be directed via official channels.



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.

DO NOT FOLD KEEP DRY

Richard E. Thaff
AUTHORIZED SIGNATURE

I ASSIGNED WORK CENTER 1031

12345 EMPLOYEE NUMBER

FA	JOS	WC	HOURS		WG	EXC
10	9950	1031	8	00	13	
10	9951	1031	4	00	13	
10	9998	1031	8	00	13	
10	9955	1031	17	00	13	
10	0860	1031	4	25		CO

TKPRS INITIALS → ABC

41 75 TOTAL HOURS

JANE J DOE NAME

	REGULAR IN	REGULAR OUT	EXTRA IN	EXTRA OUT	REG	OT	SUN	LV	CUT
SUN									
MON	0810	1632			8				
TUE	0750	1200			4			S	
WED								A	
THU	0825	1632			7 .5			A .5	
FRI								H	
SAT			0800	1225	4¼				
SUN									
MON	0758	1630			8				
TUE	0756	1631			8				
WED	0755	1530						E	
THU								A	
FRI								C	
SAT								U	
								L	

HOURLY RATE

10 CLOCK CTATION

EX PCHGS

26 JUN

SPACES BELOW FOR PAYROLL USE ONLY

O.T. HRS.

CODE 4¼ REG. HRS.

HOURS 80

Will not be completed until end of pay period. This certifies all data contained hereon are factual, accurate, and proper. Individual must have actual knowledge of attendance.

Will not be completed until end of pay period. Indicates entries to be proper, current and hours reconciled and distributed properly.

Tardiness excused by supervisor.

Sick leave, SF-71 or medical certificate, 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 1/4 hours. Record 1/4 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.

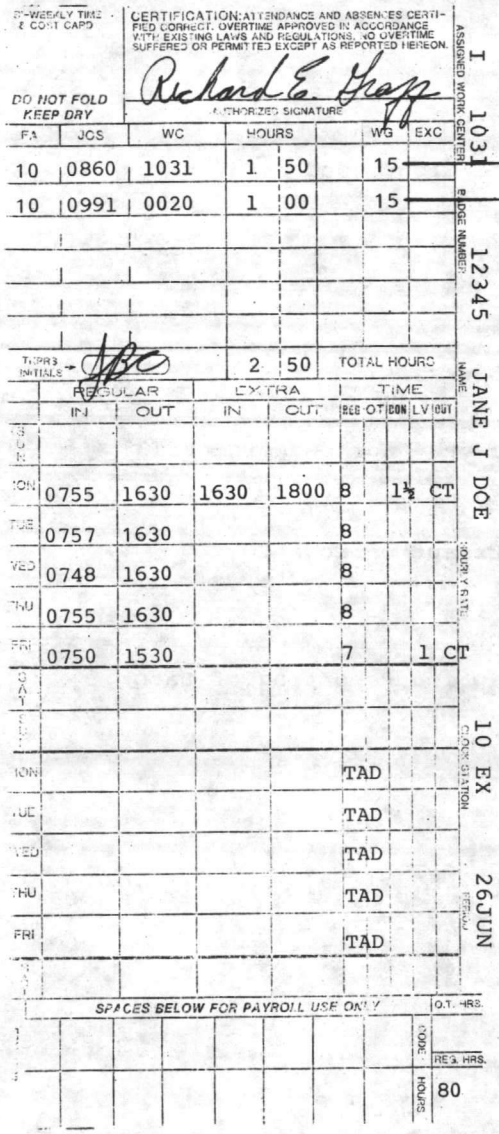
General Completion Provisions:

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. Cards will not be certified or initialed by the timekeeper until the end of the pay period. Actual times of reporting and departing will be recorded.

3. All leave entries will be initialed by the supervisor (unless supervisor signs time card) and employee (does not apply to sick leave of more than 3 days).

Figure 1.--Sample Time Card With Explanations.



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.

DO NOT FOLD KEEP DRY

Richard E. Grapp
AUTHORIZED SIGNATURE

ASSIGNED WORK CENTER: I 1031

LODGE NUMBER: 12345

NAME: JANE J DOE

HOUR RATE:

CLOCK STATION: 10 EX

PERIOD: 26JUN

PA	JCS	WC	HOURS			WG	EXC
10	0860	1031	1	50		15	
10	0991	0020	1	00		15	
TIMES INITIALS → JBC			2	50	TOTAL HOURS		

	REGULAR		EXTRA		TIME				
	IN	OUT	IN	OUT	REG	OT	DON	LV	OUT
SUN									
MON	0755	1630	1630	1800	8		1½	CT	
TUE	0757	1630			8				
WED	0748	1630			8				
THU	0755	1630			8				
FRI	0750	1530			7		1	CT	
SAT									
SUN									
MON					TAD				
TUE					TAD				
WED					TAD				
THU					TAD				
FRI					TAD				
SAT									

SPACES BELOW FOR PAYROLL USE ONLY

O.T. HRS.	
CODE	REG. HRS.
HOURS	80

Comp Time Earned

Comp Time Taken

Figure 2.--Sample Time Card With Compensatory Time Earned/Taken.

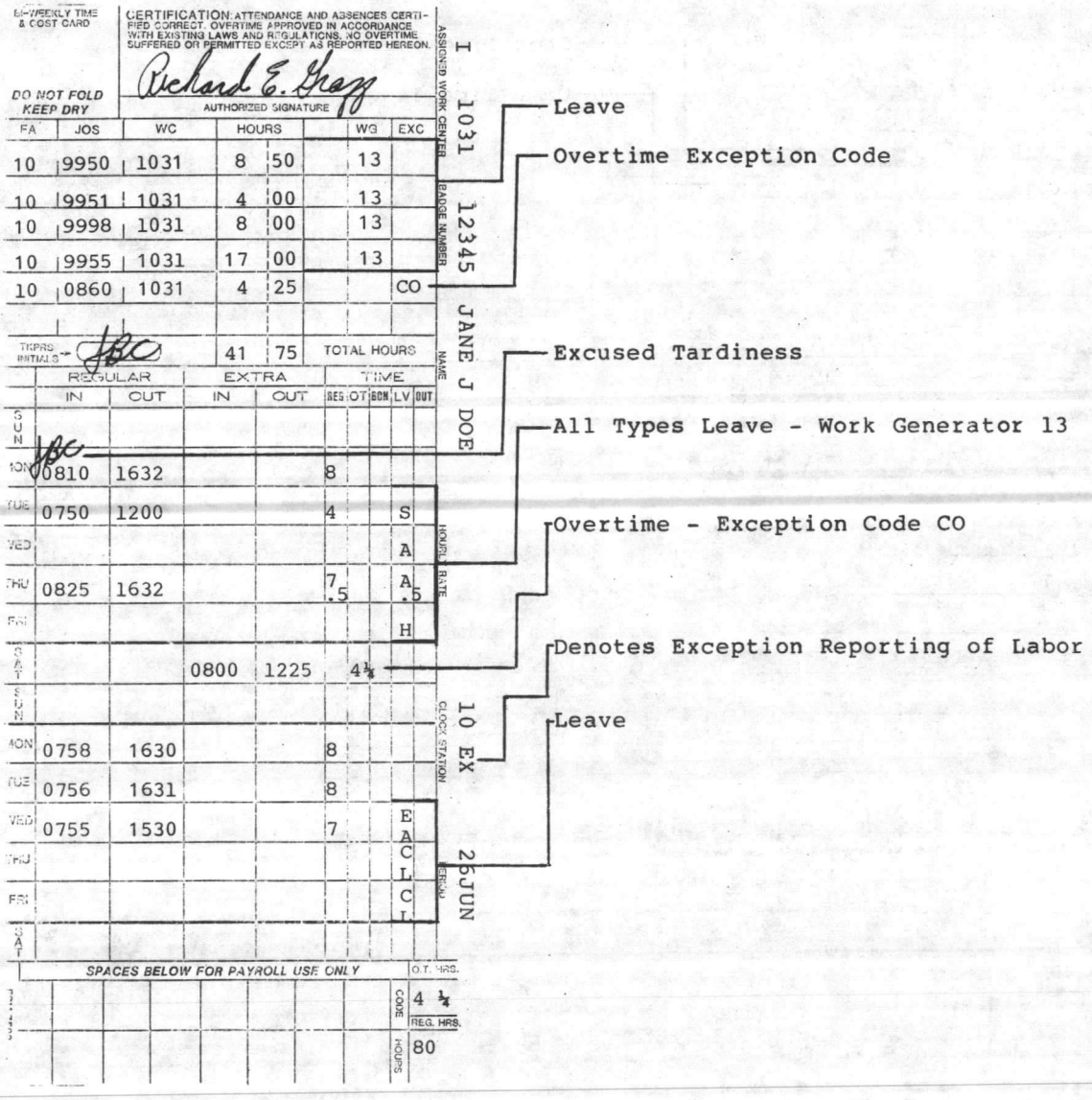


Figure 3.--Exception Reporting.

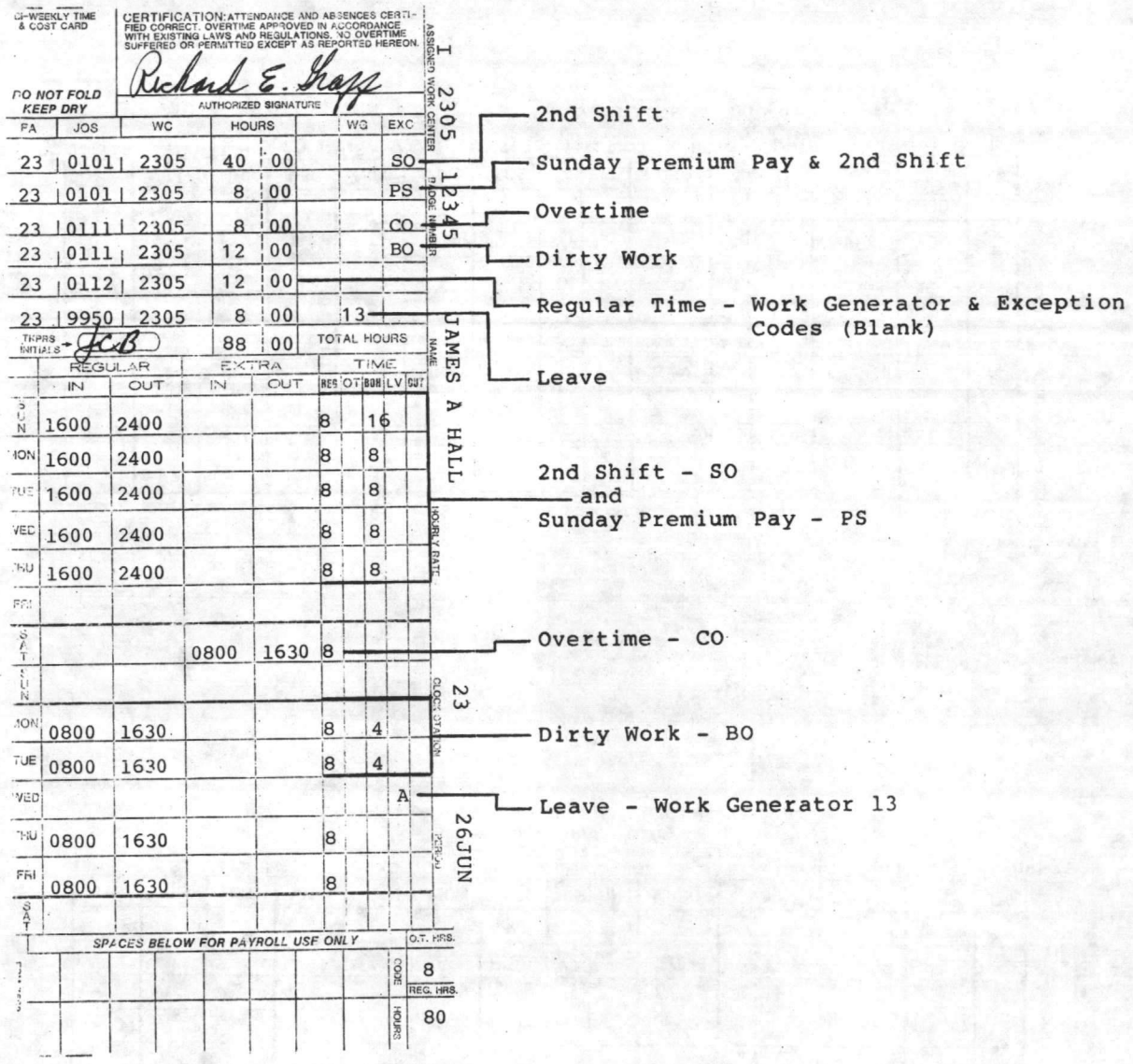


Figure 4.--Detail Reporting.

R 2346 : 09500 SAM JONES 23 23 NE

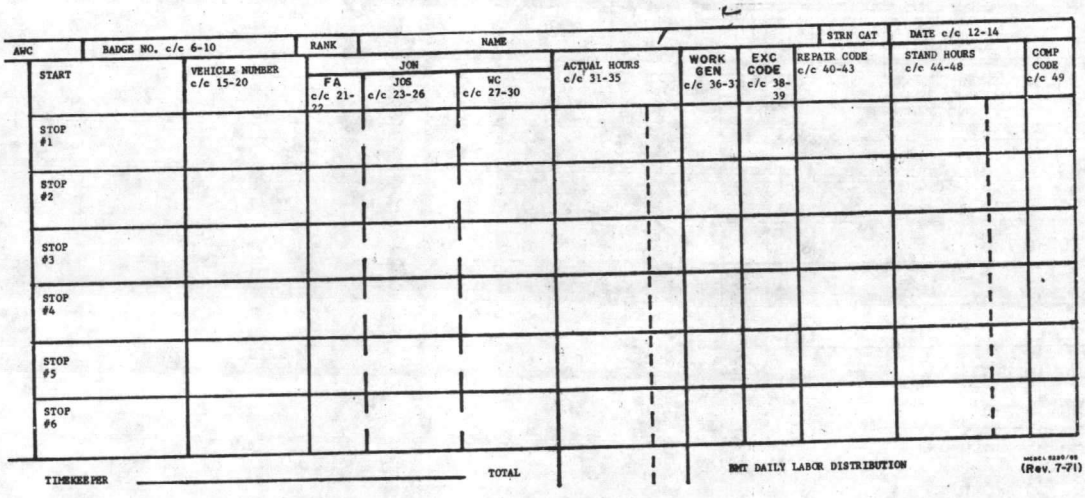
WEEKLY LABOR DISTRIBUTION MCBCL 7410 (REV 2-82)

ASSIGNED WORK CENTER			BADGE NUMBER		EMPL TYPE		NAME	CLOCK STATION				HRLY RATE	PERIOD
FA	JOS	WC	HOURS	UNITS	WG	EXC	SUN	MON	TUES	WED	THU	FRI	SAT
23	0001	2346	18 00					8	6	4			
23	0002	2346	4 00			EO				4			
23	0003	2346	8 00			SO					8		
23	0004	2346	2 00			BO			2				
23	0005	2346	6 50			CO					6½		
23	9950	2346	8 00		13							8	
JM TIMEKEEPER INITIALS		TOTAL HOURS	46 50					8	8	8	14½	8	

WEEKLY LABOR DISTRIBUTION MCBCL 7410 (REV 2-82)

ASSIGNED WORK CENTER			BADGE NUMBER		EMPL TYPE		NAME	CLOCK STATION				HRLY RATE	PERIOD
FA	JOS	WC	HOURS	UNITS	WG	EXC	SUN	MON	TUES	WED	THU	FRI	SAT
TIMEKEEPER INITIALS		TOTAL HOURS											

Figure 5.--Maintenance Weekly Labor Card.



AMC	BADGE NO. c/c 6-10	RANK	NAME					STRN CAT	DATE c/c 12-14	
START	VEHICLE NUMBER c/c 15-20	JOB FA c/c 21-22	JOB JOS c/c 23-26	JOB 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										
STOP #2										
STOP #3										
STOP #4										
STOP #5										
STOP #6										
TIMEKEEPER				TOTAL						

MMT DAILY LABOR DISTRIBUTION (Rev. 7-71)

Figure 6.--Motor Transport Daily Labor Card.

INSTRUCTIONS FOR COLLECTING AND REPORTING CIVILIAN OVERTIME WORK

REGULARLY SCHEDULED 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.

Richard E Grass
AUTHORIZED SIGNATURE

ASSIGNED WORK CENTER: R2505

BADGE NUMBER: 12345

NAME: JACK HELSEL

HOURLY RATE:

CLOCK STATION: 23

PERIOD: 20OCT

FA	JOS	WC	HOURS			WG	EXC
23	0201	2301	35	00			
23	0201	2505	45	00			
23	0201	2501	10	25			CO
TIMEKEEPER INITIALS → JBC			90	25	TOTAL HOURS		

	REGULAR IN	REGULAR OUT	EXTRA IN	EXTRA OUT	TIME REG	TIME OT	TIME BON	TIME LV	TIME OUT
SUN									
MON	0800	1730			8	1			
TUE	0800	1730			8	1			
WED	0800	1730			8	1			
THU	0800	1730			8	1			
FRI	0800	1730			8	1			
SAT									
SUN									
MON	0800	1730			8	1			
TUE	0800	1730			8	1			
WED	0800	1730			8	1			
THU	0800	1730			8	1			
FRI	0800	1745			8	1¼			
SAT									

SPACES BELOW FOR PAYROLL USE ONLY

O.T. HRS. CODE: 10.25

REG. HRS. HOURS: 80

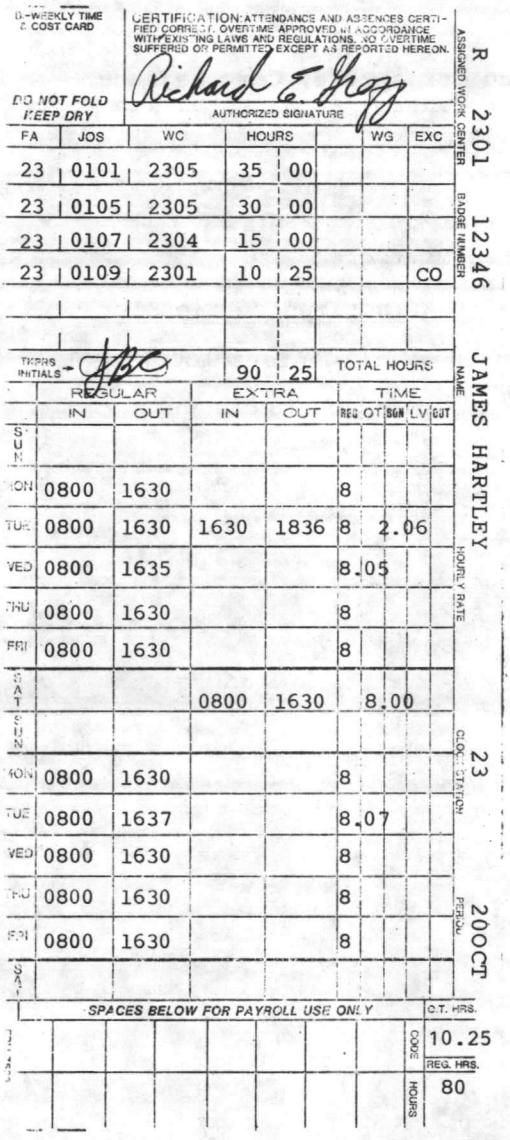
Overtime Minute
Conversion Chart

15 minutes .25 = 1/4 hour
30 minutes .50 = 1/2 hour
45 minutes .75 - 3/4 hour

1. Only "approved" regularly scheduled overtime will be recorded. It will not be approved in increments of less than 15 minutes.

2. Overtime performed will be computed on a 40 hour work week.

Figure 7.--Regularly Scheduled 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.

Richard E. Hogg
AUTHORIZED SIGNATURE

ASSIGNED WORK CENTER: R 2301
BADGE NUMBER: 12346
NAME: JAMES HARTLEY
HOURLY RATE:
CLOCK STATION: 23
PERIOD: 20OCT

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	25			CO
TKRS INITIALS → JBC			90	25	TOTAL HOURS		

	REGULAR IN	REGULAR OUT	EXTRA IN	EXTRA OUT	TIME REG	TIME OT	TIME SGN	TIME LV	TIME OUT
SUN									
MON	0800	1630			8				
TUE	0800	1630	1630	1836	8	2.06			
WED	0800	1635			8.05				
THU	0800	1630			8				
FRI	0800	1630			8				
SAT			0800	1630		8.00			
SUN									
MON	0800	1630			8				
TUE	0800	1637			8.07				
WED	0800	1630			8				
THU	0800	1630			8				
FRI	0800	1630			8				
SAT									

SPACES BELOW FOR PAYROLL USE ONLY

O.T. HRS. 10.25
REG. HRS. 80

CODE
HOURS

Overtime Minute Conversion Chart

1 minute	.01
2 minutes	.02
3 minutes	.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.

1. Decimals should be used "only" when recording minutes of Unscheduled/Occasional Overtime. Accumulation of minutes for overtime should be on 40 hour basis.

2. Irregular Unscheduled/Occasional Overtime shall be rounded up or rounded down to the nearest full fraction. Irregular unscheduled overtime is paid in quarter hour multiples.

Figure 8.--Irregular Unscheduled/Occasional Overtime.

UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542-5001

7420
COMP-A
(Date)

From: Assistant Chief of Staff, Comptroller, Marine Corps Base, Camp Lejeune
To: Accounting Officer, Marine Corps Base, Camp Lejeune (Attn: Civilian Payroll)

Subj: UPDATING OF PAYROLL SIGNATURES

Ref: (a) AcctgO ltr 7420 COMP-A dtd 3 Mar 87

1. As requested by the reference the following is submitted:

Name	Signature	Authorized to Sign For
Tom Jones	Tom Jones	Work Centers 1000, 1001, 1002
P. J. Rogers	P. J. Rogers	Work Center 6000, 6001

A. K. MAREADY

Figure 9.--Letter of Authorization with Sample Signature.

UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542-5001

BO P4600.1G
MTO/pgf
19 Sep 1986

BASE ORDER P4600.1G

From: Commanding General
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR GARRISON MOBILE EQUIPMENT

Ref: (a) JAGINST 5822.2 (NOTAL)
(b) JAGINST 5800.7B (NOTAL)
(c) NAVSEA OP 2239 (NOTAL)
(d) NAVSEA OP 5 (NOTAL)
(e) NAVMC 1101 (NOTAL)
(f) MCO 11262.2
(g) MCO P11240.106
(h) MCO 11240.66A
(i) MCO 8020.1F
(j) MCO 5110.1B
(k) MCO 5100.19C
(l) MCO 4643.5C
(m) BO P8023.3G
(n) BO P5560.2J
(o) TM 11240-15/3 (NOTAL)
(p) TM 4700-15/1 (NOTAL)
(q) FPM/CMMI 752 (NOTAL)
(r) Motor Vehicle Laws of N. C. (NOTAL)
(s) Federal Motor Carrier Safety Regulations

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, New River, Jacksonville, North Carolina.

2. Cancellation. BO P4600.1F.

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

4. Concurrence. This Order has been coordinated and concurred in by the Commanding Generals, II Marine Amphibious Force, 2d Marine Division, FMF, 2d Force Service Support Group, (Rein), FMF, and the Commanding Officers, Marine Corps Air Station, New River, and Naval Hospital.

5. Certification. Reviewed and approved this date.

M. C. HARRINGTON
Chief of Staff

DISTRIBUTION: A
MTO (200)

LOCATOR SHEET

Subj: Standard Operating Procedures for Garrison Mobile Equipment

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

ENCLOSURE (1)

STANDARD OPERATING PROCEDURES FOR GARRISON MOBILE EQUIPMENT

RECORD OF CHANGES

Log completed change action as indicated.

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

STANDARD OPERTING PROCEDURES FOR GARRISON MOBILE EQUIPMENT

CONTENTS

CHAPTER	
1	MISSION AND ORGANIZATION
2	VEHICLE ASSIGNMENT AND UTILIZATION
3	OPERATIONS
4	ADMINISTRATIVE
5	ADMINISTRATIVE USE MOTOR VEHICLE OPERATING REGULATIONS
6	VEHICLE OPERATOR'S PERMIT (STANDARD FORM 46)
7	MAINTENANCE
8	ADMINISTRATION, OPERATING AND MAINTENANCE OF MATERIALS HANDLING EQUIPMENT

CHAPTER 1

MISSION AND ORGANIZATION

	PARAGRAPH	PAGE
MISSION	1000	1-3
ORGANIZATION	1001	1-3

CHAPTER 1

MISSION AND ORGANIZATION

1000. MISSION. 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 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.

1001. 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, as Fleet Manager, is assigned responsibility for the administration, operation and maintenance of all Garrison Mobile Equipment assigned Marine Corps Base and Marine Corps Air Station.

3. The Base Motor Transport Officer is assigned operational control of Motor Transport Division, Logistics 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 vehicles and personnel required to provide essential support to the Base, Air Station and Fleet Marine Force units; will ensure that all vehicles are operated in the most efficient and cost effective manner within the guidelines prescribed by higher authorities; and 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.

CHAPTER 2

VEHICLE ASSIGNMENT AND UTILIZATION

	PARAGRAPH	PAGE
ASSIGNMENTS	2000	2-3
REQUESTS FOR VEHICLE ASSIGNMENT	2001	2-3
UTILIZATION OF MOTOR VEHICLES	2002	2-3
RESPONSIBLE OFFICER	2003	2-4
INSPECTION OF ADMINISTRATIVE USE MOTOR VEHICLES PRIOR TO ASSIGNMENT OR REASSIGNMENT	2004	2-4
JUSTIFICATION FOR CLASS "B" ASSIGNMENT CONTINUATION	2005	2-5
GARRISON MOBILE EQUIPMENT ANNUAL UTILIZATION STANDARDS	2006	2-5

CHAPTER 2

VEHICLE ASSIGNMENT AND UTILIZATION

2000. 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.

2001. REQUESTS FOR VEHICLE ASSIGNMENT. 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, i.e., type vehicle required, job to be assigned, estimated miles per month.

2002. 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, non-existent or unless orders states government transportation required.

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, family members 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 safely 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: Piney Green Road, the cutoff between Highway 24 and Route 70 to Cherry Point (nine mile cutoff), Bear Creek Road and Queens Creek Road. The exception will be PMO or TMO Inspectors when in the performance of official duties.

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.

2003. 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.

2004. INSPECTION OF ADMINISTRATIVE USE MOTOR VEHICLES PRIOR TO ASSIGNMENT OR REASSIGNMENT. 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 Maintenance Control Supervisor or the designated representative 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 into 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.

2005. JUSTIFICATION FOR CLASS "B" ASSIGNMENT CONTINUATION. When a vehicle utilization review is conducted by the Base Motor Transport Officer, vehicles failing to meet utilization miles/hours 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 GME Fleet Manager, Marine Corps Base for continued assignment of vehicles. Insufficient or untimely submission of justification may result in vehicles being reassigned. In all cases Class "B" assignments shall be authorized by the installation commander in writing.

2006. GARRISON MOBILE EQUIPMENT ANNUAL UTILIZATION STANDARDS

EQUIPMENT CLASSIFICATION	ANNUAL TARGET MILES
Buses up to 29 pass	14,000
Buses 30 pass and above	13,000
Sedan and station wagon	10,000
Sedan Law Enforcement	30,000
Truck pass	14,000
Truck cargo	7,000
Truck, pickup 4x2	10,000
Truck Law Enforcement 4x2	27,000
Truck pickup 4x4	8,000
Truck 1½-3 ton 4x2	10,000
Truck 1½-3 ton 4x4	7,000
Truck 5-7½ ton	7,000
Truck 10 ton	4,000
Forklift (all)	400
Tractor (all)	400
Crane	400
Pallet truck (all)	400

CHAPTER 3

OPERATIONS

	PARAGRAPH	PAGE
POOLING OF ADMINISTRATIVE USE MOTOR VEHICULAR EQUIPMENT ...	3000	3-3
VEHICLE CONTROL	3001	3-3
REQUESTS FOR TRANSPORTATION	3002	3-3
CANCELLATION OF TRANSPORTATION REQUESTS	3003	3-5
DISPATCHING "OFF-BASE" TRIPS	3004	3-5
GOVERNMENT VEHICLES DISPATCHED TO RESIDENCES	3005	3-5
WRECKER SERVICE	3006	3-5
LOADING OF MARINE CORPS VEHICLES AND SPEED LIMITS OF OVERLOADED/OVERSIZED/OVERHEIGHT VEHICLES	3007	3-6
TRANSPORTING OF EXPLOSIVES AND DANGEROUS MATERIALS	3008	3-6
SAFETY PRECAUTIONS	3009	3-7
BASE BUS TRANSPORTATION	3010	3-8
SCHOOL BUS TRANSPORTATION	3011	3-9
ANALYSIS AND EVALUATION OF MOTOR TRANSPORTATION OPERATIONS	3012	3-13

CHAPTER 3

OPERATIONS

3000. POOLING OF ADMINISTRATIVE-USE MOTOR VEHICULAR EQUIPMENT. 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.

3001. VEHICLE CONTROL. 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.

3002. 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, 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 requests 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 the 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 on Marine Corps Air Station, New River may request vehicle service by calling Motor Transport Dispatcher telephone 451-6558. 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 travelled is less than 1½ miles from original departure point, except where the hauling of bulky or heavy items of cargo is involved, or inclement weather.

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, 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 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 5608
After 1630 (MT Staff Duty NCO) - call 451-3585
MCAS, New River - 451-6558 (all hours)
Emergency Transportation (telephone 3585)

4. Transportation Request from a Medical Officer or Duty Corpsman, Bldg #15, or the Naval Hospital. Requests for transportation from a medical officer or duty corpsman, Bldg #15, or the Naval Hospital will be honored for transporting military patients of Marine Corps Base and MCAS 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, Head, Branch Clinics, Bldg #15, or Officer of the Day, Naval Hospital 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.

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. Request for utilizing administrative-use motor vehicles outside the Marine Corps Base, Camp Lejeune, N. C. and MCAS, 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. The Permissible Operating Distance is 250 miles in a westerly direction (Fort Bragg, N. C.), 250 miles northerly (Norfolk, VA) and 250 southerly (Charleston, S. C.).

3003. CANCELLATION OF TRANSPORTATION REQUESTS. 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).

3004. 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 area 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, North Carolina.

b. All outlying camps and facilities; such as Camp Johnson (Montford Point); Camp Geiger; Marine Corps Air Station, 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 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 4003 of this Order.

3005. GOVERNMENT VEHICLES DISPATCHED TO DOMICILE. Government vehicles will not be dispatched to nor travel in the proximity of the domicile of any person, including public quarters, bachelor officers' quarters, or transient officers' quarters, for the purpose of transporting personnel to or from their home or place of employment or duty, except as authorized by the Commanding General, Marine Corps Base, Camp Lejeune, N. C.

3006. WRECKER SERVICE

1. Administrative-use vehicle wrecker service can be obtained, during normal working hours (0800-1630, Monday through Friday), by calling 5167 (mainside) or 6705 (MCAS). After hours, weekend and holiday wrecker service can be obtained by calling 3585 (mainside) or 6558 (MCAS). Wrecker service requests are to be screened by the Base Motor Transport Maintenance Shop, during normal working hours, in order to use the Road Service Mechanic when practicable.

2. Administrative use wreckers, when requested by Base PMO or MCAS PMO, will back up or assist as necessary 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.

3007. LOADING OF MARINE CORPS VEHICLES AND SPEED LIMITES OF OVERLOADED/OVERSIZED/OVERHEIGHT VEHICLES

1. The Commandant of the Marine Corps, by the 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 outlines the responsibility for proper loading of motor vehicles.

2. Passenger cars/station wagons/other administrative 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 is overweight/oversize/overheight without written orders issued by a commissioned officer who will then assume full responsibility for any deviation from existing orders and directives and will, at the same time, provide the operator with their 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 Weighmaster, Traffic Management Division at Bldg #1011, telephone 2541.

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, New River.

3008. 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 (5th Revision) of 15 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 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 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 operator's 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 Form 626 and 836 for all off base runs for which a Government Bill of Lading is required.

3009. SAFETY PRECAUTIONS. 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, tractor-trailers, 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 vheicle 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 the 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.

3010. 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 Hospital, Paradise Point, Berkeley Manor, Tarawa Terrace, Midway Park, Rifle Range, Courthouse Bay, Onslow Beach, Camp Geiger, Camp Johnson (Montford Point) areas and MCAS, 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 Cards 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 wish to embark or debark. Bus will not pick up or discharge passengers outside the confines of Marine Corps Base, Camp Lejeune or MCAS, New River.

5. If at any time drivers cannot maintain discipline on a bus run, flag down the first military police vehicle sighted and request assistance in removing unruly persons from the bus. If no military police are sighted, proceed by the most direct route to Bldg #3, stop and sound 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 pickup and delivery points.

3011. 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 and 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 vehicle 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
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.

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

6. 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.

7. 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.

8. 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.

9. 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 operator's 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 person 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.

10. 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.

11. School Principals are responsible for: 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.

12. Duties and Responsibilities of School Bus Operators

a. To know and observe all State, Marine Corps Base and MCAS, 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, proceed by the most direct route to the nearest school, stop and sound 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:

(1) The highway is crowded.

(2) The weather is unfavorable.

(3) The road is unstable.

(4) Other hazards are encountered.

(5) As posted.

d. The operator will not drive a school bus closer than 300 feet to another school bus, 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 throughfare; and will not proceed until safety is assured.

h. All buses will be operated on the right hand side of the highway or roadway at all times except when necessary to make a left hand turn. Operators will indicate their 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, and 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 and 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, and will not add to or change the established route or times.

o. The operator will be particularly attentive in keeping the bus on schedule and 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 and 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.

s. 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.

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

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

13. 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, the pertinent information will be given orally.

14. 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.

15. Discipline

a. Parents are responsible for adequately instructing their children regarding proper conduct at all time 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 the 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.

3012. ANALYSIS AND EVALUATION OF MOTOR TRANSPORTATION OPERATIONS. 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, New River. Necessary steps will be taken to compare and interpret the status of all elements of Motor Transport Operations in relation to the mission of Marine Corps Base. Corrective action will be taken 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.

CHAPTER 4

ADMINISTRATIVE

	PARAGRAPH	PAGE
GENERAL	4000	4-3
MARKING AND PAINTING OF ADMINISTRATIVE USE MOTOR VEHICLE EQUIPMENT	4001	4-3
ROAD INSPECTION OF VEHICLES	4002	4-3
FUNDING RESPONSIBILITIES	4003	4-3
RECORDS AND REPORTS	4004	4-4

CHAPTER 4

ADMINISTRATIVE

4000. 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.

4001. 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 P11240.106.

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.

4002. 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.

4. Roadmasters will conduct a weekly safety inspection on all semi trailer, van personnel paying particular attention to the king pin and fifth wheel plate. If the king pin is found to be damaged or deformed, the trailer will be deadlined immediately and reported to the Base Motor Transport Officer.

4003. 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, 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. Self service pumps only may be used when purchasing 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 obtainable 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 Base Motor Transport Maintenance Branch, Bldg 1502 or Operations Branch, 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 LODGING.

6. The U. S. National Credit Cards for commercial vehicles can be obtained from the Base Motor Transport Production Control Office, telephone 451-5167 during normal working hours; after 1630, Saturdays, Sundays and holidays, the credit card may be obtained from the Staff Duty Officer, Base Motor Transport Operations Division, Bldg 1407, telephone 3585. Marine Corps Air Station, New River, can obtain the U. S. National Credit Cards from Motor Transport Operations, Building 119, MCAS, telephone 451-6843, 24 hours daily.

4004. RECORDS AND REPORTS

1. The DD Form 1170 (Motor Vehicle Utilization Record) or NAVMC 10627 will be utilized for dispatching Class "C" assigned vehicles. Vehicles on Class "A" and "B" assignment are not required to utilize a trip ticket unless they are dispatched outside the confines of Camp Lejeune. When utilized, the DD Form 1970 will be completed in accordance with current regulations and retained for thirty days. Operators of cranes and wreckers shall perform a daily inspection of their assigned equipment. The crane/wrecker operator's daily checklist MCBCL 11240/5 shall be used for this purpose. This form shall be attached to and filed with the trip ticket.

2. The NAVMC 10031-SD (Daily Dispatching Record of Motor Vehicles) is to be used for recording all items of equipment that are required to be dispatched. When utilized, it will be initiated and maintained by the dispatcher and will list, in daily chronological order, all items of equipment released from the Motor Pool. Organizations having vehicles and equipment on Class "A" and "B" consignment are not required to utilize the NAVMC 10031-SD unless the area of operation requires travel outside the confines of Camp Lejeune. The NAVMC 10031-SD will be retained for one year.

3. Vehicle and equipment utilization data is required to be reported to Base Motor Transport on a monthly basis. Automatic data processing utilization reporting sheets, which are to be used for this purpose, are available at Base Motor Transport three days prior to the end of the month. Reports are to be completed and returned to Base Motor Transport prior to the close of business on the first working days following the month being reported on.

4. Responsible Officers having Garrison Mobile Equipment on consignment from Base Motor Transport are responsible for the proper use and retention of the DD 1970 and NAVMC 10031-SD forms in accordance with current regulations, and for the timely submission of utilization data.

CHAPTER 5

ADMINISTRATIVE USE MOTOR VEHICLE OPERATING REGULATIONS

	PARAGRAPH	PAGE
GENERAL	5000	5-3
SPEED LIMITS	5001	5-3
PASSENGER CAPACITIES	5002	5-3
VEHICLE PASSENGER AND CARGO RESTRICTIONS	5003	5-3
ACCIDENT REPORTING REQUIREMENTS	5004	5-4
DISABLED ADMINISTRATIVE USE MOTOR VEHICLE	5005	5-5
OPERATOR'S RESPONSIBILITIES	5006	5-5
BACKING ADMINISTRATIVE USE MOTOR VEHICLES	5007	5-6
IDLING OF VEHICLE ENGINE	5008	5-6
SAFE DRIVING DISTANCES AND DRIVING IN THE PROPER TRAFFIC LANE	5009	5-7
STOPPING ON A GRADE	5010	5-7
ROAD TESTING VEHICLES	5011	5-7
ROUTES OF TRAVEL	5012	5-7
FUELING VEHICLES	5013	5-7
FIRE EXTINGUISHERS	5014	5-7
SAFETY BELTS	5015	5-8
NARCOTICS, AMPHETAMINES AND OTHER DANGEROUS SUBSTANCES.	5016	5-8
INTOXICATING LIQUOR	5017	5-8

CHAPTER 5

ADMINISTRATIVE USE MOTOR VEHICLE OPERATING REGULATIONS

5000. GENERAL. The operators of administrative motor vehicles will comply with all traffic regulations prescribed by state, local and federal civilian authorities, as well as military authorities.

5001. SPEED LIMITS

1. Maximum speed limits for administrative use motor vehicles are established as follows, except for areas where speed limits are otherwise 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	35	45
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	40	40

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 pickup trucks/vans may not exceed the posted speed limit by more than 15 miles per hour and in no cases 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 and materials handling equipment are restricted to the confines of Marine Corps Base, Camp Lejeune, N. C. and MCAS, New River and will not be operated on public highways.

5002. PASSENGER CAPCITIES. Government vehicles will not be loaded in excess of the authorized passenger capacity (see para 3011.4 for buses and tractor trailers).

5003. VEHICLE PASSENGER AND CARGO RESTRICTIONS

1. Administrative use trucks being used to transport personnel will be equipped with side rails, covers and seating facilities as appropriate. No person will be permitted to ride in cargo bed, 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 the person's body, 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. Transporting of personnel in the bed of a dump truck is prohibited.

4. 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.

5. 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.

6. 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.

7. Administrative use motor vehicles with the exception of Materials Handling Equipment will not be operated on warehouse loading ramps.

5004. 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, 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 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 oral or written statement to claimants or their agents.

g. Deliver a completed Standard Form 91, Revised, to the Base Motor Transport Officer, Bldg 1502.

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, 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.

5005. DISABLED ADMINISTRATIVE USE MOTOR VEHICLES

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

a. Within a radius of 125 miles of Marine Corps Base, Camp Lejeune, N. C. and MCAS, New River, call collect to Marine Corps Base, Motor Transport Operations Officer, telephone 451-2803, for instructions.

b. Beyond a radius of 125 miles of Marine Corps Base and MCAS, New River:

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

5006. OPERATOR'S RESPONSIBILITIES

1. The operator of an administrative use motor vehicle is responsible for the safe operation of the vehicle 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 in possession of a valid State license or Standard Form 46, U. S. Government Motor Vehicle Operator's Identification Card. An operator will not operate a government vehicle of a capacity greater than that for which licensed.

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 being operated 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 vehicles will not be required nor permitted to perform driving duties for long period (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 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 in the 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 the vehicle load and check for flat tires.

m. Prior to mating the tractor to the semi-trailer, van personnel operators will inspect the king pin and fifth wheel plate for damage or deformity. In the event damage is suspected, equipment will be deadlined until released by Base Motor Transport Maintenance personnel.

5007. 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 the vehicle until assistance can be obtained.

5008. IDLING OF VEHICLE ENGINE. 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.

5009. 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 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 precludes stopping 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 3011.12 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.

5010. STOPPING ON A GRADE. 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 parking downgrade, turn the front wheels sharply toward the curb. If parking upgrade, on the right side of the road, turn the front wheels to the left; if on the left hand side of the road, turn the front wheels to the right.

5011. ROAD TESTING VEHICLES. A vehicle being road tested will have a road test sign clearly displayed on both front and rear of the vehicle at all times.

5012. ROUTES OF TRAVEL. 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. The only public highways authorized for the movement of semi-trailer, van personnel are: Highways 24, 17, 210, and 172 for access to training areas and Rifle Range; Highway 24 to Hobbs Road (3 mile road) to Highway 70 to Cherry Point; Highway 24 to Morehead City Ports; and Highways 172 and 17 to Wilmington Ports. Public highways not listed herein shall not be utilized without prior approval of the Base Motor Transport Officer. The following roadways, because of their narrowness, will not be utilized by administrative use motor vehicles.

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)

5013. FUELING VEHICLES

1. Administrative use 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 is prohibited within 25 feet of the fueling point.

5014. FIRE EXTINGUISHERS. The following administrative use vehicles will be equipped with fire extinguishers: (a) truck tractors; (b) buses and other vehicles carrying 10 or more passengers; (c) ambulances; (d) police and patrol vehicles; and (e) vehicles carrying ammunition, explosives, compressed gas, fuels and other dangerous articles must be equipped with two fire extinguishers that will be (10 lb), or the equivalent thereof, 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. Fire extinguishers are the responsibility of and will be provided by using units.

5015. SAFETY BELTS. All DOD personnel operating or riding in Marine Corps motor vehicles equipped with seat belts shall wear the seat belts whenever the vehicle is in motion.

5016. NARCOTICS, AMPHETAMINES AND OTHER DANGEROUS SUBSTANCES. No person shall operate, or be in physical control of a motor vehicle if in possession, 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 the operator incapable of safely operating a motor vehicle.

d. 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 a person's ability to operate a motor vehicle.

5017. INTOXICATING LIQUOR. No person shall consume an intoxicating liquor, regardless of its alcoholic content, or under the influence of an intoxicating liquor within eight hours before going on duty, while on duty, while operating, or in physical control of a motor vehicle while in possession of an intoxicating liquor, regardless of its alcoholic content.

CHAPTER 6

VEHICLE OPERATOR'S PERMITS (STANDARD FORM 46)

	PARAGRAPH	PAGE
EXAMINATION AND LICENSING OF ADMINISTRATIVE USE MOTOR VEHICLE OPERATORS	6000	6-3
QUALIFICATIONS FOR EXPLOSIVES MOTOR VEHICLE OPERATORS	6001	6-5
RECORDING OF OPERATOR'S PERMITS, ACCIDENTS AND/OR TRAFFIC VIOLATIONS	6002	6-6
RETURN OF SF-46 TO APPROPRIATE MOTOR TRANSPORT OFFICER	6003	6-6
APPLICABILITY OF CHAPTER 6	6004	6-6
SPECIAL INSTRUCTIONS	6005	6-6
AUTHORITY OF COMMANDING OFFICERS/SUPERVISORS	6006	6-6
POLICY REGARDING THE ISSUANCE OF VEHICLE OPERATOR'S PERMITS TO OFFICERS	6007	6-7

CHAPTER 6

VEHICLE OPERATORS' PERMITS (STANDARD FORM 46)

6000. EXAMINATION AND LICENSING OF ADMINISTRATIVE USE MOTOR VEHICLE OPERATORS

1. U. S. Government Motor Vehicle Operator's Identification Card (SF-46) is no longer required when operating U. S. Government owned or leased motor vehicles of 1 ton and below so long as the operator possesses a valid State Driver License. However, a U. S. Government Motor Vehicle Identification Card (SF-46) is required for vehicles greater than 1 ton and for all special use vehicles.

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 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, FMFLant, 2d Force Service Support Group (Rein) FMFLant and 2d Marine Aircraft Wing units based at the Marine Corps Air Station, 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 operator's permits for Marine Corps Base and Marine Corps Air Station personnel, except personnel assigned to Motor Transport School, Marine Corps Service Support Schools.

5. The U. S. Government Motor Vehicle Operator's Identification Card (SF-46) for military personnel normally expire 3 years from date of issue and will be issued/renewed in accordance with current editions of Marine Corps Orders P11240.106, 11240.66 and TM-11240-15/3. The expiration date of U. S. Government Motor Vehicle Operator's Identification Card (SF-46) for civilian personnel will be 4 years or the expiration date of the North Carolina State Drivers License, whichever comes first.

6. Valid unexpired operator's 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 the 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 possess 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, FMFLant, 2d Force Service Support Group FMFLant, or 2d Marine Aircraft Wing units based at Marine Corps Air Station, 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 will ensure that military personnel 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, and if qualified, personnel required to operate materials handling equipment only will be examined and licensed in accordance with instructions contained in DOD 4145.19-R-1, 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 to complete the licensing process will be destroyed after specified eight week period.

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

a. Commanding Officers or supervisors will submit for 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, FMFLant or 2d Force Service Support Group (Rein), FMFLant, or the Wing Licensing Unit for 2d Marine Aircraft Wing units based at MCAS, New River, as appropriate.

b. The Motor Transport Licensing Unit, Marine Corps Base, 2d Marine Division, FMFLant, or 2d Force Service Support Group (Rein), FMFLant, or 2d Marine Aircraft Wing Units based at MCAS, 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 a Government Motor Vehicle Operator's Identification Card and effective dates thereof has been previously issued. 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 Second Marine Division, FMFLant, Second Force Service Support Group (Rein), FMFLant, and Second Marine Aircraft Wing will be examined under the Motor Vehicle Licensing Program promulgated by the Second Marine Division (Rein), FMFLant, Second Force Service Support Group, FMFLant, or Second 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 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 the individual's possession.

6001. QUALIFICATIONS FOR EXPLOSIVES MOTOR VEHICLE OPERATORS. No person, military or civilian, shall be permitted to operate a Government vehicle transporting ammunition, explosives or other dangerous articles unless the requirements as set forth in NAVSEA OP 2239 (5 REV), are complied with and the operator has been designated an "Explosives Driver". Operators qualified to transport dangerous cargo must possess

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 insuring that the operator is so qualified. Careful selection of mature, dependable personnel is essential.

6002. RECORDING OF OPERATOR'S 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.

6003. RETURN OF SF-46 TO APPROPRIATE MOTOR TRANSPORT OFFICER. 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.

6004. APPLICABILITY OF CHAPTER 6. The provisions of chapter 6 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).

6005. 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 5800.7B, 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 official duties immediately deliver all process and pleadings served upon an individual to the Commanding Officer. The Commanding Officer shall thereupon ascertain the facts surfounding 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 all rights to remove civil or criminal proceedings from State to Federal Court under 28 U. S. C. 1442 and 1442a, also rights under the Federal Driver's Act (28 U. S. C. 2679B) and the contents of JAGINST 5822.2.

6006. AUTHORITY OF COMMANDING OFFICER/SUPERVISOR

1. Commanders will take appropriate action on reports of moving traffic violations suspensions, or revocations received from State authorities. When State authority suspends or revokes an individual's driver license, the installation or command driving privilege is automatically terminated. The Installation Commanders, when notified of State action, may also suspend or revoke the individual's U. S. Government

Motor Vehicle Operators Identification Card (SF-46). In all cases, however, authorization to drive a Government vehicle will be restricted to the limits of the installation.

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.

6007. POLICY REGARDING THE ISSUANCE OF VEHICLE OPERATORS PERMITS TO OFFICERS

1. Officers must obtain approval in writing from the Commanding General, prior to submitting application for Vehicle Operator's Permit (SF-46).

2. Request for permission to operate government motor vehicles will be forwarded to the Commanding General, Marine Corps Base, (Assistant Chief of Staff, Logistics) via the appropriate Chain of Command, providing the following:

a. The officer's name/rank/SSN.

b. Billet.

c. Period authority is required.

d. Justification.

3. Only officers occupying billets that are absolutely essential to mission accomplishment will be authorized to operate a Government Motor Vehicle.

4. Vehicle operator permits when issued will be effective only for the period of time the officer occupies the billet designated as mission essential.

5. Upon transfer or termination of duty, the officer will surrender the Operator's permit to the Commanding Officer.

6. Commanding Officers will insure the operators permit and approval to operate a Government Motor Vehicle, and subsequent termination of authority is reflected in the appropriate Officer's Qualification Record.

CHAPTER 7

MAINTENANCE

	PARAGRAPH	PAGE
GENERAL	7000	7-3
RESPONSIBILITIES	7001	7-3
REPAIRS AND MODIFICATIONS	7002	7-3
TIRES	7003	7-3
WINTERIZATION OF MOTOR VEHICLES AND ALLIED MOTORIZED EQUIPMENT	7004	7-4
REPAIR OF PRIVATELY OWNED VEHICLES AND PROPERTY	7005	7-4
DEADLINE VEHICLES	7006	7-4
MAINTENANCE RECORDS AND REPORTS	7007	7-4
ADMINISTRATIVE USE MOTOR VEHICLE MISUSE OR ABUSE	7008	7-4
MAINTENANCE PERFORMED BY THE OPERATOR	7009	7-5
SAFETY PRECAUTIONS	7010	7-5
ON-SITE REPAIR ROAD SERVICE	7011	7-5

CHAPTER 7

MAINTENANCE

7000. 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.

7001. RESPONSIBILITIES

1. The Base Motor Transport Officer is responsible for the first through fifth echelon maintenance on all administrative use Motor Transport equipment assigned to Marine Corps Base and MCAS, 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 (driver's 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 (driver's maintenance) will be performed prior to the vehicle being accepted into the maintenance repair shop. See paragraph 5006.8.

7002. 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 P11240.106, Base Motor Transport Standard Operating Procedures, appropriate vehicle maintenance and Technical Manuals and TM 4700-15/1.

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.

7003. 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 tread 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.

7004. WINTERIZATION OF MOTOR VEHICLES AND ALLIED MOTORIZED EQUIPMENT. The Base Motor Transport Officer is responsible for the winterizing of all administrative use motor vehicles in the Table of Equipment for Marine Corps Base, Camp Lejeune, North Carolina.

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 +10F. 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 protection to +10 F.

d. Whenever vehicles are dispatched away from the Camp Lejeune area where temperatures below +10 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.

7005. REPAIR OF PRIVATELY OWNED VEHICLES AND PROPERTY. 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.

7006. DEADLINE VEHICLES

1. All vehicles which are inoperative or have been removed from service for any cause and not under the immediate control of Base Motor Transport Maintenance, 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.

7007. MAINTENANCE RECORDS AND REPORTS

1. Base Motor Transport will maintain Motor Vehicle Record Folders, NAVMC 696-SD (Rev 7-54), and preventive maintenance and repair records and forms in accordance with current edition of Marine Corps Order P11240.106. 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.

2. Base Motor Transport will schedule annual loadtesting, in conjunction with the annual safety inspection, in so far as possible. Vehicles and equipment shall not be operated if they have not passed a loadtest within the preceeding twelve months.

7008. 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.

7009. 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 P11240.106 and pertinent technical publications. 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 5006 of this Order.

2. 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.

7010. SAFETY PRECAUTIONS. 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 utilized 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.

7011. ON-SITE REPAIR ROAD SERVICE

1. Base Motor Transport will provide on-site repair road service, during normal working hours (0800-1630 Monday through Friday), for administrative use vehicles and equipment by calling 451-5167 (mainside) or 451-6705 (MCAS).

2. This service is to be used primarily for breakdowns, in order to possibly forego the requirement for wrecker service.

3. Repairs will generally be limited to assistance as necessary, for broken down equipment to make it to the Base Motor Transport Repair Shop under it's own power.

CHAPTER 8

ADMINISTRATION, OPERATION AND MAINTENANCE OF MATERIALS HANDLING EQUIPMENT

	PARAGRAPH	PAGE
ADMINISTRATION	8000	8-3
MARKING AND PAINTING OF MATERIALS HANDLING EQUIPMENT AND RELATED ACCESSORIES AND MODIFICATIONS	8001	8-3
INSPECTION OF MATERIALS HANDLING EQUIPMENT	8002	8-3
FUNDING RESPONSIBILITIES	8003	8-3
RECORDS AND REPORTS	8004	8-4
MATERIALS HANDLING EQUIPMENT OPERATING REGULATIONS	8005	8-4
OPERATIONS	8006	8-5
REQUESTS FOR MATERIALS HANDLING EQUIPMENT	8007	8-5
REQUESTS FOR SERVICE AND REPAIR OF MATERIALS HANDLING EQUIPMENT	8008	8-5

CHAPTER 8

ADMINISTRATION, OPERATION AND MAINTENANCE OF MATERIALS HANDLING EQUIPMENT

8000. 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 unit 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), FMFLant, 2d Force Service Support Group (Rein), FMFLant, MCAS, New River and all 2d MAW units based at MCAS, New River.

8001. 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 the current edition of Marine Corps Order P11240.106.

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 equipemnt will have the load capacity, date tested, 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.

8002. 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 for return to the 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.

8003. FUNDING RESPONSIBILITIES. 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, less

those assigned to FMF units for in-garrison support. Such equipment will not be removed from confines of Marine Corps Base, Camp Lejeune, North Carolina and Marine Corps Air Station, New River without the approval of the Commanding General, Marine Corps Base.

8004. 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.

8005. 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	7 MPH
Tractor-trailer trains	7 MPH
Tractor w/transporter	40 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 and 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 of other than original equipment design 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 the 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.

8006. OPERATIONS

1. Pooling of Materials Handling Equipment. Commanding Officers or Officers-in-Charge of activities have 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, New River and on custody to units of the 2d Marine Division (Rein), FMFLant, 2d Force Service Support Group (Rein), FMFLant, MAG-26 and MAG-29 will be made available upon request to the Base Motor Transport Officer or designated representative, when required to accomplish an assigned mission.

8007. REQUESTS FOR MATERIALS HANDLING EQUIPMENT. Requests for permanent assignment of materials handling equipment will be submitted to the Base Motor Transport Officer with complete justification for each assignment.

8008. REQUESTS FOR SERVICE AND REPAIR OF MATERIALS HANDLING EQUIPMENT. All materials handling equipment requiring repairs will be reported to or delivered to Base Motor Transport Materials Handling Equipment Repair Section, Bldg 1502, telephone 5167. In the event repairs are of a minor nature, as determined by Base Motor Transport, on-site road service may be performed. Prior to any vehicles being delivered to the repair facility, as a result of breakdown, the road-call mechanic will be dispatched to determine if repairs are to be performed on-site.

UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542-5001

BO P4600.1G
MTO/pgf
19 Sep 1986

BASE ORDER P4600.1G

From: Commanding General
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR GARRISON MOBILE EQUIPMENT

Ref: (a) JAGINST 5822.2 (NOTAL)
(b) JAGINST 5800.7B (NOTAL)
(c) NAVSEA OP 2239 (NOTAL)
(d) NAVSEA OP 5 (NOTAL)
(e) NAVMC 1101 (NOTAL)
(f) MCO 11262.2
(g) MCO P11240.106
(h) MCO 11240.66A
(i) MCO 8020.1F
(j) MCO 5110.1B
(k) MCO 5100.19C
(l) MCO 4643.5C
(m) BO P8023.3G
(n) BO P5560.2J
(o) TM 11240-15/3 (NOTAL)
(p) TM 4700-15/1 (NOTAL)
(q) FPM/CMMI 752 (NOTAL)
(r) Motor Vehicle Laws of N. C. (NOTAL)
(s) Federal Motor Carrier Safety Regulations

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, New River, Jacksonville, North Carolina.

2. Cancellation. BO P4600.1F.

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

4. Concurrence. This Order has been coordinated and concurred in by the Commanding Generals, II Marine Amphibious Force, 2d Marine Division, FMF, 2d Force Service Support Group, (Rein), FMF, and the Commanding Officers, Marine Corps Air Station, New River, and Naval Hospital.

5. Certification. Reviewed and approved this date.

M. C. HARRINGTON
Chief of Staff

DISTRIBUTION: A
MTO (200)

LOCATOR SHEET

Subj: Standard Operating Procedures for Garrison Mobile Equipment

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

ENCLOSURE (1)

STANDARD OPERATING PROCEDURES FOR GARRISON MOBILE EQUIPMENT

RECORD OF CHANGES

Log completed change action as indicated.

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

STANDARD OPERTING PROCEDURES FOR GARRISON MOBILE EQUIPMENT

CONTENTS

CHAPTER	
1	MISSION AND ORGANIZATION
2	VEHICLE ASSIGNMENT AND UTILIZATION
3	OPERATIONS
4	ADMINISTRATIVE
5	ADMINISTRATIVE USE MOTOR VEHICLE OPERATING REGULATIONS
6	VEHICLE OPERATOR'S PERMIT (STANDARD FORM 46)
7	MAINTENANCE
8	ADMINISTRATION, OPERATING AND MAINTENANCE OF MATERIALS HANDLING EQUIPMENT

CHAPTER 1

MISSION AND ORGANIZATION

	PARAGRAPH	PAGE
MISSION	1000	1-3
ORGANIZATION	1001	1-3

CHAPTER 1

MISSION AND ORGANIZATION

1000. MISSION. 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 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.

1001. 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, as Fleet Manager, is assigned responsibility for the administration, operation and maintenance of all Garrison Mobile Equipment assigned Marine Corps Base and Marine Corps Air Station.

3. The Base Motor Transport Officer is assigned operational control of Motor Transport Division, Logistics 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 vehicles and personnel required to provide essential support to the Base, Air Station and Fleet Marine Force units; will ensure that all vehicles are operated in the most efficient and cost effective manner within the guidelines prescribed by higher authorities; and 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.

CHAPTER 2

VEHICLE ASSIGNMENT AND UTILIZATION

	PARAGRAPH	PAGE
ASSIGNMENTS	2000	2-3
REQUESTS FOR VEHICLE ASSIGNMENT	2001	2-3
UTILIZATION OF MOTOR VEHICLES	2002	2-3
RESPONSIBLE OFFICER	2003	2-4
INSPECTION OF ADMINISTRATIVE USE MOTOR VEHICLES PRIOR TO ASSIGNMENT OR REASSIGNMENT	2004	2-4
JUSTIFICATION FOR CLASS "B" ASSIGNMENT CONTINUATION	2005	2-5
GARRISON MOBILE EQUIPMENT ANNUAL UTILIZATION STANDARDS	2006	2-5

CHAPTER 2

VEHICLE ASSIGNMENT AND UTILIZATION

2000. 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.

2001. REQUESTS FOR VEHICLE ASSIGNMENT. 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, i.e., type vehicle required, job to be assigned, estimated miles per month.

2002. 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, non-existent or unless orders states government transportation required.

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, family members 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 safely 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: Piney Green Road, the cutoff between Highway 24 and Route 70 to Cherry Point (nine mile cutoff), Bear Creek Road and Queens Creek Road. The exception will be PMO or TMO Inspectors when in the performance of official duties.

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.

2003. 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.

2004. INSPECTION OF ADMINISTRATIVE USE MOTOR VEHICLES PRIOR TO ASSIGNMENT OR REASSIGNMENT. 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 Maintenance Control Supervisor or the designated representative 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 into 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.

2005. JUSTIFICATION FOR CLASS "B" ASSIGNMENT CONTINUATION. When a vehicle utilization review is conducted by the Base Motor Transport Officer, vehicles failing to meet utilization miles/hours 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 GME Fleet Manager, Marine Corps Base for continued assignment of vehicles. Insufficient or untimely submission of justification may result in vehicles being reassigned. In all cases Class "B" assignments shall be authorized by the installation commander in writing.

2006. GARRISON MOBILE EQUIPMENT ANNUAL UTILIZATION STANDARDS

EQUIPMENT CLASSIFICATION	ANNUAL TARGET MILES
Buses up to 29 pass	14,000
Buses 30 pass and above	13,000
Sedan and station wagon	10,000
Sedan Law Enforcement	30,000
Truck pass	14,000
Truck cargo	7,000
Truck, pickup 4x2	10,000
Truck Law Enforcement 4x2	27,000
Truck pickup 4x4	8,000
Truck 1½-3 ton 4x2	10,000
Truck 1½-3 ton 4x4	7,000
Truck 5-7½ ton	7,000
Truck 10 ton	4,000
Forklift (all)	400
Tractor (all)	400
Crane	400
Pallet truck (all)	400

CHAPTER 3

OPERATIONS

	PARAGRAPH	PAGE
POOLING OF ADMINISTRATIVE USE MOTOR VEHICULAR EQUIPMENT ...	3000	3-3
VEHICLE CONTROL	3001	3-3
REQUESTS FOR TRANSPORTATION	3002	3-3
CANCELLATION OF TRANSPORTATION REQUESTS	3003	3-5
DISPATCHING "OFF-BASE" TRIPS	3004	3-5
GOVERNMENT VEHICLES DISPATCHED TO RESIDENCES	3005	3-5
WRECKER SERVICE	3006	3-5
LOADING OF MARINE CORPS VEHICLES AND SPEED LIMITS OF OVERLOADED/OVERSIZED/OVERHEIGHT VEHICLES	3007	3-6
TRANSPORTING OF EXPLOSIVES AND DANGEROUS MATERIALS	3008	3-6
SAFETY PRECAUTIONS	3009	3-7
BASE BUS TRANSPORTATION	3010	3-8
SCHOOL BUS TRANSPORTATION	3011	3-9
ANALYSIS AND EVALUATION OF MOTOR TRANSPORTATION OPERATIONS	3012	3-13

CHAPTER 3

OPERATIONS

3000. POOLING OF ADMINISTRATIVE-USE MOTOR VEHICULAR EQUIPMENT. 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.

3001. VEHICLE CONTROL. 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.

3002. 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, 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 requests 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 the 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 on Marine Corps Air Station, New River may request vehicle service by calling Motor Transport Dispatcher telephone 451-6558. 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 travelled is less than 1½ miles from original departure point, except where the hauling of bulky or heavy items of cargo is involved, or inclement weather.

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, 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 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 5608
After 1630 (MT Staff Duty NCO) - call 451-3585
MCAS, New River - 451-6558 (all hours)
Emergency Transportation (telephone 3585)

4. Transportation Request from a Medical Officer or Duty Corpsman, Bldg #15, or the Naval Hospital. Requests for transportation from a medical officer or duty corpsman, Bldg #15, or the Naval Hospital will be honored for transporting military patients of Marine Corps Base and MCAS 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, Head, Branch Clinics, Bldg #15, or Officer of the Day, Naval Hospital 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.

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. Request for utilizing administrative-use motor vehicles outside the Marine Corps Base, Camp Lejeune, N. C. and MCAS, 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. The Permissible Operating Distance is 250 miles in a westerly direction (Fort Bragg, N. C.), 250 miles northerly (Norfolk, VA) and 250 southerly (Charleston, S. C.).

3003. CANCELLATION OF TRANSPORTATION REQUESTS. 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).

3004. 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 area 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, North Carolina.

b. All outlying camps and facilities; such as Camp Johnson (Montford Point); Camp Geiger; Marine Corps Air Station, 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 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 4003 of this Order.

3005. GOVERNMENT VEHICLES DISPATCHED TO DOMICILE. Government vehicles will not be dispatched to nor travel in the proximity of the domicile of any person, including public quarters, bachelor officers' quarters, or transient officers' quarters, for the purpose of transporting personnel to or from their home or place of employment or duty, except as authorized by the Commanding General, Marine Corps Base, Camp Lejeune, N. C.

3006. WRECKER SERVICE

1. Administrative-use vehicle wrecker service can be obtained, during normal working hours (0800-1630, Monday through Friday), by calling 5167 (mainside) or 6705 (MCAS). After hours, weekend and holiday wrecker service can be obtained by calling 3585 (mainside) or 6558 (MCAS). Wrecker service requests are to be screened by the Base Motor Transport Maintenance Shop, during normal working hours, in order to use the Road Service Mechanic when practicable.

2. Administrative use wreckers, when requested by Base PMO or MCAS PMO, will back up or assist as necessary 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.

3007. LOADING OF MARINE CORPS VEHICLES AND SPEED LIMITES OF OVERLOADED/OVERSIZED/OVERHEIGHT VEHICLES

1. The Commandant of the Marine Corps, by the 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 outlines the responsibility for proper loading of motor vehicles.

2. Passenger cars/station wagons/other administrative 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 is overweight/oversize/overheight without written orders issued by a commissioned officer who will then assume full responsibility for any deviation from existing orders and directives and will, at the same time, provide the operator with their 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 Weighmaster, Traffic Management Division at Bldg #1011, telephone 2541.

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, New River.

3008. 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 (5th Revision) of 15 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 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 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 operator's 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 Form 626 and 836 for all off base runs for which a Government Bill of Lading is required.

3009. SAFETY PRECAUTIONS. 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, tractor-trailers, 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 vheicle 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 the 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.

3010. 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 Hospital, Paradise Point, Berkeley Manor, Tarawa Terrace, Midway Park, Rifle Range, Courthouse Bay, Onslow Beach, Camp Geiger, Camp Johnson (Montford Point) areas and MCAS, 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 Cards 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 wish to embark or debark. Bus will not pick up or discharge passengers outside the confines of Marine Corps Base, Camp Lejeune or MCAS, New River.

5. If at any time drivers cannot maintain discipline on a bus run, flag down the first military police vehicle sighted and request assistance in removing unruly persons from the bus. If no military police are sighted, proceed by the most direct route to Bldg #3, stop and sound 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 pickup and delivery points.

3011. 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 and 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 vehicle 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
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.

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

6. 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.

7. 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.

8. 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.

9. 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 operator's 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 person 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.

10. 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.

11. School Principals are responsible for: 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.

12. Duties and Responsibilities of School Bus Operators

a. To know and observe all State, Marine Corps Base and MCAS, 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, proceed by the most direct route to the nearest school, stop and sound 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:

(1) The highway is crowded.

(2) The weather is unfavorable.

(3) The road is unstable.

(4) Other hazards are encountered.

(5) As posted.

d. The operator will not drive a school bus closer than 300 feet to another school bus, 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 throughfare; and will not proceed until safety is assured.

h. All buses will be operated on the right hand side of the highway or roadway at all times except when necessary to make a left hand turn. Operators will indicate their 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, and 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 and 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, and will not add to or change the established route or times.

o. The operator will be particularly attentive in keeping the bus on schedule and 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 and 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.

s. 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.

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

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

13. 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, the pertinent information will be given orally.

14. 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.

15. Discipline

a. Parents are responsible for adequately instructing their children regarding proper conduct at all time 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 the 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.

3012. ANALYSIS AND EVALUATION OF MOTOR TRANSPORTATION OPERATIONS. 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, New River. Necessary steps will be taken to compare and interpret the status of all elements of Motor Transport Operations in relation to the mission of Marine Corps Base. Corrective action will be taken 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.

CHAPTER 4

ADMINISTRATIVE

	PARAGRAPH	PAGE
GENERAL	4000	4-3
MARKING AND PAINTING OF ADMINISTRATIVE USE MOTOR VEHICLE EQUIPMENT	4001	4-3
ROAD INSPECTION OF VEHICLES	4002	4-3
FUNDING RESPONSIBILITIES	4003	4-3
RECORDS AND REPORTS	4004	4-4

CHAPTER 4

ADMINISTRATIVE

4000. 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.

4001. 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 P11240.106.

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.

4002. 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.

4. Roadmasters will conduct a weekly safety inspection on all semi trailer, van personnel paying particular attention to the king pin and fifth wheel plate. If the king pin is found to be damaged or deformed, the trailer will be deadlined immediately and reported to the Base Motor Transport Officer.

4003. 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, 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. Self service pumps only may be used when purchasing 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 obtainable 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 Base Motor Transport Maintenance Branch, Bldg 1502 or Operations Branch, 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 LODGING.

6. The U. S. National Credit Cards for commercial vehicles can be obtained from the Base Motor Transport Production Control Office, telephone 451-5167 during normal working hours; after 1630, Saturdays, Sundays and holidays, the credit card may be obtained from the Staff Duty Officer, Base Motor Transport Operations Division, Bldg 1407, telephone 3585. Marine Corps Air Station, New River, can obtain the U. S. National Credit Cards from Motor Transport Operations, Building 119, MCAS, telephone 451-6843, 24 hours daily.

4004. RECORDS AND REPORTS

1. The DD Form 1170 (Motor Vehicle Utilization Record) or NAVMC 10627 will be utilized for dispatching Class "C" assigned vehicles. Vehicles on Class "A" and "B" assignment are not required to utilize a trip ticket unless they are dispatched outside the confines of Camp Lejeune. When utilized, the DD Form 1970 will be completed in accordance with current regulations and retained for thirty days. Operators of cranes and wreckers shall perform a daily inspection of their assigned equipment. The crane/wrecker operator's daily checklist MCBCL 11240/5 shall be used for this purpose. This form shall be attached to and filed with the trip ticket.

2. The NAVMC 10031-SD (Daily Dispatching Record of Motor Vehicles) is to be used for recording all items of equipment that are required to be dispatched. When utilized, it will be initiated and maintained by the dispatcher and will list, in daily chronological order, all items of equipment released from the Motor Pool. Organizations having vehicles and equipment on Class "A" and "B" consignment are not required to utilize the NAVMC 10031-SD unless the area of operation requires travel outside the confines of Camp Lejeune. The NAVMC 10031-SD will be retained for one year.

3. Vehicle and equipment utilization data is required to be reported to Base Motor Transport on a monthly basis. Automatic data processing utilization reporting sheets, which are to be used for this purpose, are available at Base Motor Transport three days prior to the end of the month. Reports are to be completed and returned to Base Motor Transport prior to the close of business on the first working days following the month being reported on.

4. Responsible Officers having Garrison Mobile Equipment on consignment from Base Motor Transport are responsible for the proper use and retention of the DD 1970 and NAVMC 10031-SD forms in accordance with current regulations, and for the timely submission of utilization data.

CHAPTER 5

ADMINISTRATIVE USE MOTOR VEHICLE OPERATING REGULATIONS

	PARAGRAPH	PAGE
GENERAL	5000	5-3
SPEED LIMITS	5001	5-3
PASSENGER CAPACITIES	5002	5-3
VEHICLE PASSENGER AND CARGO RESTRICTIONS	5003	5-3
ACCIDENT REPORTING REQUIREMENTS	5004	5-4
DISABLED ADMINISTRATIVE USE MOTOR VEHICLE	5005	5-5
OPERATOR'S RESPONSIBILITIES	5006	5-5
BACKING ADMINISTRATIVE USE MOTOR VEHICLES	5007	5-6
IDLING OF VEHICLE ENGINE	5008	5-6
SAFE DRIVING DISTANCES AND DRIVING IN THE PROPER TRAFFIC LANE	5009	5-7
STOPPING ON A GRADE	5010	5-7
ROAD TESTING VEHICLES	5011	5-7
ROUTES OF TRAVEL	5012	5-7
FUELING VEHICLES	5013	5-7
FIRE EXTINGUISHERS	5014	5-7
SAFETY BELTS	5015	5-8
NARCOTICS, AMPHETAMINES AND OTHER DANGEROUS SUBSTANCES.	5016	5-8
INTOXICATING LIQUOR	5017	5-8

CHAPTER 5

ADMINISTRATIVE USE MOTOR VEHICLE OPERATING REGULATIONS

5000. GENERAL. The operators of administrative motor vehicles will comply with all traffic regulations prescribed by state, local and federal civilian authorities, as well as military authorities.

5001. SPEED LIMITS

1. Maximum speed limits for administrative use motor vehicles are established as follows, except for areas where speed limits are otherwise 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	35	45
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	40	40

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 pickup trucks/vans may not exceed the posted speed limit by more than 15 miles per hour and in no cases 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 and materials handling equipment are restricted to the confines of Marine Corps Base, Camp Lejeune, N. C. and MCAS, New River and will not be operated on public highways.

5002. PASSENGER CAPCITIES. Government vehicles will not be loaded in excess of the authorized passenger capacity (see para 3011.4 for buses and tractor trailers).

5003. VEHICLE PASSENGER AND CARGO RESTRICTIONS

1. Administrative use trucks being used to transport personnel will be equipped with side rails, covers and seating facilities as appropriate. No person will be permitted to ride in cargo bed, 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 the person's body, 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. Transporting of personnel in the bed of a dump truck is prohibited.

4. 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.

5. 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.

6. 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.

7. Administrative use motor vehicles with the exception of Materials Handling Equipment will not be operated on warehouse loading ramps.

5004. 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, 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 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 oral or written statement to claimants or their agents.

g. Deliver a completed Standard Form 91, Revised, to the Base Motor Transport Officer, Bldg 1502.

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, 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.

5005. DISABLED ADMINISTRATIVE USE MOTOR VEHICLES

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

a. Within a radius of 125 miles of Marine Corps Base, Camp Lejeune, N. C. and MCAS, New River, call collect to Marine Corps Base, Motor Transport Operations Officer, telephone 451-2803, for instructions.

b. Beyond a radius of 125 miles of Marine Corps Base and MCAS, New River:

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

5006. OPERATOR'S RESPONSIBILITIES

1. The operator of an administrative use motor vehicle is responsible for the safe operation of the vehicle 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 in possession of a valid State license or Standard Form 46, U. S. Government Motor Vehicle Operator's Identification Card. An operator will not operate a government vehicle of a capacity greater than that for which licensed.

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 being operated 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 vehicles will not be required nor permitted to perform driving duties for long period (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 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 in the 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 the vehicle load and check for flat tires.

m. Prior to mating the tractor to the semi-trailer, van personnel operators will inspect the king pin and fifth wheel plate for damage or deformity. In the event damage is suspected, equipment will be deadlined until released by Base Motor Transport Maintenance personnel.

5007. 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 the vehicle until assistance can be obtained.

5008. IDLING OF VEHICLE ENGINE. 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.

5009. 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 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 precludes stopping 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 3011.12 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.

5010. STOPPING ON A GRADE. 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 parking downgrade, turn the front wheels sharply toward the curb. If parking upgrade, on the right side of the road, turn the front wheels to the left; if on the left hand side of the road, turn the front wheels to the right.

5011. ROAD TESTING VEHICLES. A vehicle being road tested will have a road test sign clearly displayed on both front and rear of the vehicle at all times.

5012. ROUTES OF TRAVEL. 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. The only public highways authorized for the movement of semi-trailer, van personnel are: Highways 24, 17, 210, and 172 for access to training areas and Rifle Range; Highway 24 to Hobbs Road (3 mile road) to Highway 70 to Cherry Point; Highway 24 to Morehead City Ports; and Highways 172 and 17 to Wilmington Ports. Public highways not listed herein shall not be utilized without prior approval of the Base Motor Transport Officer. The following roadways, because of their narrowness, will not be utilized by administrative use motor vehicles.

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)

5013. FUELING VEHICLES

1. Administrative use 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 is prohibited within 25 feet of the fueling point.

5014. FIRE EXTINGUISHERS. The following administrative use vehicles will be equipped with fire extinguishers: (a) truck tractors; (b) buses and other vehicles carrying 10 or more passengers; (c) ambulances; (d) police and patrol vehicles; and (e) vehicles carrying ammunition, explosives, compressed gas, fuels and other dangerous articles must be equipped with two fire extinguishers that will be (10 lb), or the equivalent thereof, 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. Fire extinguishers are the responsibility of and will be provided by using units.

5015. SAFETY BELTS. All DOD personnel operating or riding in Marine Corps motor vehicles equipped with seat belts shall wear the seat belts whenever the vehicle is in motion.

5016. NARCOTICS, AMPHETAMINES AND OTHER DANGEROUS SUBSTANCES. No person shall operate, or be in physical control of a motor vehicle if in possession, 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 the operator incapable of safely operating a motor vehicle.

d. 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 a person's ability to operate a motor vehicle.

5017. INTOXICATING LIQUOR. No person shall consume an intoxicating liquor, regardless of its alcoholic content, or under the influence of an intoxicating liquor within eight hours before going on duty, while on duty, while operating, or in physical control of a motor vehicle while in possession of an intoxicating liquor, regardless of its alcoholic content.

CHAPTER 6

VEHICLE OPERATOR'S PERMITS (STANDARD FORM 46)

	PARAGRAPH	PAGE
EXAMINATION AND LICENSING OF ADMINISTRATIVE USE MOTOR VEHICLE OPERATORS	6000	6-3
QUALIFICATIONS FOR EXPLOSIVES MOTOR VEHICLE OPERATORS	6001	6-5
RECORDING OF OPERATOR'S PERMITS, ACCIDENTS AND/OR TRAFFIC VIOLATIONS	6002	6-6
RETURN OF SF-46 TO APPROPRIATE MOTOR TRANSPORT OFFICER	6003	6-6
APPLICABILITY OF CHAPTER 6	6004	6-6
SPECIAL INSTRUCTIONS	6005	6-6
AUTHORITY OF COMMANDING OFFICERS/SUPERVISORS	6006	6-6
POLICY REGARDING THE ISSUANCE OF VEHICLE OPERATOR'S PERMITS TO OFFICERS	6007	6-7

CHAPTER 6

VEHICLE OPERATORS' PERMITS (STANDARD FORM 46)

6000. EXAMINATION AND LICENSING OF ADMINISTRATIVE USE MOTOR VEHICLE OPERATORS

1. U. S. Government Motor Vehicle Operator's Identification Card (SF-46) is no longer required when operating U. S. Government owned or leased motor vehicles of 1 ton and below so long as the operator possesses a valid State Driver License. However, a U. S. Government Motor Vehicle Identification Card (SF-46) is required for vehicles greater than 1 ton and for all special use vehicles.

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 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, FMFLant, 2d Force Service Support Group (Rein) FMFLant and 2d Marine Aircraft Wing units based at the Marine Corps Air Station, 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 operator's permits for Marine Corps Base and Marine Corps Air Station personnel, except personnel assigned to Motor Transport School, Marine Corps Service Support Schools.

5. The U. S. Government Motor Vehicle Operator's Identification Card (SF-46) for military personnel normally expire 3 years from date of issue and will be issued/renewed in accordance with current editions of Marine Corps Orders P11240.106, 11240.66 and TM-11240-15/3. The expiration date of U. S. Government Motor Vehicle Operator's Identification Card (SF-46) for civilian personnel will be 4 years or the expiration date of the North Carolina State Drivers License, whichever comes first.

6. Valid unexpired operator's 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 the 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 possess 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, FMFLant, 2d Force Service Support Group FMFLant, or 2d Marine Aircraft Wing units based at Marine Corps Air Station, 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 will ensure that military personnel 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, and if qualified, personnel required to operate materials handling equipment only will be examined and licensed in accordance with instructions contained in DOD 4145.19-R-1, 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 to complete the licensing process will be destroyed after specified eight week period.

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

a. Commanding Officers or supervisors will submit for 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, FMFLant or 2d Force Service Support Group (Rein), FMFLant, or the Wing Licensing Unit for 2d Marine Aircraft Wing units based at MCAS, New River, as appropriate.

b. The Motor Transport Licensing Unit, Marine Corps Base, 2d Marine Division, FMFLant, or 2d Force Service Support Group (Rein), FMFLant, or 2d Marine Aircraft Wing Units based at MCAS, 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 a Government Motor Vehicle Operator's Identification Card and effective dates thereof has been previously issued. 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 Second Marine Division, FMFLant, Second Force Service Support Group (Rein), FMFLant, and Second Marine Aircraft Wing will be examined under the Motor Vehicle Licensing Program promulgated by the Second Marine Division (Rein), FMFLant, Second Force Service Support Group, FMFLant, or Second 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 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 the individual's possession.

6001. QUALIFICATIONS FOR EXPLOSIVES MOTOR VEHICLE OPERATORS. No person, military or civilian, shall be permitted to operate a Government vehicle transporting ammunition, explosives or other dangerous articles unless the requirements as set forth in NAVSEA OP 2239 (5 REV), are complied with and the operator has been designated an "Explosives Driver". Operators qualified to transport dangerous cargo must possess

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 insuring that the operator is so qualified. Careful selection of mature, dependable personnel is essential.

6002. RECORDING OF OPERATOR'S 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.

6003. RETURN OF SF-46 TO APPROPRIATE MOTOR TRANSPORT OFFICER. 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.

6004. APPLICABILITY OF CHAPTER 6. The provisions of chapter 6 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).

6005. 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 5800.7B, 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 official duties immediately deliver all process and pleadings served upon an individual to the Commanding Officer. The Commanding Officer shall thereupon ascertain the facts surfounding 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 all rights to remove civil or criminal proceedings from State to Federal Court under 28 U. S. C. 1442 and 1442a, also rights under the Federal Driver's Act (28 U. S. C. 2679B) and the contents of JAGINST 5822.2.

6006. AUTHORITY OF COMMANDING OFFICER/SUPERVISOR

1. Commanders will take appropriate action on reports of moving traffic violations suspensions, or revocations received from State authorities. When State authority suspends or revokes an individual's driver license, the installation or command driving privilege is automatically terminated. The Installation Commanders, when notified of State action, may also suspend or revoke the individual's U. S. Government

Motor Vehicle Operators Identification Card (SF-46). In all cases, however, authorization to drive a Government vehicle will be restricted to the limits of the installation.

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.

6007. POLICY REGARDING THE ISSUANCE OF VEHICLE OPERATORS PERMITS TO OFFICERS

1. Officers must obtain approval in writing from the Commanding General, prior to submitting application for Vehicle Operator's Permit (SF-46).

2. Request for permission to operate government motor vehicles will be forwarded to the Commanding General, Marine Corps Base, (Assistant Chief of Staff, Logistics) via the appropriate Chain of Command, providing the following:

a. The officer's name/rank/SSN.

b. Billet.

c. Period authority is required.

d. Justification.

3. Only officers occupying billets that are absolutely essential to mission accomplishment will be authorized to operate a Government Motor Vehicle.

4. Vehicle operator permits when issued will be effective only for the period of time the officer occupies the billet designated as mission essential.

5. Upon transfer or termination of duty, the officer will surrender the Operator's permit to the Commanding Officer.

6. Commanding Officers will insure the operators permit and approval to operate a Government Motor Vehicle, and subsequent termination of authority is reflected in the appropriate Officer's Qualification Record.

CHAPTER 7

MAINTENANCE

	PARAGRAPH	PAGE
GENERAL	7000	7-3
RESPONSIBILITIES	7001	7-3
REPAIRS AND MODIFICATIONS	7002	7-3
TIRES	7003	7-3
WINTERIZATION OF MOTOR VEHICLES AND ALLIED MOTORIZED EQUIPMENT	7004	7-4
REPAIR OF PRIVATELY OWNED VEHICLES AND PROPERTY	7005	7-4
DEADLINE VEHICLES	7006	7-4
MAINTENANCE RECORDS AND REPORTS	7007	7-4
ADMINISTRATIVE USE MOTOR VEHICLE MISUSE OR ABUSE	7008	7-4
MAINTENANCE PERFORMED BY THE OPERATOR	7009	7-5
SAFETY PRECAUTIONS	7010	7-5
ON-SITE REPAIR ROAD SERVICE	7011	7-5

CHAPTER 7

MAINTENANCE

7000. 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.

7001. RESPONSIBILITIES

1. The Base Motor Transport Officer is responsible for the first through fifth echelon maintenance on all administrative use Motor Transport equipment assigned to Marine Corps Base and MCAS, 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 (driver's 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 (driver's maintenance) will be performed prior to the vehicle being accepted into the maintenance repair shop. See paragraph 5006.8.

7002. 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 P11240.106, Base Motor Transport Standard Operating Procedures, appropriate vehicle maintenance and Technical Manuals and TM 4700-15/1.

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.

7003. 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 tread 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.

7004. WINTERIZATION OF MOTOR VEHICLES AND ALLIED MOTORIZED EQUIPMENT. The Base Motor Transport Officer is responsible for the winterizing of all administrative use motor vehicles in the Table of Equipment for Marine Corps Base, Camp Lejeune, North Carolina.

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 +10F. 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 protection to +10 F.

d. Whenever vehicles are dispatched away from the Camp Lejeune area where temperatures below +10 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.

7005. REPAIR OF PRIVATELY OWNED VEHICLES AND PROPERTY. 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.

7006. DEADLINE VEHICLES

1. All vehicles which are inoperative or have been removed from service for any cause and not under the immediate control of Base Motor Transport Maintenance, 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.

7007. MAINTENANCE RECORDS AND REPORTS

1. Base Motor Transport will maintain Motor Vehicle Record Folders, NAVMC 696-SD (Rev 7-54), and preventive maintenance and repair records and forms in accordance with current edition of Marine Corps Order P11240.106. 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.

2. Base Motor Transport will schedule annual loadtesting, in conjunction with the annual safety inspection, in so far as possible. Vehicles and equipment shall not be operated if they have not passed a loadtest within the preceeding twelve months.

7008. 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.

7009. 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 P11240.106 and pertinent technical publications. 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 5006 of this Order.

2. 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.

7010. SAFETY PRECAUTIONS. 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 utilized 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.

7011. ON-SITE REPAIR ROAD SERVICE

1. Base Motor Transport will provide on-site repair road service, during normal working hours (0800-1630 Monday through Friday), for administrative use vehicles and equipment by calling 451-5167 (mainside) or 451-6705 (MCAS).

2. This service is to be used primarily for breakdowns, in order to possibly forego the requirement for wrecker service.

3. Repairs will generally be limited to assistance as necessary, for broken down equipment to make it to the Base Motor Transport Repair Shop under it's own power.

CHAPTER 8

ADMINISTRATION, OPERATION AND MAINTENANCE OF MATERIALS HANDLING EQUIPMENT

	PARAGRAPH	PAGE
ADMINISTRATION	8000	8-3
MARKING AND PAINTING OF MATERIALS HANDLING EQUIPMENT AND RELATED ACCESSORIES AND MODIFICATIONS	8001	8-3
INSPECTION OF MATERIALS HANDLING EQUIPMENT	8002	8-3
FUNDING RESPONSIBILITIES	8003	8-3
RECORDS AND REPORTS	8004	8-4
MATERIALS HANDLING EQUIPMENT OPERATING REGULATIONS	8005	8-4
OPERATIONS	8006	8-5
REQUESTS FOR MATERIALS HANDLING EQUIPMENT	8007	8-5
REQUESTS FOR SERVICE AND REPAIR OF MATERIALS HANDLING EQUIPMENT	8008	8-5

CHAPTER 8

ADMINISTRATION, OPERATION AND MAINTENANCE OF MATERIALS HANDLING EQUIPMENT

8000. 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 unit 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), FMFLant, 2d Force Service Support Group (Rein), FMFLant, MCAS, New River and all 2d MAW units based at MCAS, New River.

8001. 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 the current edition of Marine Corps Order P11240.106.

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 equipemnt will have the load capacity, date tested, 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.

8002. 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 for return to the 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.

8003. FUNDING RESPONSIBILITIES. 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, less

those assigned to FMF units for in-garrison support. Such equipment will not be removed from confines of Marine Corps Base, Camp Lejeune, North Carolina and Marine Corps Air Station, New River without the approval of the Commanding General, Marine Corps Base.

8004. 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.

8005. 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	7 MPH
Tractor-trailer trains	7 MPH
Tractor w/transporter	40 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 and 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 of other than original equipment design 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 the 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.

8006. OPERATIONS

1. Pooling of Materials Handling Equipment. Commanding Officers or Officers-in-Charge of activities have 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, New River and on custody to units of the 2d Marine Division (Rein), FMFLant, 2d Force Service Support Group (Rein), FMFLant, MAG-26 and MAG-29 will be made available upon request to the Base Motor Transport Officer or designated representative, when required to accomplish an assigned mission.

8007. REQUESTS FOR MATERIALS HANDLING EQUIPMENT. Requests for permanent assignment of materials handling equipment will be submitted to the Base Motor Transport Officer with complete justification for each assignment.

8008. REQUESTS FOR SERVICE AND REPAIR OF MATERIALS HANDLING EQUIPMENT. All materials handling equipment requiring repairs will be reported to or delivered to Base Motor Transport Materials Handling Equipment Repair Section, Bldg 1502, telephone 5167. In the event repairs are of a minor nature, as determined by Base Motor Transport, on-site road service may be performed. Prior to any vehicles being delivered to the repair facility, as a result of breakdown, the road-call mechanic will be dispatched to determine if repairs are to be performed on-site.

Alvin Rochelle

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO 12532.1S Ch 1
CPD/rbb
5 Aug 1988

BASE ORDER 12532.1S Ch 1

From: Commanding General
To: Distribution List

Subj: WAGE SCHEDULES FOR TRADES AND LABOR EMPLOYEES

1. Purpose. To publish the revised wage rates for Trades and Labor Occupations, effective 19 June 1988, as established by the DoD Wage Fixing Authority.

2. Action

a. On page 1 of the basic Order in the "Ref:" section, change the date cited in reference (b) to read 8 March 1988 vice 17 March 1987.

b. Remove enclosure (1) of basic Order and replace with enclosure (1) of this change.

J. W. KEISER
Chief of Staff

DISTRIBUTION: C less Category III plus
BCPD (70)
BLOG (CPD-70)

HOURLY WAGE RATE TABLES

Authority: DoD Wage Fixing Authority letter of 8 March 1988

Effective Date: 19 June 1988

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	5.75	5.98	6.22	6.46	6.70	6.32	6.58	6.85	7.11	7.38
2	6.54	6.82	7.09	7.37	7.63	7.21	7.50	7.80	8.10	8.40
3	7.35	7.65	7.96	8.27	8.57	8.08	8.41	8.76	9.09	9.42
4	7.96	8.29	8.61	8.94	9.28	8.77	9.13	9.50	9.85	10.22
5	8.52	8.87	9.23	9.57	9.94	9.40	9.79	10.18	10.59	10.97
6	9.10	9.48	9.85	10.23	10.62	10.03	10.44	10.88	11.30	11.69
7	9.70	10.09	10.51	10.92	11.33	10.65	11.09	11.55	11.98	12.44
8	10.28	10.68	11.11	11.56	11.97	11.32	11.77	12.24	12.73	13.18
9	10.83	11.31	11.75	12.20	12.65	11.94	12.44	12.92	13.43	13.92
10	11.40	11.89	12.37	12.84	13.32	12.56	13.10	13.62	14.15	14.68
11	11.98	12.49	13.00	13.48	13.99	13.18	13.74	14.30	14.84	15.41
12	12.57	13.11	13.63	14.16	14.70	13.85	14.43	15.00	15.58	16.17
13	13.14	13.70	14.24	14.80	15.35	14.47	15.07	15.67	16.27	16.88
14	13.72	14.30	14.88	15.45	16.02	15.10	15.72	16.35	16.99	17.62
15	14.30	14.89	15.48	16.07	16.68	15.71	16.36	17.03	17.67	18.34

WS-WD-WN RATES

WS GRADE	WD PAY LEVEL	WN PAY LEVEL	26	78	104	104	
STEP			1	2	3	4	5
1			9.62	10.03	10.42	10.82	11.24
2			10.26	10.67	11.10	11.55	11.96
3	1		10.81	11.28	11.71	12.17	12.63
4	2		11.39	11.88	12.36	12.83	13.31
5	3		11.96	12.47	12.97	13.46	13.97
6	4		12.53	13.08	13.60	14.13	14.64
7	5	1	13.13	13.69	14.23	14.79	15.34
8	6	2	13.71	14.26	14.84	15.43	15.99
9	7	3	14.29	14.88	15.47	16.06	16.67
10	8	4	14.85	15.47	16.07	16.71	17.34
11	9	5	15.24	15.89	16.53	17.16	17.79
12	10	6	15.77	16.43	17.09	17.74	18.41
13	11	7	16.42	17.10	17.78	18.47	19.15
14		8	17.20	17.92	18.63	19.34	20.07
15		9	18.09	18.84	19.61	20.36	21.11
16			19.10	19.90	20.70	21.50	22.28
17			20.24	21.09	21.93	22.78	23.62
18			21.52	22.41	23.30	24.21	25.10
19			22.89	23.86	24.80	25.76	26.72

ENCLOSURE (1)
Ch 1 (5 Aug 1988)

WT-SHOP TRAINEES

Calendar Weeks Service Between Rates

Target Grade	Rates*	26 1	26 2	26 3	26 4	26 5	26 6
		(Two-Year Training Program)					
WG-7		6.56	7.44	8.32	9.21		
WG-8		6.94	7.88	8.81	9.75		

(*Ref: FPM Sup 532.1, S11-7)

WT-SHOP TRAINEES

Calendar Weeks Service Between Rates

Target Grade	Rates*	26 1	26 2	26 3	26 4	26 5	26 6
		(Three-Year Training Program)					
WG-8		6.94	7.57	8.19	8.81	9.43	10.06
WG-9		7.35	8.01	8.67	9.33	9.99	10.65

(*Ref: FPM Sup 532.1, S11-7)

Shop Trainee jobs are authorized for the following occupations:

	Target Grade
Boiler Plant Operator	WG-5402-7
Pest Controller	WG-5026-8
Sewage Disposal Plant Operator	WG-5408-8
Water Treatment Plant Operator	WG-5409-7
Wood Worker	WG-4604-8

Alvin Rochelle

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO 12000.2E Ch 1
€PD/jmc
1 June 1988

BASE ORDER 12000.2E Ch 1

From: Commanding General
To: Distribution List

Subj: CIVILIAN PERSONNEL MANAGEMENT PROGRAM

Encl: (1) New page inserts to the basic Order

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

2. Action. Remove present pages 1 and 2 of enclosure (1) and remove page 1 of enclosure (2) and replace with corresponding new pages contained in the enclosure hereto.

G. F. HUML
Chief of Staff

DISTRIBUTION: C less Category III plus
BCPD (50)
BLOG (CPD-30)
NFPO (25)

LIST OF CIVILIAN PERSONNEL BASE ORDERS

BO 12000.2E	Civilian Personnel Management Program
BO 12000.3	Civilian Personnel Management Program for Nonappropriated Fund Instrumentalities
BO 12000.4	Employment Protection for Certain NAFI Employees/Applicants
BO 12275.1B	Self-Evaluation of Civilian Personnel Management
BO 12300.4D	DOD Program for Stability of Civilian Employment
BO 12300.5A	Details of Civil Service Employees
BO 12306.1	Handicapped and Disabled Veterans Program
BO 12315.1A	Probationary Period for Managers and Supervisors
BO 12335.1D	Merit Staffing Program
BO 12335.3A	Merit Staffing Program for Marine Corps Base Nonappropriated Fund Employees
BO 12351.1E	Civilian Reduction-in-Force (RIF)
BO 12410.3H	Civilian Employee Training and Development Program
BO 12410.12	Training and Development for Nonappropriated Fund Employees
BO 12430.1M	Performance Appraisals of Civil Service Employees
BO 12430.3	Performance Appraisals for Nonappropriated Fund Employees
BO 12432.1A	Reduction in Grade and Removal Based on Unacceptable Performance
BO 12432.2	Reassignment, Reduction in Grade and Termination based on Unsatisfactory Work Performance for Nonappropriated Fund Employees
BO 12432.3	Separation Procedures for Nonappropriated Fund Employees
BO 12451.1H	Civilian Performance Awards
BO 12451.2	Civilian/Military Beneficial Suggestion Program
BO 12451.3A	Incentive Awards for Nonappropriated Fund Employees
BO 12511.1D	General Schedule Classification System
BO 12530.1C	Pay Administration for Educational Personnel Assigned to the Camp Lejeune Dependents' Schools System
BO 12531.7C	Salary Increases for Civil Service Employees
BO 12531.8C	Selection of Salary and Wage Step Rates for Civil Service Employees
BO 12532.1S	Wage Schedules for Trades and Labor Employees
BO 12532.2C	Federal Wage System
BO 12534.1	Position Classification for Nonappropriated Fund Instrumentalities
BO 12534.2	Salary Increase for Nonappropriated Fund Employees

BO 12534.3	Nonappropriated Fund Wage Rate Schedules for Administrative Support, Patron Services and Craft and Trade Employees
BO 12540.1B	Performance Management and Recognition System (PMRS)
BO 12570.1	Travel Orders for Civil Service Personnel
BO 12594.2C	Uniforms and Handtools; regulations concerning
BO 12610.1J	Hours of Work
BO 12610.2	Hours of Work for Nonappropriated Fund Employees
BO 12610.3	Timekeeping and Preparation of Weekly Payroll Timecards for Nonappropriated Fund Employees
BO 12630.1H	Absence and Leave for Civil Service Employees
BO 12630.3	Absence and Leave for Nonappropriated Fund Employees
BO 12711.1B	Official Time for Master Labor Agreement (MLA) Representative Functions
BO 12711.2	Job Action Contingency Plan
BO 12713.4B	Upward Mobility for Civil Service Employees
BO 12713.5K	Marine Corps Base Update of Affirmative Action Program Plan Goals for FY 87-91
BO 12713.6D	Equal Employment Opportunity Program
BO 12713.7	Sexual Harassment
BO 12715.1A	Clearance Requirements of Civil Service Employees Preliminary to Separation for any Reason
BO 12732.1	Reliability Check for Child Care Activity Personnel
BO 12750.3A	Discipline, Conduct and Adverse Action for Nonappropriated Fund Employees
BO 12752.1	Discipline, Conduct and Adverse Actions
BO 12771.1	Department of the Navy Grievance Procedure
BO 12790.1E	Services to Employees (General)
BO 12790.2E	Marine Corps Base Camp Lejeune Employees' Recreation and Welfare Association
BO 12790.4D	Dependents' Aid Association
BO 12790.5	Services to Nonappropriated Fund Employees
BO 12792.1C	Medical Examination and Services for Civil Service Employees
BO 12792.2B	Civilian Employee Assistance Program (CEAP)
BO 12810.1A	Federal Employees' Compensation Program

FUNCTIONAL CHART

CIVILIAN PERSONNEL DIVISION

EMPLOYEE RELATIONS BRANCH

- Appeals & Grievances
- Disciplinary Actions
- Civilian Personnel Director's Memorandum
- Separations
- Hours of Work
- Absence & Leave
- Security Clearance
- Political Activity
- Insurance Programs
- Retirement
- Employee Services
- Incentive Awards
- Performance Appraisals & Awards
- Withholding Step Increase
- Workers' Compensation

CLASSIFICATION BRANCH

- Classification of General Schedule, Trades & Labor, & NAFI Positions
- Position Review
- Job Engineering
- NAFI Wage Surveys
- Dependents' Schools Salary Surveys

EQUAL EMPLOYMENT OPPORTUNITY BRANCH

- Program Management
- Affirmative Action Program
- Federal Women's Program
- Hispanic Employment Program
- EEO Counseling
- EEO Discrimination Complaints Investigations & Appeals
- *Upward Mobility
- *Federal Employment Opportunity Recruitment Program (FEORP)
- Employee Assistance Program
- Prevention of Sexual Harassment

LABOR-MANAGEMENT RELATIONS BRANCH

- Labor-Management Relations
- Contract Negotiations
- Contract Administration
- Evaluation of Local Conditions & Practices

PERSONNEL SYSTEMS BRANCH

- Personnel Management Information Support
- Personnel Data System Analysis & Operations

EMPLOYMENT BRANCH

- Civil Service Recruiting & Examining
- Merit Staffing, Qualifications Evals.
- Special Employment Programs
- Appointments, Promotions, Position Changes
- Veterans Preference
- Dual Employment/Compensation
- Restoration following Military Duty
- Reductions-in-Force
- Allowances for Uniforms
- Personnel Actions, Pay Changes
- Records, Reports, & Statistics

EMPLOYEE DEVELOPMENT BRANCH

- Career Development Counseling
- Training Plans (Formalized)
- Management & Supervisory Development
- Trade or Craft
- Technical/Specialty
- Administrative
- Clerical
- Employee Orientation
- Annual Training Plans
- Records & Reports
- Special Programs

MANAGEMENT REPRESENTATIVE BRANCH

- EEO & MSPB Appeals
- Arbitration

NONAPPROPRIATED FUND PERSONNEL BRANCH

- Employee Recruitment, Appointment
- Merit Promotion, Qualifications/ Evaluations/Position Changes
- Special Employment Program
- Reductions-in-Force
- Records, Reports & Statistics
- Disciplinary Actions, Appeals & Grievances
- Separations
- Hours of Work, Absence & Leave
- Medical, Dental & Life Insurance
- Retire., Workers' Comp., Decedent Affairs
- Performance Appraisals, Incentive Awards
- Loyalty & Security
- Employee Orientation
- Employee Development & Training
- Annual Training Plans
- Base/MCX/SS Identification Cards
- NAFI Newsletter
- Employee Services
- Withholding Step Increase
- Mgmt. Info. Sys. Pers./Payroll Subsystem
- Dual Employment/Compensation
- Personnel Actions/Pay Changes

*Joint responsibility with the Employment Branch

GENERAL INSTRUCTIONS

1. Allowances. The Commandant of the Marine Corps prescribes allowances for materials handling equipment in administrative use. Such allowances will be based on and limited to the minimum number required to accomplish the assigned mission. Requests for changes in these allowances shall be submitted to the Commandant of the Marine Corps (Code LME). Full justifications shall accompany such requests.

2. Pooling. Equipment should be physically and administratively pooled to the maximum extent practicable in order to achieve maximum utilization and to eliminate duplication of efforts, services, and facilities. However, when distance, mission, economy, effectiveness, or other factors indicate subpools to be the most practical organization, appropriate commanders may authorize their establishment.

3. Dispatching. To ensure maximum efficiency and effectiveness in control, assignment, and operation, materials handling equipment should be dispatched from one central point by a dispatcher whose primary duty is to receive and evaluate requests for equipment and then apply available resources.

4. Dispatching Forms and Records. For guidance in the use of dispatching forms and records, the provisions of the current editions of MCO 11240.46, TM-4700-15/1, and MCO 11240.48 shall apply.

5. Registration Numbers. All materials handling equipment will be assigned Marine Corps registration numbers by the Commandant of the Marine Corps (Code LME). Registration numbers will normally be applied to new items of equipment by the manufacturer as part of the procurement contract. In the event that registration numbers have not been applied prior to delivery, they shall be requested from the Commandant of the Marine Corps (Code LME).

6. Painting. All materials handling equipment shall be painted gloss yellow (Gloss Number 13538) in accordance with Federal Standard 595, unless otherwise specified.

7. Identification Markings

a. Each item of materials handling equipment shall be identified on each side and rear, using 1½-inch lettering and numerals.

b. Identification shall be by the letters "USMC" followed by the registration number on the same line. Letters and numerals shall be close spaced, but groups of letters shall be separated from groups of numerals; e.g., USMC 000000.

c. Identification markings shall be located where space will permit and in such a manner as to present a neat and balanced appearance. The location of identification markings shall be consistent on equipment of the same type, size, and design.

d. Identification markings shall be applied with black paint (No. 17038) when the paint and stencil method is used. Pressure-sensitive marking materials conforming to the current issue of MIL-D-8634 may be used. Markings shall not wholly or partially be obscured by any attachment.

8. Operators. Military and civilian personnel shall be selected, trained, examined, and licensed to operate materials handling equipment in accordance with the instructions contained in the current edition of NAVMC 1101, chapter 8.

requirements of this chapter and chapter 3, as long as this does not conflict with local U.S. Embassy policy.

b. Additional Exemptions. Additional exemptions may be authorized by the head of the DoD Component concerned, or his designee, for motor vehicles located outside the United States, and the territories and possessions, when conspicuous identification will endanger the security of individuals or the U.S. Government.

c. Records of Exempt Vehicles. Each DoD Component shall maintain records of those vehicles exempt from the identification and marking provisions of this chapter, and shall institute measures to ensure such vehicles are used for official purposes only.

11-5. Identification Marking Procedures

a. General. New vehicles shall be furnished by the manufacturer with the DoD Component identification, the registration number, and the legend, "FOR OFFICIAL USE ONLY", affixed in accordance with the instructions in this chapter as a part of the procurement contract. Other markings prescribed herein, or as prescribed by the responsible DoD Component, shall be applied by the using activity upon receipt of the vehicles. Vehicles hired for 60 days or less shall not be marked.

b. Location of Markings

(1) Side Markings

(a) Passenger cars, station wagons, ambulances, carryalls, fire trucks, trucks, and truck tractors centered on each front door, or in a comparable position in relation to the driver's seat, on vehicles without doors.

(b) Buses on the panels just below the windows, to the rear of the entrance door on one side, and to the rear of the driver's compartment on the other side.

(c) Trailers and semitrailers centered on each side of the front quarter of the vehicle.

(d) Motor sidecars centered vertically on the door or outside panel of the vehicle.

(e) Motorcycles and motor scooters located on appropriate surface.

(2) Rear Marking. Only the DoD Component identification and registration number will be displayed.

c. Size, Spacing, and Style of Markings. Gothic style letters and numerals, as shown in figures 11-1 and 11-2, will be used. Letter and number heights will be 1-1/2 inches except for "Official Use Only" which will be 3/4 inches. Line spacing will be 1-1/2 inches.

d. Use of Pressure-Sensitive Marking. All identification markings prescribed by this chapter may be applied through the use of pressure-sensitive markers.

e. Identification Marking Colors. Except where otherwise provided, all colors used by the DoD Component shall conform to Federal Standard 595. Specific marking colors for each DoD component are set forth in the appropriate component implementing instruction. All markings shall be in colors that are in definite contrast to the color of the vehicle.

SECTION II. SPECIAL MARKING PROCEDURES

11-6. General. Special type markings on vehicles shall be restricted to the minimum. In the interest of economy, they shall be of a removable type to facilitate rotation of vehicles.

a. General and Flag Officer Identification. Appropriate identity plates to indicate the occupancy of a vehicle by a general or flag officer shall be affixed to the front of the vehicle. Size and color of plates shall be prescribed by the appropriate DoD Component.

b. Installation and Activity Markings. Markings identifying DoD installations or activities shall be as prescribed in separate instructions published by the DoD Component.

c. National Symbol. The national symbol (white 5-pointed star) may be marked on motor vehicles in oversea commands when directed by the oversea commanders. Size and location of the national symbol shall be as prescribed by the appropriate DoD Component in regulations concerning the marking of combat and tactical vehicles. The national symbol shall not be used on administrative use motor vehicles operated in the United States.

11-7. Armed Forces Police Vehicles

a. In addition to prescribed identification markings, Armed Forces police vehicles shall be marked as follows:

(1) Side Marking. The words ARMED FORCES in 3-inch letters shall form an arc on each front door (top line) with the words POLICE in 5-inch letters, on a straight line underneath. (The exact

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

BO 12000.2D
CPD/HH/smb
24 Feb 1983

BASE ORDER 12000.2D

From: Base Commander
To: Distribution List

Subj: Civilian Personnel Management Program

Ref: (a) FPM/CMMI 250 (NOTAL)
(b) MCO P12000.7B (NOTAL)

* Encl: (1) List of Civilian Personnel Base Orders
(2) 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 12000.2C.

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 innovation 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 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. Action. Organizational Commanders, Heads of Command Staff Sections, Department Heads, and Chiefs of Services will ensure that all supervisors are thoroughly familiar with the contents of all directives in the 12000 series listed in enclosure (1) that setforth policy in the functional areas listed in enclosure (2). Sufficient sets of these directives will be maintained to ensure ready access by supervisors in carrying out their personnel management responsibilities and to employees for informational purposes.

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

8. Applicability. Having received the concurrences of the Commanding Officers of Marine Corps Air Station (Helicopter), New River; Naval Regional Medical Center; Naval Regional Dental Center, and Complex Officer, East Coast Commissary, Camp Lejeune; and Commanding Officer, Navy Recruiting District, Raleigh, this Order is applicable to those commands.

J. R. FRIDELL
Acting

DISTRIBUTION: C less Category III plus
CPD (50); LOG (CPD-30)

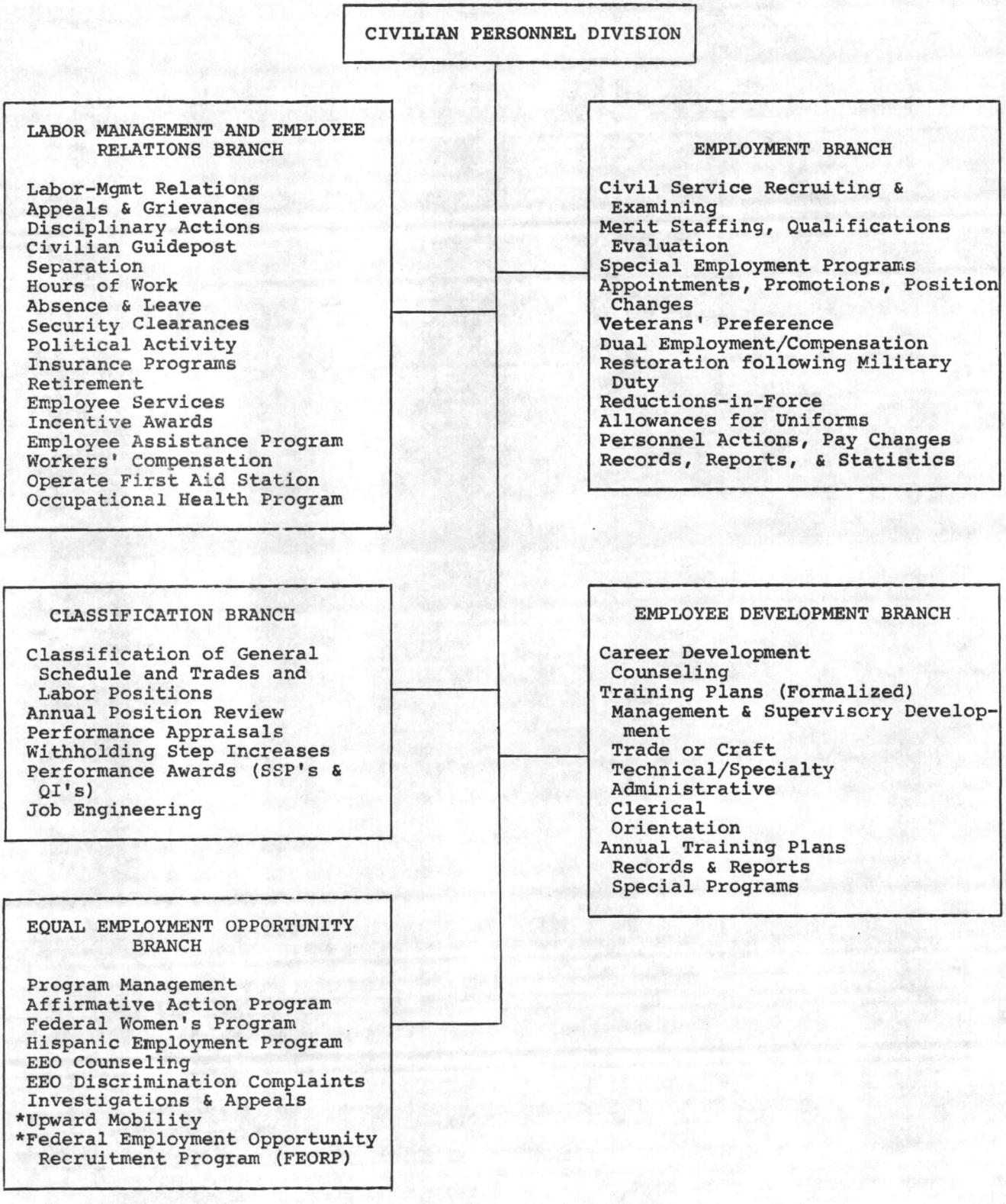
LIST OF CIVILIAN PERSONNEL BASE ORDERS

BO 12000.1R	Position Maintenance Review
BO 12000.2D	Civilian Personnel Management Program
BO 12270.1A	Travel Orders for Civil Service Personnel
BO 12275.1A	Self-Evaluation of Civilian Personnel Management
BO 12293.1A	Maintenance, Use, and Disposition of Civil Service Personnel Records and Files
BO 12300.4C	DoD Program for Stability of Civilian Employment
BO 12306.1	Handicapped and Disabled Veterans Program
BO 12315.1	Probationary Period for Managers & Supervisors
BO 12335.1C	Merit Staffing Program
BO 12335.2B	Use of Details and Temporary Promotions of 120 Calendar Days or Less
BO 12351.1D	Reduction-in-Force (RIF)
BO 12410.3G	Civilian Employee Training and Development Program
BO 12430.1L	Performance Appraisals of Civil Service Employees
BO 12432.1	Reduction in Grade & Removal Based on Unacceptable Performance
BO 12451.1G	Incentive Awards Program/Military Cash Awards Program
BO 12511.1B	Position Classification
BO 12531.7C	Salary Increases for Civil Service Employees
BO 12531.8B	Selection of Salary and Wage Step Rates for Civil Service Employees
BO 12532.1N	Wage Schedules for Trades and Labor Employees
BO 12532.2A	Federal Wage System
BO 12540.1A	Merit Pay System (MPS)
BO 12594.2C	Uniform and Handtools; regulations concerning
BO 12610.1G	Hours of Work
BO 12630.1G	Absence and Leave for Civil Service Employees
BO 12711.1A	Official Time for Representational Functions
BO 12713.4B	Upward Mobility for Civil Service Employees
BO 12713.5F	Marine Corps Base Update of Affirmative Action Program Plan Goals for FY 83-87
BO 12713.6B	Equal Employment Opportunity Program
BO 12713.7	Sexual Harassment
BO 12715.1	Clearance Requirements of Civil Service Employees Preliminary to Separation for any Reason

ENCLOSURE (1)

BO 12750.1H	Discipline, Conduct, and Adverse Actions
BO 12771.1	Department of the Navy Grievance Procedure
BO 12790.1E	Services to Employees (General)
BO 12790.2E	MCB Camp Lejeune Employee's Recreation and Welfare Association
BO 12790.4D	Dependents' Aid Association
BO 12792.1C	Medical Examinations and Services for Civil Service Employees
BO 12792.2B	Civilian Employee Assistance Program (CEAP)
BO 12810.1	Federal Employees' Compensation Program

FUNCTIONAL CHART



*Joint responsibility with Employment Branch.

ENCLOSURE (2)

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

DeptInst 4-82
MTO/RJB/mfg
16 Jun 1982

DEPARTMENTAL INSTRUCTION 4-82

From: Motor Transport Officer
To: Distribution List

Subj: Utilities and Energy Management Plan

Ref: (a) BO 11300.1G

Encl: (1) Duties of the Building Monitor

1. Purpose. To assign Building Monitors for the Motor Transport Division to enforce the Command's Utilities and Energy Management Plan as outlined in the reference.

2. Information. The reference established a Utilities and Energy Management Plan for Marine Corps Base, Camp Lejeune and Marine Corps Air Station (H), New River in order to achieve a continuing reduction in energy consumption and eliminate wasteful energy usage. Personnel assigned duties as Building Monitors will familiarize themselves with the contents of the reference.

3. Action. The personnel filling the following billets are hereby assigned as Building Monitors for the building indicated below:

Billet	Building
Automotive Mechanic Foreman, Repair Section II	1502/1504/908
Chief Dispatcher, Operations Branch	1407
Automotive Mechanic Foreman, MCAS Maintenance	AS 118
Motor Vehicle Operator Foreman, MCAS Operations	AS 119

Each Building Monitor is responsible for monitoring the energy efficient operation of the building(s) assigned. Enclosure (1) is to be used as a guide by Building Monitors in the performance of their duties.

C. O. Barto Jr
C. O. BARTO, Jr.

DISTRIBUTION:
Maintenance Director
Operations Director
Each Building Monitor

DeptInst 4-82
16 Jun 1982

DUTIES OF THE BUILDING MONITOR

1. Check temperature in building at least twice daily - ideally at 0800 and 1300.

2. Initiate corrective action to rectify deviations from temperature guidelines.

3. Initiate work requests for any energy conservation related maintenance and repair required. Maintain status on all outstanding energy conservation related work requests.

4. Keep the Motor Transport Officer advised of any problems/action required pertaining to energy conservation matters.

5. Ensure current energy conservation information is prominently displayed within the Building. Emphasize individual awareness and participation in the conservation of energy.

6. Advise personnel to keep windows and doors closed in winter and summer during heating and air conditioning season.

7. Utilizing enclosure (9) of the reference as a guide, conduct a formal inspection of the building each month and report findings, in writing, to the Motor Transport Officer.

ENCLOSURE (1)

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

MTO/COB/pgf
11240
8 Feb 1984

DIVISION INSTRUCTION 4-84

From: Motor Transport Officer
To: Director, Operations Branch

Subj: Portable Fire Extinguishers on Garrison Mobile Equipment

1. Purpose. To establish a Division policy for the installation of portable fire extinguishers on garrison mobile equipment and to provide guidance on the inspection and maintenance of such equipment.

2. Cancellation. Departmental Instruction 2-77 dated 19 Jan 1977.

3. Policy. It is the policy of the Base Motor Transport Officer to equip only the following types of garrison mobile equipment with portable fire extinguishers.

a. Buses and passenger carrying vehicles equipped to have 10 or more passenger:

b. Vehicles used to carry explosives, acids, compressed gases, fuel and other dangerous articles.

c. All emergency vehicles for structural and aircraft crash firefighting/ rescue.

d. All truck tractors and wreckers.

4. Responsibilities.

a. The acitivity structural fire department is responsible for tagging and inspecting all portable fire extinguishers installed on commercial vehicles.

b. The Director, Operations Branch is responsible for the following:

(1) Ensure that maintenance, servicing, and/or hydrostatic testing is accomplished in accordance with existing instructions.

(2) Arrange for tagging and monthly inspection of all portable fire extinguishers that are to be used on equipment contained in paragraph 3 above.

(3) This will be accomplished by:

(a) All portable fire extinguishers for the Operations Branch of Base Motor Transport will be delivered to Fire Department personnel at the Fire Department Warehouse, Bldg 1203 for inspections and tagging.

(b) Foreman Transportation, Motor Transport Support Section, MCAS(H), New River will call the Fire Inspector, MCAS(H), New River Fire Station, telephone 6620 when fire extinguishers are to be inspected.

6. Action. The Director, Operations Branch will submit a written monthly report to the Base Motor Transport Safety Officer (Licensing and Training Supervisor), no later than the first work day of the month for the previous month's inspection.

7. Effective Date. 8 Feb 1984.

C. O. BARTO, Jr.

DISTRIBUTION:
All Sections, Operations Branch
Operations Branch Bulletin Boards
Official File
Licensing/Training Supervisor

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

MTO/COB/njg
4400
22 December 1981

From: Commanding General
To: A. P. Rochelle, Auto Mechanic Foreman
Base Motor Transport, Maintenance Branch

Subj: Responsible Officer; appointment of

Ref: (a) UM 4400-15

1. In accordance with instructions set forth in reference (a) you are hereby assigned duties as Responsible Officer for garrison and plant account property received from the Supply Office for MCAS, Maintenance, sub-account #6 vice I Stone.

C. O. Barto, Jr.
C. O. BARTO, JR.
by direction

Mr. Rochelle

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

DeptInst 3-82
MTO/JEI/mfg
15 Jun 1982

DEPARTMENTAL INSTRUCTION 3-82

From: Motor Transport Officer
To: Distribution List

Subj: Standing Operating Procedure for Maintenance Branch

Ref: (a) BO P4600.1E
(b) TM 4700.15.1D
(c) MCO 4440.27C
(d) MCO 11240.46C
(e) MCO 11240.47C
(f) MCO 11240.48C
(g) MCO 11240.75A

1. Purpose. To publish a standard operating procedure for the Maintenance Branch of Base Motor Transport. This Instruction provides the necessary procedures for accomplishing the mission and requirements of references (a) through (g) and includes data essential for the automated control system utilized as a management tool in the daily operation of all sections in the Maintenance Branch.

2. Cancellation. Departmental Instructions 7-79 of 6 January 1980 and 2-81 of 23 February 1981.

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

C. O. Barto Jr.
C. O. BARTO, Jr.

DISTRIBUTION:
Each Supervisor

Rochelle

TABLE OF CONTENTS

SECTION I

GENERAL

	PAR	PAGE
MISSION	101	1-1
ORGANIZATION AND RESPONSIBILITY	102	1-1

SECTION II

MAINTENANCE FUNCTIONS AND PROCEDURES

MAINTENANCE CYCLES	201	2-1
SHOP REPAIR ORDER	202	2-3
MAINTENANCE FLOW	203	2-5
SHOP REPAIR ORDER PROCESSING	204	2-6
DISTRIBUTION OF SHOP REPAIR ORDERS	205	2-6
SHOP REPAIR LOCATION CODES	206	2-6
VEHICLE ROAD TESTS	207	2-6
MAINTENANCE DATA INPUT DOCUMENT	208	2-7
QUALITY CONTROL	209	2-8
SAFETY INSPECTIONS	210	2-8
MAINTENANCE SERVICE	211	2-8
REPAIR PARTS	212	2-8
PARTS CODES	213	2-10
DD 314 CARD PREPARATION AND PROCEDURES	214	2-12
COMMERCIAL AUTOMOTIVE SERVICES	215	2-13
VEHICLE WINTERIZATION	216	2-13
VEHICLE ACCIDENTS	217	2-14
MHE RECOVERY PROCEDURES	218	2-14
AUTOMATED SERVICES CENTER OUTPUT DOCUMENT	219	2-14
LTI PREPARATION AND PROCEDURES	220	2-15
MOTOR VEHICLE AND ENGINEER EQUIPMENT RECORD FOLDER	221	2-16
CALIBRATION PROGRAM - MANAGEMENT & PROCEDURES	222	2-17
UNSATISFACTORY REPORT PREPARATION & PROCEDURES	223	2-18
SHOP SECURITY PROCEDURES	224	2-19
EMT DAILY LABOR DISTRIBUTION CARDS	225	2-19
TOOLROOM MANAGEMENT AND UTILIZATION	226	2-20
PROPERTY CONTROL	227	2-20
HOUSEKEEPING AND SAFETY POLICIES & PROCEDURES	228	2-21
GROUNDS MAINTENANCE AND POLICE	229	2-21
TECHNICAL LIBRARY FACILITIES	230	2-21
DESK TOP PROCEDURES AND TURN-OVER FOLDERS	231	2-21
INSPECTIONS AND VISITS	232	2-22
LIFE EXPECTANCY OF GME EQUIPMENT	233	2-22
MODIFICATIONS	234	2-22
PAINTING INSTRUCTIONS	235	2-22

SECTION I

GENERAL

101. MISSION. The mission of the Maintenance Branch is to accomplish scheduled maintenance and interim repairs to maintain vehicles and equipment in a safe and serviceable operating condition in the most economical manner. Standards and procedures set forth in this Instruction are based on these concepts and apply to all related sections. Maintenance facilities are for the servicing and repair of government vehicles only.

102. ORGANIZATION AND RESPONSIBILITY. The Maintenance Branch is divided into four individual sections and spread over four locations. Repair Section I is located in Buildings 908, 1502 and 1504; Repair Section II in Building 1502; Production Control Section in Buildings 1502 and 1504; and Marine Corps Air Station Repair Section in Building 118.

1. Automotive Mechanic General Foreman. The Automotive Mechanic General Foreman is responsible to the Base Motor Transport Officer for:

a. Supervising and managing, through subordinate supervisors, all aspects of maintenance dedicated to the servicing and repair of administrative-use vehicles and equipment authorized this activity.

b. Providing technical assistance, resolving and advising on problem areas, and maintaining effective liaison with equipment users on matters pertaining to maintenance of vehicles and equipment.

c. Administering policies and procedures that govern Maintenance Branch personnel.

d. All property assigned to and used by the Maintenance Branch.

2. Automotive Mechanic Foremen and Production Control Supervisor. The Automotive Mechanic Foremen and Production Control Supervisor are responsible to the Automotive Mechanic General Foreman for:

a. Supervision, management, and productivity of their respective section.

b. Proper utilization of personnel, tools, equipment, and facilities assigned their section.

c. Coordinate support work with other related sections.

d. Promoting safety, morale, and good housekeeping practices.

e. Preparation of performance standards and appraisals of subordinate employees.

f. Accountability of government property assigned their respective section.

3. Automotive Mechanic Leader. The Automotive Mechanic Leader is responsible to the Automotive Mechanic Foreman for:

a. Performing the full range of duties of Automotive Mechanic.

b. Assisting the Automotive Mechanic Foreman in directing the performance of the Automotive Mechanics.

c. Assuming the duties and responsibilities of the Automotive Mechanic Foreman during his absence.

4. Automotive Inspector. The Automotive Inspector is responsible to the Production Control Supervisor for:

a. Inspecting vehicles and equipment to determine safety and serviceability, both pre-repair and post-repair.

b. Preparing Shop Repair Orders to indicate repairs required to return vehicles and equipment to service.

c. Security and police of Building 1504 and the adjoining lot.

d. Performing minor repairs or adjustments to return vehicles or equipment to service when a Shop Repair Order is not required.

5. Automotive Mechanics/Mobile Equipment Metal Mechanics/Welder/Automotive Workers. They are responsible to the Automotive Mechanic Foreman for:

a. Performing all repairs recorded on an assigned Shop Repair Order consonant with the duties of their respective section and job title.

b. Reporting to the respective foreman any additional repairs required.

c. Drawing of parts/materials necessary for servicing or repair purposes.

d. Quantity and quality of work performed, safety practices, and immediate work area security and cleanliness.

6. Upholsterer. The Upholster is responsible to the Automotive Mechanic Foreman, Section I, for:

a. Quantity and quality of upholstery repairs performed.

b. Requisitioning parts and materials necessary for the operation of the Upholstery Shop.

c. Requisitioning, minor maintenance, and issue of all special tools and equipment.

d. Requisitioning and issue of bulk items, expendables, and consumables.

e. Maintaining records of issues and inventory of tools and equipment.

7. Clerks. The Clerks in the Production Control Section are responsible to the Production Control Supervisor for:

a. Collecting vehicle and equipment usage data.

b. Scheduling preventive maintenance for vehicles and equipment.

c. Distributing Shop Repair Orders and recording vehicle and equipment repair status.

d. Recording vehicle and equipment issues, transfers, and surveys.

e. Maintaining vehicle and equipment repair history records.

f. Collecting and reporting vehicle and equipment labor and material repair costs.

8. Automotive Equipment Servicers. The Automotive Equipment Servicers are responsible to the Automotive Mechanic Foreman, Section I, for:

a. Repair or replacement of tires as indicated on the Shop Repair Order.

b. Recordkeeping of tires and tubes repaired or replaced.

c. Inspection of used tires to determine those to be retained for recapping.

9. Custodial Worker. The Custodial Worker is responsible to the Automotive Mechanic Foreman, Section I, for:

a. Daily cleaning of all heads.

b. Emptying all trash cans on a daily basis.

c. Outside police of Building 1502 and Lot 1504.

d. Dispensing of toilet articles and general cleaning supplies.

e. Cleanliness of walkways and drive-throughs in Building 1502.

10. Supply Clerk. The Supply Clerk is responsible to the Production Control Supervisor for:

a. Custody and recordkeeping of all unit property as the Responsible Officer.

b. Purchase and issuance of indirect supplies necessary for the operation of the maintenance shop.

c. Administering the Blanket Purchase Agreement Program.

d. Administering the Calibration Control Program.

SECTION II

MAINTENANCE FUNCTIONS AND PROCEDURES

201. MAINTENANCE CYCLES. The following provides various cycles through which a vehicle may pass during maintenance.

1. Vehicle Induction

a. All vehicle/equipment and material handling equipment should be submitted to the maintenance facility for repair. The using unit will deliver the item to Building 1504. Vehicles and MHE at MCAS will be delivered to Building 118. Disabled vehicles will be recovered by wrecker service. The MHE Section will recover MHE with the exception of MCAS equipment which will be recovered by the Operations Section. Location of disabled vehicle/equipment will determine repair facility destination. Those located east of New River will be delivered to Building 1502.

b. The inspector will perform an inspection and complete a Limited Technical Inspection Form (NAVMC 10284).

(1) Upon acceptance by the inspector, inspection will be performed with as much detail as possible in order to ensure identification of all defects/discrepancies within the capabilities of the section. During this inspection, inspectors will ensure that all vehicles (MHE exempt) have attached to the dashboard the following decals:

(a) Backing Rules

(b) No Smoking

(c) Fasten Seat Belts

(d) Vehicle Idling Caution

(2) Shop Repair Orders for vehicles/equipment submitted for repair estimated to require less than two hours may, for expediency, be repaired in the Speed Stall. (If after repairs have begun it appears the time frame will exceed two hours, or repair parts are back-ordered, the status will be determined "AR, RP, or AP" as appropriate and processing will be in harmony with standard procedures.)

(3) The Limited Technical Inspection will be used to determine the economic repairability of vehicles requiring maintenance. LTIs conducted in conjunction with Corrective Maintenance will be destroyed when repairs are completed.

2. Repairable at 2nd through 4th Echelon

a. An item of equipment which is determined to be repairable will be inducted into the maintenance shop and processed through any status necessary.

b. In order to account for SROs that are inducted and closed out the same day, the vehicle will be shown in an "RCU" status for one day and (AAA) cleared out the following day.

3. Inter-Departmental Repair Requests

a. In the event a vehicle/equipment or part is determined to be economically repairable, and is beyond the capabilities of Base Motor Transport, and the capabilities are available at another Base Facility, the component/part will be delivered to the appropriate section foreman who will initiate and forward the necessary work request through prescribed channels to the facility for accomplishment of repairs.

b. In the event above action is non-responsive, and local commercial services are available, appropriate information will be provided through proper procedures to the Base Purchasing and Contracting Office to procure contract repair services. Blanket Purchase Agreements (BPA) will be used when appropriate.

4. Uneconomically Repairable. If upon inspection an item is found to be uneconomically repairable (repair cost/mileage exceed the criteria of reference (a)), the inspector/foreman will perform a Limited Technical Inspection and forward it to the Production Control Section for finalization.

5. Manufacturer's (Dealer's) Warranty

a. Those vehicles within the purview of the manufacturer's warranty will be delivered to the nearest dealer for repair or maintenance.

b. If operable, delivery will be coordinated by the Production Control Section and the Operations Branch. If inoperable, delivery will be made by the Wrecker Section.

c. When notified that repairs have been completed, the Production Control Section will procure transportation and driver to pick-up the vehicle. After delivery, an inspector will evaluate repairs (over-the-road, if necessary) to determine serviceability of the vehicle and quality of repairs.

d. If the vehicle/repairs are determined to be unsatisfactory, the vehicle will be returned to the dealer for correction.

e. If the vehicle/repairs are satisfactory, the customer will be notified for pick-up or delivery will be made by the facility in the case of material handling equipment.

f. While under warranty, services will be scheduled and performed in accordance with the manufacturer's maintenance service and repair manual. Maintenance may be performed before, but not after, manufacturer's recommendation.

g. After warranty expires, maintenance will be performed every 6,000 miles or twelve months, whichever comes first.

202. SHOP REPAIR ORDER (NAVFAC 11200/3A). The inspector will prepare an SRO for each vehicle inducted into the maintenance cycle except for minor work that does not exceed three-tenths man hours (18 minutes) of labor and requires no parts or material.

1. Preparation of the SRO. The SRO is prepared in three parts:

White - Shop copy (record folder)

Green - File copy (during maintenance cycle) - to be given to user at close-out

Yellow - Production Control Section active work copy

a. Complete blocks on SROs as indicated by asterisk (*):

* To be entered by Inspector
** To be entered by Production Control Section
*** To be entered by Section Foreman
**** To be entered by Mechanic

*** Block 1 - Shop Repair Order Number
** Block 2 - Utilizing the addressograph maintenance card, print the following information: Marine Corps Vehicle Number, Vehicle Code, Type of Vehicle, Year and Manufacturer of Vehicle, and Maintenance Job Order Number
Blocks 3-8 - Leave blank
* Block 9 - Enter Unit Identification Number
*Block 10 - Phone Number
Blocks 11-13 - Leave blank
*Block 14 - Accumulated Miles/Hours
*Block 15 - PM Group
**Block 16 - Enter Type PM Due
**Block 17 - Enter Date Due
*Block 18 - Enter Date and Time Inducted
*Block 19 - Enter Odometer or Hourmeter Reading
*Block 20 - Enter Reason for Submission
Blocks 21-23 Leave blank
****Block 24 - Enter Quantity Number of Items Required (Foreman initial authorizing part to be drawn)
***Block 25 - Enter Required Parts Nomenclature
***Block 26 - Enter Part Number
***Block 27 - Enter Cost of Part or Component
**Blocks 28, 29 - Enter Work Center Code and Labor Class Code
*Block 30 - Enter Standard Manhours
***Block 30 - Enter Actual Manhours
*Block 31 - Enter Description of Work to be Performed in Short Detail with Specific Identity (***/**** as Required)
****Block 32 - Initials of Mechanic
***Block 33 - Leave Blank
**Block 34 - Enter Total Material Costs
**Block 35 - Enter Total Labor Hours

*Block 36 - Enter Signature of Inspector and Date Applied
***Block 37 - Enter Signature of Supervisor and Date Completed
****Block 38 - Enter Signature of Auto Worker
**Block 39 - Enter Number Hours Applied and Computed Monetary Costs Based on the Accelerated Hourly Rate
Block 40 - Leave Blank
**Block 41 - Enter Total Material Costs from Block 34
Block 42 - Leave Blank
**Block 43 - Enter Total Computed Costs of Labor and Material (Parts)

2. After preparation of an SRO the following action will be taken:

a. The PM requirements of the vehicle will be determined by referencing the DD-314 card. If records indicate some type of PM due, entries will be made in Block 16 of the SRO, specifying code A, B, C, D or combination thereof, as appropriate.

b. When PMs have been completed, the serviceman performing the work will enter his initials in Block 32 opposite appropriate number source, indicating same.

c. Standard time will be extracted from the Flat Rate Manual and entered before scheduling for repair. Time not available in the manual will be based on historical data and appropriately recorded. Actual time is the time actually applied to repairs by a mechanic, and is entered on the SRO by the respective foreman.

d. On the back of the white copy (top left-hand corner), enter date, time, phone, and signature requirements (utilizing rubber stamp). This information will be entered when the vehicle/equipment is receipted for by the using unit. The printed name of the customer will be required as well as the signature. When the SRO has been closed out, this copy will be entered in the vehicle jacket and filed for historical purposes. The Motor Vehicle and Engineer Equipment Record Folder (NAVMC 696) and SRO are retained for the life of the vehicle.

e. No close-out entries will be transcribed from the SRO to the 314 card until all work has been completed and assigned status RCU.

3. After completing entries on the SRO, the following information will be entered in the inspection log book:

Column 1 - Enter equipment code
Column 2 - Enter vehicle number
Column 3 - Enter SRO number

4. Customers requiring road checks for vehicles scheduled for trips are required to submit requests at least two days prior to requirements.

5. The Production Control Supervisor will check SROs to ensure they are filled out properly.

203. MAINTENANCE FLOW

1. Maintenance Status. The following provides information on maintenance status in which vehicles/equipment may be placed with a brief description of the functions performed therein:

a. AR-G: Vehicle physically located in the lot awaiting repairs.

b. AR-Section: Vehicle located in the shop awaiting repairs.

(1) Schedule the vehicle for accomplishment of repairs in its proper sequence, based upon the status priority requirement and age of the SRO.

(2) The supervisor or employee assigned the responsibility for repair will be responsible for moving the vehicle to designated repair area and return to the lot when required.

c. AP: Awaiting parts. When a demand for parts/components has been presented to the issue point and all requirements cannot be provided, the status will be changed to "AP" and the SRO/back-ordered documents will be returned to the Production Control Section and location code changed if necessary.

d. RP: Repairs in progress. Mechanics and/or technicians are actually performing repairs on the vehicle/equipment.

e. WTY: Out on warranty. The vehicle is still under manufacturer's warranty and is in the process of or has been delivered to the appropriate dealer for repairs.

f. AD: Awaiting disposition

(1) Required repairs exceed the one-time repair limit.

(2) The Limited Technical Inspection (LTI) has been processed.

(3) Awaiting instructions from CMC.

g. DEL: Delete. When it is necessary to delete an SRO in its entirety from the Data Processing Program, enter DEL in the Status Column.

h. RCU: Repairs completed, customer notified. (In most cases involving MHE, the repaired item will be delivered to the customer without notification.) The MTO will be notified when a vehicle has been RCU for 48 hours, for appropriate action.

i. AAA: Vehicle picked up by using unit. Transaction will be made on the following day's business and dropped from the Maintenance Status Report. The green copy of the SRO will be given to the unit representative for record purposes at time of delivery.

2. All status and status changes are automatic and will be accomplished by the Production Control Section as follows:

a. RP status will be recorded by the Production Control Section when a vehicle/equipment has been assigned to a mechanic and repairs have begun.

b. Changes imposed as a result of priority intervention, for example: a mechanic is stopped from working on a vehicle/equipment to accomodate a priority, and it is determined that the condition will prevail for an extended period of time, or the vehicle/equipment is in a non-repair status at the close of business (1500 hours) will be reported as AR.

204. SHOP REPAIR ORDER PROCESSING

1. Upon receipt of an SRO (white copy) by the Section Foreman/mechanic, the SRO will be processed as follows:

a. The white copy is the working copy describing work to be performed.

b. Entries to be made on the SRO will include those cited by (***/****) in paragraph 202.1.

2. When a vehicle enters AP status all copies of the SRO (with backorder document), will be returned to the Production Control Section to be retrieved when parts requirements are complete. Appropriate location code will be assigned.

3. When all repairs and entries have been completed, the SRO will be delivered to the Production Control Section for final inspection and close-out action.

205. DISTRIBUTION OF SHOP REPAIR ORDERS

1. At completion of induction entries on an SRO the white and green copies will be placed in a visual packet by the Production Control Section and given an appropriate section mechanic. The yellow copy will be entered in a file and maintained in the appropriate status. The green copy will be given to the customer upon completion of repairs, authorizing delivery of vehicle by parking lot attendant.

206. SRO LOCATION CODES

A - Repair Section #1 and MHE
B - Repair Section #2
G - Lot
H - Commercial Dealer
L - Air Station (all shops)

207. VEHICLE ROAD TESTS

1. All vehicles inducted into the maintenance facility requiring road tests to either determine repairs required or to ascertain quality of repairs will be governed by the following:

a. An appropriate road test sign will be affixed on the front and rear of the vehicle in the most conspicuous and adaptable location.

b. Road tests will be conducted only on Lyman Road beginning at the intersection with the Sneads Ferry Road continuing east to Observation Post Number 2 (Lucky's Mound). Exceptions by direction only.

c. Routing vehicles to Lyman Road will be either on Elm or Fir Streets to Michael Road, then northeast on Michael Road to Sneads Ferry Road, south to the intersection with Lyman Road. All speed limits will be observed during test procedures.

2. Road test requirements for the MCAS will be conducted as follows: from Building 118 turn left on Bancroft Street, continue to Curtis Road, turn right on Curtis Road and continue to the intersection with Perimeter Road and return over same route.

208. MAINTENANCE DATA INPUT DOCUMENT

1. The Maintenance Data Input Document is utilized to record information pertaining to new work orders and for changes in maintenance status and for close-out of SROs.

2. The document will be prepared by the Production Control Section on a daily basis. Entries will be made as vehicles/equipment are processed or changes in status occur. Accuracy and validity of entries are mandatory in order to ensure a reliable management report from the Automated Service Center.

3. The following entries will be made on the input document as required and in the appropriate blocks as identified:

a. Page number - enter page number of transaction cited on the error listing when corrections are made for input.

b. Status date - enter status date change as reported.

c. Line number - line number pre-entered.

d. Vehicle number - enter USMC Registration Number.

e. Type code - enter type code cited on SRO.

f. Status - enter latest status of vehicle/equipment.

g. Location - enter latest location of the vehicle/equipment.

h. Parts - enter parts code for requisitioned parts on backorder. (Mandatory for vehicles in AP status.)

i. Odometer reading - enter odometer reading on vehicle (hour reading for MHE).

4. All entries will be keypunched and submitted via Scan Data to the Automated Service Center before 1530.

5. Marine Corps Air Station repair section will make no entries after 1200 so that day's business can be delivered to the Production Control Section prior to 1530.

209. QUALITY CONTROL

1. Inspection techniques and organization differ among technical services and among individual maintenance activities within a technical service. Generally, however, inspection personnel are responsible for the following related functions:

a. Inspecting vehicles to determine economic repairability.

b. Inspecting completed jobs to determine their acceptability.

c. Ensuring that all work is performed in accordance with technical standards and in case of deviation, deciding whether work is to be accepted or rejected.

2. The inspection and quality control functions may be performed either by supervisors or personnel specifically assigned as inspectors, whichever meets the requirements of the maintenance organization most effectively.

210. SAFETY INSPECTIONS (Reference (a))

1. Each motor vehicle shall be inspected for safety at intervals not to exceed 12 months/6,000 miles except safety inspection shall comply with state and local safety inspection intervals. Normally, to avoid unnecessary down time, the safety inspection shall be performed at the time of the scheduled mechanical serviceability inspection, in accordance with manufacturer's recommendations. However, where the time intervals of these inspections do not reasonably coincide, the prescribed intervals for the safety inspection shall be adhered to. As a minimum, safety inspections shall consist of the items set forth on the checklist in MCO 11240.46C. Deficiencies which impair safety of operations shall be corrected before returning the vehicle to an operational status. Safety inspection includes MHE (12 months or 520 hours).

2. The Production Control Supervisor will determine when a safety inspection will be performed.

211. MAINTENANCE SERVICE. Current policy directs that maintenance service be scheduled and performed every 6,000 miles/12 months after expiration of warranty.

212. REPAIR PARTS

1. When determination has been made to repair an item of equipment, parts required will be entered on the SRO in the Material Record Block, and initialed in Block 24 by the supervisor authorizing the issue of parts. No requisitions for material other than parts or components will be submitted to the COPARS. For those items not provided by the COPARS/Toolroom, requests will be submitted to the Maintenance Director.

2. The white copy of the SRO will be presented to the COPARS issue point or Toolroom and requisitioned parts will be issued to the customer. In the event all parts cannot be supplied, one copy of the backorder document will be procured from the issue point. (Toolroom issues exempted.)

3. When the backorder document has been received by the Production Control Section it will be attached to the white copy of the SRO and delivered to the Section Foreman. The backorder documents will be used for monitoring and reconciliation purposes by the Production Control Section to ensure timely procurement.

a. When it is necessary to rebuild a major component, the component will be delivered to the rebuild shop, Repair Section II, along with the white copy of the SRO.

b. Repair Section II Foreman will be responsible for making all status changes for components in the rebuild shop.

4. At any time a determination is made that a part/component on requisition is no longer required, the issue point will be notified immediately for cancellation referencing the backorder document.

5. When all backordered parts for a particular requisition have been received and the Production Control Section clerk has notified the Section Foreman, the backordered document will be presented to the issue point to receive those items.

6. In the event parts are on backorder for a particular vehicle/equipment which do not preclude its use and the item is returned to the customer, the SRO will be closed out and filed. At receipt of backordered parts a new SRO will be prepared and the remaining work accomplished.

7. The backorder document will be disposed of at close-out of the SRO unless affected by conditions cited in paragraph 6 above.

8. No parts or material expendable or consumable, i.e., oils, fluids, bolts, nuts, light bulbs, etc., will be issued, installed, or applied to a vehicle/equipment without an SRO.

9. Bulk Item Management Procedures

a. For parts or material that are reportable to the Production Control Section, a Bulk Item Drop Sheet Form will be prepared and submitted every Friday prior to 1600.

b. The Bulk Item Drop Sheet will include the following entries:

(1) Column 1 - Vehicle number - enter MC number of vehicle/equipment to which parts/material is applied.

(2) Column 2 - Enter part number/NSN.

(3) Column 3 - Nomenclature - enter noun name if appropriate.

(4) Column 4 - Quantity - enter number of like items being reported.

(5) Column 5 - Name - enter name of person drawing material and in the case of batteries, signatures are required.

(6) Column 6 - (For Fiscal use only).

(7) Column 7 - Date of transaction.

(8) Signature Line - enter authorized signature.

c. The term "Bulk Item" refers to those parts/expendables such as transmission fluid, antifreeze, bolts, nuts, washers, etc.

d. The Upholsterer will request all bulk item requirements from the Base Motor Transport Supply for reissue at the Toolroom. The Supply Request Memorandum Form will be utilized for all transactions.

e. Those parts/material authorized for and used by the Operations Branch will be entered on the Bulk Item Drop Sheet and forwarded to the Production Control Section by 0900 every Monday morning.

10. When it is necessary to return a part/component to the issue point, the transaction will be conducted by the Section Foreman or his representative and a credit invoice document will be prepared by the issue point clerk to include vehicle number, date, quantity of items, part number and nomenclature of item, and given to the foreman or his representative.

11. Under no circumstances will a part/component drawn against one vehicle/ equipment be applied to another unless authorized by the MTO or his representative.

12. No automotive parts will be accumulated, stored, or retained in any manner by any employee except as authorized by the MTO.

13. Cannibalization of unserviceable vehicles as a source of parts/components will be accomplished only as authorized by the MTO after receipt of CMC approval.

213. PARTS CODES

a. POWER TRAIN SYSTEM

A - Engine
B - Transmission
C - Transfer Unit
D - Differential
E - Clutch
F - Pressure Plate
G - Fly Wheel
H - Release Bearing
I - Drive Shaft
J - Universal Joint
K - Axle
L - Engine Parts
M - Transmission Parts
N - Transfer Unit Parts
O - Differential Parts

b. FUEL SYSTEM

A - Carburetor
B - Fuel Pump
C - Fuel Line
D - Filter
E - Tank
F - Injector
G - Governor

c. COOLING SYSTEM

A - Radiator/Heat Exchanger
B - Hose
C - Pump
D - Thermostat/Shutter
E - Filter
F - Fan Blade
G - Pump Drive Belt

d. BRAKE SYSTEM

A - Hydraulic Master Cylinder
B - Hydraulic Wheel Cylinder
C - Vacuum Chamber
D - Air Chamber
E - Control Valve
F - Brake Shoe
G - Brake Shoe Hardware
H - Brake Drums
I - Hydraulic Lines
J - Air Compressor
K - Air Line
L - Booster

e. ELECTRICAL SYSTEM

A - Distributor
B - Generator/Alternator
C - Wiring
D - Lights
E - Starter
F - Horn
G - Battery
H - Battery Cell
I - Battery Cell
J - Regulator
K - Switch
L - Plug
M - Plug Wire
N - Generator Drive Belt
O - Instruments

f. SUSPENSION SYSTEM

A - Spring
B - Shock Absorber
C - King Pin (Bushing)
D - Shackle
E - Ball Joint
F - Bellows
G - Equalizer Valve
H - Wheel
I - Wheel Hub
J - Wheel Bearing
K - Bearing Seal
L - Wheel Spindle

g. STEERING SYSTEM

A - Steering Wheel
B - Steering Wheel Shaft
C - Steering Sector
D - Pittman Arm
E - Drag Link
F - Tie Rod
G - Tie Rod End
H - Power Steering Unit
I - Hydraulic Pump
J - Hydraulic Line

h. EXHAUST SYSTEM

A - Manifold
B - Pipe
C - Flange/Gasket
D - Clamp
E - Muffler
F - Tail Pipe
G - Heat Riser

i. HYDRAULIC SYSTEM

A - Pump
B - Hose
C - Control Valve
D - Cylinder, Lift
E - Cylinder, Tilt
F - Cylinder, Nut

j. BODY SYSTEM

A - Bumper
B - Frame
C - Grill
D - Hood
E - Fender
F - Cowl
G - Roof Panel
H - Rocker Panel
I - Running Board
J - Door
K - Door Lock/Handle
L - Seat Track
M - Front Panel
N - Rear Panel
O - Side Panel
P - Tail Gate
Q - Ornament/Moulding
R - Paint
S - Cargo Body
T - Cab
U - Lumber
V - Common Hardware
W - Windshield Glass
X - Door Glass
Y - Rear Glass
Z - Windshield Wiper Motor

214. DD-314 CARD PREPARATION AND PROCEDURES (Reference (a))

1. The Preventive Maintenance Schedule and Record (DD Form 314) is used to schedule and record safety inspections and maintenance services. The following codes shall be used:

a. "R" - Initial receipt and performance of a serviceability acceptance check.

b. "M" - Services in accordance with the manufacturer's specifications.

c. "S" - Safety Inspections.

d. "/" - Slash marks or diagonal lines indicate deadline. The date for each deadline series entry shall be 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 shall be scheduled from completion date of the last service performed, normally the last day the equipment was in the maintenance cycle for preventive maintenance services. When the SRO is processed for close-out, the date of the latest inspection will determine the due date of the next safety inspection. Those vehicles not entered in the Maintenance Cycle during the required time frame will be called in for the safety inspection.

e. Ensure that all PM completion dates are entered on both DD-314 cards and SROs and that dates are identical.

2. Entries will be made in the following blocks as indicated:

a. Registration Number - enter Marine Corps registration number of vehicle/equipment.

b. Administration Number - enter vehicle code.

c. Nomenclature - enter noun name of manufacturer, type and year of manufacture.

d. Model - enter model of vehicle.

3. Disposal of the DD-314 cards will be accomplished when the vehicle is surveyed.

4. When a vehicle is to be processed for issue, a DD-314 card will be prepared with the appropriate entries cited above and entered in the established file in numerical order.

5. The Production Control Supervisor or Clerk will check DD-314 cards against miles/months to ensure PMs and safety inspections are up-to-date.

215. COMMERCIAL AUTOMOTIVE SERVICES

1. Maintenance services that are beyond the capabilities of this or other MCB organizations, but can be performed by commercial sources, will be accomplished via BPA or one-time contract.

2. When it has been determined that commercial services are necessary, requirements will be presented to the Maintenance Director for action.

3. Repairs required for tools/equipment used in performance of vehicle maintenance will be reported by the Section Foreman to the Maintenance Director for further action.

216. VEHICLE WINTERIZATION

1. Vehicle winterization will be accomplished during the period cited in reference (b). Vehicles delivered to the shop for same, or are in the maintenance cycle, will be checked to ensure capability to withstand a minimum temperature of 10 degrees F and to determine date of last winterization. If after testing, the temperature reading is unsatisfactory, sufficient antifreeze will be added to correct discrepancy. If the date of the last winterization indicates a lapse of two years, the system will be drained and refilled with appropriate amounts of water and antifreeze solution regardless of season. At no time will the vehicle cooling system be released with water only.

3. For initial winterization, the following procedures will apply:

a. Ensure serviceability of radiator, hoses, gaskets, thermostat, etc.

b. Completely drain coolant from the system after the engine has been warmed up above specific thermostat opening temperature.

c. Fill coolant system with water, run engine at fast idle speed until thermostat full open temperature is reached, and drain water. (Radiator cleaning compound will be used only in cases where the second draining is still very rusty and dirty, and oil contamination is visible in water or radiator.)

d. Basic determination for required amount of antifreeze compound will be according to manufacturer's recommendations.

e. Fill system to about one-third with water, add required amount of antifreeze and finish filling with water, leaving water level about two inches from top of filler cap for expansion.

217. VEHICLE ACCIDENTS

1. A vehicle involved in an accident will be inducted into the maintenance facility in harmony with routine procedures.

a. After processing, the SRO will be submitted to the Body and Fender Auto Mechanic Leader for an estimate of damages and requirements for parts and labor for repair. After completion of estimates, the SRO will be returned to the Production Control Section. Estimates for MHE will be conducted as directed by the Auto Mechanic Foreman, Section I.

b. MCAS Motor Transport vehicles involved in accidents will be delivered to the Inspection Section, Building 1504, for action.

218. MATERIAL HANDLING EQUIPMENT RECOVERY PROCEDURES

1. When notified by a using unit concerning inoperable equipment, the Production Control Section will determine requirement for induction into the maintenance facility or on-site repairs. If induction is required, the recovery vehicle will be dispatched for pick-up of equipment. When repairs are completed, the MHE Section will deliver the equipment to the using unit.

2. MHE supported by the MCAS Repair Section will be recovered and delivered by the MCAS Wrecker Service.

219. AUTOMATED SERVICES CENTER OUTPUT DOCUMENT

1. Maintenance Status List (Automotive and Material Handling Equipment)

a. This report is the key management tool of the Maintenance Branch. It provides a daily source of current information relating to vehicle/equipment

induction, processing, and maintenance flow. In addition, it furnishes a reference table for monitoring vehicle/equipment maintenance history from date of induction to return to customer.

b. The following data is provided on the listings:

(1) Vehicle Number - this column shows the MC number of the vehicle/equipment inducted for repairs.

(2) Vehicle Type - this column shows the vehicle/equipment type code number.

(3) Command Code - this column shows the Command Code Number of consignee.

(4) Organization Code - shows the code of the operational unit of the vehicle/equipment.

(5) Status - this shows the maintenance status of the vehicle/equipment as of 1500 the previous day.

(6) Location - this column shows the physical location code of the vehicle/equipment. For "AP" status, foreman will deliver the white copy of the SRO to the Production Control Section.

(7) Current Status Date - this column shows date of last assigned status.

(8) Part - this column shows the part code for items on backorder.

(9) Parts Description - this column shows the noun name of the backordered part.

(10) Induction Date - this column shows the date of vehicle/equipment induction.

220. LIMITED TECHNICAL INSPECTION PREPARATION AND PROCEDURES

1. When it has been determined that a vehicle/equipment is beyond the one-time repair limit, a Limited Technical Inspection (LTI) will be prepared and processed in the following manner:

a. The LTI form will be used for all inspections and will be completed as follows:

(1) The Inspector/Foreman will enter:

(a) Block 1 - Type vehicle
(b) Block 2 - Leave blank
(c) Block 3 - Size
(d) Block 4 - Drive
(e) Block 5 - Vehicle Code

(f) Block 6 - Manufacturer's code
(g) Blocks 7, 8, 9 - Model, chassis serial number, year (entered by Production Control Section)
(h) Block 10 - USMC number
(i) Block 11 - Mileage/hours
(j) Make entries in status columns as required for specific items in order to provide data for computing cost entries by the Production Control Section.

(2) When completed the Inspector/Foreman will date and sign the LTI and forward it to the Production Control Section at which time the Production Control Section will discuss repair with Maintenance Director. If determination is made to dispose of the vehicle/equipment, all pertinent records will be removed from files and held until disposition instructions are recieved from HQMC.

2. A LTI shall be used to support:

a. Investigation reports.

b. Adjustment vouchers.

c. Letters reporting excess vehicles.

d. Requests to exceed repair cost limitations.

e. Placing vehicles in or removing from storage.

f. Disposal of vehicles/equipment.

221. MOTOR VEHICLE AND ENGINEER EQUIPMENT RECORD FOLDER (NAVMC 696D)

1. Upon receipt of new equipment a Record Folder will be prepared by the Production Control Section and entered in the established file by numerical sequence.

2. During the period the vehicle is in service, this record folder is used as a file for recording transfers, modifications, and major unit assembly replacement/repair such as: engine, transmission, transfer units, differential, power steering, clutch, hoist assembly, etc., or other special equipment attached or mounted. All transactions will be entered as notification is received.

3. The record folder will be maintained for the life of the vehicle and disposed of with the vehicle.

4. Documents to be entered in the record folder (DD-696D) will include:

a. SRO

b. PM Schedule and Record Card

c. LTI Form

d. Unsatisfactory Report

e. Safe and Serviceable Repair Authority

f. TAM number

g. Identification number

h. ACQ cost

i. Life expectancy

5. Production Control Supervisor will ensure that Motor Vehicle and Engineer Equipment Record Folder (NAVMC 696D) is reviewed once each calendar quarter.

222. CALIBRATION PROGRAM - MANAGEMENT AND PROCEDURES

1. All items of equipment requiring calibration will be managed in accordance with reference (b).

2. Organizational Responsibility

a. Marine Corps organizations assigned test and measuring instruments are responsible for:

(1) Submitting for calibration all test and measuring instruments on a scheduled basis.

(2) Ensuring that all test and measuring instruments scheduled for calibration are complete and have had proper preventive maintenance performed prior to submission. Only calibration/test instrument repair facilities are authorized 3rd/4th echelon maintenance of test instruments which require periodic calibration.

(3) Re-submit any instrument receiving repair between calibrations other than replacement of fuses, plugs, etc.

(4) Ensuring that all test and measuring instruments received as an initial issue or replacement item, or instruments returned from higher echelon repair, are not used until they have been calibrated and have a current label affixed.

3. The following items of equipment are included in the program:

a. Electronic Test Equipment

(1) Volt-Amp Tester

(2) Dwell Tach Tester

(3) Engine Tester

(4) Battery Charger

(5) Starter Tester

(6) Ohmmeter

(7) Ignition Tester

(8) Alternator/Generator/Regulator Tester

(9) Distributor Tester

(10) Analyzers

b. Mechanical Measuring Instruments

(1) Torque Wrenches - 150 and 600 foot pounds

(2) Micrometers - 0-1"/1-2"/2-3"/3-4"/and 4-5"

(3) Vacuum Gauges

(4) Compression Gauges

4. Calibration Management

a. All Sun Electric Company equipment cited in paragraph 322.3a is calibrated and repaired under a BPA with that company. When it has been determined that any of the above requires calibration, the Production Control Section will be notified giving type, model, and serial number. Further processing will be accomplished by the Production Control Section.

b. Those items of equipment other than Sun Electric Company manufacture will be reported in the same manner. The calibration will be accomplished by forwarding to the 2d FSSG facility or on a one-time commercial contract basis.

c. All mechanical measuring instruments cited in paragraph 222.3b will be forwarded to the 2d FSSG facility via the Production Control Section.

223. UNSATISFACTORY REPORT PREPARATION AND PROCEDURES

1. If during the course of the maintenance or operational applications, a vehicle/equipment is recognized by maintenance personnel to be unsatisfactory due to identifiable discrepancies or malfunctions, utilization of Quality Deficiency Report (SF 368) is encouraged.

2. The Quality Deficiency Report shall be used for reporting unsatisfactory conditions as a result of:

a. Improper design of an item or part of certain components considered necessary for proper operation, maintenance, or handling.

b. Faulty material or poor workmanship.

c. Any condition that constitutes a hazard to personnel or equipment.

d. Inordinate wear and deterioration of the item during a given period of operation.

e. General unsatisfactory operation or performance of equipment in the course of normal operation.

f. Discrepancies in technical publications.

g. Circumstances other than those cited above which are considered to be of sufficient importance to warrant reporting.

224. SHOP SECURITY PROCEDURES

1. Maintenance Branch Foremen are responsible for all security in areas under their jurisdiction and cognizance as follows:

a. Building 908 - Auto Mechanic Leader, Body and Fender Section; all doors, windows, lights, compressors, water and electrical outlets, heaters, and electrical appliances.

b. Building 1502

(1) Auto Mechanic Foreman, Repair Section II - all doors, windows, and electrical appliances on the south end of the shop, beginning at COPARS and the Production Control Section.

(2) Auto Mechanic Foreman, Repair Section I - all doors, windows, and electrical appliances on the north end of the shop beginning at COPARS and the Production Control Section.

c. Building 118, MCAS - Auto Mechanic Foreman - all doors, windows, lights, compressors, water and electrical outlets, heaters, and electrical appliances located in the maintenance areas.

225. BASE MOTOR TRANSPORT DAILY LABOR DISTRIBUTION CARDS

1. The Daily Labor Distribution Card is for recording labor application of an employee.

2. Entries will be made by the foremen/clerk at the beginning of each work day to include:

a. Start/stop column - enter time work begins and stops.

b. CC 15-20 - enter MC number of vehicle/equipment being repaired.

c. CC 21-30 - enter appropriate JON.

d. CC 31-35 - enter actual hours of applied labor.

e. CC 36-37 - enter wage code 13 for leave only.

3. Completed cards will be delivered to the Production Control Section prior to 0900 the following day.

226. TOOLROOM MANAGEMENT AND UTILIZATION

1. The toolroom is a source for special tools and equipment, certain federal stock items, consumables, and expendables.

2. Tools and equipment will be issued to authorized personnel only. At issue the following information will be entered in the Log Book:

a. Name of requisitioning mechanic.

b. Date of issue.

c. Nomenclature of item issued.

d. Serial number of item if applicable.

e. Initial of attendant making issue.

3. All issued items will be returned the same day and credit will be applied in Log Book.

4. Requirements for procurement of new items and disposition of unserviceable items will be authorized by the MTO.

5. All issues for expendable and consumable items will require a valid SRO.

6. Wiping rags will be issued on an exchange basis and confined to a maximum of 10 rags per mechanic. All rags will be stored in a metal container.

227. PROPERTY CONTROL

1. Custodial Responsibilities

a. Custody of all government property assigned to the Maintenance Branch is the initial responsibility of the Maintenance Director.

b. All items of government property will be identified by serial number if feasible, regardless of procurement costs. This requirement also applies to tools and equipment fabricated for organizational use. If no serial number is evident, one will be assigned and applied to the item.

c. All property will be maintained in the best serviceable condition possible. Tools and equipment utilized for maintenance purposes will be constantly checked for safe and serviceable condition.

d. A quarterly inventory of all property will be conducted by each Section Foreman. The Quarterly Inventory Report Form will be used as a checklist in the process. All excess, shortages, or changes will be cited on the report. After completion of the inventory the report form will be delivered to the Maintenance Director to be forwarded to the Production Control Section.

2. All requests for issue, procurement, or turn-in of government property will be submitted by the foreman to the Maintenance Director.

228. HOUSEKEEPING AND SAFETY POLICIES AND PROCEDURES

1. All current safety regulations will be complied with in addition to those cited herein.

2. Work areas will be kept in a clean and orderly condition in order to maintain a safe and efficient repair facility.

3. Constant vigilance will be exercised to ensure removal of safety hazards in and around the working area during the process of vehicle/equipment repair.

4. Restrictions pertaining to smoking areas are mandatory and will be complied with.

5. Only those employees specifically assigned or authorized by the Maintenance Director will use or operate special tools and equipment such as those located in the following shops: Front-End, Welding, Metal Working, Upholstery, Battery and Component Rebuild.

229. GROUNDS MAINTENANCE AND POLICE

1. Grounds maintenance and police is the responsibility of the Foreman of Repair Section I. Tools and equipment for this purpose will be procured from Supply or Toolroom. Requests for support pertaining to the requirements beyond shop capabilities will be forwarded to the Maintenance Director for action.

230. TECHNICAL LIBRARY FACILITIES. Library facilities are provided and will be managed and maintained by the foreman of each shop having custody of same. The library utilized by the two Repair Sections in Building 1502 is the responsibility of the Foreman, Repair Section II.

231. DESK TOP PROCEDURES AND TURN-OVER FOLDERS

1. All key supervisory personnel will establish and maintain Desk Top Procedures and Turn-Over Folders in accordance with the following format.

a. Billet Description (Mission).

b. Policy Information.

c. Current References/Brief Description.

d. Points of Contact.

e. Projects (to include milestones).

f. Functions of the section (ways and means of accomplishing routine as well as infrequent tasks).

g. Common discrepancies noted during past inspections.

2. All Maintenance Supervisors will maintain desk top procedures and turn-over folders.

232. INSPECTIONS AND VISITS. The Motor Transport Officer will hold frequent inspections on all Sections at his discretion. All visitors will check in with the MTO's Secretary for guidance.

233. LIFE EXPECTANCY OF GME EQUIPMENT. Information and guidance concerning replacement, repair and life expectancy of GME will be administered in accordance with reference (g).

234. MODIFICATIONS. Instructions for modifications will be administered in accordance with references (e) and (f).

235. PAINTING INSTRUCTIONS. Painting instructions will be administered in accordance with references (e) and (f).

Mr Rochelle

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

MTO/CWM/pgf
5100
7 Feb 1984

DIVISION INSTRUCTION 2-84

From: Motor Transport Officer
To: Distribution List

Subj: Base Motor Transport Safety Program

Ref: (a) OPNAVINST 5100.16
(b) NAVMAT P5100
(c) Federal Motor Carrier Safety 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
(l) BO P8023.3
(m) MCO P11000.11

Encl: (1) Definitions
(2) Organization and Responsibilities
(3) Assignment, Training and Licensing of Personnel
(4) Operational Procedures (Vehicles)
(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 (m)

b. To set forth section responsibilities for the safety program.

c. To establish instructions for administering the safety program.

2. Cancellation. Departmental Instruction 1-80 of 19 Feb 1980.

C. O. Barto

C. O. BARTO, Jr.

DISTRIBUTION LIST:
Ea Member Safety Committee
Ea Branch/Section Head
File

DEFINITIONS

1. Motor Vehicles. All self-propelled motor vehicles and towed vehicles suitable in conjunction therewith, that are used to transport cargo and personnel or to mount special items of equipment.

2. Operator. Operator means any person who operates a motor vehicle.

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 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 work begins or is required to be in readiness for work until the time 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 necessarily 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 than 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. The Safety Committee will stimulate and widen interest of personnel in safety by giving the workers active participation in the overall safety program. Through means of the Safety Committee, a number of persons in each section will be given definite responsibility with regard to accident prevention work. Recommendations and suggestions made by the members will be referred to the responsible officers for study. If the recommendations are rejected or modified, the reasons for such rejection or modification will be explained.

3. The Motor Transport Safety Committee is hereby established as follows and consists of the following members:

Base Motor Transport Officer
Director, Operations Branch
Motor Transport Chief
General Foreman, Maintenance Branch
Foreman, Transportation, MCAS(H)
Division Safety Officer (Recorder)

4. The Safety Committee 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.

Duties and responsibilities of the Safety 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 and forward to the Base Motor Transport Officer with comments and recommendations.

(6) Comment on the Division safety record statistics and last consolidated accident report.

5. Responsibilities of the Division Safety Officer.

a. Review and evaluate accident analysis and make recommendations to the Base Motor Transport Officer regarding appropriate remedial action.

b. Develop and recommend to the Safety 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, other employees or the Base Safety Manager.

6. Responsibilities of the General Foreman, Maintenance Branch.

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 Committee regarding proposed orders, instructions, rules and regulations applicable to maintenance functions.

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. Ensure that Shop Supervisors conduct monthly safety meetings with their employees.

7. 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 their 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.

8. Responsibilities of operating personnel.

a. Each individual concerned will strictly observe all safety precautions applicable to their duty or work.

b. Each individual concerned will report to their supervisors any unsafe condition or any equipment or material which maybe unsafe.

c. Each individual concerned will warn others whom is believed 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 their 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.

9. Responsibilities of the Training Instructor (MVO)

a. Conduct all training as required herein.

b. Administer written tests, psycho-physical tests, including reaction time, visual acuity, distance judgement, 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

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/or have never received a course in basic vehicle operation will be assigned to the Basic Driver Training Course.

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 within 45 feet at 20 miles per hour or have a deceleration rate of 14 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, shourts, 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 winshield 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. Foreign objects are not to be hung on or attached to the rear view mirror.

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. Operators 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 operator's feet when on the catwalk. Ensure that fire extinguishers are properly secured and serviceable.

3. Operation of Motor Vehicles.

a. Vehicle Operators. All operators are expected to practice courtesy of the road at all times toward operators 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 the vehicle must back or be operated in close quarters, the rider or helper, if any, will dismount and act as a guide. In this capacity the guide is authorized to direct and control traffic to facilitate the required maneuver. If there is no rider or helper, the operator will obtain the assistance of any passenger or other available person. If no rider, helper or other assistance is available, the operator will ensure, by personal observation, that the way is clear before backing or operating the vehicle in close quarters. Unless this inspection can be performed perfectly from the operator's position, the operator 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 device, 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, backward 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 is to be travelled.

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 operator 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 an operator's maintenance check. This will also 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 suitabl 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 operator 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 operator 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 operator.

d. Use of seat belts. All DOD personnel operating or riding in Marine Corps Motor Vehicles, equipped with seat belts, shall wear the seat belts whenever the vehicle is in motion.

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 Shop Supervisors 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 or replaced.

11. 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 nust 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 Attennas. 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 funes. 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.

(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 employees 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 guns 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.

g. Due to the high noise level intensities of the sheet metal shears and the tire changers, while in operation, these are designated as a noise hazardous area. All personnel operating these machines and other personnel in the immediate area are required to wear hearing protection devices while these machines are in operation.

h. The area of the Sheet Metal Shop and Tire Shop will be clearly labeled as a noise hazardous area. Labeling must indicate the use of ear protection devices for all personnel within the perimeter of the noise hazard.

i. The use of compressed air produces noise levels up to 105 DBS, therefore employees are cautioned to use personal hearing protection to prevent the occurance of hearing loss.

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 the 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 escape 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 tothe 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 analysis 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 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. Making group presentations of any awards earned by operators.

c. Awards may include such things as additional liberty, certificates, or a combination of both.

d. 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 DD1360; 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.

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

IN REPLY REFER TO
BO P4600.1D
MTO/COB/mfc
30 Apr 1976

BASE ORDER P4600.1D

From: Commanding General
To: Distribution List

Subj: Standing Operating Procedures for Motor Transport Operations

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 P4600.1C

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

4. Applicability. Having received the concurrences of the Commanding Generals of 2d Marine Division (Rein), FMF and Force Troops/2d Force Service Support Group, FMF, Atlantic, and the Commanding Officers of the Naval Regional Medical Center, the Naval Regional Dental Center, and the Naval Medical Field Research Laboratory, this Order is applicable to those Commands. Since the Commander, Marine Corps Air Bases, Eastern Area likewise concurs, it is further applicable to the Marine Corps Air Station (H), New River.

5. Certification. Reviewed and approved this date.

G. C. FOX
Chief of Staff

DISTRIBUTION: "A" plus
Base MTO (200)
Less 4 & 5 of Category IV

BO 4600.1D
30 Apr 1976

LOCATOR SHEET

Subj: Motor Transport Administration, Operation and Maintenance

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

ENCLOSURE (1)

RECORD OF CHANGES

Log completed change action as indicated.

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

MOTOR TRANSPORT ADMINISTRATION, OPERATION AND MAINTENANCE

TABLE OF CONTENTS

SECTION I

Title	Para.	Page
MISSION AND ORGANIZATION		
Mission	101	1-1
Organization	102	1-1

SECTION II

VEHICLE ASSIGNMENT AND UTILIZATION		
Assignments	201	2-1
Requests for Vehicle Assignment	202	2-1
Utilization of Motor Vehicles	203	2-1
Inspection of Administrative-Use Motor Vehicles Prior to Assignment or Reassignment	204	2-3
Justification for Class "B" Assignment Continuation	205	2-3

SECTION III

OPERATIONS		
Pooling of Administrative-Use Motor Vehicular Equipment	301	3-1
Vehicle Control	302	3-1
Requests for Transportation	303	3-1
Cancellation of Transportation Requests	304	3-4
Dispatching "Off-Base" Trips	305	3-4
Government Vehicles Dispatched to Residences	306	3-5
Wrecker Service	307	3-5
Loading of Marine Corps Vehicles and Speed Limits of Overloaded/Oversize/Overheight Vehicles	308	3-5
Transporting of Explosives and Dangerous Materials	309	3-6
Safety Precautions	310	3-8
Base Bus Transportation	311	3-10
School Bus Transportation	312	3-11
Analysis and Evaluation of Motor Transport Operations	313	3-16

SECTION IV

ADMINISTRATION		
General	401	4-1
Marking and Painting of Administrative-Use Motor Vehicle Equipment	402	4-1

Title	Para.	Page
Road Inspection of Vehicles	403	4-2
Funding Responsibilities	404	4-2
Records and Reports	405	4-3
ADMINISTRATIVE-USE MOTOR VEHICLE OPERATING REGULATIONS		
General	501	5-1
Speed Limits	502	5-1
Passenger Capacities	503	5-2
Vehicle Passenger and Cargo Restrictions	504	5-2
Accident Reporting Requirements	505	5-3
Motor Vehicle Convoys	506	5-4
Disabled Administrative-Use Motor Vehicle	507	5-4
Operator's Responsibilities	508	5-5
Backing Administrative-Use Motor Vehicles	509	5-6
Idling of Vehicle Engine	510	5-7
Safe Following Distances and Driving in the Proper Traffic Lane	511	5-7
Stopping on a Grade	512	5-7
Road Testing Vehicles	513	5-8
Routes of Travel	514	5-8
Fueling Vehicles	515	5-8
Fire Extinguishers	516	5-8
Safety Belts	517	5-8
SECTION VI		
VEHICLE OPERATORS' PERMITS (STANDARD FORM 46)		
Examination and Licensing of Administrative-Use Motor Vehicle Operators	601	6-1
Qualifications for Explosives Motor Vehicle Operators	602	6-5
Recording of Operators' Permits, Accidents and/or Traffic Violations	603	6-5
Return of SF-46 to Appropriate Motor Transport Officer	604	6-6
Applicability of Section VI	605	6-6
Special Instructions	606	6-6
Authority of Commanding Officer/Supervisors	607	6-7
SECTION VII		
MAINTENANCE		
General	701	7-1
Responsibilities	702	7-1
Repairs and Modifications	703	7-1
Tires	704	7-2
Winterization of Motor Vehicles and Allied Motorized Equipment	705	7-2
Repair of Privately Owned Vehicles and Property	706	7-2

Title	Para.	Page
Deadline Vehicles	707	7-3
Maintenance Records and Reports	708	7-3
Administrative-Use Motor Vehicle Misuse or Abuse	709	7-3
Maintenance Performed by the Operator	710	7-4
Safety Precautions	711	7-4
Receipt for Vehicles in Maintenance Cycle	712	7-5
ADMINISTRATION, OPERATION AND MAINTENANCE OF MATERIALS HANDLING EQUIPMENT		
Administration	801	8-1
Marking and Painting of Materials Handling Equipment and Related Accessories and Modifications	802	8-1
Inspection of Materials Handling Equipment	803	8-1
Funding Responsibilities	804	8-2
Records and Reports	805	8-2
Materials Handling Equipment Operating Regulations	806	8-3
Operations	807	8-4
Requests for Materials Handling Equipment	808	8-4
Requests for Service and Repair of Materials Handling Equipment	809	8-4

REFERENCES

Numerical Designators

a.	MCO P11240.46	Joint Procedure for Management of Administrative-Use Motor Vehicles
b.	MCO 4643.5_	Permit Oversize Overweight Special Military Movements over Public Highways in the United States
c.	No number	Motor Vehicle Laws of North Carolina
d.	NAV ORD OP 2239, 4th Revision	Drivers Handbook, Ammunition, Explosives and Dangerous Articles
e.	NAV ORD 2165	Navy Transportation Safety Handbook
f.	NAV SEA OP 5	Safety Regulations for Handling, Storing, Production, Renovation and Shipping
g.	MCO 8020.1_	Handling, Transportation, Storage, Reclass and Disposal Class V(W) Materiel
h.	BO 8023.3_	Standing Operating Procedures for Ammunition and Explosives
i.	MCO 11240.66A	Standard Licensing Procedures for Operators of Military Motor Vehicles
j.	NAVMC 1101	Storage and Materials Handling Equipment Manual
k.	MCO 5100.8_	Marine Corps Safety Program
l.	MCO 5100.19_	Marine Corps Traffic Program for Off-Duty Military Personnel
m.	FPM/CMMI 752	Adverse Actions by Agencies
n.	BO P5560.2	Motor Vehicle and Traffic Regulations
o.	JAG INST 5800.7A Sect 203 1a	
p.	JAG INST 5822.2	
q.	MCO 11240.47	Operation and Repair/Replacement of Materials Handling Equipment in Administrative Use
r.	MCO 11240.48	Maintenance Procedures for Garrison Mobile (Automotive and Materials Handling) Equipment
s.	TM - 11240 - 15/3	Motor Vehicle License Examiners Handbook

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 and Marine Corps Air Station (Helicopter) units and to support and contribute to the readiness of the Fleet Marine Force units and other activities by discharging of this mission with the minimum number of vehicles and personnel.

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 administrative-use motor * vehicles assigned Marine Corps Base and Marine Corps Air Station (Helicopter).

3. The Base Motor Transport Officer is assigned operational control of personnel of Motor Transport Company, Headquarters and Service Battalion, Marine Corps Base, to include the technical training of personnel. All other military training of personnel is the responsibility of the Commanding Officer, Headquarters and Service 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; 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 Transport Company 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 semi-permanent basis when it has been determined that there is a recurring need for such assigned vehicle for the 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 Commanding General, Marine Corps Base, Attention: 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. It is a general rule that transportation to and from work is a personal expense; however, the primary purpose of the rule is to prevent the use of government-owned vehicles for personal convenience. Consequently, government vehicles will not normally 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 hard surfaced roads, such as asphalt, cement, gravel, or graded improved dirt roads. Exception: 4-wheel drive administrative-use vehicles may be operated on unimproved roads providing such roads can be utilized without damage to the vehicle. These vehicles will not be used for cross-country or fording operations. Administrative-use motor vehicles over one ton capacity will not utilize the following roads: Gum Branch Road, Piney Green Road, the cutoff between Highway 24 and Route 70 to Cherry Point (9-mile cutoff), and the Bear Creek Road.

8. Administrative-use motor vehicles will not be operated at a greater distance than seventy-five (75) miles from the confines of Marine Corps Base, Camp Lejeune, North Carolina or Marine Corps Air Station (H), New River without approval of the Commanding General, Marine Corps Base, Camp Lejeune, North Carolina.

9. Administrative-use motor vehicles will not be loaded at dockside or through the surf aboard any type boat or ship, except as authorized by the Commanding General.

10. 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.

11. Periodic reviews will be made 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.

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

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

1. Upon notification that an administrative-use motor vehicle which is carried on the property account of the Motor Transport Officer is to be assigned, or that one assigned to an organization is to be turned in or reassigned, 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 Supply Branch, Bldg. #1502, for inspection. The gas charge plate will accompany the vehicle.

b. The Base Motor Transport Supply Supervisor or the designated representative in his 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 Supply Branch, Bldg. #1502.

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

(1) Have the Responsible Officer/NCO report to the Base Motor Transport Supply Branch, 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.

205. JUSTIFICATION FOR CLASS "B" ASSIGNMENT CONTINUATION

1. A vehicle utilization review will be conducted periodically 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

205.1

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 vehicle 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, except that one "Express Delivery Radio-controlled vehicle" is on call for the purpose of transporting messengers with priority matters for Communications, Supply, Automated Services Center, and Base Materiel Battalion activities to and from locations serviced whenever the regular guard mail system is not speedy enough or cannot be utilized.

c. Operators of Base radio-controlled vehicles will wait a maximum of three minutes at the pickup 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 radio-controlled 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 should not be requested if distance to be traveled is less than four (4) blocks from original departure point, except where the hauling of bulky or heavy items of cargo is involved.

2. Routine Transportation other than Base Radio-controlled Vehicle Service

a. Requests for transportation services within the confines of Marine Corps Base, Camp Lejeune, North Carolina, will be submitted to the Base Motor Transport Operations Section, Bldg. #1407, 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 Support Section, Bldg. #118. MCBCL Form 752 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.

c. To facilitate effective scheduling of transportation, requesting units will ensure that working parties, troops, etc., are ready to move at the time designated.

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 whenever an ambulance is not required. Transportation will be provided to barracks or quarters, either on or off the Base, 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 their barracks or quarters, providing a military bus services such areas. The Base Motor Transport dispatcher will honor requests for transportation only from the Base Staff Duty Officer, Air Station Duty Officer, Chief of Dispensary Service or Mate of the Day, Bldg. #15, or the Transportation Officer, Naval Regional Medical Center for patients who are dependents of 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. The Commanding Officer, Woman Marine Company, or the Duty Officer or NCO thereof may request transportation for Women Marines reporting aboard the Base for duty; this service to be provided from the Bus Station, Bldg. #235, to the Woman Marine Barracks, Bldg. #60, or Woman Officers' Quarters, Bldg. #2611. All other requests for transportation for military personnel, officer and enlisted, reporting aboard the Base for duty must be requested by the Base Staff Duty Officer, the Air Station Duty Officer, the Base Adjutant or Air Station Adjutant.

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

a. The senior man, on arrival at Cherry Point or New River, will contact the Marine Corps Air Station Duty Officer for transportation.

b. The MCAS Duty Officer will call the parent organization at Camp Lejeune or New River reporting arrival, number of personnel and request 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 seventy-five miles has been selected as a guide upon which to base establishment of permissible operating distances for administrative-use motor vehicles (MCO P11240.46_).

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 in writing 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 or 2871).

305. DISPATCHING "OFF-BASE" TRIPS

1. Vehicles being dispatched outside the confines of Marine Corps Base, Camp Lejeune, North Carolina, will be properly dispatched and will have stamped across the face of the Trip Ticket (NAVMC 10627), "Authorized for Use Off Station." Under no circumstances will such authorization on the NAVMC 10627 be considered as authority for removal of government property other than the dispatched vehicle from Marine Corps Base, Camp Lejeune, North Carolina.

2. For the purposes of this order, the areas listed below are considered to be within the confines of Marine Corps Base, Camp Lejeune, North Carolina.

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

b. All outlying camps and facilities; such as Camp Johnson (Montford Point); Camp Geiger; Marine Corps Air Station (H), New River, North Carolina; 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. Also, vehicles will be required to receive an over-the-road inspection for serviceability at Bldg. #1502.

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 from the Base Motor Transport Operations Officer, Bldg. #1407.

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 or from their home or place of employment or duty, except as authorized by the Commanding General, Marine Corps Base, Camp Lejeune, North Carolina.

307. WRECKER SERVICE

1. Administrative-use vehicular wrecker service is available by calling 3585 during working hours; after 1630 call 3585/2871. 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 and retained by the Provost Marshal.

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

1. The Commandant of the Marine Corps, by Marine Corps Order 4643.5_, has directed 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 administrative-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, Base Materiel Battalion, at Bldg. #1011, telephone 2541. Arrangements for weighing outside of normal working hours may be made with the Staff Duty Noncommissioned Officer, Base Materiel Battalion, telephone 5606.

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 for him 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 thirty (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 twenty (20) miles per hour.

7. The provisions 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 NavOrd OP 2239 of 15 Nov 1970; OP 2165, USN ORD OP #5; 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 Staff Noncommissioned Officer will be in charge of all convoys of five (5) or more vehicles, on or off Marine Corps Base, Camp Lejeune, North Carolina; 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) Mechanical condition of vehicle, reporting defects on NAVMC 10627.

(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 (1) fully charged fire extinguisher, Type C, on vehicle.

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

b. Operations Officer, Base Motor Transport

(1) Appointing a noncommissioned officer experienced in handling ammunition to be in charge of all government vehicles transporting ammunition.

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

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

(4) Conducting the vehicle inspection phase on all ammunition-carrying vehicles as outlined in paragraph 0404 of OP 2165.

(5) 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.

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

(7) Making arrangements with civil police for police escorts through cities as needed.

c. Ammunition Branch, Base Materiel Battalion, Marine Corps Base, Camp Lejeune, North Carolina.

(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 (1) 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:

1. One (1) placed not less than 200 feet from the vehicle in the opposite direction.

2. One (1) placed on the traffic side of the vehicle ten (10) feet rearward thereof, in the direction from which traffic using that lane would approach.

3. 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.

4. 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.

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

6. 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.

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 as approved by the Commanding General. He is further responsible for maintaining current 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 periodically in a Base Bulletin. 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 wish to embark or debark. Buses will not pick up or discharge 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. #37, 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 pickup and delivery points.

312. SCHOOL BUS TRANSPORTATION

1. All children at Hospital Point, Knox Trailer Park, Courthouse Bay, Rifle Range and MCAS(H), New River who attend base schools will be transported to such schools.

2. Children who attend the Stone Street School and who reside in MOQs 2810, 2811, 2812, and 2813 and in the 2900, 3000, 3200, 3300 and 3400 blocks, Paradise Point, will not be transported to school. All other children who attend Base schools and reside in Paradise Point will be transported to such schools.

3. All children living in Tarawa Terrace 1 and 2 who attend Base schools other than Tarawa Terrace School will be transported to school.

4. All children living in Berkeley Manor, with the exception of children attending kindergarten at Tarawa Terrace I School, will not be transported to school.

5. 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, 18-21 passenger	35 passengers
Bus, 29 passenger	44 passengers
Bus, 37 passenger	53 passengers
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 3 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, 3585/2871.

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 for the selection and training of personnel as operators. Whenever possible, school bus operators will be twenty-one (21) 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:

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 forty-eight (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 three hundred 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 or left-hand turn at a minimum distance of fifty (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 thereto 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.

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 (5) 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 TRANSPORT 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.

ADMINISTRATION

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 Marine Corps Order P11240.46_.

2. Administrative-use vehicles carried on the property account of the Base Motor Transport Officer, Marine Corps Base, Camp Lejeune, North Carolina, will be identified by one and one-half inch yellow block letters on the front and rear as illustrated in paragraph 3 below. This marking will be placed on the left front fender and in the center of the right half of the tailgate in the case of trucks or the center of the right half of the trunk lid on sedans and station wagons. The Base Motor Transport Officer will direct the placing of this marking on those vehicles having a configuration that precludes the placing of the marking as directed herein.

3. The following lettering system will be used to identify commercial vehicles assigned to the T/E Marine Corps Base.

a. Vehicles will be marked as follows:

Unit/Command	
Marine Corps Base Activities	MCB
2d Marine Division (Rein) FMF	DIV
Force Troops/2d FSSG	FT
Marine Corps Air Station (H), New River	MCAS
Marine Aircraft Group 26	MAG-26
Marine Aircraft Group 29	MAG-29

* b. 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. 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. Vehicles will be stopped and inspected to determine the mechanical condition of the vehicle 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 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 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 units for in-garrison support.

2. Individual credit card holders are responsible for funding for 1st thru 4th echelon maintenance and operation of tactical equipment assigned to them.

3. 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 2871.

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 2871, for assistance or further instructions. IN NO CASE WILL THE U. S. GOVERNMENT NATIONAL CREDIT CARD BE USED TO PURCHASE FOOD AND LODGINGS.

405. RECORDS AND REPORTS

1. A trip ticket, NAVMC 10627-SD (Vehicle and Equipment Operational Record for Administrative and Tactical Motor Vehicles), 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 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 woking 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	50	55
Trucks thru 5 ton	50	55
Trucks over 5 ton	50	55
Buses	50	55
School buses	35	35
Buses, trailer	50	55
Tractor-semi trailer	50	55
Tractor-semi trailer (low bed)	45	55
Trucks, mounted crane	25	25
Scooters	25	Not Permitted
Materials Handling Equipment	10	Not Permitted
Electric Motor Driven Scooter	10	Not Permitted

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 twenty-five (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 fifteen (15) miles per hour and in no case exceed a speed of seventy (70) miles per hour. Military Police pickup trucks/vans may not exceed the posted speed limit by more than fifteen (15) miles per hour and in no case exceed a speed of sixty (60) miles per hour. Administrative-use fire apparatus vehicles are limited to a maximum of thirty-five (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. At no time during operation on or off-base will the speed of an ambulance exceed the legal limits as set forth in Base Order 6000.2 unless directed to do so by a Medical Officer.

5. All scooters, 3-wheel, 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 paragraph 312.6 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 3585/3537.

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. Attention is further directed to Marine Corps Order P11240.46_ and the Judge Advocate General Manual.

506. MOTOR VEHICLE CONVOYS

1. Convoys will be operated in accordance with Marine Corps Order P11240.46_, Chapter 4.

507. DISABLED ADMINISTRATIVE-USE MOTOR VEHICLES

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

a. Within a radius of seventy-five (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 451-2871, for instructions.

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

(1) Minor repairs of less than fifteen dollars ($15) can be accomplished by utilizing credit cards.

(2) If the vehicle repairs are more than fifteen dollars ($15), 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 Officer, extension 3537/3585, 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.

508. 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 Officer or Motor Transport Duty Officer, as appropriate, telephone 2871/3585, 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 an administrative-use motor vehicle will have in their possession a valid Vehicle Equipment Operational Record, NAVMC 10627. Operators 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. The operator of an administrative-use motor vehicle will not smoke while vehicle is in operation.

7. 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.

8. 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.

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

a. Complete the bottom portion of NAVMC 10627, which is used for "before" and "after" operation inspections and for reporting unusual operating conditions.

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

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

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

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

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

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

h. 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.

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

* j. Keep outside of vehicle clean. Wash vehicle at least weekly, weather permitting. Steam clean engine when required.

k. An operator is required to report any and all discrepancies he cannot correct on the appropriate NAVMC Form 10627 and to the appropriate supervisor in charge of the motor pool from which the vehicle is dispatched.

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

* m. 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.

509. 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 visiblity 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.

510. 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 three (3) minutes, except in cases of radio-controlled vehicles, maintenance and emergency vehicles, as required.

511. 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 ten (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 (paragraph 312.14.d 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.

512. 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.

513. 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.

514. 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 over one ton capacity:

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)

515. 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 is prohibited within 100 feet of the fueling point.

516. FIRE EXTINGUISHERS

1. The following administrative-use motor vehicles will be equipped with fire extinguishers: (a) buses and other vehicles carrying ten (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 been ruptured.

517. SAFETY BELTS

1. Where available, operators of Government motor vehicles shall wear safety belts and passengers are strongly encouraged to do so, especially those occupying the front seat.

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 Marine Corps Orders P11240.46_, 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 (Rein), FMF; Force Troops/ 2d FSSGLant; 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 Marine Corps Orders P11240.46_, 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 have read the appropriate operator's manual(s); that they 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 Co. Service Support Schools, Marine Corps Base, or by the 2d Marine Division (Rein), FMF, Force Troops/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 all applicants under the age of 25, applying for a U. S. Government Motor Vehicle Operator's Identification Card (SF-46) have completed the Defensive Driving Course.

8. The Base Motor Transport Maintenance Officer will designate qualified personnel to direct the training of personnel in the organization in the proper method of operating motor vehicle engines and related equipment.

9. 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.

10. Materials Handling Equipment Operator's Identification Cards will be issued to qualified personnel. Military and civilian 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 on the roadways of Marine Corps Base and Marine Corps Air Station (H), New River. Other operators of materials handling equipment which is operated outside of warehouses and on roadways of Marine Corps Base and Marine Corps Air Station (H), New River will be required to possess a valid Government Motor Vehicle Operator's permit (SF-46).

a. Submission of applications for Materials Handling Equipment Operator's Identification Card will be in accordance with paragraph 13 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.

11. 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.

12. Failure to qualify for Government Motor Vehicle Operator's Identification Card (SF-46). Applicants who fail any required test shall not continue with the licensing process. The applicant may return any time within the next eight weeks to try again.

13. 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 Force Troops/2d FSSGLant, or Motor Transport Officers of 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 (Rein), FMF, or Force Troops/2d FSSGLant, 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.

14. 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 three (3) 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 twenty-four (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.

15. 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 13 herein, accompanied by a 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.

16. 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.

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

18. 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 Marine Corps Order 5100.8_; Marine Corps Order 5100.19_; FPM/CMMI 752 and Base Order P5560.2_; as appropriate.

19. 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 NAV ORD OP 2239 (4th 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 of 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 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 508.9. 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 Marine Corps Order 11240.48_, Base Motor Transport Maintenance Branch Standing Operating Procedures, and appropriate vehicle maintenance and technical manuals.

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.

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 tread depth less than 2/32") will be delivered to Bldg. #1503, Base Motor Transport. Replacement tires will be provided on an exchange basis for same type tire at Bldg. #1503 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 5167/5197.

b. All equipment will be winterized by 15 October of each year to withstand temperatures as low as +10 degrees 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.

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 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 speeds.
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 loads.
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. First echelon maintenance (drivers 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. First echelon maintenance is defined as that 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 Marine Corps Order 11240.48_ and pertinent technical publications and permitted by tools and parts allowances.

2. First echelon maintenance (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 508 of this order.

3. Whenever a vehicle is inspected by a Base Motor Transport inspector or Maintenance Officer 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 to the vehicle, 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, Force Troops/2d FSSG, FMF, MCAS(H), New River, MAG-26 and MAG-29.

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 (10) 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, NAVMC 10627-SD (Vehicle and Equipment Operational Record for Administrative and Tactical Motor Vehicles) 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 (1) 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.

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 except as set forth as first echelon maintenance (drivers maintenance) in paragraph 710 of this order.

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, Force Troops/2d FSSG, 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 Commanding General, Marine Corps Base, Camp Lejeune, North Carolina, Attention: Assistant Chief of Staff, Facilities with complete justification for each assignment.

2. Requests for temporary assignment of not more than twenty-four (24) hours may be submitted to the Materials Handling Equipment Operations Section, Bldg. #1310, telephone 3930, 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. #1310, telephone 3930.

New Rochelle

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

MTO/COB/pgf
4600
10 Jan 1984

DIVISION INSTRUCTION 1-84

From: Motor Transport Officer
To: Distribution List

Subj: Standard Operating Procedures for Dispatching Administrative-Use Vehicles and Duty Personnel

Ref: (a) MCO 11246.46
(b) BO P4600.1

Encl: (1) Special Orders for the Motor Transport Division Staff Duty Officer
(2) Special Orders for the Motor Transport Division Staff Duty Non-Commissioned Officer
(3) Special Orders for the Motor Transport Division Duty Section
(4) Special Orders for the Motor Transport Division, Main Motor Pool, Day/Night Duty Dispatcher
(5) Special Orders for the Motor Transport Division Bus Terminal Dispatcher
(6) Special Orders for the Motor Transport Division Radio Taxi Dispatcher
(7) Special Orders for the Motor Transport Division Wrecker Driver
(8) Scheduled Duty Run Roster Instructions
(9) Special Orders for the Motor Transport Division Roadmaster

1. Purpose.

a. To establish policy regarding the authority for dispatching administrative-use vehicles assigned this Division.

b. To revise certain policies and procedures now in effect.

c. To establish duties and responsibilities of individuals.

2. General.

a. Base Motor Transport Division is composed of the personnel and equipment assigned to the branches, sections, and such shops and motor pools as may be required to enable it to accomplish its mission.

b. The Base Motor Transport Officer is assigned responsibility for the administration, operation, and maintenance of administrative-use motor vehicles assigned to Marine Corps Base.

c. Administrative use motor vehicles assigned to Base Motor Transport Division will be operated from motor pools established by

the Base Motor Transport Officer except for those vehicles on a Class "A"/"B" assignment.

d. Administrative use motor vehicles will be used for official purposes only. What constitutes official purposes is a matter of administrative discretion to be exercised with applicable laws and regulations. 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 for an official purpose. Official purposes as applied would be transportation provided for military cargo and/or military or civilian employees of the Department of Defense. The transportation 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 purely for personal use and/or personal convenience.

e. It is a general rule that transportation to and from work is a personal expense. However, the primary purpose of the rule is to prevent the use of government-owned vehicles for personal convenience. 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.

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

g. References (a) and (b) contain regulations pertaining to administrative use motor vehicles. Officers/SNCO and civilian supervisors will comply with the above references and provisions outlined in these instructions and will assure that all persons under their supervision are familiar with the procedures therein.

3. Specifics

a. Wrecker Service

(1) Will be provided for commercial design military vehicles in the event of mechanical breakdown or whenever involved in an accident. Wrecker service will also be provided to minimize or prevent injury or damage to personnel and property and to eliminate traffic hazards.

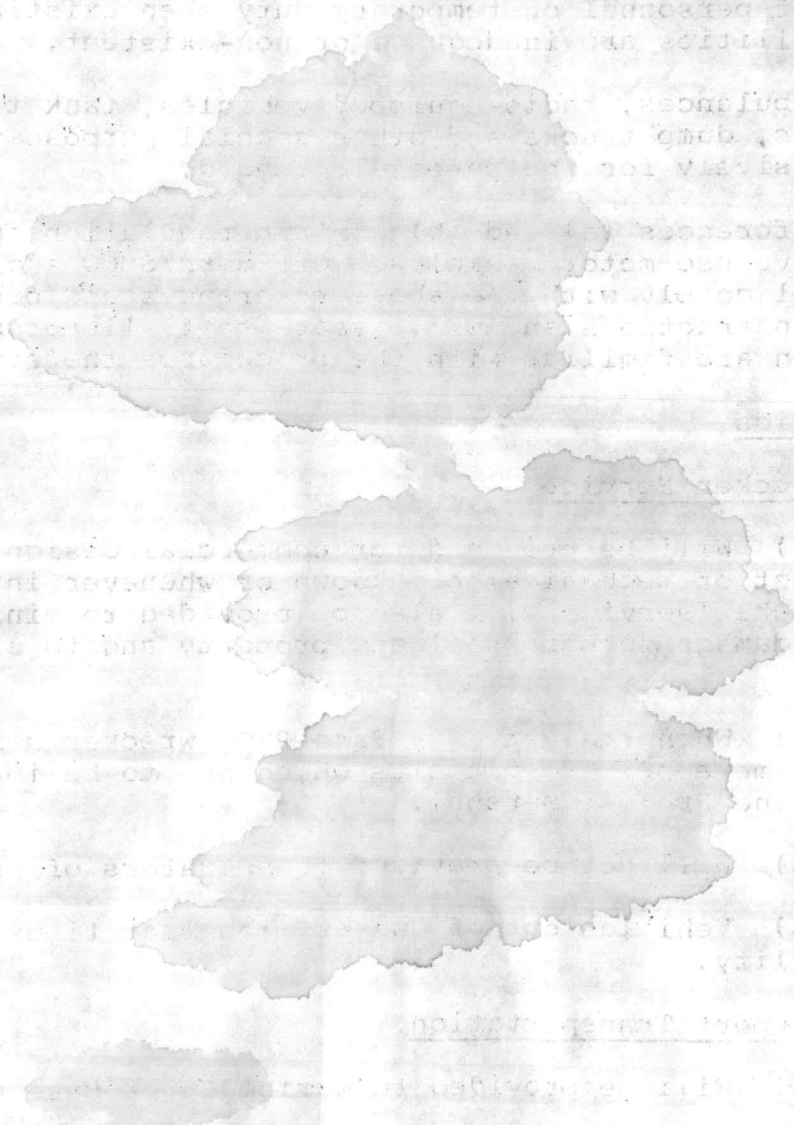
(2) When requested by Base PMO, wrecker service will be dispatched to move private vehicles which are to be impounded and retained by the Provost Marshal.

(3) Will not be provided to operators of private vehicles.

(4) Vehicles out of gas or with flat tires are the operator' responsibility.

b. Airport Transportation

(1) Will be provided to Marine Corps Base personnel who are



traveling under orders specifying Government transportation either permanent transfer or TAD, and departing or arriving at MCAS Cherry Point/MCAS(H) New River or any other military airport within a seventy five mile radius of Camp Lejeune. This service will also be provided to 2d Marine Division and 2d Force Service Support Group personnel when the number of personnel exceeds the capability of the unit to provide it, and is requested by the respective unit coordinator.

(2) Will not be provided to or from any commercial airport unless specifically stated in their orders. Copies of the orders must be seen by the Chief Dispatcher prior to setting up transportation. All other exceptions will be made only by the Base Motor Transport Officer. Personnel traveling under TAD/permanent change of station orders who are traveling with government transportation requests (TR's) will be informed to use commercial transportation.

C. O. BARTO, Jr.

DISTRIBUTION LIST:
Dir, Ops Branch
Dir, Maint Branch
All Sections

SPECIAL ORDERS FOR THE MOTOR TRANSPORT DIVISION
STAFF DUTY OFFICER

1. The tour of duty for the Motor Transport Division Staff Duty Officer will be assigned on a daily basis. The Operations Branch Director will prepare and publish a monthly watch list.

2. All Gunnery Sergeants and Staff Sergeants will be required to stand the Staff Duty Officer Watch.

3. The Staff Duty Officer will:

a. Report to the Operations Director or Operations Chief daily at 800 prior to assuming and/or being relieved of the watch.

b. Make himself available to the Staff Duty Non-Commissioned Officer and Duty Dispatcher on an on-call basis for emergencies, unusual occurrences and/or assistance.

c. Familiarize himself with all orders, directives and instructions contained in the Staff Duty Non-Commissioned Officer's folder.

d. Report to the Motor Transport Operations Chief by 1600 daily to be briefed on all vehicle commitments for the following day. Weekend commitments will be briefed on Friday.

e. Make at least three (3) inspections per week on the Staff Duty Non-Commissioned Officer's area of responsibility. Make an entry as to time, date of inspection, and discrepancies (if any) noted in the Staff Duty Non-Commissioned Officer's log book. Report any unusual occurrences to the Operations Director as soon as possible.

SPECIAL ORDERS FOR THE MOTOR TRANSPORT DEPARTMENT
STAFF DUTY NON-COMMISSIONED OFFICER

1. The tour of duty for the Motor Transport Division Staff Duty Non-Commissioned Officer will be from 1600 on dates assigned to 0730 the following day, Monday through Friday. On Saturdays, Sundays and holidays, the tour will be from 0800 to 0800. A Staff Duty Non-Commissioned Officer's Watch List, which will include all sergeants will be prepared and published monthly by the Operations Chief.

2. The Staff Duty Non-Commissioned Officer will:

a. Report to the Base Motor Transport Operations Chief prior to 0730 Monday through Friday. On Saturdays, Sundays and holidays, the new Staff Duty Non-Commissioned Officer will relieve the Old Staff Duty Non-Commissioned Officer at 0800.

b. Familiarize himself with all orders, directives and instructions contained in the Staff Duty Non-Commissioned Officer's folder.

c. Stand his watch in Bldg 1407 unless otherwise directed or as indicated elsewhere in these instructions.

d. Maintain a Division Staff Duty Non-Commissioned Officer's log book and make appropriate entries therein. Entries will include but are not limited to the following:

(1) Reports of inspections made.

(2) Log all incoming and outgoing long distance telephone calls on MCBCL Form 2305/8. The Staff Duty Non-Commissioned Officer is authorized to receive collect long distance calls from operators of Base Motor Transport vehicles requiring additional instructions or assistance. He may also make necessary official calls in the performance of his duty. Inform the operator to charge all calls to extension 451-2803. Include the following information in all calls received/made:

(a) Name/rank of caller
(b) Location of caller
(c) Phone number call made from
(d) Subject of call
(e) Phone number call received on
(f) Duration of conversation

(3) All wrecker runs, include time dispatched, vehicle number, location of vehicle, problem, and disposition of vehicle.

(4) Wrecker driver will have driver to sign back of chit, when available.

(5) Emergency calls or unusual transportation request with action taken.

(6) All unusual occurrences.

ENCLOSURE (2)

e. Inspect all areas and buildings in the Industrial Area and Central Areas under the cognizance of Base Motor Transport at least once during each four hour period of his watch. Interference with sentries posted by other units in the Industrial and Central Areas should be avoided. Areas to be inspected:

(1) Buildings 1502, 1503, 1504, 1407, 1408, 1607, 235, 1310, 908, the adjacent compounds, and Lot 167.

(2) Note time of inspection in the Staff Duty Non-Commissioned Officer's Log.

(3) Responsible for locking and unlocking access gates to parking lots.

Action will be taken immediately to correct any discrepancies noted. The Staff Duty Non-Commissioned Officer will use a radio-controlled vehicle each time he leaves Building 1407 and will maintain radio contact with the dispatcher at all times.

f. Muster and inspect the duty section daily Monday through Friday at 1615. On Saturdays, Sundays, and holidays muster and inspect the duty section at 1000, 1615 and 2130 and carry out the plan of the day as set forth by the Operations Director. Duty personnel are authorized to eat in the utility uniform. If the Staff Duty Non-Commissioned Officer excuses any member of the duty seciton from subsequent musters, he will notify the relieving Staff Duty NCO of the change by annotating the duty log.

g. Additional duty section musters will be held as required or by order of the Operations Director.

h. Ensure two (2) personnel from the duty section assigned to Bus Terminal clean-up report at 1800 Monday through Friday and 0800 on Saturdays, Sundays and holidays. In event they fail to show, obtain replacement immediately and make an entry in the Staff Duty NCO's log.

i. Inspect all compound floodlights at Buildings 1407, 1408, 1503, 1310, 1504, and Lot 167 and ensure that they are turned on at sunset and off at sunrise. Report any burned out lights to Base Maintenance Department emergency maintenance.

j. Ensure all duty section personnel are afforded the opportunity to attend chow.

k. Ensure that all keys to buildings and compounds belonging to Base Motor Transport Department are logged in and out in the key log provided. Keys will be issued only after first ascertaining that the entry to be made is of an official nature and that the individual is a member of Motor Transport Division. If it is necessary for anyone else to get into any building, the Staff Duty NCO will accompany them. If it is necessary to get any vehicle/property out of any building, a notation will be made in the Staff Duty NCO's log to that effect. Only the below listed personnel will be given the keys to the Maintenance Branch Buildings 1502 and 1504.

(1) Base Motor Transport Officer
(2) Assistant Motor Transport Officer
(3) Motor Transport Chief
(4) Director, Maintenance Branch
(5) Director, Operations Branch

l. The Staff Duty NCO will ensure that all duty personnel are in the proper and complete uniform at all times.

m. The Staff Duty NCO will conduct a police call of the area adjacent to Bldgs 1407, 1408, 1502, 1503, 1504, 1310, 235 at sunrise each day and as needed at other times.

n. Inventory all property on charge as listed in the flyleaf of the Staff Duty NCO's log. Shortages will be noted prior to relief.

o. Issue no leave or grant extensions of leave, refer all request to the Support Battalion Officer of the Day (ext 5221).

p. In the event of an accident, notify the Traffic Investigation Division, Base Provost Marshal's Office (ext 3635), if any of the following considerations prevail. Ensure that an accident report SF 91 is completed and turned in to the Operations Officer on the first normal workday following the accident.

(1) Notify the Operations Director or Base Motor Transport Officer/Operations Chief immediately on all accidents involving injury to military or civilian personnel.

(2) Report all accidents that involve a civilian vehicle or property, no matter how slight the damage.

(3) Report all accidents involving government vehicles or property occurring outside of any Base Motor Transport compound.

(4) Report all accidents involving government vehicles or property occurring inside any Base Motor Transport compound.

q. Assign additional equipment and personnel from the Duty Section whenever the Military Bus Terminal Dispatcher requests assistance.

r. Receive official verbal or written requests for transportatior within the Camp Lejeune complex or Cherry Point, New Bern, Sunny Point, Wilmington, Morehead City, or Kinston, North Carolina and ensure proper dispatch of same.

(1) Honor any requests from the Base Staff Duty Officer regardless of destination. Requests from 2d Marine Division or 2d FSSG Staff Duty Officers will be referred to the 2d Motor Transport Battalion and 8th Motor Transport Battalion Duty Officer respectively for action to avoid duplication of commitment. If the 2d Marine or or 2d FSSG Staff Duty Officer insists that you supply their requests, refer them to the Base Staff Duty Officer.

(2) Transportation requests for visiting foreign officers

will be honored for on base runs. Verification that they are foreign officers will be verified through the Base Staff Duty Officer.

(3) Transportation for visiting retired General or Flag Officers will be authorized through the Base Staff Duty Officer.

(4) In the event any official transportation requests are received at night or weekends and are approved by the Base Staff Duty Officer for a future date the following action will be taken:

(a) Run will be set up on master log and driver/vehicle assigned.

(b) Driver will be briefed of the run; comply with paragraph 2s.

(c) Following information will be entered on Chief Dispatcher's work boards:

1. Date, name, and phone number of requestor.
2. Organization, i.e., Base, Force Troops, Division
3. Type and number of vehicles required.
4. Time vehicle due to report.
5. Whom vehicle is to report to.
6. Where vehicle is to report.
7. Organization vehicle is being used for.
8. Purpose of request, i.e., transfer 10 men and baggage.
9. Signature of SDNCO setting up/approving run.
10. Ultimate destination of transportation.
11. How long vehicle is to be used.

s. Write and issue road march orders and issue credit cards and road maps to all Motor Transport personnel going in excess of seventy five miles on unscheduled comitments. Provide vehicle operator with routes of travel. Use shortest and safest route to destination.

t. Issue credit cards on all trips outside confines CLNC. Log out all cards issued in the Credit Card Log provided. Ensure personnel issued cards read the instructions contained in the folders prior to leaving. If purchases are made other than for gas or oil, the procedures set forth in paragraph 1b of the instructions will apply. Whenever the operator of a government vehicle from this organization on an over-the-road trip requests assistance, regardless of the distance, and is in need of service/parts which cannot be obtained with a commercial credit card, the following will be obtained:

(1) Vehicle number.
(2) Location of vehicle.
(3) Services/parts needed.
(4) Name of organization which can provide wervices/parts.
(5) Estimated cost of services/parts from the organization.
(6) Telephone number where driver may be contacted.

The Staff Duty Non-Commissioned Officer will immediately contact the Staff Duty Officer/Operations Director/Operations Chief who will decide if it is more economical to send a mechanic and parts to perform the repairs, or have the services/parts installed by the facility where the driver received the estimate. The Staff Duty NCO wil

then contact the operator of the action to be taken. Repairs performed at other than a service station must have the Base Contracting Officer's approval.

u. Supervise all dispatcher activities ensuring proper and timely dispatch of scheduled runs. Aid dispatcher in obtaining necessary drivers from outside the duty section when required. Ensure that unnecessary personnel are not loitering inside the dispatcher's office.

v. Furnish the Support Battalion Officer of the Day or Central Area Officer of the Day a fire-fighting detail when requested.

(1) Detail will consist of one NCO and five (5) men. It will be obtained from the duty section or personnel on restriction.

(2) Uniform will be utilities, field boots, cartridge belt with filled canteen and cup.

(3) Organize an additional standby detail when detail is committed.

w. In the event of an unscheduled Division commitment such as a mountout, the Staff Duty Non-Commissioned Officer will:

(1) Immediately inform the Staff Duty Officer, Operations Director and Operations Chief.

(2) Commence recall of personnel using the following priority:

(a) Assigned Duty Section

(b) Alternate Duty Sections, as required.

x. Supervise endorsement of all policies set forth in the Base Motor Transport SOP.

y. In the event there are any large gatherings of personnel in the vicinity of any Base MOtor Transport building or vehicle and any type incident is caused, i.e., fights, disturbances, vehicle/driver abuse, etc. notify the Operations Chief/Operations Officer of individuals unit and the Base Military Police (Ext. 2555).

z. Allow no private vehicles to be parked in or on the compound at any building assigned to Base Motor Transport Division except commercial taxis for Bldg 235, Base Bus Terminal. Also the Staff Duty NCO and the Night/Weekend Duty Dispatcher may park their automobiles in front of Bldg 1407 when on a watch.

aa. Immediately advise the Base Motor Transport Officer and Operations Director of all occurrences or emergencies which are of such importance that he may be requested to provide technical guidance, or answer inquiries from military or civilian sources.

(1) Such an occurrence could be almost any serious event and would definitely include death, serious injury or accident, serious

fire, vehicle theft, riot in barracks, as well as any happening you feel the Base Motor Transport Officer should know about.

(2) If uncertain about a serious event, call one of the persons shown on the list of key personnel to obtain proper guidance on the matter.

(3) Obtain all the facts you can. But do not delay because you have incomplete information.

(4) Make entries in your log with the time and description of your actions.

bb. Be thoroughly familiar with the Motor Transport commitments contained in Disaster Preparedness and Recovery Plan 1-74.

SPECIAL ORDERS FOR THE MOTOR TRANSPORT DEPARTMENT
DUTY SECTION

1. The tour of duty for the Motor Transport Department Duty Section will be from 1600 on the day assigned until 0730 on the following day, Monday through Thursday, and from 1600 Friday or the day prior to a holiday until 0730 on the next normal working day. Unless otherwise directed, only the designated Duty Section will be required to report.

2. The Duty Section will:

a. Married personnel and personnel billeted or performing duty in the Hadnot Point area: Report to the Motor Transport Division Staff Duty NCO, Bldg 1407 at 1615, Monday through Friday, and at 1000, 1615 and 2130 on Saturdays, Sundays and holidays.

b. Support Section Personnel: Report to their designated duty areas as prescribed by the Section NCOIC.

c. Personnel who reside in the barracks will standby in their respective barracks when not attending musters, on a run with a government vehicle, or excused by Motor Transport Staff Duty NCO.

d. Married personnel residing in the immediate Camp Lejeune, New Bern, Jacksonville, Kinston, Wilmington areas when not required to be aboard and excused by the Staff Duty Officer, will stand by in their quarters provided the following conditions are met:

(1) Be able to return to the Company Area within one hour of notification.

(2) Personnel residing in government quarters will list the telephone of the Military Police Station if telephone is not permitted in their quarters. Personnel living in private quarters must have a telephone in their quarters or the name and telephone number of a neighbor who agrees to pass on any messages, day or night. Personnel who cannot be contacted by telephone will be requested to remain aboard the base during tour of duty.

e. Married personnel living outside the areas listed in paragraph 2d will be required to remain on Base in the Company barracks.

f. All married personnel will maintain adequate uniforms for all types of driving and weather conditions in the Operations Branch married personnel locker room.

g. Married personnel must sign out with the Staff Duty NCO each day prior to leaving the Motor Pool.

h. Carry out the plan of the day as set by the Operations Director.

i. All duty personnel will muster with Staff Duty NCO in person or by telephone if authorized, at 1615 and 2130 Monday through Friday and 1000, 1615 and 2130 Saturday, Sunday and holidays.

3. Enlisted duty section members who live in the barracks will log out and in with the DNCO. This requirement exists from all absences from the assigned rooms, whether for personal reasons or for the performance of assigned duties, thus; whenever a member of the duty section leaves his own room to spend time in another room he must inform the DNCO of his change of location. Personnel living ashore will log out and in by phone iwht the Staff Duty NCO. Duty section members may log out to only one location at a time. This applies to persons living ashore also. For personnel living in the barracks authorized areas are: dining facility, library, bowling alley, gym or other areas authorized by the Staff Duty NCO. Duty personnel checking out for a movie, general mess, etc. will be in uniform. At no time during their tour of duty section will civilian clothes be authorized. For personnel living ashore all of the previously listed places are authorized and they may check out to any residence where there is a phone. Personnel living in the barracks are not authorized to be in the service club bar. Personnel living off base are not authorized to attend civilian movies or any place where they cannot be reached by phone.

4. The consumption of any alcoholic beverages during any tour of duty is prohibited.

5. Duty Section Standby

a. A member of the duty section of the day, having good and sufficient justification may be excused from all or a portion of his assigned duty by obtaining a standby. The following instructions will be adhered to:

(1) The standby must be assigned to the same section as the person desiring relief and must not be in a disciplinary status.

(2) The person desiring relief will first obtain preliminary approval from the Operations Chief or Staff Duty Officer.

SPECIAL ORDERS FOR THE MOTOR TRANSPORT DEPARTMENT, MAIN MOTOR POOL
DAY/NIGHT/WEEKEND DUTY DISPATCHER

1. The tour of duty for the Base Motor Transport Duty Dispatcher will be from 0630-1645, 1500-0730 daily and 0800-0800 on weekends and holidays. A watch list for night/weekend dispatchers will be prepared and published by the Chief Dispatcher monthly.

2. The Duty Dispatcher will:

a. Report to the Coordinator/Chief Dispatcher, Bldg 1407, at the prescribed hours on the date assigned.

b. Maintain a record of each commitment and each vehicle dispatched on daily Dispatching and Record of Vehicle NAVMC 10031SD.

c. Issue a Motor Vehicle and Utilization Record DD1970 to every vehicle authorized to leave the compound. Authorization is as follows:

(1) Commitment appears on the Daily Dispatching and Record of Vehicle Log.

(2) Commitment is approved by the Chief Dispatcher, Operations Director/Chief, Motor Transport Staff Duty Officer, or Staff Duty NCO.

(3) Dispatcher receives commitment directly over the phone from personnel authorized to request transportation.

d. Refer all calls for transportation other than those scheduled to the Chief Dispatcher during working hours.

e. Dispatch all vehicles promptly; any delay will be reported to the Chief Dispatcher/Operations Chief.

f. Be responsible that drivers report <u>one (1) hour prior</u> to scheduled runs and ensure that drivers are in proper uniform and present a smart appearance. If the driver is not present, take the following action immediately:

(1) Attempt to locate the assigned driver.

(2) If the assigned driver is not available, find and assign a substitute with the proper qualifications and dispatch the run on time.

(3) Notify the Chief Dispatcher/MT Staff Duty NCO immediately of action being taken.

(4) Report all drivers who miss an assigned run to the Chief Dispatcher/Operations Chief for corrective action.

g. Ascertain that drivers are properly instructed as to their particular run, giving such details as reporting time, where to report, to whom to report, type of load, final destination, routes of travel and any items peculiar to the run, prior to giving them their DD1970.

h. Assure that the driver has a valid Operator's Permit SF-46 prior to being dispatched. Also check medical cards on Bus, Tractor-Trailer and Ammo Operators.

i. Know all normal daily scheduled runs. Immediately log in all NAVMC DD1970's on the Master Log.

j. Ensure that all DD1970's are filled out completely and correctly by the operator prior to checking them in on the NAVMC 10031SD.

k. Ensure gas cards and keys to vehicles are turned in at completion of each run.

l. Observe the remarks columns on the DD1970 each time it is turned in to him. If any mechanical defects are noted, he will take the following action:

(1) During normal working hours, immediately turn the information over to the Section Leader concerned.

(2) After hours and on weekends, deadline vehicle and make appropriate entry in Duty Dispatcher's Log.

m. Be responsible for the cleanliness and police of the office and duty drivers' room.

n. Call 3000 daily at 0600 and get a time check. Immediately set all clocks correctly. Make an entry in the Dispatcher's Log of such action.

o. If it is necessary to use a tactical wrecker, the Base Motor Transport Operations Director/Staff NCO will be notified prior to obtaining it.

(1) Tactical wreckers will be obtained in the following order:

(a) 2dMarDiv Dispatcher - Call DWH - 3133, AWH the unit listed in Staff Duty NCO folder for 2d Marine Division Duty wrecker service.

(b) 2d FSSG Dispatcher - call DWH - 3648, AWH 8th MT OOD 5805.

p. Take special care to ensure that all "red" runs are dispatched properly and on time.

q. Check commitments assigned to outlying branches/sections to ensure fulfillment:

(1) Call the sub-pool assigned the run one (1) hour prior to the commitment to ensure that the driver and vehicles are available and on time.

(2) In the event the outlying unit cannot fulfill its obligation, the duty dispatcher will immediately dispatch the proper size equipment with operator from the Main Motor Pool.

r. Take the following action when transportation requests are received for five (5) or less men from other than Base units. Notify the party that they must use the commercial equipment assigned them. In the event they insist that they don't have the transportation available, supply the transportation and notify the Chief Dispatcher or Staff Duty NCO.

s. Personally notify the driver concerned whenever the reporting time is changed from that on the run roster due to a cancellation of the run or a change in pickup time. Also notify the mess hall if special meals have been set up.

t. Accept transportation requests from the following offices only:

(1) DWH 2dMarDiv Coordinator - AWH Staff Duty Officer for all 2dMarDiv units

(2) DWH 2d FSSG Coordinator - AWH 8th MTBn Duty Officer for all 2d FSSG units. (5805)

(3) AWH Regt OOD for 2d FSSG units.

(4) DWH any Marine Corps Base/Support Battalion unit - AWH Base Staff Duty Officer.

u. Be courteous when answering the phone. State your organization, rank and name. If any doubt exists as to whether a run is authorized, contact the Staff Duty NCO or the Staff Duty Officer.

v. Whenever any of the General Officers' stewards call for transportation provide it IMMEDIATELY by whatever means possible.

w. Ensure that keys for all vehicles are hanging on the key boards or know their whereabouts. In addition, disignate their status, i.e., deadline, TAD, etc. Make an entry in the Duty Dispatcher's Log of any keys found to be missing or any gas cards missing.

x. Inspect run folders daily and any that are missing or need repair will be reported to the Chief Dispatcher.

3. Additional instructions for night/weekend dispatchers:

a. Carry out all the above instructions, plus the following:

(1) Whenever the wrecker is dispatched after normal working hours and on weekends/holidays, the Staff Duty NCO will be notified immediately.

(2) There will be NO changing of personnel on the Master Log once they have been assigned by the day dispatchers unless the motor vehicle operator fails to show for his/her run or when requested by a Section Leader.

(3) The night dispatcher will assign a driver from the duty section to be dispatched on commitments received after normal working hours/weekends and holidays. He will ensure that the driver selected has not been assigned to an early commitment for the following day.

(4) Check all of the floodlights around Bldg 1310, 1407, 1408, 1503, 1502, 1504 and Tranctor Trailer aprking lot no. 167 at darkness and report any that are out.

(5) Obtain the assistance of the Staff Duty NCO in any unusual circumstances

(6) Carry out all orders for the radio dispatcher.

(7) Notify the Chief Dispatcher when in an off-duty status and leaving the immediate Camp Lejeune area.

(8) The night/weekend dispatcher will NOT change the vehicle assigned to a run by the day dispatcher when requested by a driver. It may be changed when it has been determined that it is mechanically unsafe by the duty mechanic or upon the section leader's request.

(9) Place all trip tickets in administrative order and deliver to the Chief Dispatcher upon being relieved.

(10) Ensure that all property is accounted for i.e., clocks, drivers; taxi radios, folders, number signs, over the road jacks, etc. Note any shortages on the Dispatcher's Log.

(11) If a driver reports that NO diesel/gas is available at the Fuel Farm Bldg 1002, call the Fuel Farm, ext 5186, for verification. If told that none is available, contact Support Battalion Staff Duty NCO, 5221 and inform him of the problem and that you must have fuel. If fuel cannot be obtained, contact the Staff Duty Officer/Operations Director.

(12) Whenever it becomes necessary to send a duty driver out of the Camp Lejeune complex, another driver will be summoned from the duty section, assigned a vehicle and stand by, until the original driver returns. Attempt should be made to get a person who does not have an early run so that he/she can get sufficient sleep.

(13) A taxi request form (MCBCL 4650/2) will be completed on each request received prior to dispatching taxi.

Turn requests in to Chief Dispatcher on the next normal working each request in the uppoer right hand corner, 1, 2, 3, etc.

(14) Lock or secure windows used by the light and taxi dispatcher after normal working hours and weekends. Use only the bus dispatcher's window for all type of dispatching.

ORDERS FOR THE MOTOR TRANSPORT DEPARTMENT BUS TERMINAL DISPATCHER

1. The tour of duty for the Bus Terminal Dispatcher will be from 0800 on the dates assigned to 0800 of the following date in Bldg 235. A watch list will be prepared and published by the Chief Dispatcher monthly.

2. The Bus Terminal Dispatcher will:

a. Report to the Motor Transport Chief Dispatcher at 0800 Monday thru Friday. On Saturdays, Sundays and holidays, the new dispatcher will report at 0800 to the Motor Transport Staff Duty Non-Commissioned Officer.

b. Maintain a Bus Terminal Dispatcher's Logbook and make appropriate entries, such as occurrences of an unusual or unscheduled nature, results of fire, sanitation inspections, buses arriving and departing late for scheduled runs, also include those buses arriving five or more minutes ahead of schedule i.e., Base Bus 2, Pvt BROWN driver arrived 7 minutes ahead of schedule.

c. Notify Chief Dispatcher/Division Staff Duty NCO immediately of all unusual occurrences.

d. Familiarize himself with all orders, directives and instructions contained in the Bus Terminal Dispatcher's folder.

e. Turn on all outside lights at darkness and off at daylight.

f. Inspect the interior of each bus after arrival at the terminal at the completion of each run. If dirty, instruct the driver to clean the bus out immediately. Rear windows are to be cleaned after each run. Make entry in duty log listing name of driver and bus route number that had to be instructed to clean bus out. Also note time of arrival/departure at end point of route as shown on trip ticket. Make log entry if more than 5 minutes off schedule.

g. Inform any personnel observed loitering in and around the Bus Terminal to leave the area. Loitering is defined as anyone not waiting for a bus, military or commercial or who remains in the area after scheduled buses depart for destinations. If they continue to remain after warned to leave the area, notify the Staff Duty NCO, who will in turn notify the PMO Desk Sergeant, telephone 2555 for assistance. During the hours when Division MP's are on duty at the Bus Terminal their assistance should be requested.

h. Enforce civilian taxicab regulations. Any infraction will be reported to the Chief Dispatcher/Department Staff Duty NCO, 3585, reporting full details.

i. Guide all military buses when backing from their assigned parking space. Accomplish this by standing at the right rear and after assuring that the way is clear on each side and to the rear, signal bus driver to back up. When guiding buses out of stalls at night a flashlight will be utilized to guide drivers safely.

j. Ensure that the bus driver of each bus has the correct destination sign displayed on all buses when arriving and departing the terminal.

k. Maintain the interior/exterior and grounds of the Bus Terminal in proper police at all times. Maintain close supervision over the civilian janitor and military personnel assigned to cleanup detail. Inform the Chief Dispatcher when

adjacent areas assigned to Division or MCX need police. Check the heads and Drivers' Room frequently.

l. Open the terminal for business at 0600 and secure it at 2300 daily.

m. Contact emergency maintenance telephone 3001 for any emergency repairs that are required to Bldg 235. Record the time and date request was made, nature of trouble and date repairs are accomplished. If a work order is required, contact the Chief Dispatcher, ext 3585.

n. Be polite and courteous in dealing with public, both military and civilian.

o. Dispatch all Base buses from the terminal according to schedules published, announcing loading time and departure time.

p. Contact the Staff Duty NCO, Bldg 1407, telephone 3585, whenever a bus does not arrive/depart on time for scheduled run after normal working hours. When informed a bus is broken down on the road, request a replacement from the Chief Dispatcher ext 3585.

q. Contact the PMO Desk Sergeant, 2555, and the Department Staff Duty NCO for assistance in dealing with fistcuffs, drunkenness, rowdyism, etc., whenever there are no MP's on duty at the Bus Terminal, or if they need additional help.

r. Requisition and draw cleaning gear and stationery each day prior to being relieved. Duty dispatcher on Friday will draw enough cleaning gear for entire weekend.

s. Turn in all lost and found gear to Chief Dispatcher daily upon being relieved.

t. Inform and enforce all Base bus drivers to operate with interior lights on during the hours of darkness. Ensure that they do put them on prior to leaving the terminal. If you observe anyone driving with the lights off, enter his name and bus route in log book.

u. All bus drivers must be in uniform and wearing their cover when driving. List name, rank, section, bus route number in dispatcher's log of anyone failing to comply. Smoking or eating is prohibited while driving.

v. Enforce the prohibition of eating and drinking inside the Bus Terminal (except in Drivers' Room).

w. Note any mechanical discrepancies in Dispatcher's Log on buses assigned to the Base Bus System, i.e., smooth tire, broken window, inoperative lights, fuel, oil, water leaks, fresh body damage, missing signs, etc.

x. If you feel assistant drivers should be assigned to any bus run to protect the driver, call the Chief Dispatcher or Division Staff Duty NCO at once and explain the situation. Log the call and the action taken.

y. Dispatcher on Saturdays is responsible that all windows on Snack Bar half of terminal are cleaned; Sunday dispatcher is responsible for those on Dispatcher Office half of building are cleaned. At all times ensure an ample supply of towels, soap and toilet tissue are available in the heads.

z. Maintain a daily record of the number of the number of passengers carried on each trip, for each of the Base bus routes.

3. Ensure that a copy of this instruction is attached to the Bus Terminal Duty Log.

SPECIAL ORDERS FOR MOTOR TRANSPORT DIVISION RADIO TAXI DISPATCHER

1. The tour of duty for the Motor Transport Dispatcher for Radio controlled service vehicles will be from 0730 to 1630 daily.

2. General

a. Radio controlled vehicles service (herein referred to as Base Taxi Service) for passengers and light cargo will be furnished for short trips in the Camp Lejeune area. All officers, staff non-commissioned officers and civilian personnel in charge of sections may request taxi service as required for the performance of their official duties.

b. Base taxi service will not be arranged in advance. Base taxi drivers will not be used for mail runs or messenger service.

c. All base radio taxi service shall be one-way only; from pickup to delivery point except as noted in paragraph 3j.

d. Dispatched vehicles will wait a maximum of three (3) minutes for their pickup. An additional wait of three (3) minutes may be authorized by the dispatcher providing the traffic load is light.

3. Specific responsibilities

a. All operators will be checked out by the Light Section Dispatcher and have a DD 1970 in their possession.

b. Receive requests for base taxi service, complete the request slip, and dispatch a vehicle for the commitment as quickly as possible. Maintain a file of all request slips for thirty (30) days.

c. By the use of magnets, representing base taxi numbers on your dispatch map, you will know the approximate location of all cabs at all times. You will use the closest vehicle to your pickup request in order to provide service as rapidly as possible.

d. Refer customers to the Chief Dispatcher when request is not considered an authorized taxi run.

e. Obtain the following information on all base taxi requests:

(1) Requested by
(2) Report to
(3) Reporting location
(4) Destination
(5) Purpose of trip
(6) Number of passengers/cargo

f. Base taxis will not be dispatched outside the Camp Lejeune area without the permission of the Operations Director/Chief.

g. Base taxis may be dispatched to Jacksonville, North Carolina only for official business.

h. Instruct drivers to load and unload passengers ONLY in the designated taxi zone at Bldg #1.

i. Base taxis dispatched outside the Hadnot Point area but within the Camp Lejeune area may be used on a round trip basis. These taxis may also be allowed to remain wihtin these areas for thirty (30) minutes while awaiting a commitment.

j. Make the following transmission at 0900 and 1500 daily:

"This is a short wave radio unit located at Camp Lejeune, North Carolina. The code name is SOYBEAN. The time is now _____hours."

SPECIAL ORDERS FOR THE DEPARTMENT WRECKER OPERATOR

1. The tour of duty for wrecker operator is from 0730-1630 DWH, 1600-0800 AWH daily and 0800-0800 on weekends and holidays. A watch list for night/weekend operators will be prepared monthly by the Wrecker Section Chief.

2. The wrecker operator

a. During working hours remain at Bldg 1407 unless on an authorized run assigned by the Section Chief or the Radio Taxi Dispatcher.

b. Ensure that operator's maintenance is performed on the wrecker and that all collateral equipment is maintained on the wrecker ready for immediate use.

c. When towing bus to start be sure that air tanks are charged and that the brakes are operational.

d. Pick up mechanically deadlined buses high enough for the wheels to clear the deck and any obstruction and be secured by a tow bar. Thomas buses and dump-masters will not be picked up but towed only. IHC buses with automatic transmissions will be picked up and towed from the rear only.

e. Do not tow tractor trailer combinations as one unit, except to remove them from the highway or in an emergency. Normal procedures will be to request a replacement tractor for the trailer.

f. Utilize the 5-ton wrecker for all recovery work. The 7½ ton wrecker will not be used except under conditions beyond the capabilities of the 5 ton unit or when the 5 ton unit is unserviceable.

g. Have a valid operator's permit SF-46 in their possession designating that they are qualified to operate the type wrecker presently assigned.

h. Ensure that all caution lights are turned on the wrecker; and flasher lights on any vehicle being towed prior to moving the disabled vehicle.

i. Will not utilize the wrecker for his personal convenience.

j. Will not recover privately owned vehicles except to move them from the scene of accident or when being impounded. Authority for these must come from the Base Provost Marshal's Office or Base Staff Duty Officer.

k. Maintain a duty wrecker log for each wrecker being used. All services and any unusual events will be entered in the log. Deadlined vehicles will be parked in the tractor trailer lot. All vehicles deadlined after hours will be towed to Maintenance Shop prior to Duty Wrecker Driver being relieved.

l. Pickup service truck at 1615 each day from Section II Foreman.

m. Return service truck at 0800 each morning to Section II Foreman.

n. Keep a log on all forklifts that are serviced.

o. Check out service truck at 1615 Friday and return on Monday or after holiday to Section II Foreman.

SPECIAL ORDERS FOR MOTOR TRANSPORT DEPARTMENT
SERGEANTS AND BELOW

1. Scheduled vehicle run roster/instructions

a. The run roster for all sections less support sections, such as, MCES, MCAS, etc., will be posted daily at 1600 on the Operations Branch bulletin board located in the driver's ready room, Bldg 1407. All run rosters are official orders and compliance is mandatory for all personnel listed thereon.

b. The Chief Dispatcher at Bldg 1407 will be responsible for publishing and posting the run rosters.

c. All duty personnel, regardless of duty section assigned, will personally check the run roster and if their name appears, initial the run roster prior to 2200 each day, less weekends and holidays.

d. On weekends and/or holidays, run rosters will be published and posted the preceding work day. All personnel whose names appear thereon will initial the run roster by 2200 prior to commencement of the weekend and/or holiday.

e. All personnel listed on the run roster will report to the dispatcher at the time and date prescribed thereon.

f. All personnel will wear the uniform as prescribed by the Operations Chief.

SPECIAL ORDERS FOR BASE MOTOR TRANSPORT ROADMASTER

1. The Base Roadmaster will be assigned by, and responsible to, the Director, Operations Branch, Base Motor Transport in the general performance of his duties.

2. The Roadmaster will:

a. Patrol road networks within the Camp Lejeune area, conducting spot checks and establishing road block inspections to determine compliance with current operation and maintenance directives.

b. Conduct safety inspections of equipment noting all discrepancies on current inspection form. One copy of the form will be given to the motor vehicle operator for delivery to his Commanding Officer/immediate Supervisor. Original copy will be forwarded to the Base Motor Transport Officer via the Director, Operations Branch.

c. Deadline equipment inspected with mechanical defects which render the vehicle not safe and serviceable.

d. Conduct periodic inspections of exchanges, banks, clubs and recreation facility parking lots to ensure that commercial vehicles assigned to Marine Corps Base are being utilized for official business only.

e. Monitor the Base bus/school bus system at the Base Bus Terminal and at Dependent Schools for proper loading and safe operating procedures. Ensure that all buses travel on the established routes and that general high standards of driver's eprformance, driver's maintenance, and safety procedures are adhered to.

f. Conduct periodic visits to units that are assigned Garrison Mobile Equipment and give guidance when needed.

g. Conduct quarterly inspections of dispatching procedures of units assigned Garrison Mobile Equipment at New River Air Station, Marine Corps Engineer Schools and Rifle Range Detachment.

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

BO P4600.1E Ch 5
MTO/COB/pgf
21 Jul 1983

BASE ORDER P4600.1E Ch 5

From: Commanding General
To: Distribution List

Subj: Standard Operating Procedures for Garrison Mobile Equipment

1. Purpose. To add paragraph 504.9 to the basic manual.

2. Action. On page 5-2, add paragraph 504.9 to read: "Administrative-use motor vehicles with the exception of Materials Handling Equipment will not be operated on warehouse loading ramps".

3. Filing Instructions. This change will be filed immediately behind page 9 of the basic manual.

4. Certification. Reviewed and approved this date.

T. M. STOKES, Jr.
Chief of Staff

DISTRIBUTION: A
MTO (200)

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

BO 5213.11E
MAD/RH/mrh
17 Jan 1983

BASE ORDER 5213.11E

From: Commanding General
To: Distribution List

Subj: Base Forms Management Program

Ref: (a) MCO 5213.7B
(b) BO 5211.6
(c) BO 5214.1C

1. Purpose. To establish responsibilities and outline procedures for carrying out the Forms Management Program.

2. Cancellation. BO 5213.11D.

3. Background. Forms are a basic need to most work functions. The use of a blank form should aid in getting the work accomplished with a minimum expenditure in time and cost. The Forms Management Program, reference (a), provides for an organized effort of proven methods and techniques for the analysis, design, and control of forms.

4. Objectives. The objectives of the Forms Management Program, in support of the Marine Corps program, are to:

a. Ensure appropriate forms and related procedures are developed and designed to facilitate operations.

b. Eliminate costly, ineffective, and duplicate forms through control, standardization, and consolidation of forms serving similar functions.

c. Achieve the most efficient production and distribution of forms.

d. Provide recommendations concerning Marine Corps forms as appropriate.

5. Definitions. For purposes of this Order, the following definitions apply:

a. Higher echelon forms are prescribed by higher authority for usage not limited to local commands and are available through the supply system.

b. Local forms are designed, approved, and assigned an MCBCL number by the Management Assistance Division for local use and are not otherwise available as higher echelon forms. Forms used by two or more Marine Corps Base organizations will normally be stocked at the Self-Service Center. Forms used by one organization only will be stocked by that organization.

6. Responsibilies

a. General and Special Staff Officers, Commanding Officers, officers-in-charge, and designated representatives are responsible for:

(1) Determining form requirements within areas of responsibility.

(2) Ensuring locally devised forms are reviewed before submission to

the Management Assistance Division for approval and reproduction.

(3) Ensuring only approved forms are used for the intended purpose.

(4) Ensuring forms used to collect and record personal information that is subject to the Privacy Act, reference (b), are accompanied by an applicable Privacy Act Statement.

(5) Reviewing form requirements annually.

b. The Management Assistance Officer is responsible for:

(1) Administering the Forms Management Program established by reference (a).

(2) Coordinating with all Marine Corps Base users when designing and approving forms for multiple usage.

(3) Coordinating form requirements with the Reports Management Program, reference (c), to ensure effective reporting requirements.

(4) Approving all locally produced forms and assisting the requesting organization in reaching a satisfactory solution if a proposed form cannot be approved.

(5) Designating the stocking point for approved MCBCL forms and informing the Assistant Chief of Staff, Logistics, of forms to be stocked at the Self-Service Center.

(6) Preparing for publication an annual list of current MCBCL forms.

(7) Maintaining a file copy of all approved MCBCL forms.

c. The Assistant Chief of Staff, Logistics, is responsible for stocking and issuing local forms for which Self-Service Center is designated stocking point.

d. The Printing Officer, Base Printing Division, is responsible for:

(1) Ensuring only Marine Corps Base blank forms which have been approved by the Management Assistance Officer are printed.

(2) Supplying the Management Assistance Officer with a file copy of new and revised MCBCL forms.

(3) The Base Printing Division is the only organization authorized to reproduce MCBCL forms. No forms will be reproduced using copiers, stencil printers, mimeograph, etc.

e. The Training/Audio Visual Support Center is responsible for typesetting/copy preparation of base forms after the initial design is received from the Management Assistance Division.

7. Action

a. Each organization or activity desiring a new form will submit the following information to the Management Assistance Division:

(1) DD 843 - Requisition for Printing and Binding Service (original only).

(2) OPNAV 5213/19 - Request for New or Revised Form (original only).

(3) A sample of the desired format for the proposed form.

b. Requests for reprints or revisions of local forms will be prepared by the stocking activity and submitted to the Management Assistance Division at least 10 working days prior to the date the forms are required. Each request must contain the following information:

(1) DD 843 - Requisition for Printing and Binding Service (original only).

(2) A copy of the local form to be printed or a proposed revised draft of the form.

J. R. FRIBELL
Chief of Staff

DISTRIBUTION: A less Categories III and IV
plus MAD (5)

Mrs Rochelle

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

BO 5512.17C Ch 1
PMO/LWB/rfh
24 Oct 1983

BASE ORDER 5512.17C Ch 1

From: Commanding General
To: Distribution List

Subj: Camp Lejeune Civilian Identification Cards

Encl: (1) New page inserts to basic Order

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

2. Action. Remove present pages 1 and 2 of the basic Order and replace with enclosure (1) of this Change.

T. M. STOKES, JR.
Chief of Staff

DISTRIBUTION: C plus PMO (25)

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

BO 5512.17C
PMO/CRH/rrs
17 Nov 1980

BASE ORDER 5512.17C

From: Commanding General
To: Distribution List

Subj: Camp Lejeune Civilian Identification Cards

Encl: (1) Identification Card Requirements
(2) Sample Signature Card

1. Purpose. To establish regulations governing the issue and recovery of Camp Lejeune civilian identification cards.

2. Cancellation. BO 5512.17B.

3. General

a. The Base Provost Marshal issues civilian identification cards at Building 3B, Hadnot Point.

b. Camp Lejeune civilian identification cards are issued by the Base Provost Marshal for identification purposes and are not to be considered passes to all areas of Camp Lejeune. Personnel who have official business in quarters, buildings, or areas away from their primary place of employment will carry a work order or special pass authorizing such entry.

c. These cards are the property of the U. S. Government and must be guarded against fraudulent use, loss, or mutilization. Their loss must be immediately reported to the Base Provost Marshal.

d. The improper loaning or use of this card constitutes an offense under Title 18, U. S. Code, and violators are subject to punishment in accordance with existing federal law.

e. The requirements for these cards vary in accordance with enclosure (1), and it is each individual's responsibility to keep the card current.

4. Possession of Camp Lejeune Civilian Identification Cards. The following civilian personnel are required to either have a Department of Defense identification card or a Camp Lejeune civilian identification card in their possession at all times while aboard Camp Lejeune.

a. Appropriated fund employees. (Employees who are retired military personnel and who are required to enter quarters aboard Camp Lejeune in connection with their official duties will also be issued a Camp Lejeune identification card.)

b. Nonappropriated fund employees.

c. Technical employees who are duly assigned by competent authority to an activity and render technical or professional assistance or service.

d. Essential service workers who are privately employed in the operation of essential service facilities, e.g., Red Cross, Navy Relief, bank, bus depot, etc.

e. Domestic workers who are regularly employed by a resident of public quarters or rental housing and who live-in at least four nights per week.

f. Day workers who are regularly employed by one or more residents of public quarters or rental housing and who live-in less than four nights per week.

g. Taxi/limousine operators who operate vehicles displaying base tags. (Active duty and retired personnel require a Camp Lejeune identification card in addition to their military identification card.)

h. Insurance agents and investment agents who are regularly employed in the selling of life insurance and investments. (Retired military personnel require a Camp Lejeune identification card in addition to their military identification card.)

i. Newspaper carriers, parcel carriers, and shoe shine boys.

j. Laundry truck operators who are employees of laundries/dry cleaners under contract with the Marine Corps Exchange to service the barracks area.

k. Residents over 10 years of age not defined above who reside in Government rental housing units or public quarters but do not qualify for the Department of Defense identification card.

l. Temporary house guests authorized by Director, Quarters and Housing, who require Base bus service.

5. Procedures

a. MCBCL 12290 (Personal History Card). This card must be presented at the Base Provost Marshal's Office when making application for a Camp Lejeune identification card. Supervisors will ensure that food handlers obtain Health Card on a yearly basis and will so indicate on the Personal History Card (MCBCL 12290) (i.e., H. C. _____ (Date)).

b. Appropriated Fund Employees. The Civilian Personnel Office will complete and sign MCBCL 12290 and issue the identification card for new employees other than employees who are retired military personnel. Renewals will require the resubmission of MCBCL 12290 and signature of an authorized representative of the employee's activity or section. All renewals are issued by the Base Provost Marshal's Office.

c. Nonappropriated Fund Employees. Personnel supervisors will complete and sign MCBCL 12290 for new employees and all renewals.

d. Technical Employees and Essential Service Workers. Employers will complete and sign MCBCL 12290 for new employees and all renewals.

e. Domestic and Day Workers; Taxi/Limousine Operators; and Insurance and Investment Agents. Procedures are set forth in separate directives.

f. Newspaper and Parcel Carriers; Shoe Shine Boys. Employers will complete and sign MCBCL 12290 for new employees and all renewals.

6. Action. Personnel authorized to sign MCBCL 12290 will ensure that their names and signatures are recorded with the Base Provost Marshal. This information will be submitted on a 3" by 5" card in accordance with enclosure (2). Any changes thereto will be reported immediately.

7. Recovery of Camp Lejeune Civilian Identification Cards

a. These cards will be immediately returned to the Base Provost Marshal whenever the civilian permanently departs from the Base, retires, or employment is terminated.

b. If an identification card is not recovered, the Base Provost Marshal will be notified immediately in writing by supervisors of departments and activities, the private employer, or the sponsor of a civilian residing on Base, and the reason for non-recovery will be given.

T. M. STOKES, JR.
Chief of Staff

DISTRIBUTION: C plus PMO (25)

Ch 1 (24 Oct 1983)

MR. INGRAM

UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542-5001

INFO ACT INIT
BMTO
OPS MAR 13 1987
FISCAL
PRO CONTROL
LICENSING
MAINT
MT CHIEF
FILE

BO 6240.5A
NREAD/st
10 Mar 1987

BASE ORDER 6240.5A

From: Commanding General
To: Distribution List

Subj: HAZARDOUS MATERIAL DISPOSAL PROGRAM

Ref: (a) Resource Conservation and Recovery Act (Pub No. 94-580) (42 USC 6901-6987) (NOTAL)
(b) EPA Regulations contained in Code of Federal Regulations, Title: 40 Parts 260-265 (NOTAL)
(c) DOT Regulations contained in Code of Federal Regulations, Title: 49 Parts 100-179 (NOTAL)
(d) BO 11090.1B
(e) BO 11320.1G

Encl: (1) Procedures for Collection, Storage and Turn-In of Hazardous Material and Hazardous Waste for Disposal
(2) Responsibilities for Hazardous Material/Hazardous Waste Disposal
(3) Hazardous Waste Training Requirements and Guidelines

1. Purpose. To revise responsibilities, procedures and guidance for hazardous material (HM) and hazardous waste (HW) disposal and related environmental protection for the Camp Lejeune and Marine Corps Air Station, New River complex.

2. Cancellation. BO 6240.5.

3. Background

a. Congress and the state legislatures have responded to the threats to human life and the environment caused by mismanagement and illegal spilling and dumping of toxic substances by enacting laws which not only attempt to avert future threats but which impose civil and criminal penalties. In enacting many of these environmental laws, Congress waived federal supremacy, requiring federal agencies including the Marine Corps, to comply with federal, state and local environmental laws. Federal officers and employees now face the possibility that they may be personally liable for civil and criminal penalties and fines as well as imprisonment.

b. The Environmental Protection Agency (EPA) has authorized the State of North Carolina to enforce the requirements of references (a) and (b) through a state HW regulatory program. The Solid and Hazardous Waste Management Branch, Division of Health Services (DHS), is the primary enforcing agency within North Carolina. DHS enforcement personnel have authority to investigate HW spills and perform routine inspections of work sites where HW are handled and stored. These investigations and inspections can result in citations being issued to supervisors and/or personnel at the work site for civil and/or criminal violations of HW regulations.

c. State regulations promulgated under reference (a) and EPA regulations contained in reference (b) require both initial and annual refresher training for personnel involved in HW management and handling. The majority of discrepancies identified during EPA and DHS inspections can be directly, or indirectly, attributed to lack of adequate HW training. The relatively rapid rate of personnel turnover within the Camp Lejeune Complex requires that HW training be readily available. Publishing of this revised order is an essential step in strengthening the subject program. In addition to addressing the HW training issues, this revised order provides for the following: (1) better internal controls by organizations generating and handling HW; (2) improved availability of HW related supplies and equipment and; (3) formalizing efforts to reduce the volume and toxicity of HW generated within the Camp Lejeune Complex. Enclosures (1) through (3) outline revised procedures for managing HW and providing compliance with related requirements of references (a), (b) and (c).

d. This order formally establishes two collateral duty positions to coordinate and to assist with the implementation of the subject program. These positions are the Hazardous Material Disposal Coordinator (HMDC) and Hazardous Material Disposal Officer (HMDO). HMDC will be established within each major command and within Marine Aircraft Groups. HMDO's will be appointed at the Battalion, Separate Company and Squadron level (or equivalent). HMDC and HMDO responsibilities are outlined in enclosure (2). The appointment and training of qualified primary and alternate HMDCs and HMDOs are essential to implementation of the complex requirements of the subject program.

4. Action

a. Organizational commanders shall on a continuing basis take action required to implement the following HW management goals and objectives:

(1) HW operations will be supervised by properly trained personnel who have access to equipment and supplies required for handling HW.

(2) Written descriptions of HW duties will be developed for all HW managers and handlers, and appropriate records maintained to document that proper training is being provided to personnel in accordance with enclosure (3).

(3) OIC/NCOIC's will ensure that HW facilities are inspected weekly and timely corrective action is taken and properly documented per this Order and related instructions of HMDO/HMDC.

(4) OIC/NCOIC's will prepare a written HW management Standard Operating Procedure (HWMSOP) in cooperation with HMDO for each facility where HW are routinely handled and stored. SOP will be readily available at HW generation and storage sites.

(5) A system of continuous internal controls will be implemented to ensure that violations of this Order are identified and if appropriate, that disciplinary action is taken to discourage recurring violations.

b. Major commands will take action required to limit HW generation to the minimum number of locations practical, to identify HW handling and storage equipment and facilities requirements and to develop and implement a system of internal controls which provides satisfactory compliance with the requirements of this Order and related regulatory requirements. As a minimum the following action will be taken:

(1) Appoint a primary and alternate HMDC with authority and resources to implement duties outlined in enclosure (2).

(2) Maintain a current listing/directory of facilities where HW are handled and stored. Ensure timely submission of waste identification documents per enclosure (1).

(3) Require OIC/NCOIC's of HW handling and storage facilities to develop and implement a written HW SOP for each facility per enclosures (1) and (3). The SOP will be readily available to personnel routinely handling HW and related emergency response.

(4) Require Commanding Officers of each Aircraft Squadron, Regiment, Battalion and Separate Company (or equivalent) to appoint a primary and alternate HMDO with authority to carry out the duties outlined in enclosure (2).

(5) Establish and promote HW management goals and objectives for supply and maintenance functions which promote the minimization of the volume and toxicity of HW generation.

(6) Within 30 days of the date of this Order, and as requested thereafter, provide a current listing of Primary and Alternate HMDO's. The list shall contain name, rank, unit and phone number. The list will be provided to the Director, Natural Resources and Environmental Affairs Division, Marine Corps Base.

c. Director, Natural Resources and Environmental Affairs Division, will inspect all points of HW generation on an annual basis, or more frequently as required, to monitor and evaluate compliance with the order and related state/federal regulations. The results of the annual inspections will be provided in writing to the inspected activity via the chain of command.

d. The Assistant Chief of Staff, Logistics and Assistant Chief of Staff, Facilities will cooperate with the local Defense Reutilization and Marketing Officer in improving HW disposal services to organizations generating HW subject to this Order.

e. Officials responsible for the preparation, awarding and implementation of various types of contracts, shall ensure that all contractor activities are carried out in accordance with the requirements of this Order and related State and Federal regulations.

5. Concurrence. This Order has been coordinated and concurred in by the Commanding Generals, II Marine Amphibious Force, 2d Marine Division, FMF, 2d Force Service Support Group (Rein), FMF, 6th Marine Amphibious Brigade, FMF, and the Commanding Officers, Marine Corps Air Station, New River, Naval Hospital and the Naval Dental Clinic.

M. C. HARRINGTON
Chief of Staff

DISTRIBUTION: A
NREAD 300

PROCEDURES FOR COLLECTION, STORAGE AND TURN-IN OF HAZARDOUS WASTE (HW) AND HAZARDOUS MATERIAL (HM) FOR RECYCLING OR DISPOSAL

1. Hazardous Waste Management Standard Operating Procedures (HWMSOP). Each organization routinely generating or handling HW or disposing of HM will develop desk top procedures to be followed. As a minimum, the HWMSOP will provide the following:

a. Name and telephone number of cognizant Hazardous Material Disposal Officer (HMDO) and Hazardous Material Disposal Coordinator (HMDC).

b. A copy of BO 6240.5A, BO 11090.1B, BO 11090.3, and related local instructions.

c. Name, title, HW duties and HW training records for each employee per enclosure (3) of BO 6240.5A.

d. Waste Identification Document (WID) for each HW generated or handled. WID will be completed in accordance with attachment (A) of this enclosure.

e. Procedures and responsibilities for dealing with HW/HM spills and related emergencies, i.e., HW Spill Contingency Plan.

f. Copies of weekly inspections of HW storage areas/containers.

g. Guidance provided by HMDO/HMDC's to implement HW/HM disposal program.

h. Location sketch for each HW generation, accumulation and storage area.

i. Material Safety Data Sheets, or hard copy of Hazardous Material Information Systems Data developed per MCO 5100.25 for all HW generated.

j. Sample copies of completed turn-in documents (Form DD-1348-1) and HW labels for each type of HW generated and disposed of.

2. HM/HW Collection and Storage Procedures/Requirements.

a. Possession of a properly completed and signed WID constitutes authorization to generate the specifically named HW. Failure to submit a WID to HMDC within 30 days of date HW first generated or handled or 60 days of the date of this Order (whichever is later) will be considered a violation of this Order. HMDC's are responsible for monitoring and enforcement of this requirement.

b. Only Department of Transportation (DOT) approved containers labeled per WID or HWMSOP will be used for storage of HW awaiting disposal. HMDO's are responsible for enforcing this standard.

c. All personnel routinely handling or responsible for HW management must be properly trained per this Order and references (a) and (b). OIC's are responsible for maintaining training records for personnel within their cognizance. HMDC's are responsible for enforcement of this requirement.

d. All HW containers and storage areas will be inspected weekly using format provided by cognizant HMDC/HMDO. A written record of corrective action will be maintained per HMDO/HMDC guidance. Director, Natural Resources and Environmental Affairs Division, (NREAD), MCB will assist HMDC/HMDO develop guidelines.

e. Spills of HW/HM will be promptly reported to the Base Fire Department at the Emergency Telephone Number 451-3333. OIC's are responsible for maintaining absorbents, safety equipment, and other supplies and equipment required for dealing with minor spills. HWMSOP's will give specific guidance in this area.

f. A Form DD-1348-1 will be completed and submitted to the cognizant HMDO not later than 45 days after the "accumulation start date" on the HW label on the container.

g. HMDC will be notified by telephone, confirmed in writing, of anytime DRMO has not accepted accountability of a HW within 75 days after the "accumulation start date" on any HW container.

3. Hazardous Material (HM) and Hazardous Waste (HW) Turn-in Procedures. The following steps will be taken to initiate final disposal of HM/HW. At any time that a major problem or controversy arises, the organization attempting to turn-in the item will immediately notify the responsible Hazardous Material Disposal Coordinator (HMDC). The HMDC will be responsible for coordinating efforts to resolve the problem/controversy and will utilize the assistance of the Director, Natural Resources and Environmental Affairs Division (NREAD), Facilities Department, Marine Corps Base, telephone extension 2083, 2195. Unresolved problems/controversies will be referred to the Assistant Chief of Staff, Facilities, Marine Corps Base. See Note 1 below.

STEP 1. The Officer in Charge (OIC) of the organization having physical custody of HM/HW is responsible for turn-in of HM/HW unless otherwise specified by HMDC. OIC will properly containerize the HM/HW and submit a Form DD 1348-1 to the cognizant Hazardous Material Disposal Officer (HMDO) per instructions in organization's HWMSOP. Questions not addressed by HWMSOP will be directed to HMDO.

STEP 2. The HMDO will physically inspect the HM/HW and determine if the Form DD 1348-1 is properly completed and the HM/HW is properly packaged. The HMDO will coordinate correction of any problems. Unresolved problems will be referred to cognizant HMDC for resolution. Once problem's resolved, HMDO will forward (preferably hand deliver) the Form DD 1348-1 to the Defense Reutilization and Marketing Office (DRMO) Headquarters, Bldg. 906. See Note 2 below.

STEP 3. The DRMO will inspect the HM/HW if necessary, and will determine if DRMO is accountable (i.e., responsible) for disposal of the HM/HW. If DRMO determines that the local activity, not DRMO, has responsibility for disposal of the HM/HW, the DRMO will so notify the cognizant HMDC in writing with a copy to the NREAD. The HMDC and NREAD will cooperate in developing case specific procedures for disposal of the item. Assistant Chief of Staff, Logistics, MCB, will provide contracting support.

STEP 4. If DRMO determines that DRMO is accountable for HM/HW, DRMO will determine where the HM/HW will be stored awaiting disposal. HW must be stored at the DRMO facility at TP-451 complex, unless otherwise approved by the Assistant Chief of Staff, Facilities, MCB. DRMO will submit a request to the Assistant Chief of Staff, Logistics to arrange transportation of the HM/HW to DRMO designated facility.

STEP 5. Assistant Chief of Staff, Logistics, in cooperation with HMDO, will determine if generating organization can safely, legally transport the item to DRMO designated facility. Assistant Chief of Staff, Logistics will supervise transportation of HW. Whenever practical, Command turning in a HM will provide transportation. Assistant Chief of Staff, Logistics will cooperate with the HMDC for the generating organization in promoting efficient, safe transportation. Spills or other emergencies will be promptly reported to the Base Fire Department at 451-3333. Drivers will be provided written spill prevention and response guidance.

STEP 6. When the HM/HW arrives at storage facility, DRMO will inspect prior to unloading. DRMO is authorized to refuse the HM/HW if any significant discrepancies exist. DRMO will immediately notify cognizant HMDC and NREAD of DRMO's refusal to accept the HM/HW. The transporting vehicle will be secured and will not be moved outside the immediate vicinity of DRMO facility except for emergency situations involving risk to public safety or to property. DRMO, HMDC and NREAD will cooperate in making an immediate decision on corrective action. If problems cannot be promptly resolved the HM/HW will be returned to the generating organizations facilities. When DRMO accepts physical custody of the HM/HW, turn-in is complete.

NOTE 1: Marine Corps Air Station, New River units will follow turn-in procedures set forth in Air Station Order 6280.1 .

NOTE 2: HMDO should maintain a log of documents showing date document accepted by DRMO, accumulation start dates, and the type and quantity of HW.

ENCLOSURE (1)

WASTE IDENTIFICATION DOCUMENT (WID)

DATE _____

WID # _____

1. GENERATING WORK CENTER INFORMATION

_____

Shop Contact Command Building Phone Ext.

2. WASTE IDENTIFICATION

a. WASTE NAME: Common _____ Chemical(s) _____

_____

b. PHYSICAL FORM: (CHECK) ___Liquid ____Solid _____Sludge _____Other (Specify)

_____

c. MANUFACTURER: _____ d. NATIONAL STOCK NUMBER: _____

e. CONTAINER: (TYPE AND SIZE) _____

f. GENERATION RATE: (e.g., gal/day, lbs/day) _____

g. FREQUENCY OF GENERATION _____

h. EXPECTED ANNUAL GENERATION: (GALS, LBS) _____

i. DESCRIBE WASTE GENERATION PROCESS: _____

_____

_____

j. HAS WASTE BEEN MIXED WITH ANY OTHER MATERIAL? _____ Yes _____ No If yes,

specify _____

_____

3. REASON FOR DISPOSAL: (CHECK)

____Exceeded shelf life _____ Served intended purpose ____ Unused ____ Other

(specify) _____

4. REQUEST FOR WASTE CHARACTERIZATION BY NREAD: I am unable to properly classify the above waste. NREAD assistance is requested. Cost of Laboratory Analysis should be charged to the following Cost Account Code. _____

_____

HMDO DATE
Signature

5. CERTIFICATION: I certify that the above named materials are the only compounds in the waste containers listed above and have not been mixed with any other materials.

_____

HMDO DATE
Signature

Appendix A to
ENCLOSURE (1)

TO BE COMPLETED BY THE HMDC AND COPIES SENT TO THE HMDO, DRMO, AND DIRECTOR, NREAD

6. WASTE CHARACTERIZATION: DATE COMPLETED _____ LAB REPORT # _____

7. WASTE CLASSIFICATION: _____ Hazardous _____ Nonhazardous

8. EPA WASTE NUMBER(S): _____

9. REASON FOR HAZARD CLASSIFICATION: _____

_____

10. HANDLING INSTRUCTIONS: _____

_____

_____

_____

11. DTID 1348-1 REQUIRED: _____ Yes _____ No

12. CONTAINER AND LABELING REQUIREMENTS:

a. DOT/DOD CONTAINER TYPE: _____

b. DOT PROPER SHIPPING NAME: _____

c. DOT HAZARD CLASS: _____

d. UN/NA NUMBER: _____

e. ADDITIONAL REQUIREMENTS: (FOR DRMO) _____

_____

_____

_____

13. SPECIAL PRECAUTIONS AND/OR INSTRUCTIONS: _____

_____

_____

_____

_____

_____

14.

_____
HMDC Code Date
Signature

RESPONSIBILITIES FOR HAZARDOUS MATERIAL (HM)/HAZARDOUS WASTE (HW) DISPOSAL

1. Compliance with hazardous waste management and disposal regulations requires the cooperative effort of many functions within the Camp Lejeune complex. The following outlines the responsibilities of various officers and managers relative to hazardous waste management:

a. Hazardous Material Disposal Officer (HMDO) will:

(1) Provide assistance to HW generators and handlers in the preparation and timely submittal of HW turn-in documents per this Order.

(2) Perform quarterly inspections of HW generation and storage sites and notify OIC's of corrective action required. Inspection format developed per paragraph 1b(2) below will be used.

(3) Keep OIC's and key personnel informed of any changes in regulations affecting HW activities within the HMDO's cognizance and ensure that HW standard operating procedures (SOP) are up-to-date and readily available for review by personnel involved in HW management.

(4) Develop a roster of personnel involved in HW management at each work site within the HMDO's cognizance.

(5) Develop and provide HW training requirements to HMDC for personnel within the HMDO's cognizance.

(6) Actively promote the reduction of volume and toxicity of HW produced by organizations within the HMDO's cognizance.

(7) Conduct surveys required to identify HW generation and storage sites within the HMDO's cognizance and provide periodic updates, as requested, to the HMDC.

b. Hazardous Material Disposal Coordinator (HMDC) will:

(1) Provide assistance to HMDO's in handling HW management problems. Serve as HMDO for organizations not having sufficient HW activity to justify appointment of a HMDO.

(2) Perform annual inspection of HW generation and storage sites and notify HMDO's of corrective action required. Inspection format will be developed in cooperation with the Director, Natural Resources and Environmental Affairs Division, (NREAD), Marine Corps Base.

(3) Inform HMDO's of any changes in regulations affecting HW activities under the HMDO's cognizance.

(4) Serve as point of contact on matters pertaining to HW management and implementation of this order within the HMDC's command.

(5) Develop listings of HW generation and storage facilities.

(6) Be responsible for identifying assistance required to provide HW training. Requests for assistance from MCB will be submitted in writing "Attention Director, NREAD."

c. Assistant Chief of Staff, Facilities will:

(1) Have overall responsibility for implementation of the subject program and maintaining compliance with requirements of references (a) and (b) and related local, state and federal regulations.

(2) Have overall responsibility for management of pollution abatement projects per latest revision of MCO P11000.8.

(3) Have overall responsibility for local implementation of Marine Corps programs to correct environmental discrepancies associated with past HM/HW disposal sites.

(4) Ensure that plans and specifications for new facilities provide adequate facilities and collateral equipment for the handling and storage of HM/HW.

d. Director, Natural Resources and Environmental Affairs Division will:

(1) Provide a staff specialist to serve as HMDC for Marine Corps Base.

(2) Provide a command point of contact with state and federal agencies on matters pertaining to the subject program.

(3) Monitor ongoing activities as required to identify, evaluate and provide up-channel reporting of environmental deficiencies related to the subject program.

(4) Coordinate day-to-day implementation of this Order and provide the following types of technical assistance:

(a) Laboratory support, if required, for HW identification.

(b) Training to HMDC's and HMDO's on state and federal environmental laws, regulations and procedures.

(c) Guidance on HM/HW SOP preparation.

(d) Guidance on HM/HW spill prevention, control, cleanup and related HW disposal.

(e) Coordination of HM/HW recycling/minimization program.

(5) Coordinate development and implementation of HW Training Program required for compliance with references (a) and (b).

e. Base Maintenance Officer will:

(1) Collect and dispose of used POL's and oily wastes from collection tanks and other oil pollution abatement facilities in a manner consistent with this Order and references (a) and (b).

(2) Unless otherwise provided, operate and maintain industrial waste collection, pretreatment and disposal facilities within the Camp Lejeune complex in a manner consistent with this order, references (a) and (b) and related State regulations.

(3) Provide HM/HW spill response services in accordance with reference (d).

f. Base Fire Chief will:

(1) Provide HM/HW spill and related emergency services per references (d) and (e) and related HW/HM Spill Contingency Plans.

(2) Provide routine inspections of facilities where HM/HW are stored and handled, and report all discrepancies to cognizant HMDC. Elimination of the following hazards will be stressed:

(a) HM/HW stored in defective containers or containers which are not properly marked with the chemical name, NSN (if appropriate) and hazard label of the contents.

(b) Incompatible HM/HW are stored in a manner with significant potential threat of fire, explosion, or release of toxic fumes or gases due to chemical reaction during spills or leaks.

(c) HM/HW stored in a manner likely to result in a significant discharge to the environment.

g. Assistant Chief of Staff, Logistics will:

(1) Appoint an officer to serve as HMDO for the Logistics Department.

(2) Ensure that suppliers provide hazardous material safety data sheets for all HM procured through open purchase and will provide one copy to unit ordering HM and one copy to the Base Safety Manager.

(3) Ensure local stocking and availability of the following on a reimbursable basis: empty containers; labels; labeling equipment; absorbents; frequently used minor equipment and HM/HW handling supplies required to implement this Order and reference (d).

(4) Provide contracting services required to dispose of HM or HW for which DRMO is not accountable.

(5) Serve as principal agent for the Commanding General on matters pertaining to HM and HW transportation, and will be responsible for:

(a) Monitoring all HW transportation for compliance with requirements of references (a), (b) and (c) and related state and federal regulations.

(b) Providing transportation services and related record keeping required for implementation of this Order and which are not available from the Defense Reutilization and Marketing Officer or the organization generating the HM/HW.

h. Assistant Chief of Staff, Manpower will:

(1) Coordinate for Marine Corps Base the development of a Hazardous Material Information System, per MCO 5100.25. Assist NREAD in providing safety data and related technical support to HMDC's, HMDO's and other cognizant officials as required to implement this Order.

(2) Provide HM related safety training required to implement HW training plans developed in accordance with paragraph 1d(5) of this enclosure.

i. Officer in Charge, Preservation, Packaging (PP&P) Section, 2dFSSG will provide PP&P support (in accordance with established regulations and procedures) to HMDO's, HMDC's, and other HW managers required to accomplish the following:

(1) Identification of type of containers and labeling required for compliance with reference (c) and this Order.

(2) Packaging of HM/HW required for safe storage and transportation during disposal per this Order.

(3) HM transportation certification required for compliance with reference (c).

j. Defense Reutilization and Marketing Officer (DRMO) will:

(1) Operate the base Long-Term Hazardous Waste Storage Facility at the TP-451 complex in accordance with state permit issued under regulations promulgated under references (a) and (b).

(2) Provide HM and HW disposal services to organizations within the Camp Lejeune/MCAS, New River complex in accordance with DOD regulations, references (a) and (b), and related state and federal regulations.

(3) Receive and process HM/HW turn-in documents in a timely manner and provide prompt notification to HMDO's of any document not satisfying applicable turn in criteria or which contain HM/HW for which DRMO is not accountable.

(4) Maintain records of DRMO HM/HW storage and disposal activity in a manner which provides information required for preparation and timely submittal of required reports to state and federal regulatory agencies.

(5) Keeps HMDC's, HMDO's and other cognizant officers informed of changes in DRMO policies and procedures which affect local implementation of the subject program.

k. Commanding Officers of the following Base Commands/Organizations will designate a Primary and Alternate HMDO to carry out duties outlined in 1a and 1b above: Marine Corps Engineer School; Rifle Range Detachment; Field Medical Service Support School; Marine Corps Service Support School; Reserve Support Unit; Infantry Training School; Support Battalion; Headquarters Battalion; Assistant Chief of Staff, Morale, Welfare and Recreation; Assistant Chief of Staff, Logistics, and Base Maintenance Officer within their respective commands/organizations.

HAZARDOUS WASTE TRAINING REQUIREMENTS AND GUIDELINES

1. Hazardous waste (HW) training is a specific requirement of state and federal regulations promulgated under the Resource Conservation and Recovery Act (RCRA). A review of RCRA requirements and the actual HW activity aboard the Camp Lejeune/Marine Corps Air Station, New River complex indicates that a relatively small percentage of personnel require highly specialized HW training. Generally, the requirements for the remaining personnel involved in HW management are satisfied by routine on-the-job training and related safety and fire-prevention training readily available locally. Providing this training will have minor impact on organizational commanders, in that training required is directly job related. Appendix (A) Part II identifies the minimum HW training required, for personnel identified in Section 2d below.

2. Initial and annual refresher HW training is required for all personnel in this Section. For the purpose of these guidelines, only those personnel directly involved in HW handling, storage and disposal will be subject to the HW training documentation requirements of RCRA. A special HW training record, i.e., Appendix (A) Part I will be developed for the following personnel:

a. All Hazardous Material Disposal Officers (HMDO), Hazardous Material Disposal Coordinators (HMDC), and alternate HMDO's and HMDC's.

b. Defense Reutilization and Marketing Officer (DRMO) and subordinate personnel routinely involved in HW handling, storage, turn-in and disposal.

c. Activity personnel involved in transportation of HW required for the implementation of this Order.

d. Personnel assigned to work places meeting the definition of HW generators, HW accumulation areas or satellite HW accumulation areas and involved in one or more of the following:

(1) Collection, handling, storage and transportation of HW.

(2) Inspection, and related follow-up, of HW handling/storage areas.

(3) Response to HW spills and related emergencies.

(4) Preparation and submittal of HW turn-in documents.

3. Other activity personnel providing professional and technical support to HW management include the following:

a. Fire Protection personnel

b. Safety specialists

c. Environmental staff

d. Industrial hygienists

Preparation of Appendix A for these staff specialists and emergency personnel is not required. Duties and training provided to these individuals will consist of standard position descriptions and civilian personnel records.

4. Responsibility for providing specialized HW training required for compliance with RCRA is assigned to Assistant Chief of Staff, Facilities. The following officials are responsible for notifying Assistant Chief of Staff, Facilities of specialized training requirements of their subordinates and other personnel as shown.

a. The DRMO for self and subordinates

b. The Assistant Chief of Staff, Logistics for subordinates.

ENCLOSURE (3)

c. HMDC's for personnel shown in 2d above within HMDC's cognizance

d. Director, Natural Resources and Environmental Affairs Division (NREAD) for subordinates and primary and alternate HMDC's and HMDO's.

5. Organizational commanders are responsible for developing and implementing plans and procedures to provide RCRA required training and maintain records outlined in Appendix A. Organizational commanders will ensure that all new/newly assigned personnel are provided appropriate HW training and close supervision required to comply with RCRA and applicable personnel safety fire prevention and occupational health standards. Organizational commanders will notify HMDC's of HW training requirements. Notification will include names and addresses of persons to be trained and an accurate description of the training required. HMDC and Assistant Chief of Staff, Facilities representative will coordinate the scheduling and funding of specialized HW training.

6. Records of HW training must be maintained for each employee for three years after employee transferred or terminated, except as follows: if an employee is transferred to a HW related position within the Camp Lejeune/Marine Corps Air Station, New River complex, the HW training records will be transferred to the new organization. Responsibility for maintaining official files of HW training records are as follows:

a. HMDC's will maintain records of HW training for HMDC's, HMDO's and alternate HMDC's and HMDO's within their cognizance.

b. DRMO will maintain HW training records for all employees identified in paragraph 2b above.

c. Assistant Chief of Staff, Logistics will maintain HW training records for all subordinates involved in activities identified in paragraph 2c above.

d. HW training records for all employees identified in paragraphs 2(a) - 2(d) will be maintained on Appendix A, Part I. HMDO will maintain HW training records for personnel identified in paragraph 2(d) above. A copy of training records for personnel identified in paragraph 2(d) above will be maintained in HWMSOP.

PART I

RECORD OF HAZARDOUS WASTE TRAINING

1. Employee Name: _____

2. Job Title/MOS: _____

3. Name of Organization: _____

4. Date this Record Established: _____

5. Description of HW Duty: _____

6. Description of HW Training Completed:

a. Date	b. Description of Training/Name of Trainer	c. Signature and Date

Appendix A to
ENCLOSURE (3)

PART I - Description of HW Training Completed - (continued)

a. Date	b. Description of Training/Name of Trainer	c. Signature and Date

PART II

MINIMUM LEVELS AND RECORD KEEPING FOR HAZARDOUS WASTE MANAGEMENT ORIENTATION TRAINING

Personnel routinely handling HW will be provided sufficient on-the-job training to ensure adequate awareness to the items listed below:

(1) The types and characteristics of HM/HW handled.

(2) Applicable activity oil and hazardous substance spill prevention and contingency plan contained in BO 11090.1_.

(3) Organizational procedures and policy for implementation of BO 6240.5.

(4) Procedures to follow in protecting personal safety during HM/HW emergencies.

(5) The HW Standard Operating Procedure for the organization.

(6) The employees specific HW handling responsibilities.

Mrs. Rochelle

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

BO 7300.5 Ch 1
COMP-A/LWB/rfh
24 Oct 1983

BASE ORDER 7300.5 Ch 1

From: Commanding General
To: Distribution List

Subj: Costing and Reporting of Personnel Resources Expended in the Equal Employment Opportunity (EEO) Program

Encl: (1) New page inserts to the basic Order

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

2. Action. Remove present pages 1 and 2 of the basic Order and replace with enclosure (1) of this Change.

T. M. STOKES, JR.
Chief of Staff

DISTRIBUTION: C less
Categories III and IV

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

BO 7300.5
COMP-A/IAS/sh
13 Nov 1980

BASE ORDER 7300.5

From: Commanding General
To: Distribution List

Subj: Costing and Reporting of Personnel Resources Expended in the Equal Employment Opportunity (EEO) Program

Ref: (a) MCO 7042.7

Encl: (1) Cost Account Codes
(2) EEO Cost Definitions

1. Purpose. To publish guidance for the collection and reporting of EEO program costs associated with personnel engaged in EEO efforts.

2. Background. Previous methods of collecting EEO related cost data utilized designated Job Order Numbers (JON), but did not employ dedicated Cost Account Codes (CAC) for reporting purposes. The reference, in an effort to provide greater visibility into the EEO program costs, has published dedicated CAC's and Work Units for reporting purposes.

3. Action

a. Effective upon receipt, addressees will collect and report EEO related time, cost and work unit data as follows:

(1) Time and Cost. The below listed standardized JON's will be used to collect and report time and cost data. Time related data will be reflected on the Biweekly Time and Cost Card; whereas, cost data will be reflected on the applicable purchase order, travel order, etc. Enclosures (1) and (2) provide a more detailed description of the CAC's and related functions to be reported.

JOB ORDER NUMBER						DESCRIPTION	CAC
FC	FY	FA	JOS	WC	EE		
**	1	**	D51A	****	*	EEO Counseling	1D51
**	1	**	D52A	****	*	Complaint Investigation	1D52
**	1	**	D53A	****	*	Upward Mobility	1D53
**	1	**	D54A	****	*	Affirmative Action	1D54
**	1	**	D55A	****	*	Federal Women's Program	1D55
**	1	**	D56A	****	*	Hispanic Employment Program	1D56
**	1	**	D57A	****	*	Other EEO Activities	1D57
**	1	**	D58A	****	*	Appeals	1D58

* Insert applicable data for asterisks.

(2) Work Units. Fund Administrators will report, monthly, the work units described in enclosure (1). The following report format will be completed and forwarded to the Base Accounting Office by the 2nd of each succeeding month. Negative reports are required.

JOS (6th - 9th Digits of JON)	Work Unit A (Civ & Mil Hours)	Work Unit B	Work Unit C	Work Unit D	Mil. Manhours (Included in Work Unit A)	Military Amount
D51A	_____	____	____	NA	_____	$_____
D52A	_____	____	____	____	_____	$_____

Ch 1 (24 Oct 1983)

JOS (6th - 9th Digits of JON)	Work Unit A (Civ & Mil Hours)	Work Unit B	Work Unit C	Work Unit D	Mil. Manhours (Included in Work Unit A)	Military Amount
D53A	_____	NA	NA	NA	_____	$_____
D54A	_____	NA	NA	NA	_____	$_____
D55A	_____	NA	NA	NA	_____	$_____
D56A	_____	NA	NA	NA	_____	$_____
D57A	_____	NA	NA	NA	_____	$_____
D58A	_____	____	NA	NA	_____	$_____

T. M. STOKES, JR.
Chief of Staff

DISTRIBUTION: C less
Categories III and IV

Ch 1 (24 Oct 1983)

Mr Rochelle

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

BO 11240.3B
AMD/PWS/ks
13 Dec 1983

BASE ORDER 11240.3B

From: Commanding General
To: Distribution List

Subj: Operation of Ambulances

Ref: (a) OPNAV 5100.12A
(b) MCO 11240.46B
(c) MCO 11240.66A
(d) BUMEDINST 6320.31A
(e) BUMEDINST 6700.26C
(f) MANMED Art 1-24 (4)
(g) BO P4600.1D
(h) TM - 11240 15/3

1. Purpose. To emphasize current directives regarding safety and the operation of ambulances, and to direct the attention of all operators of ambulances to references (a) through (h).

2. Cancellation. BO 11240.3A.

3. Background

a. The Naval Hospital Ambulance Service is a centrally controlled, radio dispatched service, and provides emergency ground transportation support to all areas of Marine Corps Base, Camp Lejeune, NC and Marine Corps Air Station (H), New River, NC. Included in the areas of coverage are all government housing and tactical training areas. The primary mission of the Ambulance Service is to provide for emergency scene assessment and stabilization of patients by qualified Emergency Medical Technician personnel, and the rapid transport to a medical facility, if necessary. The Ambulance Service also provides ground medical evacuation support for all inpatients to or from the Naval Hospital.

b. The Naval Hospital Ambulance Service is staffed by Emergency Medical Technician Hospital Corps personnel, and by Emergency Vehicle Operator trained Marine Corps drivers, assigned from Marine Corps Base. Ambulance Service personnel are located at the following facilities:

(1) Naval Hospital
(2) Building 15, Branch Clinics
(3) MCAS (H) New River Branch Clinic
(4) Courthouse Bay Branch Clinic
(5) Camp Johnson Branch Clinic
(6) Camp Geiger Branch Clinic

4. Policy. The following instructions pertaining to the operation of ambulances on and off-base will be strictly complied with by all operators.

a. Emergency ambulance runs will be restricted to actual bonafide emergencies which require the transport of seriously and gravely ill or injured persons. The speed of emergency vehicles (ambulances) will be reasonable and with due regard for actual and potential hazards. At no time during operation on or off-base, will the speed of an ambulance exceed the maximum legal limit, or exceed state and municipal speed limits.

b. Operators of ambulances will obey all traffic lights and stop signs. Only in cases of emergencies determined by proper medical authority will the siren and flashing red light be used.

c. At all times without exception, ambulances must be operated with due regard for safety of all persons using public streets and highways, as well as patients and other passengers.

d. Ambulances shall be used only for the transportation of seriously ill, sick, wounded or injured persons who are eligible by law or regulations for treatment in Medical Department facilities or any of the Armed Forces and for others in specially authorized humanitarian cases. Ambulances shall not be used to transport patients for non-emergency reasons, nor for transporting messages, mail carriers, baggage, food, or related commercial type hauling purposes.

e. Vehicles affected by this Order are as listed below, by vehicle type, code number and maximum legal speed limit to be operated on or off base:

(1) Ambulance, Vandura, 1 ton van, GMC, Code D314, MAX Legal Speed Limit - As posted.
(2) Truck, Ambulance, Front Line, ½ ton 4x4, Code 0306, MAX Legal Speed Limit - 45 MPH.
(3) Truck, Ambulance, Field, 7000 GUW, 4x4, Code 0331, MAX Legal Speed Limit - 45 MPH

f. Operators of ambulances who willfully violate traffic laws and regulations pertaining to the operation of ambulances will be appropriately disciplined.

5. Action Required. Base Motor Transport Officer is responsible for providing vehicle operators for assignment as ambulance drivers to the Naval Hospital. Motor vehicle operators assigned to ambulance duties will meet the following qualifications:

a. Possess a valid SF-46 for general purpose vehicle of same capacity and same basis classification.

b. Must be over 20 years of age or older and have no previous record of traffic offenses or violations.

c. Be physically qualified in accordance with the provision of reference (g).

d. Must have six months accumlative driving experience prior to assignment.

e. Be certified as a Department of Transportation emergency vehicle operator (after proper training), in accordance with reference (e).

T. M. STOKES, JR.
Chief of Staff

DISTRIBUTION: A plus MTO (15) and CBC (15)

Mr. Rochelle

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

BBul 12000
CPD/WRM/smb
21 Dec 1983

BASE BULLETIN 12000

From: Commanding General
To: Distribution List

Subj: Consolidated Nonappropriated Fund Personnel Office; establishment of

Ref: (a) CG MCB CLNC ltr MCEX/RWR/rtp 12000 dtd 21 Sep 1983 (NOTAL)

1. Purpose. To announce the establishment of a Consolidated Nonappropriated Fund Personnel Office and to set forth the policies and procedures governing operation of the office.

2. Cancellation. BO 5420.25A.

3. Background. The Management Assistance Division was tasked with conducting a study of personnel administration and recommending the most effective and economical method of consolidating civilian personnel administration at Camp Lejeune. Several proposed organizational structures were considered. The reference approved establishment of a Consolidated Nonappropriated Fund Personnel Office responsible for providing personnel and payroll support/service for the Marine Corps Exchange, Special Services Department, and Command Club Management System at Camp Lejeune, North Carolina, and for ensuring uniform application of all personnel policies, rules, and regulations affecting nonappropriated fund employees.

4. Establishment Date and Location. The Consolidated Nonappropriated Fund Personnel Office will be established and commence operations on 25 December 1983, Pay Period (1-84), in Building 712 at the intersection of Holcomb Boulevard and Brewster Street.

5. Organization and Function. The subject office will function under the operational control of the Civilian Personnel Officer, Civilian Personnel Division, Manpower Department. Except for Labor Relations, Equal Employment Opportunity, and Position Classification and Wage Administration, the office will provide the full range of personnel services to the nonappropriated fund activities at Marine Corps Base, Camp Lejeune. These services will be provided by the appropriate Branch of the Civilian Personnel Division.

6. Funding Support. The Marine Corps Exchange will fund the operation of the Consolidated Nonappropriated Fund Personnel Office and will be reimbursed monthly by the other nonappropriated fund activities for a prorated share. The Marine Corps Exchange will provide a detailed invoice of costs to each nonappropriated fund activity and prorate the costs based upon the actual employee record count during those pay periods processed during the subject month. These prorated costs will be due and payable to the Marine Corps Exchange by each nonappropriated fund activity not later than 10 days after the date of the invoice.

7. Responsibilities

a. The Civilian Personnel Officer, as Special Staff Officer for civilian personnel matters, will provide direction and guidance for the operation of the Consolidated Nonappropriated Fund Personnel Office.

b. The Assistant Personnel Officer, Consolidated Nonappropriated Fund Personnel Office, is responsible for management of the office including implementation of policies, procedures, and personnel actions affecting nonappropriated fund employees and ensuring that appropriate technical assistance is provided to nonappropriated fund activities in their day-to-day operations.

c. Officers in Charge of nonappropriated fund activities are responsible for ensuring that their personnel requirements and actions are submitted to the Consolidated Nonappropriated Fund Personnel Office in a timely manner and that their

subordinate staffs rely on that office for technical assistance and support in carrying out their day-to-day personnel management responsibilities.

8. Action. Assistant Chiefs of Staff, Manpower, Special Services, and Personnel Services; Civilian Personnel Officer; and Officers in Charge, Marine Corps Exchange and Command Club Management System will comply with instructions contained herein, provide support and assistance as needed and ensure that all subordinate managers and supervisors (military and civilian) are thoroughly familiar with the contents of this Bulletin.

9. Self-Cancellation. 31 March 1984.

T. M. STOKES, JR.
Chief of Staff

DISTRIBUTION: C less Category III plus
CPD (70)
LOG (CPD-65)

Mrs Rochelle

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

BO 12000.2D Ch 1
CPD/LWB/rfh
24 Oct 1983

BASE ORDER 12000.2D Ch 1

From: Commanding General
To: Distribution List

Subj: Civilian Personnel Management Program

Encl: (1) New page inserts to basic Order

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

2. Action. Remove present pages 1 and 2 of the basic Order and replace with enclosure (1) of this Change.

T. M. STORES, JR.
Chief of Staff

DISTRIBUTION: C less Category III plus
CPD (50)
LOG (CPD-30)

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

BO 12000.2D
CPD/WW/smb
24 Feb 1983

BASE ORDER 12000.2D

From: Base Commander
To: Distribution List

Subj: Civilian Personnel Management Program

Ref: (a) FPM/CMMI 250 (NOTAL)
(b) MCO P12000.7B (NOTAL)

* Encl: (1) List of Civilian Personnel Base Orders
(2) 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 12000.2C.

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 innovation 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 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. Action. Organizational Commanders, Heads of Command Staff Sections, Department Heads, and Chiefs of Services will ensure that all supervisors are thoroughly familiar with the contents of all directives in the 12000 series listed in enclosure (1) that setforth policy in the functional areas listed in enclosure (2). Sufficient sets of these directives will be maintained to ensure ready access by supervisors in carrying out their personnel management responsibilities and to employees for informational purposes.

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

8. Applicability. Having received the concurrences of the Commanding Officers of Marine Corps Air Station (Helicopter), New River; Naval Regional Medical Center; Naval Regional Dental Center, and Complex Officer, East Coast Commissary, Camp Lejeune; and Commanding Officer, Navy Recruiting District, Raleigh, this Order is applicable to those commands.

T. M. STOKES, JR.
Chief of Staff

DISTRIBUTION: C less Category III plus CPD (50); LOG (CPD-30)
Ch 1 (24 Oct 1983)

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

BO 12000.2D
CPD/HH/smb
24 Feb 1983

BASE ORDER 12000.2D

From: Base Commander
To: Distribution List

Subj: Civilian Personnel Management Program

Ref: (a) FPM/CMMI 250 (NOTAL)
(b) MCO P12000.7B (NOTAL)

* Encl: (1) List of Civilian Personnel Base Orders
(2) 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 12000.2C.

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 innovation 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 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. Action. Organizational Commanders, Heads of Command Staff Sections, Department Heads, and Chiefs of Services will ensure that all supervisors are thoroughly familiar with the contents of all directives in the 12000 series listed in enclosure (1) that setforth policy in the functional areas listed in enclosure (2). Sufficient sets of these directives will be maintained to ensure ready access by supervisors in carrying out their personnel management responsibilities and to employees for informational purposes.

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

8. Applicability. Having received the concurrences of the Commanding Officers of Marine Corps Air Station (Helicopter), New River; Naval Regional Medical Center; Naval Regional Dental Center, and Complex Officer, East Coast Commissary, Camp Lejeune; and Commanding Officer, Navy Recruiting District, Raleigh, this Order is applicable to those commands.

J. R. FRIDELL
Acting

DISTRIBUTION: C less Category III plus CPD (50); LOG (CPD-30)

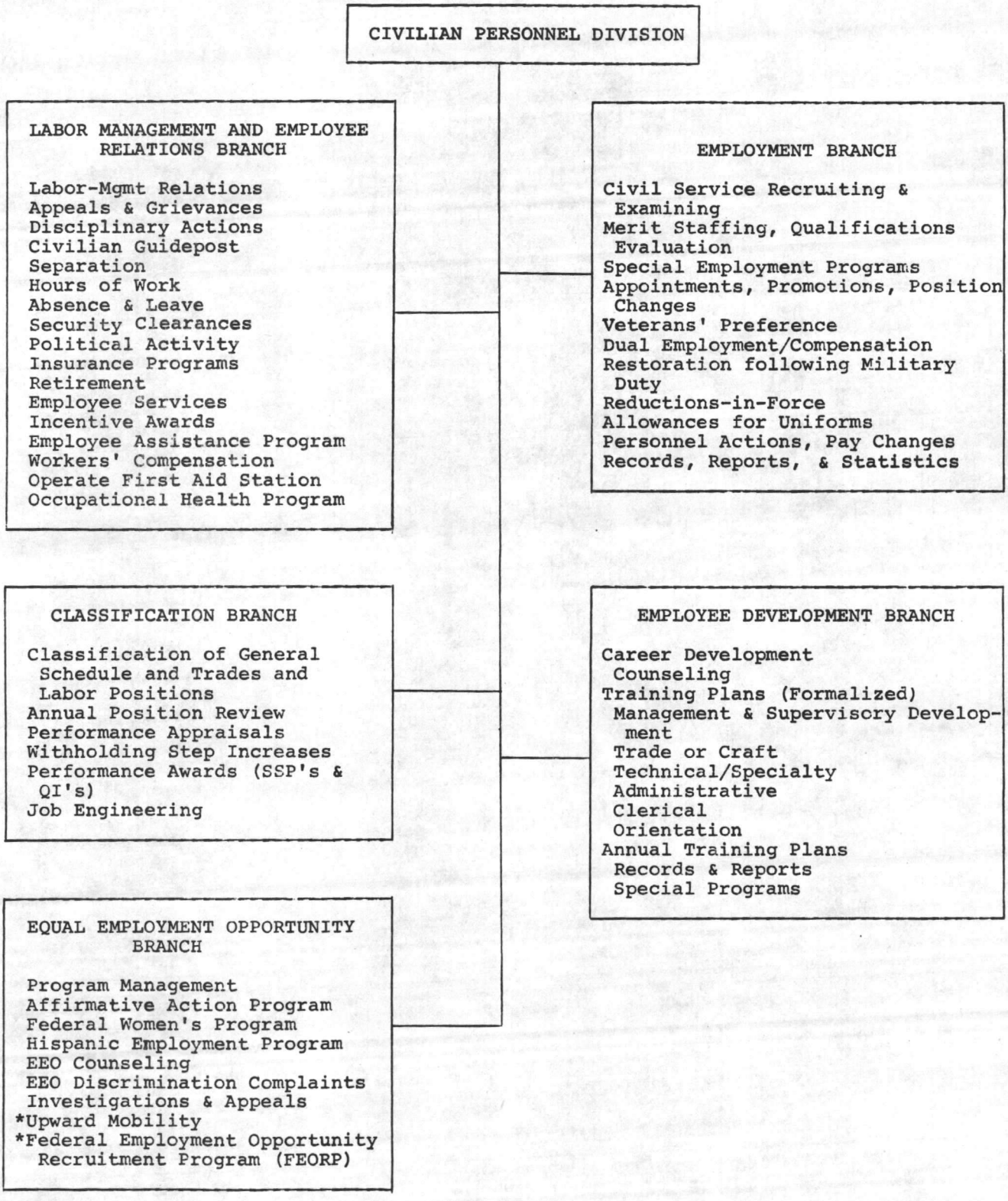
LIST OF CIVILIAN PERSONNEL BASE ORDERS

BO 12000.1R	Position Maintenance Review
BO 12000.2D	Civilian Personnel Management Program
BO 12270.1A	Travel Orders for Civil Service Personnel
BO 12275.1A	Self-Evaluation of Civilian Personnel Management
BO 12293.1A	Maintenance, Use, and Disposition of Civil Service Personnel Records and Files
BO 12300.4C	DoD Program for Stability of Civilian Employment
BO 12306.1	Handicapped and Disabled Veterans Program
BO 12315.1	Probationary Period for Managers & Supervisors
BO 12335.1C	Merit Staffing Program
BO 12335.2B	Use of Details and Temporary Promotions of 120 Calendar Days or Less
BO 12351.1D	Reduction-in-Force (RIF)
BO 12410.3G	Civilian Employee Training and Development Program
BO 12430.1L	Performance Appraisals of Civil Service Employees
BO 12432.1	Reduction in Grade & Removal Based on Unacceptable Performance
BO 12451.1G	Incentive Awards Program/Military Cash Awards Program
BO 12511.1B	Position Classification
BO 12531.7C	Salary Increases for Civil Service Employees
BO 12531.8B	Selection of Salary and Wage Step Rates for Civil Service Employees
BO 12532.1N	Wage Schedules for Trades and Labor Employees
BO 12532.2A	Federal Wage System
BO 12540.1A	Merit Pay System (MPS)
BO 12594.2C	Uniform and Handtools; regulations concerning
BO 12610.1G	Hours of Work
BO 12630.1G	Absence and Leave for Civil Service Employees
BO 12711.1A	Official Time for Representational Functions
BO 12713.4B	Upward Mobility for Civil Service Employees
BO 12713.5F	Marine Corps Base Update of Affirmative Action Program Plan Goals for FY 83-87
BO 12713.6B	Equal Employment Opportunity Program
BO 12713.7	Sexual Harassment
BO 12715.1	Clearance Requirements of Civil Service Employees Preliminary to Separation for any Reason

ENCLOSURE (1)

BO 12750.1H	Discipline, Conduct, and Adverse Actions
BO 12771.1	Department of the Navy Grievance Procedure
BO 12790.1E	Services to Employees (General)
BO 12790.2E	MCB Camp Lejeune Employee's Recreation and Welfare Association
BO 12790.4D	Dependents' Aid Association
BO 12792.1C	Medical Examinations and Services for Civil Service Employees
BO 12792.2B	Civilian Employee Assistance Program (CEAP)
BO 12810.1	Federal Employees' Compensation Program

FUNCTIONAL CHART



*Joint responsibility with Employment Branch.

ENCLOSURE (2)

Joe Rochelle
MTO

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

INFO	ACT	INIT
BMTO		
OPS		
FISCAL		
PRO CONTROL		
LIC/TRNG		
MAINT		
MT CHIEF		
FILE FEB 14 1984		

BO 12000.3
CPD/HH/smb
10 Feb 1984

file

BASE ORDER 12000.3

From: Commanding General
To: Distribution List

Subj: Civilian Personnel Management Program for Nonappropriated Fund Instrumentalities

Ref: (a) SECNAVINST 5300.22A (NOTAL)
(b) CG MCB CLNC ltr MCEX/RWR/rtp 12000 dtd 21 Sep 1983 (NOTAL)

1. Purpose. The purpose of this Order is to establish a Consolidated Civilian Personnel Management Program for nonappropriated fund employees that will:

a. Provide a basis for achieving greater uniformity in those essential elements of a sound program.

b. Provide the necessary flexibility and direction at the local level so that the program can be responsive to the unique needs of employees and management.

c. To set forth policies, procedures, and establish responsibilities for carrying out the program.

2. Cancellation. BO P5300.5 and BBul 12000 dated 21 December 1983.

3. Policy. It is the policy of this Base to conduct its relationship with nonappropriated fund employees in accordance with those policies and principles set forth in reference (a), and other applicable laws and regulations. Nonappropriated fund employees will be treated equitably and fairly and in consonance with such laws, and regulations and insofar as feasible be provided an atmosphere in which to work that will be conducive to self-motivation, full production and job satisfaction.

4. Organization and Function. The personnel program will be under the operational control of the Civilian Personnel Officer, Civilian Personnel Division, Manpower Department. The Nonappropriated Fund Personnel Office established by reference (b) will provide the full range of personnel services to the nonappropriated fund instrumentalities at Marine Corps Base, Camp Lejeune, except for Labor Relations, Equal Employment Opportunity and Position Classification and Wage Administration. These latter services will be provided by the appropriate Branch of the Civilian Personnel Division.

5. Funding Support. The Marine Corps Exchange will fund the operation of the Consolidated Nonappropriated Fund Personnel Office and will be reimbursed monthly by the other nonappropriated fund instrumentalities for a prorated share. The Marine Corps Exchange will provide a detailed invoice of costs to each nonappropriated fund instrumentality and prorate the costs based upon the actual employee record count during those pay periods processed during the subject month. These prorated costs will be due and payable to the Marine Corps Exchange by each nonappropriated fund instrumentality not later than 10 days after the date of the invoice.

6. Responsibilities

a. The Civilian Personnel Officer, as Special Staff Officer for civilian personnel matters, will provide direction and guidance for the operation of the Consolidated Nonappropriated Fund Personnel Office. In this capacity, he will ensure that sufficient directives are issued to provide proper guidance and direction to all levels of management and employees in the day-to-day personnel management process.

b. The Assistant Personnel Officer, Consolidated Nonappropriated Fund Personnel Office, is responsible for management of the office including implementation of policies, procedures, and personnel actions affecting nonappropriated fund employees and

ensuring that appropriate technical assistance is provided to nonappropriated fund instrumentalities in their day-to-day operations.

c. Nonappropriated Fund Instrumentality Heads are responsible for ensuring that their personnel requirements are submitted to the Consolidated Nonappropriated Fund Personnel Office in a timely manner and that their subordinate staffs rely on that office for technical assistance and support in carrying out their day-to-day personnel management responsibilities.

7. Action. Assistant Chiefs of Staff, Manpower, Special Services, and Personnel Services; Civilian Personnel Officer; and Officers in Charge, Marine Corps Exchange and Command Club Management System will comply with instructions contained herein, provide support and assistance as needed and ensure that all subordinate managers and supervisors (military and civilian) are thoroughly familiar with the contents of this Order.

8. Applicability. The provisions of this Order apply only to nonappropriated fund instrumentalities of Marine Corps Base.

T. M. STOKES, JR.
Chief of Staff

DISTRIBUTION: X plus
AC/S, SpecSvcs (7)
MCX (150)
CCMS (20)
CLDS (10)

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

BO 12275.1A
CPD/HH/smb
18 Jan 1983

BASE ORDER 12275.1A

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. Cancellation. BO 12275.1.

3. Background. The principal method for evaluating civilian personnel management at Navy and Marine Corps activities is a program of on-site reviews conducted by field divisions of the Naval Civilian Personnel Command (NCPC). In addition to reviews through on-site visits, each activity head has a continuing responsibility for assuring that civilian personnel management in the activity supports the activity's mission and management objectives and is in compliance with law and government policy. In this regard, the reference requires periodic internal evaluations of civilian personnel management at the activity level. A self-evaluation plan is hereby established that consists of statements of personnel management objectives, criteria for measuring achievement of objectives and methods of measuring achievements that will provide information as to the degree the objectives are being met.

4. Responsibility. In accordance with the reference, a self-evaluation committee will be established by separate correspondence by each activity covered by this Order. The committee will evaluate, as necessary, the effectiveness of civilian personnel management at that activity. In any case, the Civilian Personnel Officer or the designated representative will act as resource consultant to the committee.

5. Action

a. Enclosure (1) lists the evaluation objectives, criteria for measuring personnel management achievements and additional achievement guidelines. By the use of the reports, guidelines, and data listed in paragraph 8 of enclosure (1), and other available information, the self-evaluation committee will in accordance with the reference periodically 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 the Commanding General/Commanding Officer via the Civilian Personnel Officer who will indicate by endorsement any appropriate actions required to correct discrepancies.

b. 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 Order and that the Order is made available to employees upon request.

6. Applicability. Having received the concurrences of the Commanding Officers of Marine Corps Air Station (Helicopter), New River; Naval Regional Medical Center, Naval Regional Dental Center, and East Coast Commissary Complex Officer, Camp Lejeune; and Commanding Officer, Navy Recruiting District, Raleigh, this Order is applicable to those commands.

J. R. FRIDELL
Chief of Staff

DISTRIBUTION: C less Category III plus
CPD (50)
LOG (CPD-30)

PERSONNEL MANAGEMENT SELF-EVALUATION PLAN

The objectives set forth below are determined to be matters which must be considered in the utilization of civilian employees and administration of the Civilian Personnel Program. In addition, criteria for measuring achievement of objectives and the methods for determining degree of achievement are prescribed.

1. Employment and Promotion Practices

a. Objectives. Employment and promotion practices which are responsive to the needs of the activity while maintaining the integrity of the merit system and complying with the principles of Equal Employment Opportunity.

b. Criteria for Measuring Achievement

(1) Advance estimates of probable civilian personnel needs are made.

(2) Recruiting procedures provide for contacts with appropriate sources of applicants.

(3) Internal procedures minimize delay in filling vacancies.

(4) A mechanism exists to provide for 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.

(6) There is an aggressive ongoing effort to enhance employment opportunities for minorities and women.

c. Achievement Guidelines

BO 12293.1	Maintenance, Use, and Disposition of Civil Service Personnel Records and Files
BO 12300.4	DoD Program for Stability of Civilian Employment
BO 12306.1	Handicapped and Disabled Veterans Program
BO 12315.1	Probationary Period for Managers & Supervisors
BO 12335.1	Merit Staffing Program
BO 12335.2	Use of Details and Temporary Promotions of 120 Calendar Days or Less
BO 12351.1	Reduction-in-Force (RIF)
BO 12531.8	Selection of Salary and Wage Step Rates for Civil Service Employees
BO 12594.2	Uniforms and Handtools

Negotiated Agreement with AFGE

2. Equal Employment Opportunity (EEO)

a. Objective. An EEO Program which promotes positive changes in personnel administration in order to overcome the effects of past discrimination; reduce EEO related problems within the work force and assure equal opportunity in all personnel management actions.

b. Criteria for Measuring Achievement

(1) The objective is being met if there is a continuous positive movement towards eliminating underrepresentation in all grade levels, occupations and organizational segments.

(2) The Affirmative Action Plan is based on a systematic identification of problems impeding EEO of minorities and women.

(a) Action items are clear, specific, and relate to identified problems.

(b) Appropriate Navy-wide action items, upward mobility, numerical goals and timetables are included.

(c) Responsible Officials/Action Officials are identified including target dates.

(3) There is a trained and experienced full-time and collateral duty staff who spend an adequate amount of time in the program.

(4) The EEO Committee is sufficiently representative of the work force.

(5) An adequate number of EEO Counselors are appointed and trained.

(6) Top management supports the program.

(7) Management officials and supervisors understand and carry out their responsibilities for support of the program.

(8) Reasonable progress has been made on accomplishing Affirmative Action Program action items.

(9) Recruitment is specifically designed to attract candidates from all sources.

(10) Complaints are processed in accordance with regulations with emphasis on resolution at the counseling stage.

(11) Upward Mobility is utilized to achieve EEO goals.

(12) Affirmative Action Program accomplishments are evaluated periodically.

c. Achievement Guidelines

BO 12713.4 Upward Mobility for Civil Service Employees

BO 12713.5 Regional Affirmative Action Plan

BO 12713.6 Equal Employment Opportunity Program

BO 12713.7 Sexual Harassment

Negotiated Agreement with AFGE

3. Labor Management and Employee Relations

a. Objective. A Labor Management/Employee Relations Program exists which produces awareness, communication, and cooperation between management and 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 and employees feel free to express their views on matters affecting the civil service work force and overall satisfaction of employees with working conditions and relationships between employees and management exist and adequate services and assistance are provided. Another criterion is that satisfactory relationships between Union and management officials exist.

c. Achievement Guidelines

BO 12432.1	Reduction in Grade and Removal Based on Unacceptable Performance
BO 12451.1	Incentive Awards Program/Military Cash Awards Program
BO 12610.1	Hours of Work
BO 12630.1	Absence and Leave for Civil Service Employees
BO 12711.1	Official Time for Representational Functions
BO 12715.1	Clearance Requirements of Civil Service Employees Preliminary to Separation for any Reason
BO 12750.1	Discipline, Conduct and Adverse Actions
BO 12771.1	Department of the Navy Grievance Procedures
BO 12790.1	Services to Employees (General)
BO 12790.2	MCB Camp Lejeune Employees' Recreation and Welfare Association
BO 12790.4	Dependents' Aid Association
BO 12792.1	Medical Examinations and Services for Civil Service Employees
BO 12792.2	Civilian Employee Assistance Program (CEAP)
BO 12810.1	Federal Employee's Compensation Program

Negotiated Agreement with AFGE

4. 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 the current and projected operating requirements.

(6) The plan has been suitably publicized.

c. Achievement Guidelines

BO 12270.1	Travel Orders for Civil Service Personnel (Applicable to Marine Corps Base only.)
BO 12410.3	Civilian Employee Training and Development Program

Negotiated Agreement with AFGE

5. 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 12000.2	Civilian Personnel Management Program
BO 5310.10	Position Management (Applicable to Marine Corps Base only.)
NRMCINST 5310.1	Position Management (Applicable to Naval Regional Medical Center only.)
AS(H)O 5310.1	Position Management (Applicable to Marine Corps Air Station (Helicopter), New River, only.)

6. Classification and Federal Wage System

a. Objectives. Classification practices covering both General Schedules and Federal Wage System employees which are responsive to the needs of the Base while maintaining the integrity of the classification system and complying with the principle of equal pay for substantially equal work.

b. Criteria for Measuring Achievement

(1) There are separate publicized directives establishing the classification programs for General Schedule and Federal Wage System employees as prescribed by appropriate authority.

(2) The Classification Program has the following characteristics:

(a) There is a trained and experienced classification staff.

(b) Top management supports the program.

(c) There is no undue pressure regarding grades.

(d) Supervisors and other management officials understand and carry out their responsibilities.

(e) Employee understanding and acceptance as evidenced by few appeals or complaints.

(f) Positions are accurately classified as evidenced by few reversals on appeals.

(g) There is a systematic review of all positions.

(h) Timeliness of classification actions, i.e., classification requests acted on promptly (generally less than 30 days).

(i) Management advice prompt and generally accepted.

(j) Environmental Differential Pay Plan (Federal Wage System) adequately documents local work situations that are payable. Provides for adequate control on who approves payment.

(k) The directives provide sufficient guidance and guidelines to describe adequately all jobs/positions.

c. Achievement Guidelines

BO 12000.1	Position Maintenance Review
BO 12511.1	Position Classification
BO 12532.1	Schedule of Wages for Trades and Labor Occupations
BO 12532.2	Grading of Trades and Labor Positions Under the Federal Wage System

Negotiated Agreement with AFGE

7. Performance Appraisals

a. Objectives. A performance appraisal program exists which ensures that employee's work performance is appraised on a continuing basis utilized objective, job related performance standards that have been communicated to each employee and that the results of appraisals are used as a basis for training, rewarding, reassigning, promoting, reducing in grades, retaining, removing and assisting employees in improving performance.

b. Criteria for Measuring Achievement

(1) There is a publicized directive establishing the appraisal plan as prescribed by appropriate authority.

(2) Continuous appraisal emphasized (in addition to mandatory midyear review).

(3) Supervisor and management officials have been indoctrinated in the appraisal plan.

(4) Critical elements and performance standards prepared for all job/positions.

(5) Employees provided copy of critical elements and performance standards at beginning of appraisal cycle.

(6) Employees informed of their right to appeal ratings.

(7) Supervisory positions have at least one critical element covering supervisory responsibility including EEO/Affirmative Action.

(8) Critical elements are job related and performance standards measurable.

(9) Supervisors and management officials understand the use of performance appraisals as a basis for other management decisions such as step increases, promotions, performance awards, etc.

(10) Timeliness of ratings.

(11) Adequacy of justification for Outstanding ratings.

(12) The distribution of ratings compatible with Navy policy, e.g., not confined to selected categories of employees.

(13) Marginal performers are not granted within-grade salary increases.

c. Achievement Guidelines

BO 12430.1 Performance Appraisals of Civil Service Employees

BO 12531.7 Salary Increases for Civil Service Employees

BO 12540.1 Merit Pay System

Negotiated Agreement with AFGE

8. Assessment. Methods of assessing achievement of the objectives set forth herein will include:

a. Reports of on-site visits to operating units by the evaluation committee.

b. Reports of inspections conducted by Headquarters Marine Corps, Department of the Navy, and the Office of Personnel Management.

c. Use of a Department of the Navy Self-Evaluation Questionnaire if available.

d. Review use of achievement guidelines.

e. Other methods as determined by the evaluation committee.

Mr Rochelle

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

BO 12275.1A Ch 1
CPD/LWB/rfh
24 Oct 1983

BASE ORDER 12275.1A Ch 1

From: Commanding General
To: Distribution List

Subj: Self-Evaluation of Civilian Personnel Management

Encl: (1) New page insert to the basic Order

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

2. Action. Remove present page 1 of the basic Order and replace with enclosure (1) of this Change.

T. M. STOKES, JR.
Chief of Staff

DISTRIBUTION: C less Category III plus
CPD (50)
LOG (CPD-30)

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

BO 12275.1A
CPD/HH/smb
18 Jan 1983

BASE ORDER 12275.1A

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. Cancellation. BO 12275.1.

3. Background. The principal method for evaluating civilian personnel management at Navy and Marine Corps activities is a program of on-site reviews conducted by field divisions of the Naval Civilian Personnel Command (NCPC). In addition to reviews through on-site visits, each activity head has a continuing responsibility for assuring that civilian personnel management in the activity supports the activity's mission and management objectives and is in compliance with law and government policy. In this regard, the reference requires periodic internal evaluations of civilian personnel management at the activity level. A self-evaluation plan is hereby established that consists of statements of personnel management objectives, criteria for measuring achievement of objectives and methods of measuring achievements that will provide information as to the degree the objectives are being met.

4. Responsibility. In accordance with the reference, a self-evaluation committee will be established by separate correspondence by each activity covered by this Order. The committee will evaluate, as necessary, the effectiveness of civilian personnel management at that activity. In any case, the Civilian Personnel Officer or the designated representative will act as resource consultant to the committee.

5. Action

a. Enclosure (1) lists the evaluation objectives, criteria for measuring personnel management achievements and additional achievement guidelines. By the use of the reports, guidelines, and data listed in paragraph 8 of enclosure (1), and other available information, the self-evaluation committee will in accordance with the reference periodically 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 the Commanding General/Commanding Officer via the Civilian Personnel Officer who will indicate by endorsement any appropriate actions required to correct discrepancies.

b. 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 Order and that the Order is made available to employees upon request.

6. Applicability. Having received the concurrences of the Commanding Officers of Marine Corps Air Station (Helicopter), New River; Naval Regional Medical Center, Naval Regional Dental Center, and East Coast Commissary Complex Officer, Camp Lejeune; and Commanding Officer, Navy Recruiting District, Raleigh, this Order is applicable to those commands.

T. M. STOKES, JR.
Chief of Staff

DISTRIBUTION: C less Category III plus
CPD (50)
LOG (CPD-30)

Ch 1 (24 Oct 1983)

Mr. Rochelle

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

BO 12315.1A
CPO/CBF/bh
31 Oct 1983

BASE ORDER 12315.1A

From: Commanding General
To: Distribution List

Subj: Probationary Period for Managers and Supervisors

Ref: (a) FPM/CPI 315.9 (NOTAL)

1. Purpose. To implement a probationary period, in compliance with the reference, for employees appointed to managerial and supervisory positions.

2. Cancellation. BO 12315.1.

3. Background. Public Law 95.454 of October 1978 amended 5 U.S.C. 3321 to authorize the President to prescribe a period of probation before initial appointment as a supervisor or manager becomes final. Executive Order 12107 of 28 December 1978 delegates responsibility for the establishment of a probationary period to the Office of Personnel Management. The reference provides guidance for implementing the requirement for a probationary period.

4. Definitions

a. Managerial positions are those in which the incumbents (1) direct the work of an organization, (2) are held accountable for the success of specific line or staff program, (3) monitor the progress of the organization toward goals and periodically evaluate and make appropriate adjustments and (4) typically perform the full range of managerial duties such as determining program goals and developing plans; determining resources for the organization; determining need for organizational changes; coordinating program efforts with other internal activities and dealing with general personnel policy and other management policy matters. Deputy positions are included in this definition when the responsibility is divided between the manager and the deputy, or when the deputy serves as the alter ego and assists the manager in all phases of the work within the organization.

b. Supervisory positions are those in which the incumbents are responsible for and perform supervisory duties with respect to three or more employees, exclusive of support employees, to the extent that the positions are titled Supervisory in the General Schedule, or Foreman or General Foreman in the Federal Wage System.

5. Information

a. Each employee initially assigned to a managerial position is required to serve a 12 month probationary period. An employee may be excepted from this requirement when he or she previously served satisfactorily as a supervisor in the Federal service. The decision to except such an employee rests with the immediate supervisor of the managerial position and must be justified on the basis of performance and experience in the supervisory position and reviewed by a level of authority above the initiating supervisor. This decision will be coordinated with the Civilian Personnel Office and the justification for the exception documented in writing and made a matter of record in the employee's Official Personnel Folder.

b. Employees who served in managerial or supervisory positions prior to the effective date of the reference, 11 August 1979, are not required to serve a probationary period for such position unless the prior service was on a temporary basis. Satisfactory completion of the probationary period for manager fulfills the probationary requirement for supervisor. Temporary assignments to supervisory or managerial positions for not more than 120 days are exempt from the probationary requirement.

c. Service under a temporary appointment, promotion, or reassignment subsequent to 11 August 1979 counts toward completion of the required probationary period if that temporary appointment, promotion, or reassignment involved serving a probationary period applicable to the new position; (i.e., prior temporary probationary service as a supervisor counts toward the probationary requirement for a supervisory position, or if justified on the basis of performance and experience, toward the probationary requirement for managerial positions).

d. When a previous probationary period has been terminated with completion, other than for unacceptable supervisory or managerial performance, the employing supervisor, in consultation with the Civilian Personnel Office, will determine the extent to which prior service is creditable toward completion of the probationary period required under subsequent appointment. Such determination will be based on the grade and title of the previous job as it compares to the job to which the employee is being assigned.

6. Action

a. Civilian Personnel Officer

(1) Identify managerial and supervisory positions through the position classification process.

(2) Review personnel selections to determine those requiring a probationary period. Document results of the review.

(3) Counsel each employee required to serve a probationary period and initiate required training. Advise each employee that he or she will be returned to a position no lower in grade than that prior to selection for the managerial or supervisory position in the event that the probationary period is not satisfactorily completed.

(4) Issue Form MCBCL 12430, "Quarterly Evaluation of Probationary Supervisor/Managers," to the employing Command or Department for each employee serving probation.

(5) Maintain records and render reports required by the reference.

b. Organizational Commanders, Heads of Staff Sections, Department Heads and Chief of Services

(1) Establish and document performance standards for each managerial and supervisory position. Advise newly assigned managers and supervisors of the specific performance standards which must be met during the probationary period.

(2) Ensure the delivery of required on-the-job- training.

(3) Evaluate the performance of probationary managers and supervisors using Form MCBCL 12430, "Quarterly Evaluation of Probationary Supervisors/Managers," as issued by the Civilian Personnel Officer.

7. Grievance Procedure. The return of an employee to a nonsupervisory or nonmanagerial position is not covered under the Navy grievance procedure.

8. Applicability. Having received the concurrence of the Commanding Officers, Marine Corps Air Station (Helicopter), New River; Naval Hospital and Naval Dental Clinic, this Order is applicable to those Commands.

T. M. STOKES, JR.
Chief of Staff

DISTRIBUTION: C Less Category III

W. Rochelle

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

BO 12410.3H
CPD/LHP/lh
22 Dec 1983

BASE ORDER 12410.3H

From: Commanding General
To: Distribution List

Subj: Civilian Employee Training and Development Program

Ref: (a) FPM/CPI 410 (NOTAL)
(b) MCO P12000.7B (NOTAL)
(c) Executive Order 11348 (NOTAL)
(d) FPM/CPI 411 (NOTAL)
(e) OPNAVINST 12412.3 (NOTAL)

* Encl: (1) Training Through Nongovernment Facilities
(2) Training Priorities and Resources
(3) Preparation of DD Form 1556
* (4) Selection and Assignment Criteria

1. Purpose. To state policy, assign responsibilities, provide guidance and establish procedures for implementing and administering subject program in accordance with the provisions of references (a) through (e).

2. Cancellation. BO 12410.3G.

3. Policy. Reference (c) states in part that "It is the policy of the Government of the United States to develop its employees through the establishment and operation of progressive and efficient programs, thereby improving public service, increasing efficiency and economy, building and retaining a force of skilled and efficient employees, and installing and using the best modern practices and techniques in the conduct of the Government's business." In consonance therewith, it is the policy of this Command to provide, within available financial resources, for maximum training and development of employees as required for efficient performance of official duties and as otherwise required by law or regulation, and to encourage and accommodate employees to the maximum extent practicable in their self-development efforts.

4. Coverage. The following personnel categories are covered by this Order:

a. All civil service employees except those of the Dependents' Schools serving under excepted appointment.

b. Employees of the Dependents' Schools serving under excepted appointment and employees of nonappropriated fund activities when assigned to training under the Equal Employment Opportunity (EEO) Program, but excluding upward mobility training, and when assigned to training conducted or sponsored by the Civilian Personnel Division.

c. Military personnel attending training conducted or sponsored by the Civilian Personnel Division.

5. Definitions. For purposes of this Order, identified terms have the following meanings:

a. Activity Training Plan (ATP). The document which identifies all employee training and development planned to be conducted or offered during a fiscal year. When approved by the senior command official, the ATP gives direction to military and civilian managers/supervisors throughout the activity, to financial management officials and to the Employee Development Staff to assure that their individual efforts in employee training and development culminate in a unified plan of action.

b. Employee Development. The continuing growth of employees in their profession or occupation during their career.

c. Employee Self-Development. Those learning experiences initiated and undertaken by the individual, without cost to the Government, to increase, expand or strengthen

skills, knowledge and abilities, and for the purpose of becoming more occupationally competent, and/or to enhance the individual's qualifications for promotion. Studies toward a high school equivalency certificate or diploma and undergraduate/graduate studies are considered to be in this category.

d. Management Development. The training and development of current managers (grades 13-15) and of employees identified as having strong managerial potential.

e. Individual Development Plan (IDP). A document which identifies formal training, self-development efforts and work related learning experiences planned for individual employee during the period of time specified in the Plan. If a Plan leads to promotion for the employee, the IDP will also identify the entrance grade, target grade and any intermediate progression.

f. Official Duties. Those authorized agency duties which an employee is currently performing or those which the employee could reasonably be excepted to perform in the future. This includes potential duties in a different job at the same or higher level than the one currently held by the employee as officially recognized by management.

* g. Professional Meetings. Professional meetings are defined as conferences, seminars and similar activities which are concerned with the functions or activities of the Marine Corps or Department of the Navy or which contribute to improved performance, supervision or management of those functions or activities. Meetings of professional societies, held during or after normal working hours, are included in this definition. Professional meetings provide excellent learning experiences for employees in their occupational or professional growth. Attendance at government expense may be approved when the primary purpose for attendance is training or developmental in nature.

h. Career Programs. A system for the selection, development, and assignment of personnel within a specified career field.

i. Training. An organized instructional process for developing/improving employee skills, knowledge, abilities, proficiency, work habits, attitudes and qualifications.

j. 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.

k. Training by, in or through Nongovernment Facilities. All approved training other than that described in paragraph 5.j preceding. Guidance in the use of nongovernment training resources is provided in enclosure (1).

l. Mandatory Training. Training that has been determined to be germane to the employee's job performance by this Command and/or higher echelon.

6. 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 on how to perform their duties. This training consists of indoctrinating new employees in their new jobs, indoctrinating employees in new or revised job procedures and/or correcting employees in job performance. Notwithstanding that this type of training is excluded from formal reporting requirements, it is to be provided through proper planning and a high quality of instruction. 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 as solicited by letter, 12410 series. Training priorities and sources of training are discussed in enclosure (2). DD Form 1556 (1 June 1978) 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 (3).

7. Mandatory Training Programs

a. New Employee Orientation.

b. Equal Employment Opportunity for Supervisors and Managers (four hours annually).

c. Civilian Employee Assistance Program.

d. Basic Supervisory Training (within the Probationary Period).

(1) Personnel Policies, Practices and Procedures (not less than 40 hours to include DONT for Prevention of Sexual Harassment).

(2) Supervisory Skills (not less than 24 hours).

e. Advanced Supervisory Training.

* f. Management Development (based upon assessment of the managerial competencies of newly-selected managers).

* g. Merit Pay System.

h. Safety.

i. New programs as required by higher echelon.

* 8. Individual Development Plans. An IDP will be prepared for the following personnel types:

a. Probationary Supervisors.

b. Probationary Managers.

c. Upward Mobility Trainees.

d. Career Management Trainees.

e. Trade Trainees.

f. Personnel in established career programs.

g. All other personnel whose position/job descriptions specify the position as a training position.

h. Veterans appointed under the Veterans Readjustment Authority (VRA's).

IDP's are generally prepared jointly by an Employee Development Specialist, the trainee and the trainee's supervisor. When similar documentation is required for more than one program, one IDP can be used to reflect the needs of all the programs.

9. 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. The Civilian Personnel Officer is hereby delegated authority to approve nominations for training and development for Marine Corps Base as listed in the ATP, including that which is by, in or through nongovernment facilities; and for approving employee attendance at professional meetings.

b. The Employee Development Superintendent, Civilian Personnel Division, is the principal staff agent for employee training and development and is responsible for:

(1) Conducting annual training needs surveys for Marine Corps Base and assisting management officials in identifying training needs and establishing priorities.

(2) Budgeting for civilian training for Marine Corps Base based upon needs identified in the annual survey and assisting other commands in preparing their budgets.

(3) Serving as adviser to the Civilian Training Committee.

(4) Preparing and publishing the ATP for Marine Corps Base.

(5) Providing and arranging for training set forth in the ATP.

(6) Reviewing nominations for validity to include eligibility of nominee, availability of approved funds and ensuring that training cannot be accomplished in a more economical manner.

(7) Certifying job-relatedness and cost effectiveness of non-government training sources.

(8) Assisting and advising in the preparation of IDP's for approval of appropriate management officials and monitoring employees' progress in their IDP's.

(9) Serving as Program Administrator for career management programs and trade training programs.

(10) Ensuring that opportunities are made available to fulfill mandatory training requirements.

(11) Providing advisory and counseling service for employees seeking self-development.

c. Supervisory personnel, military and civilian, are responsible for:

(1) Determining and making known the training needs of their employees.

(2) Counseling employees on various training opportunities that are available.

* (3) Establishing and ensuring completion of IDP's for subordinates who are new supervisors/managers, formal trainees, and/or employees in career programs. IDP's must be established within 45 days of appointment to positions requiring them.

(4) Providing on-the-job training for subordinates on a continuing basis.

* (5) Providing reasonable opportunity for employees to attend required and approved training and ensuring that the training is subsequently utilized by the employee.

* (6) Ensuring that employees are given fair and equitable consideration in selection for training without regard for race, religion, color, national origin, age or sex. Selection for training criteria are provided in enclosure (4).

* (7) Initiating any actions concerning failure by employees to attend or complete approved training. Approval to attend the same training course a second time will normally not be permitted.

* (8) Evaluating training courses attended by their employees as follows:

(a) An initial evaluation within two weeks after training, through use of copy 9 of DD Form 1556.

(b) A follow-up evaluation within six weeks after training for courses of 40 hours or more duration. (Forms to be provided by Employee Development Superintendent.)

(9) Encouraging employees in their 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 Division 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 Division for recording in their official personnel records.

10. Civilian Training Committee. The Civilian Training Committee for Marine Corps Base is under the staff cognizance of the Assistant Chief of Staff, Manpower. The

Committee serves as the oversight and steering body for the civilian training program. Specific functions of the committee are to:

a. Review annual training needs surveys and recommend those training activities and courses which should be planned, by priority, within funding levels.

b. Conduct periodic reviews of local training program directives, activities and procedures to ensure compliance with Headquarters Marine Corps, Department of the Navy and Office of Personnel Management directives.

c. Provide advice and assistance, from the line management perspective, to the Employee Development Staff.

d. Conduct an annual review and evaluation of training activities completed in comparison with activities planned.

* 11. Premium Pay. Premium pay is generally prohibited for employees in training. Premium pay situations should be avoided insofar as possible by proper work scheduling and planning well in advance of training.

12. Budgeting and Funding for Civilian Training and Development

a. Marine Corps Base. The Civilian Personnel Officer will budget for all civil service employee training to include travel, per diem and tuition requirements. Fund Administrators will continue to budget for civilian travel and per diem requirements other than for training.

b. Other Commands. Training conducted by the Civilian Personnel Division is provided at no cost to those Commands identified in paragraph 15 below for which civilian personnel services are provided under service support agreements; also, training sponsored by the Civilian Personnel Division if no additional costs would be incurred through their participation. Funding for other employee training and development is the responsibility of each Command.

13. Action

a. Marine Corps Base Department Heads

(1) Identify training and development needs of employees and report same to the Civilian Personnel Officer in connection with the annual training needs survey as announced by letter, 12410 series. Commands identified in paragraph 15 below are to forward, via their chain of command, their approved ATP to Civilian Personnel Officer, Marine Corps Base.

(2) Submit memorandum reports to the Civilian Personnel Officer on all training conducted internally, excluding informal on-the-job training, giving title or type of training, number of hours and employees who attended. Identify by Social Security Number for inclusion in Training Information Management System (TIMS).

(3) Ensure that personnel affected by mandatory training requirements attend classes as scheduled.

(4) Accommodate non-temporary employees' self-development efforts to the maximum extent practicable in consideration of work load and fairness to other employees through change in hours of work and/or liberal leave approval.

(5) Ensure all supervisors are thoroughly familiar with the contents of this Directive and that the Directive is made available to the employees upon request.

b. Deputy Equal Employment Opportunity Officer. Project training needs of EEO Program officials, counselors and EEO Committee members and report same to the Civilian Personnel Officer in connection with the annual training needs survey. Submit memorandum reports to the Civilian Personnel Officer on all EEO Program training conducted or hosted locally, giving title of training, number of hours and personnel who attended, including nonappropriated fund employees and military personnel.

c. Base Safety Director. Report safety training planned to be conducted or hosted locally to the Civilian Personnel Officer in connection with the annual training needs survey. Submit memorandum reports to the Civilian Personnel Officer on all safety training conducted or hosted locally, giving title of training, number of hours and personnel who attended, including military personnel.

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 Hospital; Naval Dental Clinic, and Complex Officer, East Coast Commissary Complex, Camp Lejeune, this Order is applicable to those Commands.

J. M. STOKES, JR.
Chief of Staff

DISTRIBUTION: C Less Category III plus
CPD (70)
LOG (CPD-65)

* TRAINING THROUGH NONGOVERNMENT FACILITIES

1. Requirements. Training will be provided insofar as practicable by government facilities. The use of nongovernment facilities is encouraged where the need exists and where it can be clearly demonstrated that the use of nongovernment facilities are superior. It should be determined that:

a. Nongovernment training is required to supply skills and knowledges which are needed by the activity and are not available presently or in the foreseeable future among its work force.

b. Existing programs within the activity or elsewhere in the government are inadequate or the use of such government programs would be more expensive because of factors such as distance or time.

2. Prohibited Uses

a. Training of government employees may not be arranged with nongovernment facilities which are known to practice discrimination in the admission or subsequent treatment of students because of race, color, age, religion, or national origin.

b. Federal regulations prohibit the selection and assignment of an individual for training through a nongovernment facility for the purpose of qualifying that employee for promotion to a position for which a fully qualified and suitable employee is reasonably available. This includes providing the opportunity for an employee to attain an academic degree in order to qualify for appointment to a position for which the academic degree is a basic requirement.

c. Selection of an employee for training for the sole purpose of attaining an academic degree is prohibited.

3. Determining the Source of Training. A source comparison is to be done for each training instance in a nongovernment facility when the total cost exceeds $500. The following criteria will be used by the Employee Development Superintendent for selecting nongovernment training sources/facilities:

a. Ability to meet identified training needs.

b. Quality of training including methods.

c. Cost effectiveness of location of training.

d. Timeliness of training.

e. Total discounted price of training.

4. Continued Service Agreement. Employees assigned to training in excess of 80 hours in a single program through a nongovernment facility for which the activity pays all or part of the non-salary costs, must agree in writing to continue in the employment of the government for a period of time as determined by appropriate regulations. If the employee leaves before the expiration of the period of agreed service, the employee will pay the amount of the additional expenses incurred in connection with the training. A Continued Service Agreement is not required for:

a. Training provided by manufacturers as a part of normal service incident to initial purchase or lease of their products.

b. Training through correspondence courses.

c. Training that involves no expense other than pay.

TRAINING PRIORITIES AND RESOURCES

1. Priorities. The following priorities will be observed in identifying training needs and in preparing Annual Training Plans in accordance with DOD Instruction 1430.5:

a. Priority I - Training which must be accomplished in the ensuing annual training cycle to avert a direct adverse effect on mission accomplishment. Also, training which is required by law or regulation. Examples of Priority I type training are:

(1) Training in the operation and/or maintenance of new equipment, without which the equipment could not be placed in service and a critical function could not be performed.

(2) Upward mobility training as required by law.

(3) Training for new first-level supervisors as required by the Office of Personnel Management and Department of the Navy regulations.

(4) Training of employees in formal career management programs and formal trade-craft training programs as a prerequisite to their advancement under career promotion regulations.

(5) Training required to comply with a negotiated labor management agreement.

(6) Training for new Equal Employment Opportunity counselors as required by Department of the Navy regulations.

b. Priority II - Training which is required to provide for systematic replacement of skilled employees through development programs and if deferred beyond the ensuing training cycle would have an adverse effect on mission accomplishment in the period following. Examples of Priority II Type training are:

(1) Skills update training.

(2) Management and supervisory development training.

c. Priority III - Training which is required for an employee who is performing at an adequate level of competence, but will increase individual efficiency and productivity and may be accomplished after Priority I and Priority II needs have been met. No examples of training which meet this Priority need be described. However, the delivery of Priority III training need not be delayed until after all other training has been completed; rather, resources must be allocated in the order of training priorities.

2. Sources of Training. Generally, in identifying sources for obtaining training, the order of consideration will be: local, agency, intra-agency (DOD), interagency and nongovernment. Capability of sources to provide training needed and overall costs will obviously influence final selections.

a. Training and Development through Correspondence Study. The military departments offer a wide variety of courses through their correspondence course centers. Some formal school courses are also available through correspondence study. There is no cost for correspondence courses except those offered by the Office of Personnel Management. Course catalogs are maintained by and are available at the Civilian Personnel Division, Training Branch.

b. Civilian Personnel Division. The Civilian Personnel Division routinely provides or sponsors training in civilian personnel administration. This includes new employee orientation, training for new first-line supervisors, preretirement planning training, and personnel management for supervisors covering such topics as discipline, leave, labor-relations, classification, and performance ratings. Based upon annual training needs surveys the Civilian Personnel Division also hosts other training through agency, interagency or nongovernment resources when it is more economical to conduct the training locally.

c. Tri-Command Administrative School. Courses offered by this School, conducted by the Second Marine Division, are: Manpower Management System; Maintenance of Service Records Books; Files, Directives and Publications; General Administration; and Basic Typing. Civilian employees may be nominated to attend if the course is related to their official duties as defined in the basic Order.

d. Career Program Courses. The following career programs for civilian employees have been established and formalized: Financial Management, Procurement, Quality and Reliability Assurance, Civilian Personnel Administration, and Supply Management. Each career program manual or directive lists those courses relevant to the career field.

e. Naval Civilian Personnel Command (NCPC), Department of the Navy. The NCPC and its Field Divisions conduct institutes and seminars in civilian personnel management and administration. Schedules are issued annually by NCPC Notices, 12410 series.

f. Marine Corps Engineer School and Marine Corps Service Support Schools. Civilian employees may be nominated to attend relevant courses conducted by these Schools on a space available basis. The Marine Corps Formal Schools Catalog, MCO P1500.12L, contains course descriptions. The Marine Corps Service Support Schools also conducts a two-week Instructor Training Course which may be attended on a space available basis.

g. Defense Management Education and Training (DMET). This program consists of 20 schools, primarily service-operated, offering training in a variety of subjects in the broad area of management. DOD Catalog 5010.16-C contains course descriptions.

h. Office of Personnel Management. The Altanta Regional Training Center conducts five training institutes offering a variety of courses within areas of study suggested by the institute titles - Communication Skills Institute, General Management Institute, Management Sciences Training Institute, Personnel Management Training Institute, and Personnel and Labor Relations Training Institute. Course catalogs are available at the Civilian Personnel Division, Training Branch.

i. Nongovernment Facilities. This category of training resources includes educational institutions, state or local governments, training firms and manufacturing or product merchandising firms.

PREPARATION OF DD FORM 1556

1. General. DD Form 1556 (1 June 1978) 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 Division, Training Branch. Previous editions of the Form are obsolete.

2. Procedures

a. Marine Corps Base. DD Form 1556 will be prepared and forwarded to the Employee Development Superintendent, Civilian Personnel Division as required for all Marine Corps Base employee training.

b. Other Commands. Those Commands identified in paragraph 15 of the basic Order will prepare DD Form 1556 in the case of their employees and forward to the Civilian Personnel Division for review and completion of Item 27.

3. Instructions. Complete DD Form 1556 as follows:

Section A - Trainee Information. Complete Items 2, 3, 4, 7, 8, 11 and 12.

Section B - Training Course Data. Complete Items 15a and b, 16b, 17a, 18a and b, and 19a, 6, and c.

Section C - Estimated Costs and Billing Information. Complete all items as applicable EXCEPT Items 21f and 25d.

* Section D - Approvals. Complete Item 26. In the space provided for item 28b, specify the training objective. Final approval for training will be denied without this objective.

Section E - Approval/Concurrence. Signatory officials for Marine Corps Base are Organizational Commanders, Heads of Staff Sections, Department Heads or their principal deputy/assistant, and the Employee Development Superintendent, Civilian Personnel Division. Other Commands follow organizational policy.

* 4. Approval of training through the Employee Development Branch is required prior to enrolling in or making any commitment for the training.

ENCLOSURE (3)

* SELECTION AND ASSIGNMENT CRITERIA

1. General. Selection of employees for training leading to possible promotion must follow Merit Promotion Procedures. A policy of nondiscrimination must be followed in the selection of employees for training.

2. Employee Selection. When training is to be given to some but not all, employees in a given occupational group or level, factors such as the following should be considered in making a selection:

a. The degree of need for training.

b. The potential of employees for advancement.

c. The extent to which employees' knowledge, skill, attitudes, or performance are likely to be improved by training.

d. The ability of employees to pass the training on to others upon return to the job.

e. The length of time, and degree to which, the activity expects to benefit from the employees' improved knowledge, skill, attitudes, and performance.

f. Training opportunities previously afforded employees.

g. The employees' personal interest and effort toward self-improvement.

NW Rochelle

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

BO 12430.1M
CPD/WRM/mp
14 Mar 1984

BASE ORDER 12430.1M

From: Commanding General
To: Distribution List

Subj: Performance Appraisals of Civil Service Employees

Ref: (a) FPM 430 (NOTAL)
(b) CMMI 430.C (NOTAL)
(c) SECNAVINST 12430.1 (NOTAL)
(d) BO 12531.7C
(e) BO 12432.1
(f) BO 12451.1H
(g) BO 12771.1
(h) BO P1755.2M
(i) BO 12315.1A

Encl: (1) Supervisor's Guide for Identifying Performance Elements and Designating Critical Performance Elements
(2) Supervisor's Guide for the Preparation and Submission of Performance Standards
* (3) Mandatory Critical Elements for Supervisory Positions
(4) Instructions for the Completion of Department of the Navy Performance Appraisal Form NAVSO 12430/9 (11/80)

1. Purpose. To set forth the policy and to provide instruction and guidance to all personnel concerning performance appraisals of civil service employees in accordance with the provisions of references (a) through (i).

2. Cancellation. BO 12430.1L.

3. Background. The Civil Service Reform Act (CSRA) of 1978 requires that each agency (e.g., Department of the Navy (DoN)) 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. The DON Basic Performance Appraisal Program complies with the intent of the CSRA and is intended:

a. To ensure that critical elements for each position are identified and communicated to the employee.

b. To ensure that objective, job-related performance standards are developed and communicated to each employee and will be used to approve/disapprove within-grade increases.

c. To appraise each employee's work performance on a continuing basis using the established critical performance elements and standards.

d. To ensure each employee is kept currently advised of their performance.

e. To use the results of appraisals, along with other pertinent information, as a basis for training, regrading, reassigning, promoting, reducing in grade, retaining, granting within-grade increases, removing and assisting employees in improving performance.

f. To strengthen the employee/supervisor relationship.

g. To improve overall productivity of the Navy's civilian work force.

4. Coverage. The DoN Performance Appraisal System covers:

a. All competitive employees in the General Schedule GS-1 through GS-12.

b. All Federal Wage System (FWS) employees.

c. All excepted service employees including those with Veterans' Readjustment appointments and the professional staff of the Camp Lejeune Dependents' Schools.

d. Trainees, interns, co-op students and probationary employees.

e. Employees serving under a temporary appointment exceeding 120 days.

5. Policy

a. It is the policy of the Commands covered by this Order to establish and maintain a fair and objective Performance Appraisal Program for its employees that will comply with provisions of the CSRA of 1978 and DoN Regulations.

b. 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 the performance standards established for their jobs. The performance standards and critical elements will be discussed with the employee at the beginning of the rating period or upon occupancy * of the job. Enclosures (1) through (4) provide detailed instructions on carrying out these responsibilities.

c. The "Outstanding" rating is reserved for those employees who far surpass others performing in the same level of work. Written justification must fully support the specific accomplishments which have been marked by an exceptional level of competence. Performance described in "glowing" terms does not qualify. It is expected that Outstanding ratings will be comparatively rare and that such level of achievement can be readily recognized.

6. Definitions

a. Performance. The accomplishment of assigned duties and responsibilities by an employee.

b. Performance Element. 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 the success or failure in performing the duties of that position. See enclosure (1) for instructions on identifying performance elements.

c. Critical Performance Element. A performance element of sufficient importance to a position that performance below the satisfactory performance standard established by management requires remedial action and withholding of a within-grade increase. Unsatisfactory performance on a critical performance element may be the basis for removing or reducing the grade level of the employee. Such action may be taken without regard to performance on the other components of the job. See enclosure (1) for guidance on identifying critical elements.

* d. Mandatory Performance Element. A critical performance element required for certain categories of positions, e.g., supervisors. See enclosure (3) for instructions on the preparation of mandatory critical performance elements.

e. Performance Standards. The expressed measure of the level of achievement established by management for the performance elements of a position or groups of positions. Measurement factors may include, but are not limited to, elements such as quantity, quality, and timeliness. See enclosure (2) for instructions on the preparation of performance standards. When a position/job description is revised or amended, a revised copy of the approved performance standards should be submitted to the Civilian Personnel Division.

f. Performance Appraisal. Comparison of an employee's performance of duties and responsibilities against the performance standards established for that employee.

g. Appraisal Period. The period of time established by the activity during which an employee's performance will be reviewed. The official annual rating period begins on 1 May and ends on 30 April of the following year. (In the case of excepted service personnel of the Camp Lejeune Dependents' Schools the rating period will be the school year.) See paragraph 18 for submission requirements.

h. Appraiser. The immediate supervisor, i.e., the individual responsible for informing the employee of the critical performance elements for the position, establishing the performance standards for those elements and performing the actual appraisal of the employee.

i. Reviewing Official. The next higher level supervisor, i.e., the individual who assigns, controls, and is responsible for the work of the appraiser.

* j. Progress Review. Review of the employee's work progress midway during the appraisal period, i.e., October-November. It involves discussion between the supervisor and employee regarding how well the employee is achieving the established performance standards and recording the results of the review in Column C of the Performance Appraisal Form NAVSO 12430/9. If the employee will be in the position six months or less on 30 April a progress review may be made but is not required.

k. Job Analysis. Process by which a position is broken down into its basic components or elements. This procedure is used to identify the performance elements and to aid in setting performance standards.

l. Performance Rating The overall evaluation of the work actually done by an employee in the position held during the appraisal period, based on performance standards in effect at the time the performance was rendered.

m. 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 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.

n. Regular Rating. An official rating of performance at the Outstanding, Highly Satisfactory, Satisfactory, or Marginal levels normally made at the end of each annual rating period. A regular rating may be completed at any time in connection with approving/disapproving within-grade increases of FWS employees whose performance is below the Satisfactory level. (A rating of Unsatisfactory may be made at any time during the period.) A regular rating must be based on at least 120 days of performance during the rating period in the employee's current line and level of
* work. (See paragraph 13 for discussion of deferred performance ratings.) No performance rating is due on performance during temporary appointments of 120 days or less or when performance is unacceptable. See paragraph 17 for instructions regarding unacceptable performance.

o. Current Official Rating. The latest regular or official rating remains the "current" official performance rating.

7. Levels of Performance

a. Performance standards will be described in writing for the Highly Satisfactory and Marginal performance levels for each critical performance element established.

b. Supervisors must rate performance, in writing, on each critical performance element in one of the following five levels:

U - Unsatisfactory. Performance which fails to meet the marginal performance standard and is unacceptable. Usually the employee's performance will show serious deficiencies in terms of quantity, quality, or timeliness. (See "Note" in subparabraph 7c following.)

M - Marginal. Performance which meets the marginal performance standard;
* improvement is needed. Specific areas in which improvement is needed should be identified and discussed with the employee.

S - Satisfactory. Performance which falls between the marginal and highly satisfactory standards; all requirements are met.

H - Highly Satisfactory. Performance meets the highly satisfactory standard; requirements are more than fully met.

O - Outstanding. Performance significantly exceeds the highly satisfactory standard and is truly exceptional. (Individual critical elements marked Outstanding must be justified in writing although the summary rating is less than Outstanding, i.e., H, S, or M.)

c. Supervisors must use the following criteria to assign a summary rating which best describes the employee's overall performance:

U - Unsatisfactory. This rating will be assigned when any critical element has been rated "U," indicating that performance in the job is unacceptable. Corrective action must be taken. See paragraph 17 for instructions regarding treatment of unsatisfactory performance.)

M - Marginal. This rating will be assigned if any critical element has been rated "M," indicating that improvement in performance is needed.

S - Satisfactory. All critical elements are rated "S" or better and overall performance is generally described as satisfactory.

H - Highly Satisfactory. All critical elements are rated "S" or better, most are rated "H" or better, and overall performance is clearly better than satisfactory.

* O - Outstanding. Performance significantly exceeds the Highly Satisfactory level and is truly exceptional. A written justification is required to show performance on all critical performance elements was truly exceptional, i.e. performance substantially exceeded the highly satisfactory standard. Strong emphasis is placed on the fact that Outstanding ratings will be assigned only for work performance that represents an exceptional level of competence. General statements that the employee's performance is "Outstanding" are not sufficient to justify an "Outstanding" rating. The justification should be typed in Column C of the rating report. Continuation sheets may be attached if required. (Individual critical elements marked "Outstanding" must be justified in writing although the summary rating is less than "Outstanding," i.e., H, S, or M.)

8. Responsibilities

a. Civilian Personnel Officer. The Civilian Personnel Officer, Marine Corps base is responsible for:

(1) Implementing and administering the program.

(2) Formulating Bulletins and Orders, as appropriate, for administering the program.

(3) Developing and presenting appropriate training for the benefit of supervisory and nonsupervisory personnel.

(4) Establishing controls to ensure timely preparation, review, and approval of performance ratings.

(5) Coordinating the Performance Appraisal Program with other personnel decisions requiring appraisals of employee's work, such as within-grade increases, incentive awards, adverse actions, promotions, training, etc.

(6) Retaining performance appraisals as part of official personnel records.

b. Appraiser. The appraising official is the immediate supervisor who assigns and is responsible for the work of the employee being rated. The appraiser's responsibilities include:

(1) Identifying performance elements including critical elements.

(2) Developing performance standards.

(3) Keeping employees fully informed of the performance standards they are expected to meet in doing the work assigned.

(4) 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 performances.

(5) Discussing with the employee any changes in critical elements or performance standards.

* (6) Conducting the midyear performance review during October - November of the current appraisal cycle and recording results of the review on the Performance Appraisal Form NAVSO 12430/9. More frequent progress reviews are encouraged.

(7) Rendering assistance when needed to improve employee's performance, and otherwise strengthening supervisor-employee relationships.

(8) Providing the critical elements and performance standards to newly assigned employees including those reassigned or promoted to other positions under the control of the supervisor. Advising of the impact of performance on granting/withholding within-grade increases.

(9) Rating performance of employees.

(10) Providing employees a copy of completed performance rating form.

(11) Recommending and/or initiating action when an employee's sustained performance, whether good or bad, warrants such action.

(12) Forwarding copies of approved performance standards (typed on plain paper) for each position to the Civilian Personnel Division for filing with the official position/job description.

c. Reviewer. The reviewer is the immediate supervisor of the appraiser. The reviewing official is responsible for the initial review of the performance rating. The reviewer's responsibilities throughout the rating period include:

(1) Ensuring the performance elements, including critical elements and performance standards are reasonable and measurable and that approved standards are understood by the appraisers and employees.

(2) Ensuring 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.

* (3) Ensuring that the midyear performance reviews are conducted in a timely manner, i.e., during October - November, and the results of the reviews are recorded on the Performance Appraisal Form, NAVSO 12430/9.

(4) Rendering such supervisory assistance as may serve toward recognizing employee merit, improving employee performance, and strengthening employee-employer relationships.

(5) Approving/disapproving performance ratings of "Highly Satisfactory," "Satisfactory," and "Marginal." Forwarding proposed "Outstanding" performance ratings to the Civilian Personnel Division via chain of commmand for technical review. See paragraphs 18 and 19 regarding technical review requirements and approving authority.

(6) Ensuring copies of approved performance standards (typed on plain paper) for each position are forwarded to the Civilian Personnel Division for filing with the official position/job description.

Note: The reviewer's signature is required on the appraisal forms in the following
* situations: At the beginning of the appraisal cycle or when the employee enters on duty, the employee's performance on one or more critical elements is marked less than satisfactory, there have been changes in the critical elements and/or performance standards, and when special reviews have been conducted in connection with step increases or for other purposes.

d. Organizational Commanders, Heads of Command Staff Sections, and Department Heads are Responsible for:

(1) Establishing internal procedures to ascertain that appraisals are conducted in a timely manner and in accordance with this Order.

* (2) Ensuring that performance standards are prepared and submitted for review in accordance with enclosures (2) and (3).

(3) Ensuring that the midyear performance reviews are conducted in a timely manner, i.e., during October - November.

(4) Ensuring that copies of approved performance standards (typed on plain paper) are forwarded to the Civilian Personnel Division for filing with official position/job description.

(5) Ensuring that appraisals and ratings are used to optimize performance and motivate employees.

(6) Ensuring that the results of performance appraisals, along with other pertinent information is used as a basis for training, rewarding, reassigning, promoting, reducing in grade, retaining, removing, assisting employees in improving performance and approving/withholding within-grade increases.

(7) Approving/disapproving performance ratings of Outstanding in accordance with the procedures contained in paragraphs 18 and 19.

9. Identification of Performance Elements and Development of Performance Standards

a. Before the beginning of the appraisal period, critical performance elements must be identified and put in writing for all employees. They must be consistent with the duties and responsibilities of the applicable position. Each job must have at least one critical performance element, preferably three to five. Job analysis should be used in identifying critical elements.

* b. For all supervisory positions, one or more separate critical elements identifying the supervisory aspects of the positions is required. Enclosure (2) provides guidance on the preparation of performance standards. Enclosure (3) provides guidance regarding the coverage of the supervisory critical element(s).

* c. A separate critical element covering employee safety and occupational health must be included in the performance requirements for all first and second level supervisors who supervise industrial/commercial operations.

d. For each critical performance element, job-related performance standards covering the Highly Satisfactory and Marginal levels will be developed and put in writing. The standards must be expressed in terms such as quantity, quality, timeliness, cost effectiveness, effect obtained, and processes used. In the standard setting process, appropriate consideration should also be given to employees assigned collateral duties not related to their specific jobs (i.e., Equal Employment Opportunity, awards, occupational health and safety requirements, etc.). The critical performance elements and standards are to be recorded on the DoN Performance Appraisal Form NAVSO 12430/9. Comments on performance as discussed during progress reviews and any revisions in critical performance elements and/or performance standards should be recorded on this form and discussed with the employee. (Note: The employee must be allowed 120 days to work under the revised critical

elements or standards, before being officially rated by them.) After discussion with the employee and prior to signing by the reviewer, the performance appraisal form must be signed by both the supervisor and employee. Signature by the employee does not imply agreement with critical performance elements, performance standards or with the rating, but merely that the appraisal has been discussed with the employee and is understood. During the discussion it should be made clear to the employee that performance of all the duties of the position is required, not just those duties identified with the critical elements.

e. Participation by the employee in the development and setting of performance standards is encouraged. Employee participation may occur in a number of ways, ranging from discussions between the employee and supervisor to employee development of proposed performance standards. An employee is not entitled to representation during this discussion and no representation will be permitted.

f. The supervisor will give each employee a copy of the Performance Appraisal Form NAVSO 12430/9 (11/80) before or at the beginning of the rating period or upon the employee's entry into the position. They will discuss performance expectations to ensure mutual understanding of the critical performance elements and standards. Disagreements will be resolved by the reviewing official. (Exception: A higher level review is not required when the appraiser is the Senior Command Official.)

10. Appraisal Form. The DoN Performance Appraisal Form NAVSO 12430/9 (11/80) is to be used to record critical performance elements and standards, supervisor/employee comments regarding performance, and the final evaluation of the employee's performance as measured against established elements and standards. This form is to be used for appraising all employees (supervisory and nonsupervisory) covered by the plan. (See coverage in paragraph 4.) Also this form will be used in connection with approval/withholding of within-grade step increases for FWS employees. See reference (d) for instructions and guidance regarding step increases. The form shall be completed in accordance with the instructions contained in enclosure (4). The critical performance elements as well as the performance standards for the Highly Satisfactory and Marginal levels must be recorded on the form. The performance elements and standards must be discussed with the employee and a copy of the form provided before or at the beginning of appraisal period or when entering on duty. (Note: With the expressed approval of the subordinates, the supervisor may elect to keep the employee's copy of the rating in a protected location. The forms should be readily available to the employees and for use in completing the midyear review and the annual rating at the end of the rating period.) The source of supply for the appraisal forms is the Self-Service Center, Building 1606.

11. Conducting Performance Appraisals

a. All employees shall be appraised against established performance standards
* at least twice annually. Employees who are detailed or temporarily reassigned or promoted to other positions for 120 days or over should also be appraised on their performance during that period of time regardless of when it occurred during the rating period. In addition, the employee should be provided with a copy of the critical elements and performance standards for the position to which detailed, reassigned or promoted. Accordingly, an employee may receive more than one official appraisal during the rating period.

b. Supervisors must hold a progress review to discuss performance with each employee at least once, at about the midway point, i.e., October - November, of the appraisal period. More frequent progress reviews are encouraged. If conditions arise that could cause a change in one or more critical performance elements, a special review should be held. Such review may be initiated by either the supervisor or employee. Disagreements between the supervisor and employee regarding these reviews will be resolved by the reviewing official. Signature of the employee and first level supervisor is required; however, consultation with and signature of the reviewer is required during the progress and special reviews only when an employee's critical performance elements and/or performance standards are modified. The employee's signature does not signify agreement with any change made in performance elements and standards but rather that the supervisor discussed such changes with the employee.

c. Annual performance appraisals must be approved by the reviewing official (second level supervisor) except where the appraiser is the Senior Command Official.

12. Appraiser - Reviewer - Employee Discussions

a. The appraiser and reviewer should be in accord on the evaluation of an employee's performance. Before signature and discussion of the annual summary rating with the employee, the immediate supervisor (appraiser) will discuss with the reviewer the appraisal of the employee's performance to assure that each has full benefit of the knowledge of the other regarding the case. This review of the rating is for the purpose of improving the accuracy and fairness of the rating, including * evaluations on specified performance elements, remarks or supporting statements, and the summary rating. The appraiser and reviewer should sign the appraisal form prior to discussion with the employee by the appraiser.

b. The summary performance rating will be discussed promptly with the employee by the appraiser. This discussion should be held only after the discussion and signing of the appraisal form by the appraiser and reviewer referred to above. The discussion should be accomplished in a manner that will contribute to good supervisor - employee relationships and help to motivate the employee to sustain or * improve performance. Upon completion of the discussion, a signed and dated copy of the Performance Appraisal Form, NAVSO 12430/9 will be given to the employee.

13. Deferred Regular Rating. Preparation of a regular rating will be deferred:

a. When less than 120 days of performance has been rendered by the employee under the present supervisor or in the current line and level of work or there has been a change in critical elements and/or performance standards. The Performance Appraisal Form NAVSO 12430/9 should be held by the appraiser and completed at the end of the 120 days in accordance with the instructions contained in enclosure (4).

b. When necessary to afford the employee reasonable opportunity (not less than 60 days) to demonstrate acceptable performance after having been advised of unacceptable performance. See paragraph 17 for requirements regarding unsatisfactory performance.

14. Rating Employees on Detail or on Temporary Promotion or Reassignment

a. Employees temporarily promoted, temporarily reassigned or detailed for 120 days or more will receive an official performance rating based on the new work assignment in the following situations:

(1) Completed more than 120 days on 30 April in the new work assignment.

(2) When 120 days are not completed on 30 April, the rating should be deferred until 120 days have been completed.

* b. Employees temporarily promoted, reassigned, or detailed over 120 days should also be appraised on their performance for that period of time regardless of when it occurred during the rating period. In this connection the employee should be provided a copy of the critical elements and performance standards for the new work assignments. Accordingly, an employee may receive more than one official rating of performance during the rating period.

c. Employees temporarily promoted, detailed or temporarily reassigned for 120 days or less will be rated on their regular job/position.

15. Effective Date of Regular Ratings. A regular rating of Highly Satisfactory, Satisfactory and Marginal becomes effective as of the date of its approval by the reviewer. A regular rating of Outstanding becomes effective as of the date of its approval by the Senior Command Official, Organizational Commanders, Heads of Command Staff Sections, Department Heads, or Chiefs of Services as appropriate. See paragraph 19 for specific authority to approve/disapprove performance ratings.

16. Marginal Performance. At any time during the rating period the supervisor observes that an employee's level of performance in one or more critical element(s) is "Marginal," the supervisor must conduct a progress review pointing out specific

areas where improvement must be made. The results of this review should be recorded in Column C of the Appraisal Form NAVSO 12430/9 and signed by the employee, appraiser and reviewer. Marginal performance requires that within-grade step increases be withheld. Reference (d) provides instructions on withholding of within-grade increases.

17. Unsatisfactory Performance

a. Background. The CSRA provides that an employee may be reduced in grade, reassigned or removed at any time during the performance appraisal cycle when the employee's performance in one or more critical elements of the job becomes unacceptable, i.e., fails to meet the performance standards for the Marginal performance level. A summary rating of Unsatisfactory will not occur if the procedures cited below are followed.

b. Procedures. At any time during the appraisal cycle when an employee's performance falls below the performance standards established for the "Marginal" level the following steps must be taken:

(1) A written appraisal of performance prepared. The written appraisal * should be addressed to the employee and may be in letter or memorandum format. In preparing the written appraisal reference should be made to counselling sessions held with the employee. Do not use the Performance Appraisal Form NAVSO 12430/9 in preparing the written appraisal. In addition, do not prepare a separate formal appraisal on the Performance Appraisal Form NAVSO 12430/9.

(2) Specific areas identified in which the employee's performance is unacceptable.

(3) Review made of the critical performance elements and performance standards established for the job/position.

(4) Action to correct the unacceptable performance fully explained to the employee.

(5) Assistance given the employee in improving performance.

(6) A reasonable time frame established (at least 60 days) during which the employee is given an opportunity to improve performance.

* (7) A draft of the written appraisal forwarded to the Civilian Personnel Division, (Attn: Classification Branch) for review prior to issue.

* (8) A copy of the final letter issued to the employee forwarded to Civilian Personnel Division (Attn: Classification Branch).

(9) At the end of this period if the employee's performance remains unacceptable the procedures set forth in reference (e) must be followed.

18. Processing Performance Appraisals

a. Submission Requirements. All regular performance appraisals, except those reasons cited in paragraph 13, including proposed Outstanding performance ratings should be completed on or after 30 April (end of appraisal period). The appraisal forms should be completed in accordance with the instructions contained in enclosure (4). Paragraph 17 provides instructions regarding unsatisfactory performance. In case of Marginal, Satisfactory and Highly Satisfactory appraisals, one copy should be given to the employee and one copy forwarded to the Civilian Personnel Division no later than 1 June. Proposed Outstanding ratings should be submitted to the Civilian Personnel Division for technical review prior to signature of the approving official. One copy of the approved Outstanding rating should be given to the employee and one copy forwarded to the Civilian Personnel Division not later than 1 June. (Exception: For excepted service personnel of the Camp Lejeune Dependents' Schools, appraisals should be completed on or after 15 May with file copies being forwarded to the Civilian Personnel Division no later than 15 June.) Performance ratings for employees of the Camp Lejeune Dependents' Schools are subject to the same technical review and approval requirements discussed in paragraphs 18 and 19.

b. Technical Review Prior to Approval. Prior to signing by the approval officials (identified in paragraph 19) all proposed Outstanding performance ratings should be forwarded to the Civilian Personnel Division for technical review to ensure that regulatory and procedural requirements have been met. Upon completion of the technical review, the proposed ratings will be returned to the approving official with a notation that it meets the requirements for approval or comments on discrepancies noted. Recommendations submitted later than 1 June will not be processed unless deferred for reasons outlined in paragraph 13.

19. Delegation of Authority. The authority to approve/disapprove performance ratings 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."

a. Outstanding Ratings. Authority to approve or disapprove Outstanding performance ratings is delegated to Organizational Commanders, Heads of Command Staff Sections and Department Heads, except when those officials are the appraiser. In these instances the rating must be referred to the next level of authority for approval. No review is required when the appraiser is the Senior Command Official of the activity. This authority will not be redelegated. Likewise, approving authority will not be exercised until the Civilian Personnel Division has certified that all regulatory and procedural requirements are met.

b. Marginal/Satisfactory/Highly Satisfactory Ratings. Final approval/disapproval or Marginal/Satisfactory/Highly Satisfactory ratings is delegated to the reviewer.

c. Change in Ratings. When an approving official (except Senior Command Officials) makes any change in a rating, reasons in writing in support of the changes must be made part of the rating.

20. Performance Appraisals Must be Used as a Basis for Making the Following Personnel Management Decisions

a. Step Increases. Employees will receive within-grade increases when eligible only if their performance is certified by the supervisor as satisfactory or better. Satisfactory performance equates to a performance rating of Satisfactory or better on all critical elements. Performance below the Satisfactory level requires denial of a within-grade increase. See reference (d) on the requirements for withholding a within-grade increase.

b. Promotions. The employee's most recent performance appraisal is to be considered in all merit promotion selections involving the employee.

(1) Career Promotions. Performance appraisals must be used as a basis for determining promotions. An employee will not be recommended for a career promotion unless performing at the Satisfactory level, or better, on all critical performance elements. The attainment of a Satisfactory rating does not, in and of itself, automatically entitle such an employee to a career promotion.

(2) Competitive Promotions. Performance appraisals will be used to the extent that an employee's present position is similar to the position for which being considered.

c. Performance Awards

(1) Recommendations for the performance awards (honorary, cash or quality increase) should not be made on the Performance Appraisal Form NAVSO 12430/9. Reference (f) provides detailed instructions on the preparation and processing of performance award recommendations.

(2) Performance awards are intended to motivate employees to increase productivity and creativity by rewarding those whose job performance is substantially above normal job requirements and performance standards. All employees are eligible for award consideration but are not automatically entitled to receive a performance award. Employees receiving high level performance ratings, should not automatically receive a sustained superior performance award (cash or quality

increase) or other type of additional recognition. The nature of the employee's achievements, position level, previous awards, and related circumstances will determine whether an employee may be recommended for additional monetary or honorary recognition.

d. Training. The CSRA requires that the performance appraisal system be used as one of management's tools for making decisions regarding employee training. When properly used, training can improve the efficiency and economy of operations of the Government, can provide for the development of maximum proficiency in the performance of official duties, can help establish and maintain the highest standards of performance in the transaction of public business, and can help install and utilize effectively the best modern practices and techniques. By serving as a basis for determining training needs, the performance appraisal system can function as a vital management tool in promoting the efficiency and economy of operations.

e. Reduction in Force. Each employee who is currently evaluated as Outstanding shall have four years of service added as creditable service for purposes of reduction in force.

f. Probationary Period (First Year of Federal Employment)

(1) Initial Appointment

(a) The Office of Personel Management regards the probationary period as a highly significant step in the employee examining process. During this period of time, the employee's conduct, general character traits, and actual job performance can be closely observed. If it becomes apparent, after a full and fair trial, that the employee's conduct, general character traits,and/or performance capacity do not equip the employee for satisfactory service, action must be initiated to remove the employee from Federal Service. Contact the Employee Relations Branch, Civilian Personnel Division, extension 1579 for assistance.

(b) The CSRA requires that the performance appraisal system be used as a basis for making personnel decisions. While the performance appraisals conducted under the DoN Performance Appraisal Program will not provide information regarding the general character traits of an employee, they should provide invaluable information concerning the performance capacity of probationers as measured against objective performance element standards. In this regard, the performance appraisal program can serve as one of the tools used in making initial appointment probationary decisions.

(2) Supervisory/Managerial Probationary Period

(a) To a large degree, the success or failure of agency programs is dependent upon the caliber of its supervisors and managers. Because these positions require unique skills and abilities which cannot be taught or developed in other types of positions, the supervisory/managerial probationary period of one year has been established to provide an opportunity to assess an employee's on-the-job development of these skills and abilities. If, after a reasonable trial, an evaluation of an employee's performance reveals supervisory or managerial deficiencies which make the employee unsuited for continued employment in such a position, that employee must be returned or reassigned to a nonsupervisory or nonmanagerial position.

(b) At the time of initial appointment or promotion to a supervisory or managerial position, specific performance standards which are directly related to skills and abilities required for successful performance as a supervisor or manager must be developed and communicated to the employee. On the other hand, performance standards developed under this performance appraisal program must be task oriented and objective, as well as include such measurement factors as quantity, quality, and timeliness. To the extent that such performance standards measure skills and abilities required for successful performance in the supervisory and managerial positions, performance appraisals conducted under this performance appraisal program may serve as one of the tools used in making probationary decisions. Reference (i) provides detailed instructions regarding the evaluation of supervisors/managers serving * a probationary period.

21. Records Maintenance

a. The Performance Appraisal Form NAVSO 12430/9 and supporting documentation, if any, for each employee will be maintained by the appraiser (immediate supervisor) throughout the appraisal period. The form will be utilized in the process of identifying critical elements and establishing performance standards, during the required progress review and any special reviews deemed appropriate, and at the time the official annual performance appraisal is prepared. (Note: With the expressed approval of the subordinates, the supervisor may elect to keep the employee's copy of the rating form in a protected location. The forms should be readily available to the employees and for use in completing the midyear review and the annual rating at the end of the rating period.) Copies of the appraisal forms are to be submitted to the Civilian Personnel Division only after the close of the appraisal cycle on 30 April. Instructions on submission are provided in paragraph 18.

b. The official Performance Appraisal Form NAVSO 12430/9 and any supporting documentation will be retained in an official file by the Civilian Personnel Division.

c. Unofficial copies of the performance documents (NAVSO 12430/9 or supporting documentation) retained by a supervisor/manager are subject to the rules and regulations governing the Freedom of Information and Privacy Acts.

d. Personal notes maintained by supervisors/managers that are not required by this Order which are for the personal use of the author and are not provided to or discussed with any other person, and which are retained or discarded at the author's discretion, are not considered a part of the performance appraisal file. Such notes are not subject to the Privacy Act.

22. Appeals/Grievances

a. Unit employees. Unit employees who have a complaint arising out of the Performance Appraisal Program must use the procedures set forth in the Negotiated Agreement.

b. Non-Unit Employees Non-Unit employees who are dissatisfied with the annual performance rating, or with the performance appraisals made in connection with an application filed under the Merit Promotion Program may file a grievance in accordance with the requirements of reference (g).

23. Action. All organizations employing civil service personnel shall comply with the instructions contained herein. Organizational Commanders, Heads of Command Staff Sections and Department Heads will ensure that all subordinate managers and supervisors (military and civilian) are thoroughly familiar with the contents of this Order and that the Order is made available to the employees upon request.

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

25. Applicability. Having received the concurrences of the Commanding Officers of Marine Corps Air Station (Helicopter), New River; Naval Hospital, Naval Dental Clinic, and Complex Officer, East Coast Commissary Complex, Camp Lejeune; and Commanding Officer, Navy Recruiting District, Raleigh, this Order is applicable to those commands.

T. M. STOKES, JR.
Chief of Staff

DISTRIBUTION: C less Category III plus
CPD (70)
LOG (CPD-65)

SUPERVISOR'S GUIDE FOR IDENTIFYING PERFORMANCE ELEMENTS AND DESIGNATING CRITICAL PERFORMANCE ELEMENTS

1. Background. The basic performance appraisal plan requires identifying at least one, preferably three to five, critical performance elements for each job/position. Performance standards are to be written for each critical performance element against which the employee's performance will be measured. The plan requires the use of performance appraisals in making a variety of management decisions such as training, rewarding, reassigning, promotion, reducing in grade, removing and granting within-grade increases to employees. The establishment of valid performance elements and reasonable performance standards is obviously of extreme importance.

2. 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 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. If the proposed performance element is not covered by the position description but is in fact performed by the employee, the official position description should be revised. The performance 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 following checklist on choosing a performance element might be helpful. Is the element:

(1) ACHIEVABLE - is there an objective related to the element or task which can be achieved in a given period of time?

(2) BELIEVABLE -is the task or element believable or is it so lofty or inclusive that only the Department Head or other high level official could be expected to accomplish it?

(3) CONCRETE- is the element or task stated so that you can measure it? Will you know when you have completed it?

(4) DESIRABLE - is the task or element desirable in terms of the needs of the office or organization?

(5) EXPLICIT - is it stated as a single task or as a choice between tasks?

d. The Civil Service Reform Act (CSRA) of 1978 requires that performance elements, as well as all other appraisal factors, represent objective criteria. Criteria not defined in terms of job-related behaviors, tasks, or outcomes are not considered to be objective.

e. 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. (Words such as cooperation, adaptability, dependability, punctuality, and safety (except for supervisory/manager positions) should not be used as performance elements.) The following checklist should be helpful in determining if performance elements identified are suitable. Performance elements should be:

ENCLOSURE (1)

(1) COMPREHENSIVE - cover the entire job and establish an "end product" or outcome.

(2) OBJECTIVE - refer to results that can be evaluated and not to personality traits, (i.e., resourceful, cooperative, motivated, dependable).

(3) APPROPRIATE - refer to work under the employee's control and within the authority of the position.

(4) CLEAR - explain the tasks and duties to be performed in a way that is unambiguous and not a restatement of another element.

(5) MISSION ORIENTED - relate to the overall mission of the organization and compatible with and supportive of results assigned to other organizational components.

3. 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 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 unacceptable 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 at an unacceptable level 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 organization 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 should be useful in determining if critical performance elements have been correctly identified:

(1) 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?

(2) Would you remove or demote the employee if performance does not meet the minimum standard?

(3) Will unacceptable performance on this element in fact adversely affect the objectives of the organization?

(4) 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?

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 the checklist in subparagraph 2e of this enclosure to verify that the performance elements are potentially useful.

Step (4) - Use criteria related to critical performance elements contained in this enclosure, especially subparagraph 3e to designate those remaining performance elements which can be considered critical.

g. Following this procedure will provide the manager/supervisor with a draft plan of performance elements, including designated critical performance elements, which may be discussed with the affected subordinate. This discussion may result in addition, deletion or modification of the elements.

*4. Mandatory Critical Elements. Certain aspects of supervisory positions must be covered by separate critical elements. All supervisory positions (GS and Wage) require one or more critical elements covering the supervisory aspects of the positions. In addition a separate critical element covering employee safety and occupational health must be included in the performance requirements for first and second level supervisors who supervise industrial/commercial operations. Enclosure (3) to the basic Order provides instructions regarding the mandatory critical elements for supervisors. Enclosure (2) to the basic Order provides guidance on the preparation and submission of performance standards.

3

SUPERVISOR'S GUIDE FOR THE PREPARATION AND SUBMISSION OF PERFORMANCE STANDARDS

1. Procedures

a. Written performance standards must be prepared for all General Schedule and Trades and Labor Positions covered by the appraisal plan. Paragraph 4 of the basic Order identifies those employees covered by the plan.

b. Performance standards will be submitted to the Civilian Personnel Division on a continuing basis with all new, revised or amended position/job descriptions. Official classification action will not be completed on such position/job descriptions in the absence of performance standards approved by the rating or reviewing official.

c. The performance standards should be submitted as a separate document from the position/job descriptions. (The Performance Appraisal Form NAVSO 12430/9 should not be provided for this purpose.) A copy of the performance standard reflecting approval (signature) of the rater or reviewer will be attached to the official position/job description of record maintained at the Civilian Personnel Division. Similarly, an approved copy of the performance standards should be attached to the position/job descriptions maintained by the organization.

d. All employees should be given the opportunity to comment on performance elements including critical elements and performance standards proposed for the position to which assigned. Comments and recommendations by the employee will be considered by the supervisor prior to final approval. In this connection, Federal Personnel Manual, Chapter 430 states that annual performance ratings shall be assigned only under performance requirements which were in effect during the rating period and communicated to the employees at the beginning of the rating period, or when the employees entered duty.

e. Proposed or revised performance standards may be submitted in rough draft form for review and comment of the Classification Staff. Advisory assistance in preparing standards may be obtained from the Civilian Personnel Division, extension 1532.

2. Guidelines for the Preparation of Performance Standards

a. Office of Personnel Management (OPM) defines performance standards as "the expressed measure of the level of achievement established by management for duties and responsibilities of a position or group of positions. Performance standards may include but are not limited to elements such as quantity, quality, timeliness, cost effectiveness, effect obtained, processes used.

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 particular positions. 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 on the 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.

ENCLOSURE (2)

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.

3. 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 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 would be attainable. Employees cannot be expected to keep trying to reach goals that are beyond their grasp. If unattainable standards are set, the result is 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 widely vary. 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.

e. Performance standards should be discussed with the employee and modified as appropriate. 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 by:

(1) Assuring the standards are based on the actual duties of the employee.

(2) Developing valuable habits of employee self-evaluation and self-criticism.

(3) Training employees in the analysis of their positions.

(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. If the employee feels that the standards are being imposed from above, there is considerable likelihood that there will be hostility toward them. On the other hand, if employee participates in standards preparation, there will be an awareness of the problems involved. In most instances, they will react favorably to the challenge of trying to make standards more objective and more complete.

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 communications; administering constructive discipline; administering leave; promoting safety and occupational health and furthering equal employment opportunity. In considering the last factor, standards should cover 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 and supervisory efforts to achieve Affirmative Action Program objective.

4. 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," "reasonable," 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 10 to 15 instances a year.

d. Be careful when using percentages. Percentages can be very tricky. An accuracy of 90% may sound very high. But when applied to filing or sorting mail, a 90% accuracy allows one error in each 10 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 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 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. However, such a standard must be practical and realistic.

g. Avoid writing standards that call for a specific point of performance. 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 actually doing an outstanding job, the employee 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 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.

5. 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," or "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 of a job?," "how thorough?."

(3) Time. Time standards are used where quantity cannot be measured, but time limits can be set as definite requirements of satisfactory work. Time standards answer the questions of "when," "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 Instructions or Notices?." 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 consequences of error in performance be identified?

(7) Can differences between acceptable and unacceptable performance be clearly 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?

6. Summary. If the performance standards you have established based upon the critical performance elements involved in the position meet all the criteria listed above, you have provided a basis to: periodically appraise job performance of the employee; permit the accurate evaluation of job performance on the basis of objective criteria related to the job, recognize and reward employees whose performance so warrants; assist employees in improving unacceptable performance; and, provide for reassignment, reducing in grade or removing employees who continue to perform unacceptably, but only after having had an opportunity to demonstrate acceptable performance.

NOTE: A SUPERVISOR MUST REMEMBER THAT PERFORMANCE STANDARDS ARE NOT SET FOR A PARTICULAR EMPLOYEE, BUT FOR A PARTICULAR POSITION. ALSO WHEN THE POSITION CHANGES THE PERFORMANCE STANDARDS SHOULD BE REVISED.

MANDATORY CRITICAL ELEMENTS FOR SUPERVISORY POSITIONS

1. The Fraud, Waste and Abuse Program (FWAP) is currently receiving a high level of attention within Department of the Navy (DoN). Special emphasis areas such as FWAP, Equal Employment Opportunity (EEO), Position Management and Occupational Health and Safety must be reflected, where appropriate, within the performance standards of individual supervisors and employees in accordance with the guidelines issued by DoN. Accordingly, Activity Heads and Civilian Personnel Officers are responsible for ensuring that the FWAP and other Special Emphasis areas are being used, where appropriate, as a factor(s) in appraising the performance of employees on the critical elements of their positions/jobs.

2. Effective supervision and position management including occupational health and safety of the work force directly affects accomplishment of assigned mission. These are key responsibilities of all levels of supervision and must not be ignored. Importance of adequate supervisory control is recognized within DoN by requiring the identification of one or more critical performance elements related to the supervisory aspects on such positions. An integral part of supervision is ensuring a safe and healthy environment in which to work and that the resources of the government are neither wasted or abused. Lost productivity due to poor management cannot be easily measured. Lost productivity and expanding cost resulting from lost time on-the-job injuries can be readily measured. Accident rate, especially lost time injuries are a major concern. For example, in 1975 compensation paid by the Marine Corps for lost time injuries was $1,400,000.00. In 1982 compensation cost paid by the Marine Corps on lost time injuries rose to more than five million dollars.

3. In view of the foregoing, it has been determined appropriate to require identification of employee safety and occupational health as a separate critical element for the first and second level supervisory positions (GS and Wage) responsible for supervising industrial/commercial operations. (Depending upon the nature of the work, potential for lost time injuries, etc., a separate critical element of safety may not be warranted for some supervisory positions.) Seasoned judgment must be exercised in making such determinations. Paragraph 4 following provides specific guidance regarding preparation of standards for the two separate critical elements of Supervision and Employee Safety and Occupational Health.

4. Mandatory Critical Elements

a. Supervision

(1) FPM 430 requires that for all positions classified as supervisors (GS and Wage), one or more critical elements be identified with the supervisory aspects of the position.

(2) The critical element (or elements) and performance standards developed must cover the following factors: Planning and organizing work; managing positions; promoting the program to eliminate fraud, waste and abuse within government; selecting, assigning and appraising employees; training and developing workers; using incentives; maintaining employee-mangement communications; administering constructive discipline; administering leave; promoting safety (when not a separate critical element) and furthering EEO. (See subparagraph 5b regarding safety and occupational health as a separate critical element.)

(3) When considering furthering EEO, the standards should cover supervisory fairness in making selections, supervisory encouragement and recognition of employee achievements, supervisory treatment of minority group employees, supervisory sensitivity to the developmental needs of all employees, including minority groups and women, and the specific efforts required of the supervisor to achieve Affirmative Action Program Objectives.

(4) While the degree of responsibility for some of the factors will vary from one position to another, depending upon its level and scope, generalized standards and those not specifically addressing EEO and efforts to achieve Affirmative Action Objectives do not meet the intent of the critical element and would not be acceptable. For example, the statements "Personnel matters acted on in a timely

ENCLOSURE (3)

fashion with no major difficulties" and "Personnel equally and/or fairly evaluated with no major dissentions" do not meet the criteria in (2) and (3) above and are therefore inadequate for evaluating performance in a supervisory position.

(5) The performance standards of record for all supervisory positions should be carefully reviewed and revised where warranted to ensure that all aspects of supervision discussed in subparagraph (2) and (3) are adequately covered.

b. Employee Safety and Occupational Health

(1) This element must be included as a separate critical element in the performance plan for all first and second level supervisors, both Wage and General Schedule, who supervise industrial/commercial operations. This does not mean that safety and occupational health may be ignored in other supervisory/manager positions. (See subparagraph 4a(2) regarding coverage of safety in the critical element "Supervision.")

(2) The following performance standards have been developed for use with the critical element Employee Safety and Occupational Health. The intent is to cover the most important factors regarding employee safety and occupational health. Note that certain criteria would apply only to the second level or first level supervisor while in many instances a standard is applicable to both supervisory levels. The standards may be copied verbatim or modified by rewording or combining statements to fit the respective supervisory position:

(a) Highly Satisfactory

1 Develops and ensures implementation of a safety program (or specific health/safety measures) to improve overall working habits, conditions and environment compatible with guidance contained in the Base Safety Program. (Second level supervisors.)

2 Conducts periodic safety meeting with subordinate supervisors. (Second level supervisors.)

3 Ensures appropriate safety regulations, instructions and related materials are available to all supervisors. (Second level supervisors.)

4 Monitors closely shop training to ensure adequate safety training is provided to individual employees. (Second level supervisors.)

5 Ensures appropriate action is taken to alleviate any unsafe or unhealthy working condition. (Second level supervisors.)

6 Initiates disciplinary action against first line supervisors for failure to ensure their work operation is safely carried out or for failure to promptly report and investigate all accidents. (Second level supervisors.)

7 There is sufficient reduction in lost time injuries to give clear evidence of a well managed safety program. (Second level supervisors.)

8 Makes personal protection equipment available and ensures use by all employees. (Second and first level supervisors.)

9 Emphasizes to all employees (or supervisors) that safety infractions may result in disciplinary action. (Second and first level supervisors.)

10 Conducts periodic (scheduled) safety training of all subordinates in proper work methods and procedures, usage of tools and equipment, utilization of protective devices as relates to the work of the individual shop or work group. (First level supervisors.)

11 Develops safety awareness on the part of all subordinates including those newly assigned. (First level supervisors.)

12 Conducts scheduled inspections of work sites, working conditions, work methods, condition and usage of tools and equipment and utilization of protective devices. (First level supervisors.)

13 Ensures all accidents are promptly reported and investigated; prepares complete report identifying cause and corrective action. (First level supervisors.)

14 Initiates prompt action to correct unsafe conditions or practices observed or reported. (First level supervisors.)

15 Regularly observes employees' work habits and use of tools and equipment. Provides on-the-spot guidance for improvement or correction of unsafe conditions as warranted. (First level supervisors.)

(b) Marginal

1 Specific Safety/Health Program fails to cover all aspects of safety or health for the respective shop or shops. (Second level supervisors.)

2 On occasions safety regulations, instruction and related materials are not made available to supervisor. (Second level supervisors.)

3 Does not regularly monitor training conducted by shop supervisor. (Second level supervisors.)

4 No regular follow-up action taken to ensure unsafe or unhealthy working conditions, equipment etc., have been corrected. (Second level supervisors.)

5 Safety matters seldom discussed with supervisors at staff meetings. (Second level supervisors.)

6 Frequently personal protection equipment is not available or is not being used by employees. (Second and first level supervisors.)

7 Employees (or supervisors) not advised that safety infractions may result in disciplinary action. (Second and first level supervisors.)

8 No reduction in number of job injuries. (Second and first level supervisors.)

9 Training sessions neither regularly held nor provide constructive information. (First level supervisors.)

10 Subordinates are indifferent to safety conditions. (First level supervisors.)

11 Work sites, working conditions, work methods, condition and usage of tools and equipment, and utilization of protective devices are not regularly inspected. (First level supervisors.)

12 Slow to correct unsafe conditions or practices observed or reported. (First level supervisors.)

13 Fails to promptly investigate each accident. Reports often lack sufficient information. (First level supervisors.)

14 Fails to regularly observe employee work habits and use of tools and equipment. Improvement or correction of unsafe conditions are seldom completed. (First level supervisors.)

5. Summary. Separate critical elements with performance standards covering "Supervision" and "Employee Safety and Occupational Health" must be prepared for supervisory positions. The performance standards for all supervisors (Wage and General Schedule) should be reviewed to ensure the factors discussed in subparagraph 3a(2) and (3) are directly addressed. If not, the standards of record should be modified.

ENCLOSURE (3)

Regarding the critical element Employee Safety and Occupational Health, the proposed performance standards cited in subparagraph 4b(2) should be utilized. The new/revised performance standards should be in place for the beginning of the new performance appraisal cycle on 1 May.

INSTRUCTIONS FOR THE COMPLETION OF DEPARTMENT OF THE NAVY
PERFORMANCE APPRAISAL FORM NAVSO 12430/9 (11/80)

1. Purpose. This guide is provided to achieve uniformity in use and completion of the form. This form will be used for preparation of official performance ratings for all nonsupervisory and supervisory employees identified in paragraph 4 of the basic Order.

2. Employee Name. (Last, first, middle initial).

3. Organization. Title and code of the organizational unit (i.e., department, division, branch, etc.) in which the employee is located.

4. Official Position Title/Series/Grade. Enter official position classification title, series and grade of employee's position.

5. Duty Station and Address. Name and address of activity/command to which employee is officially assigned.

6. Column A. Prior to the beginning of the appraisal period, enter critical performance elements (major duties, tasks, requirements, responsibilities crucial to success in the position). All positions will have at least one critical element, but more likely three to five. All supervisory positions must have one or more critical elements that represent broad managerial/supervisory responsibilities, i.e., EEO/Affirmative Action; managing/evaluating employees; administering leave, awards, discipline, etc. A separate critical element covering employee safety and occupational health must be prepared for first and second level supervisors who supervise industrial/commercial operations. These will usually be Trades and Labor supervisors. (See enclosure (3) and subparagraph 9b of the basic Order for additional guidance.) Performance elements must be objective, results-oriented and described by words such as: provides, develops, builds, coordinates, etc. Do not use trait related words such as: ability to, capable of, cooperative, resourceful, motivated, etc. Words such as cooperativeness, adaptability, dedendability, punctuality and safety (except for supervisory positions) should not be used as performance elements. Elements must reflect duties actually performed by the employee, and they must bear a clear relationship to the employee's official position description.

7. Column B. Prior to the beginning of the appraisal period, performance standards for the Highly Satisfactory and Marginal levels must be entered in Column B for each performance element recorded in Column A. A performance standard is the yardstick that measures how well the work is accomplished and should be expressed in terms of quantity, quality, timeliness, cost effectiveness, effect obtained, process used, etc. Do not use terms such as rarely, seldom, accurately, reasonable, etc.

8. Column C. As appropriate record the following:

a. Conditions and assumptions, i.e., factors over which the employee has no control, but which would affect accomplishment of standards (e.g., weather, funding, contractor deliveries, staffing, etc.).

b. Brief statement indicating quality or level of performance at the time of a special review or up to midyear review. The midyear review should be conducted during October - November. If the employee will be in the position six months on 30 April a progress review may be completed but is not required.

c. Clearly identify recommended corrective actions (training, etc.) to help improve performance in all cases of critical elements rated marginal. If the employee's performance is unsatisfactory on one or more critical elements the rating official must follow the procedures defined in paragraph 17 of the basic Order.

d. Changes in critical performance elements or standards during the rating period must be recorded in Column B. Reason for change is recorded in Column C. (Note: The employee must be allowed 120 days to work under the element(s) and/or standard(s) before being officially rated by them.)

e. For critical elements rated Outstanding, enter justification which clearly shows by specific examples or instances of performance that significantly exceeded the Highly Satisfactory performance standard. The justification should be typed on the form. See subparagraphs 5c and 7b and c of the basic Order regarding the Outstanding level.

9. Column D: For final rating, compare the employee's actual performance on each element with its performance standard. Using the following definitions, select the level of performance that most closely describes the employee's performance. In Column D, enter the first letter of the selected performance level (e.g., "H" for Highly Satisfactory, "S" for Satisfactory, etc.):

a. Outstanding: Performance significantly exceeds the Highly Satisfactory performance standard and is truly exceptional. In Column C explain why performance is rated Outstanding. (Note: (1) Markings of "Outstanding" on individual critical elements must be justified in writing in Column C although the final or summary rating is less than Outstanding, i.e., H, S, or M, and (2) noncritical elements marked as Outstanding must be justified in writing in Column C.)

b. Highly Satisfactory: Performance meets the Highly Satisfactory standard. Requirements are more than fully met.

c. Satisfactory: Performance which falls between the Marginal and Highly Satisfactory standards. All requirements are met.

d. Marginal: Performance which meets the Marginal standard. Improvement is needed. Identify and record specific areas in which improvement is needed.

e. Unsatisfactory: Performance which fails to meet the Marginal standard. Work is unacceptable. See subparagraph 17 of the basic Order for instructions regarding unacceptable performance.

10. Summary Rating: Using the definitions below, enter in the block marked "Summary Rating" the first letter of the performance level that best describes overall performance.

a. Outstanding: Performance is rated "O" on all critical performance elements. A written justification in Column C is required to show exactly how performance was truly Outstanding. See subparagraphs 5c and 7b and c of the basic Order for instructions. (Noncritical elements must also be rated "O" and justified in writing.)

b. Highly Satisfactory: All critical elements are rated "S" or better; most are rated "H," some may be rated "O."

c. Satisfactory: All critical elements are rated "S' or better; most are rated "S."

d. Marginal: Must be assigned if one or more critical elements are rated "M."

11. Rating Period: Enter beginning and end of performance appraisal cycle.

12. Certification. All Performance Appraisal Forms NAVSO 12430/9 will be certified in accordance with the following instruction:

a. Signature of employee, immediate supervisor and reviewer (second level supervisor) required:

(1) When critical elements and performance standards are set at beginning of each appraisal period, i.e., 1 May.

(2) Upon completion of the performance appraisal process, e.g., completion of the annual summary appraisal or other official appraisals. (Note: The rater and reviewer should discuss the rating and sign the appraisal form before the rating is discussed with the employee. See paragraph 12 of the basic Order.)

(3) When critical elements and/or performance standards are changed during the appraisal cycle.

(4) During progress reviews when the employee's performance is considered below the Satisfactory level.

b. Signature of employee and immediate supervisor required upon completion of progress reviews or special reviews. The reviewer must also sign the appraisal form if the employee's performance is found to be below the Satisfactory level.

c. Signature of employee, immediate supervisor, reviewer and approving official (see note below) required on Outstanding appraisals. Signature of the approving official should be placed at the bottom of Column C of the appraisal form directly above the Summary Rating Block.

Sample certifications:

Outstanding Rating Approved by:

/s/ J. M. Howard, Col. USMC 5/5/84
AC/S Facilities, Date

Outstanding Rating Approved by:

/s/ C. H. Weiss, LtCol. USMC 5/4/84
Provost Marshal Date

Outstanding Rating Approved by:

/s/ D. N. Johnson, Capt, USN 5/6/84
Chief, Nursing Service Date

Outstanding Rating Approved by:

/s/ L. .D. McIntyre, Col. USMC 5/5/84
CO, Headquarters Battalion Date

NOTE: (1) Authority to approve or disapprove Outstanding performance ratings is delegated only to Organizational Commanders, Heads of Command Staff Sections and Department Heads. When these officials are the appraiser the rating must be referred to the next level of authority for approval. No review is required when the appraiser is the Senior Command Official of the activity. See paragraph 19 of the basic Order regarding delegated authority.

(2) Technical review by the Civilian Personnel Division is required on all proposed Outstanding ratings prior to signature of approving authority. See subparagraph 18b regarding technical review requirements.

(3) A copy of the completed appraisal form (regardless of summary rating) should be given to the employee after approval. See paragraph 18 regarding submission requirements.

(4) Recommendations for performance awards (cash or quality increase) should not be placed on the appraisal form. Such recommendations should be prepared and submitted in accordance with Base Order 12451.1H.

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

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

Mr Rochelle

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

BO 12451.2 Ch 1
CPD/LWB/rfh
24 Oct 1983

BASE ORDER 12451.2 Ch 1

From: Commanding General
To: Distribution List

Subj: Civilian/Military Beneficial Suggestion Program

Encl: (1) New page inserts to the basic Order

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

2. Action. Remove present enclosure (4) of the basic Order and replace with enclosure (1) of this Change.

T. M. STOKES, JR.
Chief of Staff

DISTRIBUTION: C less Category III plus
CPD (70)
LOG (CPD-30)

SCALES FOR DETERMINING AMOUNT OF CASH AWARD

BASED ON TANGIBLE BENEFITS

Estimated First-Year Benefits (Labor, materials and cost of services)	Amount of Award
Up to $10,000	10% of benefits
$10,000 - $100,000	$1,000 for the first $10,000, plus 3% of benefits over $10,000
$100,001 or more	$3,700 for the first $100,000 plus 5% of benefits over $100,000

BASED ON INTANGIBLE BENEFITS

(See chart on page 2)

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

BASED ON INTANGIBLE BENEFITS

Value of Benefit	*Extent of Application*			
	Limited	*Extended*	*Broad*	*General*
	Affects functions, mission, or personnel of one office, facility, installation, or an organizational element of a headquarters. Affects a small area of science or technology.	Affects functions, mission, or personnel of several offices, facilities, or installations. Affects an important area of science or technology.	Affects functions, mission, or personel or an entire regional area of command. May be applicable to all of an independent agency or a large bureau. Affects a broad area of science or technology.	Affects functions, mission, or personnel of several regional areas or commands, or an entire department or large independent agency, or is in the public interest throughout the Nation or beyond.
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.	$25–100 (compare w/$250–1,000 tangible benefits)	$100–250 (compare w/$1,000–2,500 tangible benefits)	$250–500	$500–1,000
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.	$100–250	$250–500 (compare w/$2,500–5,000 tangible benefits)	$500–1,000 (compare w/$5,000–10,000 tangible benefits)	$1,000–2,500
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.	$250–500	$500–1,000	$1,000–2,500 (compare w/$10,000–60,000 tangible benefits)	$2,500–5,000 (compare w/$60,000–360,000 tangible benefits)
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.	$500–1,000	$1,000–2,500	$2,500–5,000	$5,000–10,000 (compare w/$360,000–1,360,000 tangible benefits)

(1) The minimum award for tangible benefits may be granted only when the benefits reach or exceed $250 or an agency-determined minimum. The minimum award for intangible benefits should require a comparably high standard.

(2) Contributions recognized by cash awards based on intangible benefits must be comparable, in value to the Government, with those based on tangible benefits. Comparisons are shown, in parenthesis, below the award amounts.

(3) When a contribution has both tangible benefits and intangible benefits, the amount of award is based on the total value of the contribution to the Government, i.e. a combination of the award amount based on tangible and the award amount based on intangible benefits.

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

IN REPLY REFER TO
BO 12451.1G Ch 2
CPD/JFS/dsp
19 AUG 1982

BASE ORDER 12451.1G Ch 2

From: Commanding General
To: Distribution List

Subj: Civilian Incentive Awards Program/Military Cash Awards Program

Ref: (a) CPI 451 (NOTAL)

1. Purpose. To implement changes promulgated by the reference effective 1 July 1982.

2. Action

a. Enclosure (3), page 3, paragraph 2b, delete in its entirety.

b. Enclosure (3), page 4, paragraph 4, delete in its entirety.

c. Enclosure (4), page 1, delete dollar amounts of tangible and intangible benefits tables and add footnote "Contact Incentive Awards Administrator, Civilian Personnel Division, extension 1458/1579 for appropriate award in accordance with CPI 451."

J. R. FRIDELL
Chief of Staff

DISTRIBUTION: C less Category III plus
CPD (50)
LOG (CPD-30)

C less Category III

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, or achieve a significant reduction in paperwork."

c. Recognize and reward employees individually or in groups who perfo special acts or services in the public interest in conn tion 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 Offic is authorized to certify approved awards for payment a 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

DISTRIBUTION: C less Cat III
plus 50 to CivPersOff

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.

. 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 8-hour day with an error rate of 2 percent. He/she averag 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."

ENCLOSURE (2)

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.

ENCLOSURE (3)

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~~ People 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 Leag[illegible]areer 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

Contact Incentive Awards Administrator, C.P.D, ext 1458/1579 for appropriate award in accordance with CPI 451.

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

BO 12451.1G

25 JUN 1979

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~~ AC/S. Supply Services
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~~ Management Assistant, 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.

ENCLOSURE (5)

Mr. Rochelle

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

BO 12451.1H
CPD/JFS/mjm
2 Jun 1983

BASE ORDER 12451.1H

From: Commanding General
To: Distribution List

Subj: Civilian Performance Awards

Ref: (a) FPM 451 (NOTAL)
(b) CPI 451 (NOTAL)

Encl: (1) Monetary Recognition for Performance
(2) Scales for Determining Amount of Cash Awards
(3) Nonmonetary Recognition and Honorary Awards
(4) Officials Authorized to Approve Cash Awards
(5) Recommendation for Performance Award, Form MCBCL 12451/1

1. Purpose. To set forth policy, procedures and responsibilities for recognizing superior performance, special acts or service of civil service employees in accordance with references (a) and (b).

2. Cancellation. BO 12451.1G.

3. Background

a. Reference (a) provides implementing instructions to agencies for the Government Employees' Incentive Awards Program. Reference (b) provides implementing instructions and reporting requirements to Marine Corps and Navy activities for the Department of the Navy (DON) Incentive Awards Program.

b. The Incentive Awards Program is designed to motivate employees to increase productivity and creativity by rewarding those whose performance is substantially above normal job requirements and standards. One of the keys to productivity improvement is performance management through a variety of methods, including effective use of incentives.

c. Monetary awards are an important adjunct to the supervisor's and manager's authority to grant additional performance recognition to those employees whose performance substantially exceeds an acceptable level of competence and to withhold such recognition from those whose performance does not meet an acceptable level. The pay and awards authorities contained in this Order provide supervisors and managers an array of recognition possibilities that is sufficiently flexible to recognize and reward differences in individual performance. Sound judgment is essential. Mistakes that result in undeserving persons receiving recognition, or deserving employees going unrecognized, undermine the program and the manager's credibility.

4. Policy

a. It is command policy to improve government productivity and services by fully supporting the Incentive Awards Program and:

(1) Encouraging employees to participate in increasing productivity and improving the efficiency and economy of government operations.

(2) Recognizing and rewarding employees in a timely manner, individually or in groups, for their sustained superior performance.

(3) recognizing special acts or services in the public interest in connection with or related to their official employment.

b. It is also command policy that only exceptional performance will be recognized by a monetary award and that the granting of such recognition will be based solely on merit.

5. Definitions

a. Days means calendar days.

b. Incentive Award means either a cash award, an honorary award, or both, but does not include a quality step increase or performance rating.

c. Special Achievement Award means an award granted for performance exceeding job requirements. It may be granted either for sustained superior performance (SSP) or for a one-time special act or service in the public interest, connected with, or related to official employment.

d. Quality Step Increase (QSI) means an increase in an employee's rate of basic pay from one step of the grade of the employee's position to the next higher step of that grade in recognition of sustained high quality performance at a level substantially exceeding job requirements. Only General Schedule employees are eligible to receive quality step increases.

e. Honorary Award means a medal, certificate, plaque, or other item that can be worn or displayed.

f. Noncash Award means a letter of appreciation or other appropriate means used to recognize employee contributions which do not meet the standard for a cash award.

6. Responsibilities. 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. Civilian Personnel Officer. The Civilian Personnel Officer is assigned general administrative responsibility for the Incentive Awards Program and is authorized to sign by direction of the appropriate Senior Command Official replies to inquiries relative to disapproved awards and reports. The Civilian Personnel Officer will provide leadership and ensure Program effectiveness, review results to identify weaknesses and take corrective action, and assign an administrator for the Program.

b. Administrator, Incentive Awards Program. The Employee Relations Superintendent will serve as Administrator for the Incentive Awards Program. The Administrator maintains general jurisdiction over the Program, promotes and develops the Program to serve the needs of the commands serviced, coordinates the Program with the training program and other programs, provides guidance and assistance to management and employees, reviews all performance award cases to ensure consistent and equitable evaluations, appraisals and awards, maintains records and prepares required reports.

c. 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 acceleration rate for civilian labor costs using paragraph 035030, 035044, or 038154 of the NAVCOMPT Manual.

d. Management Responsibility. It is the responsibility of all levels of management officials to ensure compliance with the policy of the command as set forth in paragraph 4.

(1) Supervisors. All supervisors will encourage and motivate employees to improve performance, and recommend appropriate awards for those employees whose performance has substantially exceeded job requirements within the time-frames specified.

(2) Organizational Commanders, Heads of Command Staff Sections, and Department Heads, will ensure that:

(a) **The** command policy defined in paragraph 4 is fully and vigorously supported.

(b) All levels of subordinate supervisors fulfill their responsibilities.

(c) The number of performance awards approved do not exceed the limitation cited in paragraph 11. (Officials delegated authority to approve awards are listed in enclosure (4).)

7. 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 awards should change materially from year to year and from employee to employee. Awards will not 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 not be acceptable if they are verbatim or only slightly revised and/or paraphrased from previous award recommendation.

8. Performance Awards. Employees may be recognized and rewarded by monetary or nonmonetary awards. There are two basic categories of monetary awards. These are Special Achievement and QSI. Special Achievement Awards cover special acts or service and sustained superior performances for extended periods of time (at least six months). Eligibility criteria and justification requirements for these awards differ. Enclosure (1) provides instructions regarding Special Achievement Awards and QSI's. Guidance regarding amount of cash awards is provided in enclosure (2). Nonmonetary awards are covered by enclosure (3). Reference should be made to these enclosures before attempting to prepare award recommendations. Additional guidance is available by calling the Administrator, Incentive Awards Program, Civilian Personnel Division, extension 1458/1579.

9. Delegation of Authority to Approve/Disapprove Monetary Performance Awards

a. In accordance with reference (b), authority to approve/disapprove monetary performance awards is delegated to those officials listed in enclosure (4). This authority may not be redelegated without the prior written approval of the Senior Command Official. Monetary awards exceeding those authorized in enclosure (2) must be forwarded for approval to the Senior Command Official (Attn: Administrator, Incentive Awards Program).

b. The authority to approve/disapprove monetary performance awards 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."

10. Technical Review of Award Recommendations. Prior to signature of the approving official, recommendations for performance awards must be forwarded to the Administrator, Incentive Awards Program, Civilian Personnel Division, for technical review to ensure compliance with the references and this Order.

11. Limitation on Performance Awards

a. The cumulative total of employees receiving SSP's and QSI's will not exceed 10 percent of the on-board strength on 30 April of each year without prior approval of the Senior Command Official. Requests for exceptions should be addressed to the Senior Command Official (Attn: Administrator, Incentive Awards Program) with justification for exceeding the ceiling.

b. For Marine Corps Base, the 10 percent ceiling is applicable to the on-board strength on 30 April for each department, organizational command, and command staff section with equitable distribution therein, as far as practicable, of such awards.

c. The 10 percent limitation is a ceiling and should not be considered a goal to achieve. Good administration of the performance ratings and incentive awards programs dictates that only truly exceptional or superior performance be recognized by an Outstanding performance rating and monetary award.

12. Information. Additional information and assistance may be obtained by contacting the Administrator, Incentive Awards Program, Civilian Personnel Division, extension 1458/1579.

13. Action. Organizational Commanders, Heads of Command Staff Sections, Department Heads, and Chiefs of Services will ensure that all subordinate managers and supervisors (military and civilian) are thoroughly familiar with the contents of this Order and that the Order is made available to employees upon request.

14. Applicability. Having received the concurrences of the Commanding Officers of Marine Corps Air Station (H), New River; Naval Regional Medical Center; Naval Regional Dental Center; and Complex Officer, East Coast Commissary Complex, Camp Lejeune; and Commanding Officer, Navy Recruiting District, Raleigh, this Order is applicable to those commands.

W. M. STOKES, JR.
Chief of Staff

DISTRIBUTION: C less Category III plus
CPD (70)
LOG (CPD-30)

MONETARY RECOGNITION FOR PERFORMANCE

1. Responsibility. Supervisors and managers have major responsibilities for assuring effective use of recognition. They must determine the type of recognition that most appropriately recognizes the contribution, is most motivating to the employee(s), and is most cost-beneficial, in terms of return on investment, to the organization and must recommend appropriate awards promptly.

2. Types of Monetary Recognition

a. Special Achievement Awards. These are one-time lump-sum cash awards, based on past performance, for which all civil service employees covered by this Order are eligible. They recognize two types of contributions, Special Act or Service and Sustained Superior Performance.

(1) Special Act or Service Award. A one-time special act, service, or achievement of a nonrecurring nature by an employee or a group of employees in the public interest connected with or related to official employment. This type of recognition is appropriate when an employee or group of employees performs substantially beyond expectations on a specific assignment or aspect of an assignment or job function, or for a single scientific achievement, act of heroism, or similar one-time special act, service, or achievement of a nonrecurring nature. An award in this category also could be granted to an employee or group of employees whose disclosure of fraud, waste, or abuse in the Federal government resulted in tangible benefits to the government. Greatest motivational impact (and therefore greatest effectiveness) is achieved when the award is recommended, approved and presented promptly following the contribution. A recommendation for this type award may be submitted at any time. There is no limit to the number of Special Act Awards an employee may receive in any given period, either as an individual or as a member of a group. Receipt of an award in this category does not preclude the same employee(s) receiving honorary recognition, or a cash award or quality step increase based on sustained superior performance of job responsibilities when criteria for such recognition otherwise are met. The amount of the award for special act or service is based on tangible and intangible benefits to the government as determined from the tables contained in enclosure (2) of this Order.

(2) Sustained Superior Performance Award (SSP). Sustained superior performance is performance of duties and responsibilities of the employee's assigned position over a specified period of time. This type of recognition is appropriate when the employee's performance substantially exceeds the highly satisfactory level in all critical elements. (Supervisors and managers must have demonstrated effective use of incentive awards to motivate their employees and receptivity to and encouragement of employee suggestions to the extent that they had the opportunity to do so.) To be effective, this award should be processed and publicly presented promptly so that the employee clearly recognizes the relationship between the high-quality performance and the monetary award. The amount of the award is based on a percentage of the employee's rate of basic pay as determined from the table contained in enclosure (2) of this Order. A SSP award may be submitted at any time but may be granted only once in any 52-week period. When superior performance of General Schedule employees is considered to be characteristic of their continuing performance, a QSI should be considered first as a means for appropriate award recognition.

b. Quality Step Increase (QSI). Only individual employees in the General Schedule are eligible for consideration. A QSI is appropriate when, in addition to having met all the requirements for a SSP award, the employee's performance has been sustained at the high level for a sufficient time that it is considered characteristic of the individual's performance and is, therefore, expected to continue in the future. A quality increase immediately raises the employee's basic rate of pay and has continuing benefits such as increasing immediately the recipient's life insurance coverage, favorably affecting subsequent promotions, and, in some instances, retirement computations. Because a QSI is a continuing benefit, recommending and reviewing officials should consider carefully the continuing cost to the government and the taxpayer versus the motivational value to the employee. A QSI may not be granted to an employee who has received a QSI or SSP within the preceding 52 consecutive calendar weeks, or who is in step 10 of their grade.

3. Recommendation of Monetary Awards. Recommendations for monetary awards will be initiated by the immediate supervisor who is familiar with the employee or group contribution or responsible for evaluating and rating the employee's work performance. (In unusual circumstances other persons who are familiar with the employee or group contribution may originate a Special Act or Service Award.) Award recommendations may be submitted at any time but must be submitted as soon as possible after the end of the performance period upon which the recommendation is based and no later than 60 days after the end of the period. Normally, a quality increase is recommended concurrent with the annual performance appraisal. Recommendation for Performance Award, MCBCL Form 12451/1, will be used for this purpose and is available from the Administrator. (Do not prepare award recommendations on the Performance Appraisal Form, NAVSO 12430/9.)

a. The recommendation and justification in support thereof must be prepared in an original and one copy and will include:

(1) The type of award being recommended.

(2) Inclusive dates of achievement, performance, act, or service.

(3) The exact amount of the award being recommended as determined from enclosure (2).

(4) Estimate of benefits in tangible and/or intangible benefits as determined from enclosure (2), if applicable.

(5) Description of achievement/justification. Specific facts and other evidence to show degree and extent of the special act or service. Recommendations for SSP's or QSI's must be fully justified. The justification should cite (1) each critical performance element and (2) the highly satisfactory performance standard, and (3) a narrative description of how the employee's performance substantially exceeded the highly satisfactory performance standard established for each critical element to an extent deserving of special recognition. General statements regarding exceptional performance without substantiation are not acceptable.

(a) If the official performance appraisal of record is Outstanding ("O") and no more than 60 days old, the rating and date of approval may be referenced as the justification (the 60 days are computed from the date of approval of the "O" rating rather than the end of the rating period). Additional justification is not required if the comments for the "O" rating clearly provide evidence of an exceptional level of performance that is worthy of further recognition. The "O" rating does not automatically entitle the employee to an award.

(b) If the "O" rating is more than 60 days old or the most recent official rating is less than "O," the full justification noted above is required.

(c) The performance period should be not less than 26 or more than 52 weeks and the recommendation should cover the most recent period except that:

1 When the official rating is Highly Satisfactory, no more than 60 days of that rating period may be used to meet the 26 week minimum period required for a SSP or QSI.

2 When the official rating is Satisfactory, none of that rating period may be used to meet the 26 week minimum period for a SSP or QSI.

(6) Recommendations for a SSP or QSI based on performance not exceeding the Highly Satisfactory performance standards established for the position must be fully justified and submitted to the Senior Command Official (Attn: Administrator, Incentive Awards Program) via the chain of command.

(7) Recommendations for consecutive monetary awards for the same employee in the same position must show by specific accomplishments that the level of performance or nature of contribution was at a significantly higher level than that which earned the employee the previous award. The recommendation must show specifically and in detail wherein the level of performance is at a significantly higher level.

ENCLOSURE (1)

Each recommendation must be considered in light of current critical elements and highly satisfactory standards for the position concerned. Performance standards should not be considered static; in some positions, they will become more demanding. Supervisors should ensure that recommendations for monetary performance awards are not prepared on an automatic basis. Awards are not to be considered as annual bonuses to be given to the same individuals year after year. Neither should such awards be given to employees solely because they cannot be promoted.

(8) The signature of the person recommending the award.

b. Upon completion of the recommendation and prior to signature of the approving official (enclosure (4) of this Order), forward the recommendation to the Administrator, Incentive Awards Program for technical review. Upon completion of the technical review, the recommendation will be forwarded to the appropriate cash awards approving official annotated that it meets requirements for approval or with comments on discrepancies noted.

4. Approval of Monetary Award. Officials delegated authority to approve monetary awards are identified in enclosure (4) of this Order. Monetary award approving authority may not be redelegated without prior written approval of the Senior Command Official. Upon completion of technical review, the appropriate approving official will complete Section 4 of Form MCBCL 12451 and return the recommendation to the Administrator, Incentive Awards for processing. The exact amount of the award being approved should be specified utilizing the awards scales in enclosure (2) of this Order. If the award is disapproved, the official will provide a statement of the reason(s) for disapproval for the recommending official and return the original recommendation to the Administrator for processing. Disapproval of a monetary award recommendation is not an appealable or grievable matter. (For limitations on performance awards, see paragraph 11 of the basic Order.)

5. Effective Date of Monetary Awards. Special Act or Service and SSP Awards will be paid promptly after approval. A QSI will become effective on the beginning of the first pay period following date of approval. A QSI does not start a new waiting period, but may extend the waiting period, for a regular within-grade increase. Denial of a monetary award or QSI is not an appealable or grievable matter.

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 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.

(4) The extent to which an employee's contribution has a beneficial effect outside the employee's own activity.

(5) 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:

(a) Enabling work of the unit to proceed on schedule during unplanned absence of associates or superiors, or meeting unusual demands through performance of high-level duties on own initiative in addition to regularly assigned duties.

(b) 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.

(c) Increasing noticeably, by either supervisors or nonsupervisors, the output of a unit through improved procedures, systems or methods.

(d) Sustaining, by either supervisors or nonsupervisors, the output of a unit through maintenance of morale under unusually adverse circumstances.

(e) 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.

(f) Enabling the unit to meet unanticipated demands by performance of unusual duties for short periods at the same or higher levels than regular duties.

(g) 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.

b. The following guidelines will apply when a QSI is being considered as an award:

(1) The period during which the superior performance has been observed is not less than 26 consecutive weeks in current position and grade.

(2) The employee has not received a QSI or SSP within the preceding 52 calendar weeks.

(3) It is known that the employee will remain in the position or in a similar position at the same grade level in which performance can be expected to continue at the same level of effectiveness for at least 60 days following the effective date of the award.

(4) The employee's high degree of effectiveness is not based on a single achievement or short-run improvement but on performance of duties and responsibilities of assigned position at a level that substantially exceeds the performance standards for the position and has been sustained to the extent that it may be considered characteristic of the employee's performance.

SCALES FOR DETERMINING AMOUNT OF CASH AWARD

BASED ON TANGIBLE BENEFITS

Estimated First-Year Benefits (Labor, materials and cost of services)	Amount of Award
Up to $10,000	10% of benefits
$10,000 - $100,000	$1,000 for the first $10,000, plus 3% of benefits over $10,000
$100,001 or more	$3,700 for the first $100,000 plus 5% of benefits over $100,000

BASED ON INTANGIBLE BENEFITS

(See chart on page 2)

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

BASED ON SUSTAINED SUPERIOR PERFORMANCE

Awardees (By Pay Plan)	Amount of Award* (2% of base pay for Step indicated)
Trades and Labor	Step 3
General Schedule	Step 5
Dependents' Schools (Excepted Service)	
Aides	Step 5
Teachers	Step 7
Other Professionals	Step 5

*Amount of award to be rounded down to the nearest dollar. Awards exceeding the designated amounts require approval of the Senior Command Official.

ENCLOSURE (2)

BASED ON INTANGIBLE BENEFITS

Value of Benefit	*Extent of Application*			
	Limited	*Extended*	*Broad*	*General*
	Affects functions, mission, or personnel of one office, facility, installation, or an organizational element of a headquarters. Affects a small area of science or technology.	Affects functions, mission, or personnel of several offices, facilities, or installations. Affects an important area of science or technology.	Affects functions, mission, or personel or an entire regional area of command. May be applicable to all of an independent agency or a large bureau. Affects a broad area of science or technology.	Affects functions, mission, or personnel of several regional areas or commands, or an entire department or large independent agency, or is in the public interest throughout the Nation or beyond.
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.	$25–100 (compare w/$250–1,000 tangible benefits)	$100–250 (compare w/$1,000–2,500 tangible benefits)	$250–500	$500–1,000
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.	$100–250	$250–500 (compare w/$2,500–5,000 tangible benefits)	$500–1,000 (compare w/$5,000–10,000 tangible benefits)	$1,000–2,500
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.	$250–500	$500–1,000 (compare w/$10,000–60,000 tangible benefits)	$1,000–2,500 (compare w/$60,000–360,000 tangible benefits)	$2,500–5,000
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.	$500–1,000	$1,000–2,500	$2,500–5,000	$5,000–10,000 (compare w/$360,000–1,360,000 tangible benefits)

(1) The minimum award for tangible benefits may be granted only when the benefits reach or exceed $250 or an agency-determined minimum. The minimum award for intangible benefits should require a comparably high standard.

(2) Contributions recognized by cash awards based on intangible benefits must be comparable, in value to the Government, with those based on tangible benefits. Comparisons are shown, in parenthesis, below the award amounts.

(3) When a contribution has both tangible benefits and intangible benefits, the amount of award is based on the total value of the contribution to the Government, i.e. a combination of the award amount based on tangible and the award amount based on intangible benefits.

NONMONETARY RECOGNITION AND HONORARY AWARDS

1. Types of Awards. The Department of the Navy (DON) 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 DON 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. Local Level

(1) Certificates of Commendation or Letters of Appreciation. These may be presented at any time. This recognition may be given an employee or group of employees or supervisor for:

(a) Performance for which a cash award is not warranted.

(b) Any particular project or act.

(c) Special contributions in such program areas as Equal Employment Opportunity or Cost Reduction.

(d) For such other contributions which warrant honorary recognition.

Certificates of Commendation and Letters of Appreciation may be signed by officials shown in enclosure (4) of this Order. A copy should be forwarded to the Civilian Personnel Division for filing in the employee's Official Personnel Folder. Certificates of Commendation may be obtained from the Civilian Personnel Division, extension 1579 or 1458.

(2) Navy/Marine Corps Meritorious Civilian Service Award. This award is the third highest honorary award within the DON 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 DON or the U. S. Marine Corps.

(3) Method of Submission. If in the opinion of a management official 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 appropriate approving official (Attn: Administrator, Incentive Awards Program) for approval.

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 DON 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. This award may also be approved by general officers in command.

c. DON

(1) 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

DON. Bestowal is on a highly selective basis to employees who have distinguished themselves by extraordinary service or contributions of major significance to the DON.

(2) Captain Robert Dexter Conrad Award for Scientific Achievement. This award is granted annually by the Secretary of the Navy to recognize an outstanding scientific or technical achievement including administering a scientific or technical program by an individual in the field of research and development.

d. Career Service Recognition. DON Federal Length of Service Award. This award is granted to all DON 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 DON. For the purpose of this award, "Federal service" includes all honorable military service and civilian service in departments and agencies of the Federal government. For Federal service of 10 years through 35 years, a lapel emblem indicating years of service and a certificate signed by the Senior Command Official are issued. For service of 40 years or more, a lapel emblem indicating years of service and a certificate signed by the Secretary of the Navy are issued. Certificates of 25 years or less are presented within the organizational command, department or command section. Certificates of 30 years or more are presented by the Senior Command Official.

2. Department of Defense Distinguished Civilian Service Award (DCSA). Six awards are granted each year by the Secretary of Defense to recognize exceptional contributions to national defense. DON employees who have received the DCSA or made an exceptional contribution which benefited a military department other than Navy or the Marine Corps are eligible for this award consisting of a medal, rosette, citation, and certificate signed by the Secretary of Defense.

3. Retirement Awards

a. 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 as in paragraph 1d above.

b. Secretary of the Navy Certificates of Retirement. This certificate is presented to civilian employees of the DON and the U. S. Marine Corps who retire after completing 40 years of Federal service. This certificate is presented by the Senior Command Official.

4. Presidential Recognition

a. The President's Award for Distinguished Federal Civilian Service. This is the highest honor that the Federal government can grant to a career employee in recognition of exceptional achievements that are of unusual benefit to the nation. It recognizes individuals with long and distinguished career service whose outstanding achievements have current impact on improved government or the public interest, and exemplify to an exceptional degree, imagination, courage, and high ability in carrying out the mission of the government. Normally only five such awards are granted annually, and presented by the President.

b. Presidential Management Improvement Awards. These are granted and presented annually by the President to a limited number of individuals, small working groups, or teams whose achievements during the fiscal year resulted in substantial tangible benefits to the government or represented exceptional achievement in an area of high Presidential interest or concern. Candidates for this award must have received or have been recommended for a Presidential Letter of Commendation, described below, at the time of nomination.

c. Presidential Letter of Commendation. This award recognizes civilian and military personnel whose contributions (suggestions, inventions, or special acts or achievements) are beyond job requirements and result in first-year measurable benefits of $5,000 or higher; or represent exceptional management improvement contributions of equal benefit to the government in areas that have high Presidential interest and concern. Nominees must have received recognition under the Incentive

Awards Program, except for military personnel whose performance contributions are not eligible for performance awards.

5. External Organization Awards. There are a number of non-Navy Awards for which DON employees may be nominated. For further information concerning any of the awards, contact the Administrator, Incentive Awards Program, extension 1579 or 1458.

a. 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 people in the Federal service for unusual or outstanding work during the fiscal year preceding the date of the nomination.

b. William A. Jump Memorial Award. One award is presented annually by the Secretary of Agriculture to recognize outstanding service in public administration.

c. 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.

d. Roger W. Jones Award for Executive Leadership. Two awards are granted each year to recognize executives within the Federal government whose leadership has resulted in outstanding organizational achievement and who have successfully fostered the development of managers and executives for career service.

e. Donald L. Scantlebury Memorial Award. One award is granted annually to recognize government employees who, through the practice of effective financial management, have achieved outstanding economies, efficiencies and improvements in the Federal government.

OFFICIALS AUTHORIZED TO APPROVE CASH AWARDS

MARINE CORPS BASE

Commanding General
Chief of Staff
Joint Public Affairs Officer
Director, Regional Automated Services Center
Inspector
Provost Marshal
Staff Judge Advocate
Chaplain
Military Magistrate
Assistant Chiefs of Staff/Department Heads
Commanding Officer, Support Battalion
Commanding Officer, Field Medical Service Schools
Commanding Officer, Headquarters Battalion
Commanding Officer, Marine Corps Engineer Schools
Commanding Officer, Marine Corps Service Support Schools

MARINE CORPS AIR STATION (HELICOPTER)
NAVAL REGIONAL MEDICAL CENTER
NAVAL REGIONAL DENTAL CENTER
NAVY RECRUITING DISTRICT

Commanding Officer

EAST COAST COMMISSARY COMPLEX

Complex Officer

ENCLOSURE (4)

Mrs. Rochelle

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

BO 12511.1C Ch 1
CPD/WRM/mp
27 Oct 1983

BASE ORDER 12511.1C Ch 1

From: Commanding General
To: Distribution List

Subj: Position Classification

1. Purpose. To direct pen changes to the basic Order.

2. Action

a. In the basic Order, change "Ref: (c) BO 5310.2B" to read "Ref: (c) BO 5310.10."

b. In the basic Order, paragraph 5, line 3, after the words "East Coast Commissary" add the word "Complex."

c. Enclosure (1), paragraph 2b, line 5, change "BO 5310.2" to read "BO 5310.10."

d. Enclosure (1) paragraph 4e, line 14, change "BO 5310.2" to read "BO 5310.10."

e. Enclosure (4), paragraph 5a(3)(a), line 4, change "C/O Southern Field Division" to read "C/O Southeast Region."

T. M. STOKES, JR.
Chief of Staff

DISTRIBUTION: C less Category III plus
CPD (70)
LOG (CPD-65)

Rochelle

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

BO 12511.1C
CPD/WRM/mp
23 Mar 1983

BASE ORDER 12511.1C

From: Commanding General
To: Distribution List

Subj: Position Classification

Ref: (a) CPI 511 (NOTAL)
(b) MCO P12000.7B (NOTAL)
(c) BO 5310.2B
(d) BO 12430.1L
(e) BO 12000.1R
(f) OPNAVINST 5510.1F (NOTAL)

Encl: (1) Policy and Procedures Concerning Position Classification
(2) Functional Organization Charts for Organizations Employing Civilians
(3) Preparation of Descriptions for General Schedule Positions
(4) Appeals of Classification of General Schedule Positions

1. Purpose. To reemphasize 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 (f); and to provide essential instructions and information concerning the position classification program.

2. Cancellation. BO 12511.1B.

3. Action. Organizational Commanders, Heads of Command 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 Division, extension 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; Complex Officer, East Coast Commissary, Camp Lejeune; and Commanding Officer, Navy Recruiting District, Raleigh; this Order is applicable to those Commands.

J. R. FRIDELL
Chief of Staff

DISTRIBUTION: C less Category III plus
CPD (50)
LOG (CPD-30)

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.

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 (GS) 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 a biennial basis. The current edition of BO 12000.1 provides the instructions and schedules for conducting the position maintenance review. Changes during the interim period which require new descriptions must be reported when they occur in accordance with the requirements of the current edition of BO 5310.2. The 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. Designation of Sensitive Positions. OPNAVINST 5510.1F requires that each civilian position be designated as critical sensitive, noncritical sensitive or nonsensitive. All levels of management (military and civilian) with responsibility for approving the establishment of civilian positions within their organization shall ensure that only those positions that meet the criteria set forth in OPNAVINST 5510.1F are designated as sensitive and that such designations are held to a minimum consistent with mission requirements.

4. 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 GS positions.

b. Commanding General/Commanding Officers. The Commanding General/Commanding Officers are responsible for ensuring 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 ensures 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.

ENCLOSURE (1)

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.

e. Organizational Commanders, Heads of Command 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 Command Staff Sections, Department Heads, and Chiefs of Services. Included is responsibility for ensuring that the requirements of paragraph 3 are carried out. Positions may be transferred within an organization at the discretion of the head of the organization 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 the current edition of BO 5310.2. A continuing responsibility is to ensure that performance standards are prepared and submitted in accordance with the current edition of BO 12430.1.

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 interest 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 Command Staff Sections, Department Heads, and Chiefs of Services utilizing General Schedule positions are responsible for furnishing the Civilian Personnel Division 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 Division. The Civilian Personnel Division is responsible for the maintenance of an up-to-date file of said charts for all organizational segments which utilize civil service positions. This division is also responsible for submitting such charts to higher authority as required.

3. Procedures

a. Terminology. In order to attain consistency of terminology, the designation of organizational subdivisions below the department level will be division, branch, section, unit and subunit.

b. Authentication. Each functional organization chart for Marine Corps Base organizations will be signed by the respective subordinate Organizational Commander, Heads of Command Staff Sections or Department Head. Organization charts for other commands serviced should be signed by the respective Commanding Officer or 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.

FUNCTIONAL CHART

CIVILIAN PERSONNEL DIVISION

LABOR MANAGEMENT AND EMPLOYEE RELATIONS BRANCH

- Labor-Mgmt Relations
- Appeals & Grievances
- Disciplinary Actions
- Civilian Guidepost
- Separation
- Hours of Work
- Absence & Leave
- Security Clearances
- Political Activity
- Insurance Programs
- Retirement
- Employee Services
- Incentive Awards
- Employee Assistance Program
- Workers' Compensation
- Operate First Aid Station
- Occupational Health Program

EMPLOYMENT BRANCH

- Civil Service Recruiting & Examining
- Merit Staffing, Qualifications Evaluation
- Special Employment Programs
- Appointments, Promotions, Position Changes
- Veterans' Preference
- Dual Employment/Compensation
- Restoration following Military Duty
- Reductions-in-Force
- Allowances for Uniforms
- Personnel Actions, Pay Changes
- Records, Reports & Statistics

CLASSIFICATION BRANCH

- Classification of General Schedule and Trades and Labor Positions
- Annual Position Review
- Performance Appraisals
- Withholding Step Increases
- Performance Awards (SSP's & QI's)
- Job Engineering

EMPLOYEE DEVELOPMENT BRANCH

- Career Development Counseling
- Training Plans (Formalized)
  - Management & Supervisory Development
  - Trade or Craft
  - Technical/Specialty
  - Administrative
  - Clerical
  - Orientation
- Annual Training Plans
- Records & Reports
- Special Programs

EQUAL EMPLOYMENT OPPORTUNITY BRANCH

- Program Management
- Affirmative Action Program
- Federal Women's Program
- Hispanic Employment Program
- EEO Counseling
- EEO Discrimination Complaints Investigations & Appeals
- *Upward Mobility
- *Federal Employment Opportunity Recruitment Program (FEORP)

*Joint responsibility with Employment Branch.

APPENDIX A to
ENCLOSURE (2)

2

PREPARATION OF DESCRIPTIONS FOR GENERAL SCHEDULE POSITIONS

1. General. Effective position classification relies upon the information provided in the position description. Position classification decisions can only be as good as the information 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 (skills and knowledges) 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 most supervisory General Schedule (GS) positions. The traditional system utilizes various combinations of classification factors, some of which do not apply to all occupations. The standards are mostly narrative descriptions of grade levels. Some are quantitative and factor-format standards. The position description format is frequently inconsistent, with the format of the standard. The traditional system is being phased out and replaced by the Factor Evaluation System (FES) discussed below. See subparagraph 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 a FES Classification standard only the FES format may be used. Contact the Civilian Personnel Division, extension 1532 to determine whether the position being described is covered by a FES standard. Since the traditional system is being phased out, it is recommended that the factor format be used in describing all nonsupervisory GS positions.

b. Factor Evaluation System. This is a new method authorized by the Office of Personnel Management for classifying nonsupervisory positions GS-1 through GS-15 under the GS. 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 GS 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 FES 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 descriptions, 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 FES standard is published for a particular occupation, the current narrative classification standard must be used. The narrative (traditional) and factor classification systems will co-exist for several years. The FES 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 FES.

ENCLOSURE (3)

(Note: Generally supervisory position should not be described in the FES format. See subparagraph 4b(2)(c) for instructions for describing supervisory positions.)

3. 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 (4) to the latest edition of BO 5310.10 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) to 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 position maintenance review program discussed in the current edition of BO 12000.1R 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 person 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, their 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 the 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 the position.

* f. All descriptions shall contain a statement as to whether the position is critical sensitive, noncritical sensitive or nonsensitive as defined in OPNAVINST 5510.1F. Some positions require a security clearance. A security clearance requirement is a job requirement and must be included on a vacancy announcement.

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 an 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 (10% or more). A separate percentage of time will be shown for each major duty except in the case of descriptions placed in the FES format. 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% 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 Division, group discussions on the preparation of position descriptions may be held upon request.

(1) Special Questions Lists (SQL). 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 SQL is mandatory. See Appendix A to this enclosure for a complete list of available SQL's.

(2) Guides for Writing Position Descriptions

(a) Traditional System. See Appendix B to this enclosure for instructions. This format has been issued by the Secretary of the Navy. It is to be used in writing descriptions of GS positions (GS-1 through GS-15). For supervisory positions use the appropriate SQL cited in subparagraph (c) below.

(b) Factor Evaluation System. See Appendix C to this enclosure for instructions and format. This format is required for all nonsupervisory GS positions covered by published FES standards. Also, use of this format in describing nonsupervisory GS positions not covered by FES standards is encouraged. The FES format, in most cases should not be used in describing supervisory GS positions. For supervisory positions use the appropriate SQL cited in subparagraph (c) below.

(c) Supervisory Positions

1 SQL for positions covered by Part I of the Supervisory Grade Evaluation Guide. This guide is for describing positions which supervise clerical, technical, or other one-grade interval work.

2 SQL for positions covered by Part II of the Supervisory Grade Evaluation Guide. This guide is for describing positions which supervise professional or other work properly classifiable in the two-grade interval pattern (GS - 5, 7, 9, 11, 12, 13, 14, or 15).

* (3) Office of Personnel Management Classification Standards. Published classification standards will be made available to any employee or management official upon request. However, in the preparation of descriptions the standards will not be copied unless the material is clearly and directly applicable to the position being described.

(4) Additional information and assistance may be obtained by contacting the Civilian Personnel Division, telephone extension 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 Descriptions 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 or 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. An amendment will not be used when a change in grade would result. (Note: 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 critical elements and performance standards prepared in accordance with the current edition of BO 12430.1, will be forwarded to the Civilian Personnel Division 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 rater/reviewer.) 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. (Exception: Civilian Personnel Instruction 511 requires that the supervisory certification for items 20a and 20b be completed although the form indicates optional.)

* b. Each position shall be designated in Block #12 of the position description cover sheet, Optional Form 8 as critical sensitive, noncritical sensitive or nonsensitive. This designation must be consistent with the requirements cited in subparagraph 3f.

c. 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 contained in item 20 on Optional Form 8 before affixing signature thereto.

SPECIAL QUESTION LISTS

TITLE	SERIES	NAVEXOS P-2198-
Basic and Applied Research		54
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
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-383	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
Payroll Clerks	GS-544	26
Time and Leave Clerks	GS-590	28
Professional Engineers	GS-800	31
Engineer 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
Purchasing Agents	GS-1105	48
Procurement Clerks	GS-1106	47
Commissary Store Management	GS-1144	41
Industrial Specialists	GS-1150	78
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

APPENDIX A to
ENCLOSURE (3)

SPECIAL QUESTION LISTS, Cont'd

TITLE	SERIES	NAVEXOS P-2198-
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 Positions - See the Special Question Lists for positions covered by Part I or Part II of the Supervisory Grade Evaluation Guide.

INSTRUCTIONS FOR PREPARING DESCRIPTIONS OF NONSUPERVISORY GRADED POSITIONS (GS-1 through GS-15) NOT COVERED BY FES STANDARDS

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 FES is replacing the traditional classification system, it is recommended that the factor format shown in Appendix C to this enclosure be used in describing all nonsupervisory GS positions.)

REMEMBER - CONCENTRATE ON MAJOR DUTIES

Follow this format:

I. Introduction

Identify location of the position. 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 (10% 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's for positions covered by Part I or Part II of the Supervisory Grade Evaluation Guide, should be used when describing supervisory positions. These guides are available at the Civilian Personnel Division, 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 as 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. Also, the position description must contain a statement as to whether the position is critical sensitive, noncritical sensitive or nonsensitive.

3

HOW TO WRITE POSITION DESCRIPTIONS UNDER THE FACTOR EVALUATION SYSTEM

A. INTRODUCTION

This guide will help you to write position descriptions (PD's) for nonsupervisory GS positions covered by the FES. It explains:

Sources of available information and facts to obtain before starting to write a PD.

How to write FES duty statements.

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 personnel activities such as classifying the positions, 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 nonsupervisory GS 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. (Note: In some cases the FES format should be used in describing certain supervisory positions. Contact the Civilian Personnel * Division, extension 1532.)

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; and 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 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 or 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 functions 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 in paragraph E. The following suggestions for writing the factors are in the same sequence as the outline. The parts of the factor 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 or 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.

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 are not 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. Do not 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 Control" has three parts:

How the work is assigned.

The employee's responsibility for carrying out the work.

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, spotcheck 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 spotchecking, 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.

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.

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 ensure 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.

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 (VOA) 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 aboard 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). 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.

* NOTE: The description must contain a statement as to whether the position is critical sensitive, noncritical sensitive or nonsensitive.

E. OUTLINE FOR FACTOR FORMAT POSITION DESCRIPTIONS

Major Duties

* Include location and purpose for the position. Follow this statement by listing the duties. Use active verbs to describe duties. Include statement as to whether the position is critical sensitive, noncritical sensitive, or nonsensitive. See paragraph F following for sample PD in FES format.

Factor 1: Knowledge Required by the Position

Kind or nature of knowledges and skills needed.

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.

How the work is reviewed.

Factor 3: Guidelines

The nature of guidelines for performing the work.

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.

Difficulty and originality involved in performing the work.

Factor 5. Scope and Effect

Purpose of the work.

Impact of the work product or service.

Factor 6: Personal Contacts

Persons contacted (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.

F. SAMPLE FES POSITION DESCRIPTION FOR ACCOUNTING TECHNICIAN

Duties

* This position is located in the Fiscal Branch, Accounting Division, Comptroller Department and performs a variety of duties in connection with the processing of expenditure and collection vouchers, and associated documents, remitted by various organizations located at the Marine Corps Base. The position is nonsensitive for security clearance purposes.

Maintains registers for the internal control and coordination of EAM processing of all accounting transactions.

Receives and reviews a variety of voucher payment cards, invoices and daily expenditure lists; cross-checks information on register number, transaction number, contract identifier, appropriation, authorizing activity and dollar value.

Reconciles total number of transactions and dollar amounts on individual voucher cards and transactions with daily machine listings forwarded by regional finance center. Forwards cards and transmittal sheets to data processing for application to various contracts and accounts.

Reconciles monthly register printouts with individual accounting transaction listings received from various finance centers and field support activities.

Reviews lists of transactions rejected by the automated system; determines reasons for rejections; prepares necessary correcting material, or refers problem to higher level technicians.

Initiates, codes, and processes accounting adjustments to transfer charges and achieve proper accounting effect on erroneously recorded transactions.

Reviews, classifies, and records disbursement documents, progress payments, discounts, and credit obligations in the subsidiary ledgers.

Maintains manual records in support of various program accounts for expenditure payments, contract modifications, and adjusted account balances.

Maintains liaison with stock control and purchasing units in daily processing of disbursement document transactions.

Prepares routine correspondence to finance centers, field activities, and other agencies on questionable or conflicting data.

Factor 1. Knowledge Required by the Position

Knowledge of bookkeeping and accounting methods, forms and techniques sufficient to classify and maintain a variety of expenditure and collection accounts in subsidiary ledgers and registers.

A knowledge and understanding of accounting terminology, the chart of accounts, and the account code structure.

A knowledge of the characteristics and use of source documents and associated accounting data, and their relationship to specific accounts in order to research and correct rejected information.

A knowledge of contract terminology relating to financial transactions.

Factor 2. Supervisory Controls

The supervisor is head of the Allotment Accounting Section, Supervisory Accounting technician, GS-525-6, PD# 10512.

The supervisor provides instructions on new or revised accounting directives and assists the incumbent in handling unusual or novel problems.

The incumbent carries out routine assignments with a minimum of supervision and is responsible for applying appropriate reconciliation techniques to assure accuracy of data.

The supervisor checks the reports and machine listings processed by the incumbent to ensure compliance with procedures and directives.

Factor 3. Guidelines

The incumbent carries out assignments in accordance with a variety of local instructions and agency rules, regulations, and techniques. Uses judgement in determining causes of errors and making adjustments and corrections. In cases requiring significant interpretation or deviation from established procedures, consults with the supervisor.

Factor 4. Complexity

Accounting documents such as payment cards, public vouchers and invoices must be checked for agreement of register number, contract items appropriation, and dollar amounts. The transactions vary but the tasks associated with each transaction are standardized. Discrepancies involving partial payments, refunds, and contract amendments must be traced, but there is normally no significant difficulty in identifying adjustments necessitated by the discrepancies.

Factor 5. Scope and Effect

The incumbent initially screens data from the field activities and finance centers before it is entered into the accounting system; the work product

affects the accuracy, timely processing, and usage of the accounting data by other units.

Factor 6. Personal Contacts

Daily contacts are made with personnel in the Stock Control and Purchasing Departments.

Factor 7. Purpose of Contacts

The purpose of the contacts is to clarify data or obtain missing information.

Factor 8. Physical Demands

Sedentary Work.

Factor 9. Work Environment

The work is performed in an office setting.

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 Civilian Personnel Instruction 511, the appeal may be made (1) within the Department of the Navy, or (2) directly to the Office of Personnel Management (OPM). 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 the Navy.

b. To the Office of Personnel Management. The employee affected (or representative designated in writing) may appeal directly to the Southeast Region, OPM.

4. When an Appeal May be Made

a. Within Navy. An appeal of an activity's classification decision may be submitted within the Navy at any time. A classification decision made by the OPM may not be appealed within the 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 OPM at any time. Although an employee may appeal an activity's decision directly to the OPM, it is in the best interest of all concerned for the employee to seek action through Navy channels first. The OPM encourages the employee to follow this suggestion. An employee who appeals directly to the OPM 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 to:

Special Assistant for Civilian Personnel/
Equal Employment Opportunity
Department of the Navy
Arlington, VA 22203
Via: (1) Commanding General, Marine Corps Base
Camp Lejeune, North Carolina 28542
(2) Commandant of the Marine Corps (Code MPC-30)
Washington, D. C. 20380

or, as appropriate

(1) Commanding Officer, Marine Corps Air Station (Helicopter)
New River, Jacksonville, North Carolina 28545
(2) Commandant of the Marine Corps (Code MPC-30)
Washington, D. C. 20380

ENCLOSURE (4)

(2) Employees of the East Coast Commissary Complex should address appeals relating to title, series, grade and/or pay category to:

Special Assistant for Civilian Personnel/
Equal Employment Opportunity
Department of the Navy
Arlington, VA 22203
Via: (1) Civilian Personnel Officer
Marine Corps Base
Camp Lejeune, North Carolina 28542
(2) Commandant of the Marine Corps (Code MPC-30)
Washington, D. C. 20380

(3) 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, VA 23511
Via: Commanding Officer (respective command)

(b) Appeals relating to pay category, General Schedule vs. Federal Wage System should be addressed to:

Special Assistant for Civilian Personnel/
Equal Employment Opportunity
C/O Office of the Chief of Naval Operations (OP-141C)
Washington, D. C. 20350
Via: Commanding Officer (respective command)

(4) 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.

(5) 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. To the Office of Personnel Management

(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, GA 30303

(2) The following information (original only) must be submitted by an employee electing to appeal directly to the OPM:

(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 an 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 OPM (as appropriate) will:

a. Decide whether the position is appropriately classified with regard to title, series and grade.

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 OPM 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. An incumbent who desires to see the classification standards and/or obtain a copy of the evaluation report should contact the Civilian Personnel Division, telephone 1532. Reference to published standards will often eliminate misunderstanding relative to the accuracy of classification decisions.

Mr. Rochelle

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

BO 12531.8C
CPO/GBF/bh
26 Oct 1983

BASE ORDER 12531.8C

From: Commanding General
To: Distribution List

Subj: Selection of Salary and Wage Step Rates for Civil Service Employees

Ref: (a) FPM/CMMI 531 (NOTAL)
(b) FPM/CMMI Sup 532-1 (NOTAL)
(c) FPM Sup 990-2 (NOTAL)
(d) MCO P12000.7B (NOTAL)
(e) FPM 536 (NOTAL)

1. Purpose. To publish established policy concerning the selection of salary and wage step rates for civil service employees in accordance with references (a) through (e).

2. Cancellation. BO 12531.8B.

3. Exclusion. The provisions of this Order do not apply to:

a. Employees of the Camp Lejeune Dependents' Schools serving under Excepted appointments.

b. Employees occupying positions covered by the Merit Pay System.

4. Policy. It is the policy of commands to which this Order is applicable to select the minimum salary and wage rates required by law and regulation unless there are compelling reasons to select a higher rate permitted by law and regulation. Salary and wage rates will be selected as follows:

a. New Appointment. A new appointment is made at the first step of the grade to which the employee is appointed unless special rates have been established in which case the appointment will be made at the minimum step of the special rates.

b. Reinstatement. The pay of a former Federal employee who is reinstated after a break in service will be fixed at the first step of the grade in which reemployed, unless:

(1) The position or rating is in a shortage category as determined by the Civilian Personnel Officer.

(2) The person is reinstated from a reemployment priority list maintained by the Civilian Personnel Office or reinstated through the Department of Defense Priority Placement Program.

In these cases pay will be fixed in the new position at a step rate which preserves, insofar as possible, the person's last earned rate. If the last earned rate falls between two steps of the new position, the higher step will be selected. "Last earned rate" may not be based upon a temporary promotion of 90 days or less.

c. 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 references (a) through (c) for a regular promotion.

d. 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 which does not exceed the person's last earned rate immediately preceding the transfer.

e. Change to Lower Grade. The pay of an employee who requests change to lower grade for personal reasons will be fixed as follows. The step in the lower grade will be selected which, if the employee were repromoted, would result in selection of the former step rate in the higher grade by application of regulations governing promotions. Application for formal trainee positions, the target grade of which is the same or higher than the employee's present grade, is not considered "at the employee's request for personal reasons."

5. Exceptions

a. Position changes of employees serving under retained pay/grade are not covered by this Order. Reference (e) applies.

b. The Civilian Personnel Officer is authorized to make other exceptions in individual cases provided such exceptions are in keeping with the policy stated in paragraph 4.

6. 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.

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

T. M. STOKES, JR.
Chief of Staff

DISTRIBUTION: C Less Category III

Mr. Rochelle

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

BO 12532.1P
CPD/WRM/mp
8 Aug 1983

BASE ORDER 12532.1P

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 dtd 15 March 1983, Subj: Federal Wage System Regular and Special Production Facilitating Wage Rate Schedules for the Wage Area of Southeastern North Carolina (NOTAL)

* Encl: (1) Hourly Wage Rate Tables
* (2) Environmental and Night Shift Differentials
* (3) 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 12532.1N.

3. Information. Revised wage rates are provided by enclosure (1). 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 (2). This enclosure provides detail information on how the plan operates, instructions on computing environmental differential payments, 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 (2).

4. Action. In accordance with reference (b), the wage rates cited in enclosure (1) are effective 20 March 1983. Enclosure (3) provides a list of Trades and Labor jobs approved for local use. Organizational Commanders, Heads of Command Staff Sections, and Department Heads, 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 Hospital; Naval Dental Clinic; and Complex Officer, East Coast Commissary Complex, this Order is applicable to those Commands.

T. M. STOKES, JR.
Chief of Staff

DISTRIBUTION: C less Category III plus
CPD (70)
LOG (CPD - 65)

HOURLY WAGE RATE TABLES

Authority: DOD Wage Fixing Authority letter of 15 March 1983

Effective Date: 20 March 1983

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	5.38	5.61	5.84	6.06	6.29	5.92	6.17	6.42	6.66	6.91
2	5.93	6.18	6.43	6.67	6.92	6.53	6.81	7.08	7.35	7.62
3	6.51	6.78	7.06	7.33	7.60	7.16	7.45	7.75	8.06	8.35
4	7.06	7.35	7.64	7.93	8.23	7.76	8.09	8.42	8.73	9.05
5	7.55	7.86	8.18	8.49	8.80	8.33	8.68	9.02	9.38	9.72
6	8.06	8.40	8.73	9.06	9.41	8.89	9.25	9.63	10.00	10.36
7	8.59	8.95	9.31	9.67	10.03	9.44	9.83	10.23	10.61	11.01
8	9.10	9.47	9.85	10.24	10.60	10.02	10.43	10.84	11.27	11.68
9	9.60	10.01	10.41	10.81	11.21	10.57	11.01	11.45	11.89	12.33
10	10.10	10.53	10.96	11.37	11.79	11.13	11.60	12.07	12.53	13.00
11	10.61	11.06	11.51	11.94	12.39	11.68	12.17	12.66	13.14	13.64
12	11.14	11.61	12.08	12.54	13.01	12.26	12.77	13.28	13.79	14.31
13	11.64	12.13	12.62	13.10	13.59	12.81	13.34	13.88	14.41	14.94
14	12.15	12.66	13.18	13.68	14.19	13.37	13.93	14.48	15.04	15.60
15	12.66	13.19	13.71	14.24	14.77	13.92	14.49	15.08	15.65	16.24

WS-WD-WN RATES

WS GRADE	WD PAY LEVEL	WN PAY LEVEL	26	78	104	104	
			STEP 1	2	3	4	5
1			8.52	8.89	9.24	9.59	9.95
2			9.08	9.46	9.84	10.23	10.59
3	1		9.58	9.99	10.38	10.78	11.19
4	2		10.09	10.52	10.95	11.36	11.78
5	3		10.59	11.04	11.49	11.92	12.37
6	4		11.10	11.58	12.05	12.51	12.97
7	5	1	11.63	12.12	12.61	13.09	13.58
8	6	2	12.14	12.64	13.14	13.66	14.16
9	7	3	12.65	13.18	13.70	14.23	14.76
10	8	4	13.15	13.70	14.24	14.80	15.35
11	9	5	13.44	13.99	14.56	15.12	15.68
12	10	6	13.85	14.42	15.00	15.57	16.16
13	11	7	14.31	14.90	15.50	16.08	16.69
14		8	14.86	15.48	16.09	16.72	17.34
15		9	15.52	16.17	16.81	17.46	18.10

WT-SHOP TRAINEES

Calendar Weeks Service Between Rates

Target Grade	Rates*	26	26	26	26	26
		1	2	3	4	5	6
		(Two-Year Training Program)					
WG-6		5.46	6.20	6.93	7.67		
WG-7		5.82	6.60	7.39	8.17		
WG-8		6.16	6.99	7.82	8.64		

(Ref: FPM Sup 532.1, S11-8)

ENCLOSURE (1)

WT-SHOP TRAINEES

Calendar Weeks Service Between Rates

Target Grade	Rates*	26 1	26 2	26 3	26 4	26 5	26 6
		(Three-Year Training Program)					
WG-8		6.16	6.71	7.26	7.81	8.37	8.92
WG-9		6.51	7.09	7.68	8.26	8.84	9.43

(*Ref: FPM Sup 532.1, S11-8)

Shop Trainee jobs are authorized for the following occupations:

	Target Grade
Boiler Plant Operator	WG-5402-7
Pest Controller	WG-5026-8
Sewage Disposal Plant Operator	WG-5408-8
Water Treatment Plant Operator	WG-5409-7
Wood Worker	WG-4604-7

ENVIRONMENTAL DIFFERENTIALS

The pay differential for each approved environmental pay category is computed as a percentage of WG-10 Step 2 as follows:

4% -	$ .42
6% -	.63
8% -	.84
25% -	2.63
50% -	5.27

ENCLOSURE (1)

ENVIRONMENTAL AND NIGHT SHIFT DIFFERENTIAL

(Additional Pay Assignments)

1. Definition. An environmental differential is pay that Trades and Labor employees may receive in addition to their regular hourly rates for work situations which expose them to hazards, physical hardships, and working conditions of an unusual nature as defined in FPM Supplement 532-1, Appendix J.

* 2. Scope. This enclosure is applicable to employees and supervisors engaged in Trades and Labor occupations. This enclosure: (a) sets forth circumstances under which Federal Wage System (FWS) employees (whether the employee has a full-time, part-time, or intermittent tour of duty; is on regular assignment or on detail; or is serving under a temporary appointment or under an appointment without time limitation) may receive payment of a differential in addition to regular hourly rates; (b) provides the basis for approving and paying environmental differentials; (c) lists the approved additional pay categories and local work situations; and (d) specifies the differentials payable for each category listed.

3. Policy. The Command policy is to eliminate or reduce to the lowest level possible all hazards, physical hardships, and working conditions of an unusual nature. An environmental differential is warranted and should be authorized only when all efforts have failed to eliminate or reduce the hazard, physical hardship, or working condition. The existence of environmental differentials is not intended to relieve supervisors and managers of their responsibility to seek new methods and practices which can reduce and eliminate hazards or severe working conditions. Likewise, the existence of environmental differentials is not intended to condone work practices which circumvent Federal safety laws, rules and regulations.

* 4. General. FPM Supplement 532-1 authorizes environmental differential pay for exposure to various degrees of hazards, physical hardships, and working conditions of an unusually severe nature. Paragraph 10 cites the specifically approved work situations under which payment will be made locally. As other work situations which may meet the criteria of FPM Supplement 532-1 become apparent, recommendations should be submitted by responsible management personnel. Recommendations should be forwarded in writing, via official channels, to Civilian Personnel Officer (Attn: Classification Branch). The recommendation should describe the work situation, requirement or condition; the type of work differential considered warranted; corrective action taken to reduce or eliminate the situation; and specify the officials authorized to approve the payment of the differential. The same information as stated above is required if a situation is found to exist and is not covered by one of the defined categories in FPM Supplement 532-1 but is considered to be so unusual in nature as to warrant payment of an environmental differential. Actions of this type require approval of Office of Personnel Management. Recommendations will be reviewed and approved or disapproved as appropriate.

* 5. Payment of Environmental Differentials. An environmental differential is payable to a supervisory or nonsupervisory Trades and Labor employee (except as noted in paragraph 10) who is engaged in work described in one or more of the work situations recorded in paragraph 10. Only those work situations described in paragraph 10 are approved for additional pay and only in the organizations and under the circumstances described. The cents-per-hour differential should be paid uniformly to each qualifying employee regardless of the grade level of the employee. Assignments of tasks for which a differential is authorized should be rotated among employees in occupations appropriate for the assignment to the maximum extent practicable to avoid inequity among employees.

* 6. When Environmental Differential is Paid. An environmental differential shall be paid to a wage employee paid under a FWS wage schedule when the employee is performing assigned duties which expose the employee to an unusually severe hazard, physical hardship, or working condition.

a. The schedule of local work situations for which an environmental differential is approved consists of three different types of situations:

(1) Payment for Actual Exposure. Categories authorized for local payment are:

Category	Differential
Cold Work	4%
Dirty Work	4%
Fibrous Glass Work	6%
High Voltage Electrical Energy	50%
High Work	25%
Hot Work	4%
Unshored Work	25%
Welding, Cutting or Burning in Confined Spaces	6%

Work situations payable on an actual exposure basis are described in paragraph 10a.

(2) Payment on Basis of Hours in Pay Status. Categories of exposure for which differentials will be paid on basis of hours in pay status authorized for local payment are:

Category	Differential
Asbestos	8%
Explosives & Incendiary Material - Low Degree Hazard	4%
Explosives & Incendiary Material - High Degree Hazard	8%
Poisons (Toxic Chemicals) - High Degree Hazard	8%
Poisons (Toxic Chemicals) - Low Degree Hazard	4%
Firefighting - High Degree Hazard	25%
Firefighting - Low Degree Hazard	8%

Work situations payable on a shift basis are described in paragraph 10b. For those situations an employee will be paid for all hours in a pay status.

(3) Night Shift Differentials

Second Shift	7.5% of Schedule Rate
Third Shift	10% of Schedule Rate

b. Method of Computing Differential. The hourly amount of the environmental differential is determined by multiplying the percentage rate by the second step rate for grade WG-10. Environmental differentials are listed in enclosure (1).

* 7. Procedures

a. Authorized Environmental Differential Pay Assignments

(1) Environmental differential pay is mandatory when the instructions and conditions are met. A brief description of each local situation which meets the requirement for the authorized environmental differential is set forth in paragraph 10 and indicates the officials authorized to approve payment. Environmental differential is payable only for those assignments and circumstances and in those specific organizations identified.

(2) When an employee is entitled to an environmental differential which is paid on an actual exposure basis, 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. Subparagraph 7b provides further guidance on computing payment on creditable hours.

(3) 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.

(4) When an employee is exposed at the same time to more than one category for which the differential is payable on an actual exposure basis, the employee shall be paid for that exposure which results in the highest differential. The employee shall not be paid more than one differential for the same hours of work.

(5) 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 determined 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.

(6) 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.

(7) 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.

(8) When an employee is exposed to a situation for which an environmental differential is payable on the basis of hours in a pay status, that differential will be paid during a period of absence on paid leave on the day on which the exposure occurs.

(9) An environmental differential will not be paid during a period of absence on leave on any day on which the employee is not exposed to situations for which an environmental differential is payable.

b. Guidance on How to Compute Environmental Differential Payments

(1) Payment on Exposure Basis. When an employee is entitled to an environmental differential which is paid on an actual exposure basis (the categories listed in paragraph 10), the employee shall be paid a minimum of one hour's differential pay for the exposure. For exposure beyond one hour, the employee will be paid in increments of one-quarter hour for each 15 minutes and portions thereof in excess of 15 minutes. For example, exposure of one hour and 20 minutes would entitle the employee to extra pay for one hour and 30 minutes. When there is exposure one or more times within the same hour under the same differential the employee is entitled to only one hour's differential. When there is more than one exposure in the same hour but covered by different differentials, the employee will be paid only for the exposure which results in the highest differential. For example, an employee whose regular tour of duty 8 a.m. to 4 p.m., Monday through Friday, is exposed as follows:

DAY	HOURS WORKED	RATE %	DIFFERENTIAL EARNED
Monday	8:30 a.m. - 9:00 a.m.	4	1 hour @ 4%
	10:00 a.m. - 11:30 a.m.	25	1½ hour @25%
	12 noon - 12:05 p.m.	4	1 hour @ 4%
Tuesday	8:00 a.m. - 8:05 a.m.	4	1 hour @ 4%
	8:55 a.m. - 9:20 a.m.	4	30 minutes @ 4% (Continuation of preceding hour)
	10:00 a.m. - 10:05 a.m.	4	1 hour @ 25% (see following)
	10:55 a.m. - 11:10 a.m.	25	15 minutes @ 25% (Continuation of preceding hour)
	11:14 a.m. - 11:20 a.m.	4	15 minutes @ 25%

DAY	HOURS WORKED	RATE %	DIFFERENTIAL EARNED
Wednesday	8:45 a.m. - 9:00 a.m.	4	1 hour @ 25% (pay for an hour at higher rate)
	9:40 a.m. - 9:45 a.m.	25	
	3:55 p.m. - 4:00 p.m.	4	1 hour @ 4% (1 hour of environmental pay; no overtime pay)
Thursday	5:00 p.m. - 5:30 p.m.	4	1 hour @ 4% (even though entitled to 2 hours call back overtime, only 1 hour of environmental pay)
Friday	8:45 p.m. - 8:50 a.m. annual leave	4	1 hour @ 4%
	9:00 a.m. - 4:00 p.m.	4	
Saturday	9:05 a.m. - 9:30 a.m.	4	1 hour @ 4% (even though entitled to 2 hours call back overtime, only 1 hour environmental pay)

As demonstrated by the above example, entitlement begins with the first instance of exposure and ends one hour later (except when exposure continuing beyond one-hour entitlement ends at the end of the last quarter-hour in which exposure occurs). All exposure occurring during the period of entitlement must be considered, but payment is computed for the period only on the basis of the highest differential rate authorized during the period of entitlement. (NOTE TO SUPERVISORS: WHEN COMPUTING EXPOSURE TIME, DO NOT INCLUDE TIME IN WHICH ACTUAL EXPOSURE DID NOT OCCUR. FOR EXAMPLE, EXCLUDE TRAVEL TIME, LUNCH PERIOD, TIME AWAY FROM THE JOB SITE OR IN WHICH ACTUAL EXPOSURE DID NOT OCCUR.)

(2) Payment on Shift Basis (Hours in Pay Status). When an employee is exposed to a work situation for which an environmental differential is authorized on the basis of hours in a pay status (the categories listed in paragraph 10), the activity will pay the differential for all hours in a pay status on the day (calendar day or, to avoid problems involving uncommon tours of duty and when designated by the agency, a 24-hour period) on which it is exposed to the situation. When exposure to the situation occurs during a continuous period extending over two days, it shall be considered to have occurred on the day on which the exposure began and the allowable differential shall be charged to that day. Thus, for example, an employee with a tour of duty of 8 a.m. to 4 p.m., Monday through Friday, who on Monday works from 8 a.m. to 7 p.m., and who is exposed to a situation for which a differential is authorized from 5 p.m. to 7 p.m., is entitled to an environmental differential for 11 hours. On Tuesday the employee works from 8 a.m. Tuesday to 3 a.m. on Wednesday, is exposed to a situation for which an environmental differential is authorized from 1 a.m. to 3 a.m. Wednesday, and is thereby entitled to an environmental differential for 19 hours. If for the rest of the week there is no further overtime work or exposure to a situation for which an environmental differential is authorized, the employee is entitled to 40 hours straight pay, 14 hours overtime pay, and 30 hours environmental differential. As demonstrated by the above example, when an employee is exposed to a hazard, physical hardship, or condition for which the environmental differential is payable on a shift basis, the employee receives the differential for all hours of that shift.

8. Relationship to Other Pay. Environmental differential is included as part of the employee's basic rate of pay and is used to compute premium pay (overtime, holiday, or Sunday work), the amount from which retirement deductions are made, and the amount on which group life insurance is based.

* 9. Responsibility

a. Organizational Commanders, Heads of Command Staff Sections and Department Heads, as appropriate, are responsible for ensuring that contents of this section are understood and followed by appropriate supervisors and operating officials. Division Heads are responsible for the accuracy of day-to-day environmental differential pay certification made to the Payroll Branch, Comptroller Department.

ENCLOSURE (2)

b. Supervisors/management officials are responsible for:

(1) Having full knowledge of the contents of this enclosure and the specifically approved work situations set forth in paragraph 10.

(2) Certifying time cards for individuals entitled to environmental differential pay and ensuring that the cited category, i.e., Dirty Work, High Work, etc., and the number of hours are correct.

(3) Reviewing and auditing the biweekly report of the environmental pay provided by the Comptroller Department.

(4) Periodically screening the work situation described in paragraph 10 for currency and submitting requests to the Civilian Personnel Director to delete those work situations no longer warranted.

(5) Maintaining appropriate records or other documentation (informal and formal) in support of environmental pay authorized for payment.

(6) Maintaining a file of all current work situations approved for payment. An environmental differential will not be paid in shops and/or for work situations not officially approved by the Civilian Personnel Director.

(7) Submitting recommendations to the Civilian Personnel Director (Attn: Classification Branch) for other work situations as they become apparent which may meet the criteria of FPM Supplement 532-1 or for situations not covered in FPM Supplement 532-1 but which are of such unusually severe nature as to warrant payment of an environmental differential. The recommendation must describe fully the work situation, requirement or condition; the type or category of differential considered warranted; corrective action taken to reduce or eliminate the hazard, physical hardship or working condition; and must identify the shop(s) affected and specify the officials authorized to approve the payment of the differential. Requests lacking this information will be returned for resubmission.

c. The Comptroller Department is responsible for reviewing and auditing environmental differential pay assignments for propriety of payroll changes. The Comptroller Department is also responsible for providing appropriate management officials of the Facilities and Logistics Departments and the Civilian Personnel Director a biweekly report of such assignments showing employee's name, organizational location, and category of environmental differential paid.

d. The Civilian Personnel Officer is responsible for reviewing and auditing the biweekly report of environmental differential pay provided by the Comptroller Department for propriety of payroll changes and conformance with personnel regulations and for the initial approval of any recommendations for payment of a differential for work situations not listed in paragraph 10.

10. Schedules of Local Work Situations for which an Environmental Differential is Approved

a. Situations payable on an actual exposure basis (see paragraph 7b(1) for pay computation in relation to time payable on an actual exposure basis):

* (1) Cold Work (4%). Working in cold storage or other climate controlled areas where the employee is subjected to temperatures at or below freezing (32 degrees Fahrenheit) where such exposure is not practically eliminated by the mechanical equipment or protective devices being used.

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 degrees Fahrenheit or below.

Organization	Position Authorized to Approve Payment
Food Services Division (NH)	Cook Foreman Cook General Foreman
Commissary Stores	Store Worker Foreman Commissary Store Managers
Cold Storage Section (BMaint)	Air Conditioning Equipment Mechanic Foreman Utilities General Foreman
Emergency Service Section	Maintenance Foreman
Subsistence Branch, Perishable Section (Logistics Department)	Motor Vehicle Operator Foreman Supervisory Supply Technician

(2) Dirty Work (4%). 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, asthmatic conditions, etc.), 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.)

Organization	Position Authorized to Approve Payment
Sewage Treatment Unit	Sewage Disposal Plant Operator Foreman Utilities Systems Operator General Foreman
Plumbing and Heating Unit	Pipefitter Foreman Pipefitter General Foreman
Metal Working Unit	Sheet Metal Mechanic Foreman
Emergency Service Section	Maintenance Foreman

Work Situation: 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.)

Organization	Position Authorized to Approve Payment
Water Treatment Unit	Water Treatment Plant Operator Foreman Utilities Systems 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.)

Organization	Position Authorized to Approve Payment
Steam Generation Section	Boiler Plant Operator Foreman Boiler Plant Operator General Foreman
Water Treatment Unit	Water Treatment Plant Operator Foreman Utilities Systems Operator General Foreman
Sewage Treatment Unit	Sewage Disposal Plant Operator Foreman Utilities Systems Operator General Foreman

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. Operating equipment at Building 1700 to unload fly ash (coal residue recycled through the precipitators) from the silo onto dump trucks. (Employees in the rating of Coal Handling Equipment Operator are excluded.)

Organization	Position Authorized to Approve Payment
Steam Generation Section	Boiler Plant Operator Foreman Boiler Plant Equipment Mechanic Foreman Boiler Plant Operator General Foreman

Work Situation: Operating such equipment as bulldozers, cranes, front-end loaders, and under-tract loaders in handling coal at Steam Generation Plants.

Organization	Position Authorized to Approve Payment
Heavy Equipment Unit	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.

Organization	Position Authorized to Approve Payment
Steam Generation Section	Boiler Plant Operator Foreman Boiler Plant Operator General Foreman
Metal Working Unit	Sheet Metal Mechanic Foreman
Emergency Service Section	Maintenance Foreman

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.

Organization	Position Authorized to Approve Payment
Electric Unit	Electrician Foreman Electrician General Foreman
Steam Generation Section	Boiler Plant Operator Foreman Boiler Plant Operator General Foreman

ENCLOSURE (2)

Work Situation: 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.

Organization	Position Authorized to Approve Payment
Electric Unit	Electrician Foreman Electrician (High Voltage) Foreman Electrician General Foreman
Emergency Service Section	Maintenance Foreman

Work Situation: Repairing insulation on cooling and refrigerant lines using emulsion type asphalt and erection plastic.

Organization	Position Authorized to Approve Payment
Cold Storage Section	Air Conditioning Equipment Mechanic Foreman Utilities General Foreman

Work Situation: Cleaning of hot water boilers and forced warm air furnaces in the housing areas. (Employees in the classification of Heating Equipment Mechanic are excluded.)

Organization	Position Authorized to Approve Payment
Plumbing and Heating Unit	Plumber Foreman Pipefitter Foreman Pipefitter General Foreman
Emergency Service Section	Maintenance Foreman Maintenance General Foreman

Work Situation: Pulling, repairing and installing deep well water pumps.

Organization	Position Authorized to Approve Payment
Water Treatment Unit	Water Treatment Plant Operator Foreman Utilities Systems Operator General Foreman
Plumbing and Heating Unit	Plumber Foreman Pipefitter General Foreman
Emergency Service Section	Maintenance Foreman

Work Situation: Removing and replacing the oil heating coil in the oil storage tank S-1701.

Organization	Position Authorized to Approve Payment
Plumbing and Heating Unit	Plumber Foreman Pipefitter Foreman Pipefitter General Foreman

Work Situation: 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).

Organization	Position Authorized to Approve Payment
Metal Working Unit	Sheet Metal Mechanic Foreman
Emergency Service Section	Maintenance Foreman

Work Situation: Using tar to install cork in the reefers at mess halls throughout the Base.

Organization	Position Authorized to Approve Payment
Refrigeration Sub-Unit	Air Conditioning Equipment Mechanic Foreman Electrician General Foreman
Emergency Service Section	Maintenance Foreman

Work Situation: Installation of metal components in the immediate vicinity of roofing operations that require coming into contact with hot tar and asphalt.

Organization	Position Authorized to approve Payment
Metal Working Unit	Sheet Metal Mechanic Foreman
Emergency Service Section	Maintenance Foreman

Work Situation: Handling or working with creosote-treated materials and/or wood treating chemicals (caustics).

Organization	Position Authorized to Approve Payment
Facilities Management Division	Maintenance Foreman Head, Facilities Management Division
Carpentry Sub-Unit	Carpenter Foreman Maintenance General Foreman
Emergency Service Section	Maintenance Foreman

Work Situation: Repairs of roofs involving the use of hot tar and hot asphalt roofing materials.

Construction of wood staging in boilers at the heating plants.

Organization	Position Authorized to Approve Payment
Carpentry Sub-Unit	Carpenter Foreman Maintenance General Foreman

Work Situation: Replacing or repairing refractory in boilers throughout the Marine Corps Base and Naval Hospital.

Organization	Position Authorized to Approve Payment
Masonry Sub-Unit	Mason Foreman
Facilities Management Division	Maintenance Foreman Head, Facilities Management Division

Work Situation: Working in pits, manholes, or tunnels repairing, rebuilding or modifying the masonry features.

Organization	Position Authorized to Approve Payment
Masonry Sub-Unit	Mason Foreman

Work Situation: Painting the interior of Boiler Plants including pipes, boilers, railings, and other interior structures.

Organization	Position Authorized to Approve Payment
Paint Sub-Unit	Painter 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.)

Organization	Position Authorized to Approve Payment
Field Maintenance Sub-Unit	Sanitation Foreman Grounds Structures Foreman Grounds Structures General Foreman

Work Situation: 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.

Assisting Motor Vehicle Operator in the picking up of oil from storage tanks and from spills in ditches and streams.

Operating dump truck to load and haul fly ash (coal residue recycled through the precipitators) from the Central Heating Plant, Building 1700.

Organization	Position Authorized to Approve Payment
Field Maintenance Sub-Unit	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.

Organization	Position Authorized to Approve Payment
Sanitation Unit	Sanitation Foreman Ground Structures General Foreman

ENCLOSURE (2)

Work Situation: Using power chain saws to fell and cut up trees subjecting the employees to oil spray mixed with dirt and sawdust. Included is the handling of tree branches and cut wood subjecting employee to smut and turpentine accumulations to clothes.

Organization	Position Authorized to Approve Payment
Landscaping Unit	Supervisory Architecture Technician Ground Structures General Foreman
Field Maintenance Sub-Unit	Ground Structures Foreman Ground Structures General Foreman

Work Situation: Exposure to flying dust, dirt and wood chips while operating the stump cutter.

Organization	Position Authorized to Approve Payment
Landscaping Unit	Supervisory Architecture Technician Ground Structures General Foreman

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.

Organization	Position Authorized to Approve Payment
Insect Vector Unit	Pest Controller Foreman

Work Situation: Repairing or servicing of bulldozers, scrapers, loaders, or other engineering equipment used at the Sanitary Landfill.

Operating front end loader to load wet sludge onto dump trucks.

Repair of engineering equipment or vehicles being used in cleaning the sewage sludge beds.

Operate tank automotive vehicle to pick up used oil from storage tanks and oil spills from ditches and streams.

Operating engineering equipment to spread, compact and cover garbage, trash and debris being disposed of at the landfill.

Organization	Position Authorized to Approve Payment
Heavy Equipment Unit	Transportation General Foreman Heavy Mobile Equipment Mechanic Foreman

Work Situation: 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.

Organization	Position Authorized to Approve Payment
Materiel Heavy Lift Branch (Logistics Dept.)	Blocker and Bracer 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.

Organization	Position Authorized to Approve Payment
Shop Stores Branch	Supervisory Supply Technician Supervisory General Supply Specialist
Traffic Management Division	General Equipment Inspector Foreman

Work Situation: 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.

Organization	Position Authorized to Approve Payment
Fuel Issue Unit (Logistics Department)	Fuel Distribution System Worker Foreman

Work Situation: Work performed by the Motor Vehicle Operator operating the fuel tanker delivering fuel to various types (and locations) of equipment throughout the Base when subjected to excessive oil and dirt when reeling in or dispensing hoses and getting wet from spillage while filling the tank truck or from fuel blown from fuel tanks being filled as a result of pressure build-up.

Organization	Position Authorized to Approve Payment
Heavy Equipment Unit	Transportation General Foreman Heavy Mobile Equipment Mechanic Foreman

Work Situation: Work involving filter separator changes in which the employee becomes saturated with fuel oil.

Organization	Position Authorized to Approve Payment
Fuel Division (MCAS(H))	Fuel Distribution System Worker Foreman Station Fuel Officer
Emergency Service Section	Maintenance Foreman

Work Situation: Work performed by Fuel Distribution System Workers involving cleaning and lubricating equipment, packing valves, replacing strainers and filters, installing gaskets, and making emergency repairs to pumps and other equipment.

Organization	Position Authorized to Approve Payment
Fuel Division (MCAS(H))	Fuel Distribution System Worker Foreman Station Fuel Officer

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.

Organization	Position Authorized to Approve Payment
Preservation, Packaging and Packing Platoon	Officer in Charge

* (3) Fibrous Glass Work (6%). Working with or in close proximity to fibrous glass material which results in exposure of the skin, eyes or respiratory system to irritating fibrous glass particles or slivers where exposure is not practically eliminated by the mechanical equipment or protective devices being used.

Work Situation: Performing work when directly exposed to irritating types of insulation such as fiberglass, spunglass, rockwool, and similar materials.

Organization	Position Authorized to Approve Payment
Electric Unit	Electrician Foreman
Electrical Distribution Sub-Unit	Electrician (High Voltage) Foreman Electrician General Foreman
Refrigeration Sub-Unit	Air Conditioning Equip. Mechanic Foreman
Emergency Service Section	Maintenance Foreman

* (4) High Voltage Electrical Energy (50%) Working on energized electrical lines rated at 4,160 volts or more which are suspended from utility poles or towers, when adverse weather conditions such as steady rain, high winds, icing, lightning, or similar environmental factors make the work unusually hazardous.

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.

Organization	Position Authorized to Approve Payment
Electrical Distribution Sub-Unit	Electrician (High Voltage) Foreman Electrician General Foreman

* (5) High Work (25%)

(a) Working on any structure at least 100 feet above the ground, deck, floor or roof, or from the bottom of a tank or pit;

(b) Working at a lesser height:

1. If the footing is unsure or the structure is unstable; or

2. if safe scaffolding, enclosed ladders or other similar protective facilities are not adequate (for example, working from a swinging stage, boatswain chair, a similar support); or

3. if adverse conditions such as darkness, steady rain, high wind, icing, lightning or similar environmental factors render working at such height(s) hazardous.

Work Situation: Climbing to top of elevated water tanks 100 feet or more above the ground to repair or replace obstruction lights.

Making repairs or replacing obstruction lights at a height of 130 feet on the precipitator stacks at the central Steam Generation Plant, Building #1700.

Organization	Position Authorized to Approve Payment
Electrical Distribution Sub-Unit	Electrician (High Voltage) Foreman Electrician General Foreman

Work Situation: 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.

Organization	Position Authorized to Approve Payment
Electrical Distribution Sub-Unit	Electrician (High Voltage) Foreman Electrician General Foreman
Telephone Branch	Telephone Mechanic Foreman Telephone Officer

Work Situation: Making repairs to electrical wiring for obstruction lights on top of the range towers (Buildings ST-21 (45 feet), 22 (42 feet) and 23 (48 feet)) located at Onslow Beach and along the inland waterway in the absence of guard rails.

Organization	Position Authorized to Approve Payment
Electric Unit	Electrician Foreman

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).

Organization	Position Authorized to Approve Payment
Electric Unit	Electrician Foreman
Electrical Distribution Sub-Unit	Electrician (High Voltage) Foreman Electrician General Foreman

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.

Organization	Position Authorized to Approve Payment
Steam Generation Section	Boiler Plant Operator Foreman Boiler Plant Operator General Foreman

Work Situation: Making repairs to or painting of the steeple domes and emblems on the chapels (Building 16 and 17) involving the use of a long boom crane and special boatswain chair.

Organization	Position Authorized to Approve Payment
Paint Sub-Unit	Painter Foreman Maintenance General Foreman
Metal Working Unit	Sheet Metal Mechanic Foreman

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.

Organization	Position Authorized to Approve Payment
Field Maintenance Sub-Unit	Ground Structures Foreman Ground Structures General Foreman

Work Situation: Working from a ladder, up to 25 feet, using hand powered saws to remove tree branches overhanging roofs of buildings 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.

Organization	Position Authorized to Approve Payment
Landscaping Unit	Supervisory Architecture Technician Ground Structures General Foreman

Work Situation: 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.

Organization	Position Authorized to Approve Payment
Electric Unit	Electrician Foreman
Electric Distribution Sub-Unit	Electrician (High Voltage) Foreman Electrician General Foreman
Heavy Equipment Unit	Heavy Mobile Equipment Mechanic Foreman Transportation General Foreman

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.

Organization	Position Authorized to Approve Payment
Heavy Equipment Unit	Heavy Mobile Equipment Mechanic Foreman Transportation General Foreman
Metal Working Unit	Sheet Metal Mechanic Foreman

Work Situation: Working on the Master Antenna System involving climbing the tower or water tanks to heights of 75 to 125 feet.

Organization	Position Authorized to Approve Payment
Base Communications-Electronics	Maintenance Officer Assistant Communications-Electronics Officer Communications-Electronics Officer

Work Situation: Making repairs to the Control Tower roof at Building AS-504 (Marine Corps Air Station (Helicopter)).

Organization	Position Authorized to Approve Payment
Carpentry Sub-Unit	Carpenter Foreman Maintenance General Foreman
Metal Working Unit	Sheet Metal Mechanic Foreman

* (6) Hot Work (4%). Working in confined spaces wherein the employee is subjected to temperatures in excess of 110 degrees Fahrenheit where such exposure is not practically eliminated by the mechanical equipment or protective devices being used.

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 degrees Fahrenheit.

Organization	Position Authorized to Approve Payment
Steam Generation Section	Boiler Plant Operator Foreman Boiler Plant Operator General Foreman
Pipefitting Sub-Unit	Pipefitter Foreman Pipefitter General Foreman
Metal Working Unit	Sheet Metal Mechanic Foreman
Emergency Service Section	Maintenance Foreman

Work Situation: Working in confined spaces such as attics and steam pits when the temperature exceeds 110 degrees Fahrenheit installing or repairing electrical wiring, air conditioning or refrigeration equipment, etc.

Organization	Position Authorized to Approve Payment
Electric Unit	Electrician Foreman Air Conditioning Equipment Mechanic Foreman Electrician General Foreman
Facilities Management Division	Maintenance Foreman Pipefitter Foreman
Emergency Service Section	Maintenance Foreman

* (7) Unshored Work (25%). Working in excavation areas before the installation of proper shoring or other securing barriers, or in catastrophe areas, where there is a possibility of cave-in, building collapse or falling debris when such exposures introduce risk of significant injury or death to employees, such as the following:

(a) Working adjacent to the walls of an unshored excavation at depths greater than six feet (except when the full depth of the excavation is in stable solid rock, hard slag, or hard shale, or the walls have been graded to the angle of repose, that is, where the danger of slides is practically eliminated), when work is performed at a distance from the wall which is less than the height of the wall.

(b) Working within or immediately adjacent to a building or structure which has been severely damaged by earthquake, fire, tornado or similar cause.

Work Situation: Working on water, sewer, steam lines and buried tanks 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.

Organization	Position Authorized to Approve Payment
Plumbing and Heating Unit	Plumber Foreman Pipefitter Foreman
Field Maintenance Sub-Unit	Ground Structures Foreman Ground Structures General Foreman
Carpentry Sub-Unit	Carpenter Foreman Maintenance General Foreman
Metal Working Unit	Sheet Metal Mechanic Foreman
Emergency Service Section	Maintenance Foreman

* (8) Welding, Cutting or Burning in Confined Spaces (6%). Welding, cutting, or burning within a confined space which necessitates working in horizontal or nearly horizontal position, under conditions requiring egress of at least 14 feet over and through obstruction 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 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.

Organization	Position Authorized to Approve Payment
Sewage Treatment Unit	Sewage Disposal Plant Operator Foreman Utilities Systems Operator General Foreman
Water Treatment Unit	Water Treatment Plant Operator Foreman Utilities Systems Operator General Foreman
Steam Generation Section	Boiler Plant Operator Foreman Boiler Plant Operator General Foreman

Work Situation: Performing welding, cutting or burning work inside the M-60 tank or underneath tracked vehicle, when such vehicles have not been raised above ground or floor level.

Organization	Position Authorized to Approve Payment
Welding Shop, Maintenance Cadre (Logistics Department)	Shop Officer

b. Situations payable on a shift basis (see paragraph 7b(2)) for pay computation in relation to time payable on a shift basis:

* (1) Asbestos (8%). Working in an area where airborne concentrations of asbestos fibers may expose employees to potential illness or injury and protective devices or safety measures have not practically eliminated the potential for such personal illness or injury.

Work Situation: Exposure to dust created by cutting asbestos insulation panels on furnaces, using power saw in preparation for installation of switches.

Organization	Position Authorized to Approve Payment
Electric Unit	Electrician Foreman Electrician General Foreman
Emergency Service Section	Maintenance Foreman

* (2) Explosives and Incendiary Material - Low Degree Hazard (4%). Working with or in close proximity to explosives and incendiary material which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation and possible adjacent employees; minor irritation of the skin; minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used and wherein protective device and/or safety measures have not practically eliminated the potential for such injury.

Work Situation: Loading, unloading, packing, repacking, segregating, and hauling ammunition.

Organization	Position Authorized to Approve Payment
Ammunition Branch (Logistics Department)	Warehouse Worker General Foreman OIC, Ammunition Branch

Work Situation: Loading, unloading, and hauling high explosive, demolition, and incendiary materials and ammunition other than small arms.

Organization	Position Authorized to Approve Payment
Motor Transport Operations Branch	Operations Director Assistant Motor Transport Officer

Work Situation: 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.

Organization	Position Authorized to Approve Payment
Metal Working Unit	Sheet Metal Mechanic Foreman

Work Situation: Securing a variety of types of ammunition other than small arms inside rail cars, vans, and trucks by means of braces, blocks, and partitions.

Organization	Position Authorized to Approve Payment
Traffic Management Division (Logistics Department)	Blocker and Bracer Foreman Blocker and Bracer General Foreman

* (3) Explosives and Incendiary Material - High Degree Hazard (8%). Working with or in close proximity to explosives and incendiary material which involves potential personal injury such as permanent or temporary, partial or complete loss of sight or hearing, partial or complete loss of any or all extremities; other partial or total disabilities of equal severity; and/or loss of life resulting from work situations wherein protective devices and/or safety measures either do not exist or have been developed but have not practically eliminated the potential for such personal injury. Normally, such work situations would result in extensive property damage requiring complete replacement of equipment and rebuilding of the damaged area; and could result in personal injury to adjacent employees.

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.

Organization	Position Authorized to Approve Payment
Metal Working Unit	Sheet Metal Mechanic Foreman

Work Situation: 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 air shipment and handling, unpacking, and mounting missile type ammunition for testing.

Organization	Position Authorized to Approve Payment
Ammunition Branch (Logistics Department)	Warehouse Worker General Foreman OIC, Ammunition Branch

Work Situation: All operations involving regrading, plowing fire lanes, and similar activities within artillery ranges and impact areas containing unexploded ordnance.

Organization	Position Authorized to Approve Payment
Heavy Equipment Unit	Transportation General Foreman Heavy Mobile Equipment Mechanic Foreman

* (4) Poisons (Toxic Chemicals) - High Degree Hazard (8%). Working with or in close proximity to poisons (toxic chemicals), other than tear gas or similar irritants, which involves potential serious personal injury such as permanent or temporary, partial or complete loss of faculties and/or loss of life including exposure of an unusual degree to toxic chemicals, dust, or fumes of equal toxicity generated in work situations by processes required to perform work assignments wherein protective devices and/or safety measures have been developed but have not practically eliminated the potential for such personal injury.

Work Situation: Handling, mixing, transporting, applying, or working in close proximity to highly toxic chemicals in concentrated form.

Organization	Position Authorized to Approve Payment
Insect Vector Unit	Pest Controller Foreman
Facilities Management Division	Maintenance Foreman Head, Facilities Management Division

* (5) Poisons (Toxic Chemicals) - Low Degree Hazard (4%). Working with or in close proximity to poisons (toxic chemicals other than tear gas or similar irritating substances) in situations for which the nature of the work does not require the individual to be in as direct contact with, or exposure to, the more toxic agents as in the case with the work described under high degree hazard for this class of hazardous agents and wherein protective devices and/or safety measures have not practically eliminated the potential for personal injury.

Work Situation: Handling, applying, or working in close proximity to highly toxic chemicals in diluted form. (Larvaciding using a spreading agent such as Triton is excluded.)

Organization	Position Authorized to Approve Payment
Insect Vector Unit	Pest Controller Foreman
Facilities Management Division	Maintenance Foreman Head, Facilities Management Division

Work Situation: Repairing pest control equipment when the toxic chemicals cannot be removed and the equipment cleaned.

Operating engineering equipment in the disposal of toxic chemicals under the supervision of the Base Safety Officer or other competent individual.

Organization	Position Authorized to Approve Payment
Heavy Equipment Unit	Transportation General Foreman Heavy Mobile Equipment Mechanic Foreman

(6) Firefighting. Participating or assisting in firefighting operations on the immediate fire scene and in direct exposure to the hazards inherent in containing or extinguishing fires.

(a) High Degree Hazard (25%). Fighting forest and range fires on the fireline.

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 fire.

ENCLOSURE (2)

Organization	Position Authorized to Approve Payment
Natural Resources and Environmental Affairs Division	Forester (Administration) Supervisory Forester
Heavy Equipment Unit	Transportation General Foreman Heavy Mobile Equipment Mechanic Foreman

(b) Low Degree Hazard (8%). All other firefighting.

Work Situation: Participating or assisting in firefighting operations at the immediate fire scene not covered by High Degree Hazard.

Organization	Position Authorized to Approve Payment
Natural Resources and Environmental Affairs Division	Forester (Administration) Supervisory Forester
Heavy Equipment Unit	Transportation General Foreman Heavy Mobile Equipment Mechanic Foreman

c. Night Shift Differentials. Trades and Labor employees will receive additional pay for shift work at the following rates:

Second Shift	7.5% of Schedule Rate
Third Shift	10% of Schedule Rate

The cited rates are payable for work performed during hours defined as follows:

(1) An authorized night shift differential of seven and one-half percent will be paid for the entire shift when five or more hours, including a meal period, of the employee's regularly scheduled nonovertime hours of work fall between the hours of 3 p.m. and midnight.

(2) An authorized night shift differential of 10 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.

4

BO 12532.1P
8 Aug 1983

LIST OF APPROVED TRADES AND LABOR JOBS

	NONSUPERVISORY	Occupational Code & Grade	Authorized for: MCB	MCAS(H)	NH
	Air Conditioning Equipment Mechanic	WG-5306-08	x		
		WG-5306-10	x		x
	Air Conditioning Equipment Mechanic Helper	WG-5306-05	x		
	Air Conditioning Equipment Operator	WG-5415-10	x		
	Air Conditioning Equipment Operator Helper	WG-5415-05	x		
	Aircraft Refueler	WG-8862-08		x	
	Asphalt Worker	WG-3653-05	x		
	Asphalt Worker (Leader)	WG-3653-07	x		
	Automotive Mechanic	WG-5823-10	x		x
	Automotive Mechanic Helper	WG-5823-05	x		x
	Automotive Mechanic (Leader)	WG-5823-10	x		
	Automotive Repair Inspector	WG-5823-11	x		
	Automotive Worker	WG-5823-08	x		x
*	Bindery Machine Operator	WG-4402-05	x		
*	Bindery Machine Operator	WG-4402-08	x		
	Blocker and Bracer	WG-4602-06 & 08	x		
	Boatbuilder (Foreman)	WG-4717-10	x		
	Boiler Plant Equipment Mechanic	WG-5309-10	x		
	Boiler Plant Operator	WG-5402-07-09-10-11	x		
	Boiler Plant Operator Helper	WG-5402-05	x		
*	Boiler Plant Operator (Leader)	WG-5402-12	x		
*	Boiler Systems Inspector	WG-5309-11	x		
	Boiler Tender	WG-5402-06	x		
	Bridge Operator	WG-5430-08	x		
	Building Maintenance Inspector	WG-4749-10-11	x		
	Cable Splicer (Communications)	WG-2504-10	x		
	Carpenter	WG-4607-07	x		
		WG-4607-09	x		x
	Carpenter Helper	WG-4607-05	x		x
	Carpet Cleaner	WG-7301-05	x		
	Coal Handling Equipment Operator	WG-5412-06	x		
	Cook	WG-7404-05-08			x
*	Communications Line Installer	WG-2508-10	X		
	Crane Operator	WG-5725-09	x		
	Custodial Worker	WG-3566-02	x		x
	Electrical Equipment Repairer	WG-2854-09-10	x		
	Electrical Systems Inspector (Public Works)	WG-2805-11	x		
	Electrical Worker	WG-2805-08	x		
	Electrical Worker (High Voltage)	WG-2810-08	x		
	Electrician	WG-2805-08	x		
		WG-2805-10	x		x
	Electrician Helper	WG-2805-05	x		x
	Electrician (High Voltage)	WG-2810-10	x		
	Electrician (High Voltage) Helper	WG-2810-05	x		
	Electronic Integrated Systems Mechanic	WG-2610-12		x	
	Electronic Measurement Equipment Mechanic	WG-2602-12	x		
	Electronics Mechanic	WG-2604-08		x	
		WG-2604-09-10-11-12	x	x	
	Engineering Equipment Operator	WG-5716-08-10	x		
	Equipment Cleaner	WG-7009-04	x		
	Equipment Repairer	WG-5352-08	x		
	Fabric Worker	WG-3105-07	x		
*	Film Assembler-Stripper	WG-4405-08	x		
	Food Service Worker	WG-7408-01-02-03-04			x
	Fork Lift Operator	WG-5704-05	x		
	Fuel Distribution System Worker	WG-5413-06		x	
		WG-5413-08	x	x	
	Gardener	WG-5003-04	x		
	General Equipment Inspector	WG-6901-07	x		
	Glazier	WG-3611-09	x		
	Heating Equipment Mechanic	WG-5309-08	x		

ENCLOSURE (3)

NONSUPERVISORY	Occupational Code & Grade	Authorized for: MCB	MCAS(H)	NH
Heavy Mobile Equipment Mechanic	WG-5803-08-10	x		
Heavy Mobile Equipment Mechanic Helper	WG-5803-05	x		
Heavy Mobile Equipment Repair Inspector	WG-5803-11	x		
Industrial Equipment Mechanic	WG-5352-10	x	x	
Industrial Equipment Repairer	WG-5352-08	x		
Instrument Mechanic	WG-3359-10-11	x		
Insulator	WG-3610-10	x		
* Insulating Worker	WG-3610-08	x		
Laborer	WG-3502-02-03	x		x
* Laundry Equipment Repairer	WG-5317-05	x		
Laundry Equipment Repairer	WG-5317-08	x		
* Laundry Equipment Repairer (Foreman)	WG-5317-08	x		
Laundry Machine Operator	WG-7305-03-05	x		
Laundry Worker	WG-7304-01-02	x		
* Linen Control Worker	WG-6901-03			x
Locksmith	WG-3817-08	x		
* Locksmith Worker	WG-3817-07			x
Machinist	WG-3414-10	x		
Machinist Helper	WG-3414-05	x		
Maintenance Mechanic	WG-4749-09-10	x		
* Maintenance Mechanic Helper	WG-4749-05			x
Maintenance Worker	WG-4749-08	x		x
	WG-4749-07		x	
Maintenance Scheduler (General)	WD-4701-07	x		
Mason	WG-3603-10	x		
Mason Helper	WG-3603-05	x		
* Masonry Worker	WG-3603-08	x		
Meatcutter	WG-7407-08	x	x	
Meatcutting Worker	WG-7404-05	x	x	
Milling Worker	WG-4618-09	x		
Mobile Equipment Dispatcher	WG-5701-08	x		
Mobile Equipment Dispatcher (Leader)	WG-5701-08	X		
Mobile Equipment Servicer	WG-5806-05-06	x		
Mobile Equipment Metal Mechanic	WG-3809-10	x		
Mobile Equipment Metal Mechanic (Foreman)	WG-3809-10	x		
Motor Vehicle Operator	WG-5703-05-07-08	x		
	WG-5703-06	x		x
Motor Vehicle Operator (Leader)	WG-5703-06			x
Office Appliance Repairer	WG-4806-09	x		
* Offset Duplicating Press Operator	WG-4417-08	x		
* Offset Photographer	WG-4417-09	x		
* Offset Press Operator	WG-4417-09	x		
Optical Instrument Repairer	WG-3306-11	x		
Packer	WG-7002-06	x		
Packing Inspector	WG-7002-06-08	x		
Painter	WG-4102-09	x		x
Painter Helper	WG-4102-05	x		x
* Painting Worker	WG-4102-07	x		
Pest Controller	WG-5026-06-08	x		
	WG-5026-09			x
Pipefitter	WG-4204-08	x		
	WG-4204-10	x		x
Pipefitter Helper	WG-4204-05	x		
Pipefitting Worker	WG-4204-08	x		x
Piping Systems Inspector (Public Works)	WG-4204-11	x		
Planner & Estimator (Carpenter)	WD-4607-08	x		
Planner & Estimator (Electrician)	WD-2805-08	x		
Planner & Estimator (Engineer Equip. Opr.)	WD-5716-08	x		
Planner & Estimator (Industrial Equip. Sys.)	WD-5301-08	x		
Planner & Estimator (Painter)	WD-4102-08	x		
Planner & Estimator (Piping System)	WD-4201-08	x		
Planner & Estimator (Sheet Metal Mechanic)	WD-3806-08	x		
Plasterer	WG-3605-09	x		x

ENCLOSURE (3)

NONSUPERVISORY	Occupational Code & Grade	Authorized for: MCB	MCAS(H)	NH
Plasterer Helper	WG-3605-05	x		
Plumber	WG-4206-07	x		
	WG-4206-09	x		x
Plumber Helper	WG-4206-05	x		x
Plumbing Worker	WG-4206-07	x		x
Presser	WG-7306-02	x		
Saw Filer	WG-4812-09	x		
Sewage Disposal Plant Operator	WG-5408-05-08-09	x		
Sewing Machine Operator	WG-3111-03	x		
	WG-3111-04			x
Sheet Metal Mechanic	WG-3806-10	x		
* Sheet Metal Mechanic Helper	WG-3806-05	x		
Sheet Metal Worker	WG-3806-08	x		
Shop Planner (General)	WD-4701-04-05	x		
Shop Trainee (See Enclosure (1) to basic Order)		x		
Sign Painter	WG-4104-09	x		
Small Arms Repairer	WG-6610-08	x		
Store Worker	WG-6914-02	x		
	WG-6914-04-05	x	x	
Swimming Pool Operator	WG-5486-08	x		
Telephone Mechanic	WG-2502-10-11	x		
Telephone Worker	WG-2502-09	x		
Tools and Parts Attendant	WG-6904-04-05	x		
Toolroom Mechanic	WG-4840-08	x		
Tractor Operator	WG-5705-05	x		
	WG-5705-06	x		x
Upholsterer	WG-3106-09	x		
Warehouse Worker	WG-6907-04-05	x		x
	WG-6907-06	x	x	x
Water Plant Operator	WG-5409-07	x		
Water Treatment Plant Operator	WG-5409-09	x		
Water Treatment Plant Operator Helper	WG-5409-05	x		
Welder	WG-3703-08	x		
	WG-3703-10	x		x
Wood Crafter (Foreman)	WG-4605-10	x		
Wood Worker	WG-4604-05-08	x		
LEADER				
Aircraft Refueler Leader	WL-8862-08		x	
Automotive Mechanic Leader	WL-5823-10	x		
Carpenter Leader	WL-4607-09	x		
Custodial Worker Leader	WL-3566-02	x		x
Electrician Leader	WL-2805-10	x		
* Electronic Integrated System Mechanic Leader	WL-2610-12		x	
Electronics Mechanic Leader	WL-2604-11-12		x	
Food Service Worker Leader	WL-7408-02			x
* Grounds Leader	WL-4701-06	x		
Laundry Worker Leader	WL-7304-01-02	x		
* Maintenance Mechanic Leader	WL-4749-09	x		
Mobile Equipment Metal Mechanic Leader	WL-3809-10	x		
Presser Leader	WL-7306-02	x		
* Sewage Disposal Plant Operator Leader	WL-5408-09	x		
* Sheet Metal Mechanic Leader	WL-3806-10	x		
Store Worker Leader	WL-6914-05	x		
* Telephonic Mechanic Leader	WL-2502-10	x		
Warehouse Worker Leader	WL-6907-05	x		x
	WL-6907-06	x		
* Water Treatment Plant Operator Leader	WL-5409-09	x		
* Wood Worker Leader	WL-4604-08	x		

ENCLOSURE (3)

SUPERVISORY - (FOREMAN)	Occupational Code & Grade	Authorized for: MCB	MCAS(H)	NH
Air Conditioning Equipment Mechanic Foreman (10)	WS-5306-09-10	x		
Aircraft Attendant Foreman (7)	WS-8862-06		x	
Automotive Mechanic Foreman (10)	WS-5823-09-10	x		
Blocker and Bracer Foreman (8)	WS-4602-06-08	x		
Boiler Plant Operator Foreman (11)	WS-5402-09-12	x		
Building Maintenance Inspector Foreman (10)	WS-4749-09	x		
Carpenter Foreman (9)	WS-4607-06			x
	WS-4607-09	x		
Cook Foreman (8)	WS-7404-08			x
Electrician Foreman (10)	WS-2805-07			x
	WS-2805-10	x		
Electrician (High Voltage) Foreman (10)	WS-2810-09	x		
Electronics Mechanic Foreman (12)	WS-2604-11-12	x		
Electronics Integrated Systems Mechanic Foreman (12)	WS-2610-12		x	
Fuel Distribution System Worker Foreman (8)	WS-5413-07		x	
	WS-5413-08	x		
General Equipment Inspector Foreman (7)	WS-6901-06	x		
Ground Structures Foreman (7)	WS-4701-06-07	x		
Heavy Mobile Equipment Mechanic Foreman (10)	WS-5803-10	x		
Laundry Machine Operator Foreman (5)	WS-7305-04	x		
Maintenance Foreman (9)	WS-4701-07-08	x		
Maintenance Foreman (10)	WS-4701-07			x
Maintenance Foreman (10)	WS-4701-09-11	x		
	WS-4701-10	x		x
* Maintenance Inspector Foreman (10)	WS-4701-11	x		
Maintenance Mechanic Foreman (9)	WS-4749-08	x		
Maintenance Worker Foreman (8)	WS-4749-06			x
Marina Attendant Foreman (5)	WS-3501-04		x	
Mason Foreman (10)	WS-3603-09	x		
Meatcutter Foreman (8)	WS-7407-07	x		
Mobile Equipment Metal Mechanic Foreman (10)	WS-3809-09	x		
* Mobile Equipment Servicer Foreman (5)	WS-5806-02	x		
	WS-5806-04		x	
Motor Vehicle Operator Foreman (7)	WS-5703-08	x		
Painter Foreman (9)	WS-4102-06			x
	WS-4102-09	x		
Pest Controller Foreman (8)	WS-5026-06-08	x		
Pipefitter Foreman (10)	WS-4204-07			x
	WS-4204-10	x		
Plasterer Foreman (9)	WS-3605-08	x		
Plumber Foreman (9)	WS-4206-08	x		
Sanitation Foreman (7)	WS-4701-07	x		
Sewage Disposal Plant Operator Foreman (9)	WS-5408-10	x		
Sheet Metal Mechanic Foreman (10)	WS-3806-08-10	x		
Store Worker Foreman (5)	WS-6914-04	x		
Supervisory Planner & Estimator (General)	WN-4701-07	x		
Supervisory Shop Planner (General)	WN-4701-07	x		
Telephone Mechanic Foreman (10)	WS-2502-10	x		
Warehouse Worker Foreman (5)	WS-6907-03-05	x		x
	WS-6907-04	x	x	
Warehouse Worker Foreman (6)	WS-6907-04-05-06	x		
Water Treatment Plant Operator Foreman (9)	WS-5409-10	x		
Wood Worker Foreman (8)	WS-4604-08	x		
GENERAL FOREMAN				
Automotive Mechanic General Foreman (10)	WS-5823-13	x		
Boiler Plant Operator General Foreman (11)	WS-5402-13	x		
Cook General Foreman (8)	WS-7404-11			x
Electrician General Foreman (10)	WS-2805-12	x		

ENCLOSURE (3)

GENERAL FOREMAN	Occupational Code & Grade	Authorized for: MCB	MCAS(H)	NH
* Ground Structures General Foreman (7)	WS-4701-10	x		
Ground Structures General Foreman (10)	WS-4701-14	x		
Laundry General Foreman (5)	WS-7301-08	x		
Maintenance General Foreman (9)	WS-4701-12	x		
Maintenance General Foreman (10)	WS-4701-14-15	x		
* Offset Press Operator Foreman	WS-4417-09	x		
Pipefitter General Foreman	WS-4204-12	x		
Transportation General Foreman (10)	WS-4701-12	x		
Utilities General Foreman (11)	WS-4701-15	x		
Utilities Systems Operator General Foreman (9)	WS-5406-12	x		
Warehouse Worker General Foreman (5)	WS-6907-07	x		

ENCLOSURE (3)

Mr Rochelle

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

BO 12532.2B Ch 1
CPD/LWB/rfh
19 Oct 1983

BASE ORDER 12532.2B Ch 1

From: Commanding General
To: Distribution List

Subj: Federal Wage System

Encl: (1) New page inserts to the basic Order

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

2. Action. Remove present pages 1 and 2 of the basic Order and replace with enclosure (1) of this Change.

T. M. STOKES, JR.
Chief of Staff

DISTRIBUTION: C Less Category III plus
CPD (50)
LOG (CPD-30)

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

BO 12532.2B
CPD/WRM/mp
1 Apr 1983

BASE ORDER 12532.2B

From: Commanding General
To: Distribution List

Subj: Federal Wage System

Ref: (a) FPM Supplement 532-1 (NOTAL)
(b) MCO P12000.7B (NOTAL)
(c) BO 12532.1N
(d) BO 12335.2B
(e) BO 12430.1L
(f) BO 12000.1R
(g) OPNAVINST 5510.1F (NOTAL)

Encl: (1) Instructions for Preparing Descriptions of Nonsupervisory and Leader Trades and Labor Positions
(2) Instructions for Preparing Descriptions of Supervisory Trades and Labor Positions
(3) Sample Job Description
(4) Instructions for Preparing and Processing Employee Classification Appeals

1. Purpose. To state the policy and procedures governing classification of Trades and Labor positions covered by the Federal Wage System (FWS) in accordance with references (a) through (g) and to provide instructions and information concerning essential points of the program.

2. Cancellation. BO 12532.2A.

3. Legal Basis. The authority for the FWS is PL-92-392. The FWS provides common policies, systems, practices, and job-grading standards for uniform application by all agencies subject to Section 5342 of Title 5, United States Code, in fixing pay for employees in Trades and Labor occupations. This group of employees or positions in general is categorized as Trades and Labor, but often is referred to as Ungraded, Blue Collar, or Wage Board. Office of Personnel Management (OPM) and Navy Job Grading Standards are the guidelines used to determine the titles, series, and grades of individual positions. The Commanding General has delegated authority to Head, Classification Branch, Civilian Personnel Division to make classification determinations for positions under control of the Marine Corps Base. Similar authority has been delegated by commanding officers of other commands served by the Civilian Personnel Division at the Marine Corps Base. The Civilian Personnel Officer is assigned staff responsibility for ensuring compliance with this Order and will investigate cases of noncompliance and will report to the cognizant management official and, as appropriate, to the Commanding General/Commanding Officer. The Classification Staff provides technical job evaluation and classification advice.

4. Wage Fixing. Wage rates are established and adjusted as appropriate by the Department of Defense (DOD) Wage Fixing Authority on the basis of wage surveys of private firms in the southeastern North Carolina wage area. Area wage surveys are conducted every second year, with a wage change survey (conducted by telephone) being made every other year using the same employers, occupations, and weights of occupations used in the preceding full scale survey. Information concerning scheduled wage surveys is published at the time of each survey. Policies and procedures for conducting the survey are covered by reference (a).

* 5. Wage Schedules. The current rates of pay and a list of Trades and Labor jobs approved for local use are provided in reference (c). 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 Appendix J to reference (a). Enclosure (3) to reference (c) provides detailed information on how the plan operates, instructions on computing environmental differential payments, the additional pay

Ch 1 (19 Oct 1983)

situations approved for local use, and identified 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) to reference (c).

6. Classification System. The FWS, similar to the General Schedule, uses a combination of letters and numbers to indicate pay category, job family and occupation, and grade level.

a. Pay category is identified as:

(1) WG - Wage Grade - for nonsupervisory jobs

(2) WL - Wage Leader - for leader jobs

(3) WS - Wage Supervisor - for supervisory jobs

(4) WD - Production Facilitating nonsupervisory jobs

(5) WN - Production Facilitating supervisory jobs

b. The various kinds of work performed by employees have been organized into occupations and job families. Each is defined in terms of the nature of the work. The definitions establish the boundaries between the various occupations and families. The code for family and occupation (usually referred to as series) has four numbers. The first two numbers show the family and the second two identify the specific occupation within the family. For example, 5700 identifies the Transportation Mobile Equipment Operation Family and 5704 identifies the Fork Lift Operating Occupation.

c. The grade level of a job represents a range of skills, knowledges, and responsibilities sufficiently similar to warrant a common range of pay rates on a local area wage schedule. The grade is represented by two numbers and is determined by reference to appropriate OPM and Navy Department Job Grading Standards.

d. The complete code is indicated in the following order: Pay category, job family and occupation, and grade level. For example, a Fork Lift Operator at grade five is designated as WG-5704-05.

7. Classification Principles. Equitable treatment of employees depends on effective grouping of positions. Intelligent recruitment and placement and fair treatment of employees in matters such as pay and reduction in force are possible only when positions which are essentially alike are placed in the same grade while positions essentially different from each other are placed in different grades. Also, compliance with wage laws and civil service regulations is dependent on such groupings. Consistent, accurate determination of the classification of each employee's position is therefore important both to employees and to management. The supervisor decides what each employee will do, assigns the work, and assures that the major duties and responsibilities are currently and accurately described in official position descriptions. In this connection, duties and responsibilities assigned to Trades and Labor employees should be consistent when possible with the traditional occupational groupings.

* 8. Designation of Sensitive Positions. Reference (g) requires that each civilian position be designated as critical sensitive, noncritical sensitive or nonsensitive. All levels of management (military and civilian) with responsibility for approving the establishment of civilian positions within their organization shall ensure that only those positions that meet the criteria set forth in reference (g) are designated as sensitive and that such designations are held at a minimum consistent with mission requirements.

9. Position Descriptions

a. General Information. Good management requires that assignments to employees be definitely established, clearly outlined, and thoroughly understood, and that there be no conflicting or overlapping responsibilities. Position descriptions maintained on a current and accurate basis serve as effective instruments of management and therefore must reflect the major duties and responsibilities briefly, clearly and accurately, without extensive detail. Major duties occupy 10% or more of the

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

BO 12532.2B
CPD/WRM/mp
1 Apr 1983

BASE ORDER 12532.2B

From: Commanding General
To: Distribution List

Subj: Federal Wage System

Ref: (a) FPM Supplement 532-1 (NOTAL)
(b) MCO P12000.7B (NOTAL)
(c) BO 12532.1N
(d) BO 12335.2B
(e) BO 12430.1L
(f) BO 12000.1R
(g) OPNAVINST 5510.1F (NOTAL)

Encl: (1) Instructions for Preparing Descriptions of Nonsupervisory and Leader Trades and Labor Positions
(2) Instructions for Preparing Descriptions of Supervisory Trades and Labor Positions
(3) Sample Job Description
(4) Instructions for Preparing and Processing Employee Classification Appeals

1. Purpose. To state the policy and procedures governing classification of Trades and Labor positions covered by the Federal Wage System (FWS) in accordance with references (a) through (g) and to provide instructions and information concerning essential points of the program.

2. Cancellation. BO 12532.2A.

3. Legal Basis. The authority for the FWS is PL-92-392. The FWS provides common policies, systems, practices, and job-grading standards for uniform application by all agencies subject to Section 5342 of Title 5, United States Code, in fixing pay for employees in Trades and Labor occupations. This group of employees or positions in general is categorized as Trades and Labor, but often is referred to as Ungraded, Blue Collar, or Wage Board. Office of Personnel Management (OPM) and Navy Job Grading Standards are the guidelines used to determine the titles, series, and grades of individual positions. The Commanding General has delegated authority to Head, Classification Branch, Civilian Personnel Division to make classification determinations for positions under control of the Marine Corps Base. Similar authority has been delegated by commanding officers of other commands served by the Civilian Personnel Division at the Marine Corps Base. The Civilian Personnel Officer is assigned staff responsibility for ensuring compliance with this Order and will investigate cases of noncompliance and will report to the cognizant management official and, as appropriate, to the Commanding General/Commanding Officer. The Classification Staff provides technical job evaluation and classification advice.

4. Wage Fixing. Wage rates are established and adjusted as appropriate by the Department of Defense (DOD) Wage Fixing Authority on the basis of wage surveys of private firms in the southeastern North Carolina wage area. Area wage surveys are conducted every second year, with a wage change survey (conducted by telephone) being made every other year using the same employers, occupations, and weights of occupations used in the preceding full scale survey. Information concerning scheduled wage surveys is published at the time of each survey. Policies and procedures for conducting the survey are covered by reference (a).

* 5. Wage Schedules. The current rates of pay and a list of Trades and Labor jobs approved for local use are provided in reference (c). 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 Appendix J to reference (a). Enclosure (3) to reference (c) provides detailed information on how the plan operates, instructions on computing environmental differential payments, the additional pay

situations approved for local use, and identified 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) to reference (c).

6. Classification System. The FWS, similar to the General Schedule, uses a combination of letters and numbers to indicate pay category, job family and occupation, and grade level.

a. Pay category is identified as:

(1) WG - Wage Grade - for nonsupervisory jobs

(2) WL - Wage Leader - for leader jobs

(3) WS - Wage Supervisor - for supervisory jobs

(4) WD - Production Facilitating nonsupervisory jobs

(5) WN - Production Facilitating supervisory jobs

b. The various kinds of work performed by employees have been organized into occupations and job families. Each is defined in terms of the nature of the work. The definitions establish the boundaries between the various occupations and families. The code for family and occupation (usually referred to as series) has four numbers. The first two numbers show the family and the second two identify the specific occupation within the family. For example, 5700 identifies the Transportation Mobile Equipment Operation Family and 5704 identifies the Fork Lift Operating Occupation.

c. The grade level of a job represents a range of skills, knowledges, and responsibilities sufficiently similar to warrant a common range of pay rates on a local area wage schedule. The grade is represented by two numbers and is determined by reference to appropriate OPM and Navy Department Job Grading Standards.

d. The complete code is indicated in the following order: Pay category, job family and occupation, and grade level. For example, a Fork Lift Operator at grade five is designated as WG-5704-05.

7. Classification Principles. Equitable treatment of employees depends on effective grouping of positions. Intelligent recruitment and placement and fair treatment of employees in matters such as pay and reduction in force are possible only when positions which are essentially alike are placed in the same grade while positions essentially different from each other are placed in different grades. Also, compliance with wage laws and civil service regulations is dependent on such groupings. Consistent, accurate determination of the classification of each employee's position is therefore important both to employees and to management. The supervisor decides what each employee will do, assigns the work, and assures that the major duties and responsibilities are currently and accurately described in official position descriptions. In this connection, duties and responsibilities assigned to Trades and Labor employees should be consistent when possible with the traditional occupational groupings.

* 8. Designation of Sensitive Positions. Reference (g) requires that each civilian position be designated as critical sensitive, noncritical sensitive or nonsensitive. All levels of management (military and civilian) with responsibility for approving the establishment of civilian positions within their organization shall ensure that only those positions that meet the criteria set forth in reference (g) are designated as sensitive and that such designations are held at a minimum consistent with mission requirements.

9. Position Descriptions

a. General Information. Good management requires that assignments to employees be definitely established, clearly outlined, and thoroughly understood, and that there be no conflicting or overlapping responsibilities. Position descriptions maintained on a current and accurate basis serve as effective instruments of management and therefore must reflect the major duties and responsibilities briefly, clearly and accurately, without extensive detail. Major duties occupy 10% or more of the

employee's time. Duties and responsibilities which do not affect recruitment, placement, or classification are considered minor, tend to confuse the reader, and should not be separately described but included in the position description under the heading of "Miscellaneous Duties." For purposes of uniformity and brevity, descriptions are written in the third person singular, present tense and active voice, with the subject omitted. Short, specific sentences promote a clearer work picture and should be used. Avoid nonspecific terms such as "prepares," "processes," and "is responsible for."

b. Preparation. A written description is required to reflect the duties and responsibilities of each job. Changes in work situations may require changes in individual work assignments. Such changes should be made to existing position descriptions to ensure that employees are properly graded at all times. In addition, this will ensure that position descriptions remain current as required by references (a) and (b). Cognizant line management is responsible for deciding what the duties and responsibilities of each position shall be. Such officials may add, remove, or change assignments at any time. The position description does not prescribe, control or limit the duties to be performed. Supervisors in the chain of command are responsible for preparing position descriptions whenever new positions are established or existing position descriptions become inaccurate. Enclosures (1) through (3) are guides to be used in preparing descriptions of Trades and Labor positions. Use of these guides is mandatory. In writing position descriptions for all Trades and Labor positions covered by enclosures (1) and (2), 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). The description should contain a statement as to whether the position is critical sensitive, noncritical sensitive or nonsensitive. It is recommended that rough drafts be furnished to the Classification staff for review prior to submission of the smooth descriptions for official action. One description may cover a number of nonsupervisory employees who are performing the same kind and level of work in the same organizational segment. Individual descriptions are required for each leader and supervisory position. Position descriptions for employees in Trades and Labor occupations may be amended two times in the same manner prescribed for General Schedule positions.

* c. Certification. After careful review by cognizant line management, the position description(s) and/or amendment(s) will be forwarded to the Civilian Personnel Division for final review and classification. The original and one copy attached to Position Description Cover Sheets, Optional Form 8, are required. Optional Form 8 is available at the Self Service Center. The cover sheet should be completed according to instructions printed on the reverse side thereof, except that Civilian Personnel Instruction 511 requires that the supervisory certification for item 20b be completed although the form indicates optional. Also, each position shall be designated in Block 12 of the cover sheet as critical sensitive, noncritical sensitive or nonsensitive. 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 therefore emphasized that all levels of supervision which propose or approve official statements of duties and responsibilities are attesting to the same effect as the supervisory certification in items 20a and 20b on the Position Description Cover Sheet, Optional Form 8.

10. Responsibilities

a. Employees. Employees are responsible for assisting in the maintenance of correct and current position descriptions by bringing to the attention of the supervisor major changes in duties and responsibilities which may have occurred.

b. Supervisors. Supervisors in the chain of command are responsible for:

(1) The maintenance of current position descriptions for each position utilized and making available to each employee the description to which assigned.

(2) Furnishing organization charts, functional statements, or other information when required.

(3) Expediting accomplishment of the annual position review by reviewing descriptions and completing forms on schedule and arranging for work audits.

(4) Ensuring that there are no duplications of supervisory duties.

(5) Notifying the employee of duties and responsibilities and revising them as necessary in the interest of economy and efficiency, and keeping employees informed on procedures and appeal rights.

(6) Continually reviewing subordinate positions to achieve maximum production and efficient manpower utilization by taking advantage of available skills and eliminating unnecessary work.

* (7) Signing items 20a and 20b (as appropriate) on Optional Form 8, Position Description Coversheet.

(8) Becoming familiar with forms and procedures, to accomplish the program, and reviewing position descriptions covering duties to be performed when requesting personnel action such as recruitment, position change, certifying either that the existing description is accurate, furnishing a new description, or requesting detail of an employee where it is impractical to redescribe a position. (See reference (d) for instruction regarding details.)

(9) Identifying critical performance elements and preparing and submitting performance standards in accordance with the instructions contained in reference (e).

c. Officers in Charge. The officers in charge of organization components (or department heads and chiefs of services, as appropriate) utilizing Trades and Labor positions will sign the certification required under Item 20b of Optional Form 8, Position Description Cover Sheet. Those officials will ensure that:

(1) The description is an accurate and complete report of major duties being performed and that performance standards are prepared and submitted in accordance with reference (e).

* (2) The requirements of paragraph 8 regarding position sensitivity are followed.

(3) The work described cannot be performed differently to achieve greater economy or efficiency.

(4) The mission of the unit cannot be satisfactorily accomplished without the position.

(5) Subordinate supervisors carry out the duties and responsibilities listed in subparagraph b above.

(6) The Position Maintenance Review requirements of reference (f) are carried out.

(7) Current functional statements and organizational charts are supplied to the Classification Branch.

(8) The Classification Branch is informed of planned reorganizations and advice is secured in terms of possible classification impact.

(9) Erroneous concepts which an employee may have concerning the nature of that employee's work, degree of responsibility, or relationships with other positions under the supervisor's control, are corrected.

d. Classification Staff. The Classification Staff is responsible for determining the title, series, and grade of each position, training supervisors in their responsibilities in the program, conducting position reviews and audits, establishing activity wage schedules, maintaining official description files, representing the Command in classification matters with audit groups or other activities, or in employee appeal actions, and providing information on the classification program.

* 11. Appeals. A Trades and Labor employee may appeal the title, grade and/or pay category of the position to which assigned through channels to the Navy Department. If dissatisfied with the decision, the employee may appeal further to the OPM. Enclosure (4) provides instructions for preparing and processing employee classification appeals.

12. Details and Misassignments

a. Details of employees to duties other than the duties covered by their official position description for temporary periods will be made in accordance with reference (d) and be processed by the Civilian Personnel Division.

b. Assignment of an employee to work inappropriate to the rating to which assigned, except when such assignment is an authorized detail, is a misassignment. Misassignments are prohibited. If misassignments are discovered, they must be corrected promptly. Proper assignment of personnel is the responsibility of all levels of supervision.

13. Environmental Differential Pay Assignment. An environmental differential is paid to Trades and Labor employees who are exposed to hazards, physical hardships, or working conditions of an unusual nature listed under the categories cited in Appendix J to reference (a). Information, including all types of circumstances under which this differential may be paid locally, is set forth in enclosure (3) to reference (c). Supervisors having questions concerning these differentials and/or approved work situations should contact a member of the Classification Staff, extension 1532.

* 14. Position Maintenance Review. Each position must be reviewed at least every two years to assure that: (1) the position is still needed and (2) the description is current, accurate and complete. The review for the Base and other commands served is scheduled biennially on a fiscal year basis with organizations being scheduled so as to equalize the work load in both the organization and the Classification Branch. At the present time of the review, the Classification Branch will provide the required forms to management officials and during the review will conduct work audits of positions selected on a random basis. Supervisors are required to revise position descriptions wherever major duties and responsibilities change. The maintenance review, therefore, should be a relatively simple process and not require time consuming revision or preparation of new position descriptions. It is important that supervisors and management officials comply with time limits in the review schedule. Instructions, procedures and the biennial review schedules are contained in reference (f).

15. Job Engineering. Line managers have the responsibility for ensuring that their organizations are structured in the most economical way to accomplish their missions efficiently. High level duties should not be spread unnecessarily among a number of jobs or units of an organization, nor should unnecessary levels of supervision be established. In attempting to solve legitimate problems involving job structuring, the Classification Staff is available to work with management to restructure jobs, where feasible, to:

a. Permit use of lower skilled personnel to perform lower level work and establish a lesser number of high level jobs.

b. Facilitate recruitment of adequate numbers of qualified applicants for hard to fill jobs.

c. Establish career ladders.

16. Information. Additional information and assistance in any aspect of the program discussed in this Order may be obtained by contacting the Classification Branch, Civilian Personnel Division, extension 1532.

* 17. Action. All organizations employing Trades and Labor employees shall comply with instructions contained herein. Organizational Commanders, Heads of Command Staff Sections, Department Heads, and Chiefs of Services will ensure that all subordinate managers and supervisors (military and civilian) are thoroughly familiar with the contents of this Order and that the Order is made available to the employees upon request.

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

* 19. Applicability. Having received the concurrences of the Commanding Officers of Marine Corps Air Station (H), New River; Naval Regional Medical Center, Naval Regional Dental Center, and Complex Officer, East Coast Commissary, Camp Lejeune; and Commanding Officer, Navy Recruiting District, Raleigh, this Order is applicable to those commands.

J. R. FRIDELL
Chief of Staff

DISTRIBUTION: C less Category III plus
CPD (50)
LOG (CPD-30)

INSTRUCTIONS FOR PREPARING DESCRIPTIONS OF NONSUPERVISORY AND LEADER TRADES AND LABOR POSITIONS

* Trades and Labor position descriptions should be brief, normally one or two pages but not exceeding four pages. An employee must, over a representative six months or one year period, perform all or substantially all of the duties contained in the description to which assigned. The prescribed format in which Trades and Labor descriptions are prepared has six headings. Information below provides general guidance as to the information required for each major heading. The description should contain a statement as to whether the position is critical sensitive, noncritical sensitive, or nonsensitive. (See paragraph 8 of the basic Order regarding sensitive positions.)

I. Introduction. State the location and purpose of the position. For example, "This position is located in the Roads and Grounds Unit, General Services Section, Maintenance and Repair Branch, Maintenance Division. The primary purpose of the position is to (provide janitorial service for assigned office spaces), (perform labor work connected with maintenance and repair of structure and grounds), (provide assistance in Food Service operations), (perform vehicle operations), (perform vehicle operations to deliver personnel, supplies, equipment), (perform as a Leader over employees engaged in work related to _____), etc."

II. Duties. State major duties briefly. Group like duties together and estimate percentage of time for the average worker considered over a six month or one year work cycle. If the position is a lead worker (Leader), show the percentage of time spent on Leader duties. If the position involves operation of vehicles, indicate kinds of vehicles and percentage of time operating (up to 7,000# Gross Vehicle Weight), (7,000 to 22,000# GVW), (in excess of 22,000# GVW), (truck-tractors and trailer or semi).

III. Skill and Knowledge. Describe in realistic terms the nature and level of skill, knowledge and mental application required in performing assigned work. If the position being described has elements of more than one trade or occupation, state the single specific skill or occupation or trade background which is paramount. For example, "The paramount skill required is_____." Secondary occupational or trade knowledges may be added. The following elements provide additional guidance on the kinds of information the description should include under this factor: (1) knowledge of work practices, methods and level of difficulty, (2) knowledge of arithmetic, geometry, or trigonometry, (3) practical knowledge of the principles underlying the work or other special or technical knowledge (e.g., electricity, electronics, etc.), (4) skill in specific trade operations and the degree of manual dexterity or precision required and knowledge of related or other trades, (5) ability to read and write, to interpret blueprints, work instructions, and other technical guides of varying degrees of complexity, (6) ability to use or operate tools, equipment, or machines, (7) mental abilities needed, such as memory, judgment and ingenuity, and mental application required (e.g., in planning and laying out work or in maintaining alertness and concentrated attention), and (8) the type of Base Operator's Permit needed, if required.

IV. Responsibility. Covers the nature and degree of responsibility involved in performing work. Positions vary in responsibility in such ways as the complexity and scope of work assigned, the difficulty and frequency of judgments and decisions made, the kind of supervisory controls, and the nature of work instructions and technical guides used. Discuss the position operation or requirements in relation to the following:

A. Complexity of Work. State whether work involves simple repetitive actions or a variety of different operations and machines to complete assignments, whether work sequences are simple or complex, whether the work requires a low or a high degree of accuracy and precision. Illustrate by example.

B. Scope of Work. State whether assignments involve responsibility for part of an operation or for a complete process and whether assignments include responsibility for planning and laying out work. If the position is of the Leader type, state classification and number of employees led.

C. Nature and Degree of Responsibility for Making Judgments and Decisions. Identify by title and rank or description number the supervisor of the position, state

whether the work is performed under close supervision or with considerable independence from supervisory control, whether the work instructions are complete and specific or general in nature, whether guides such as technical manuals and work precedents can be applied directly or must be modified, whether the worker has authority to deviate from instructions, and indicate what decisions are made.

V. Physical Effort. Describe the physical effort exerted in performing assigned work such as: (1) physical exertion related to actions such as lifting, pushing, pulling, or carrying objects of varying weights, sizes, and shapes, including information on the heaviest weights lifted, average lifted, and whether work pace is rapid, (2) physical effort related to movements such as walking, running, climbing, crawling, and bending, (3) strain related to lack of movement such as standing in place, crouching, or stooping for extended periods of time, and (4) whether normal vision or hearing is required with or without corrective devices.

VI. Working Conditions. Describe the nature of working conditions and hazards in performing assigned work. Positions vary in the nature of the work environment, the extent to which it includes unpleasant, disagreeable, or hazardous conditions, the frequency and duration of exposure, the adequacy of protective clothing and gear, safety devices, and the possible effect on the worker.

INSTRUCTIONS FOR PREPARING DESCRIPTIONS OF SUPERVISORY TRADES AND LABOR POSITIONS

The format in which Trades and Labor supervisory descriptions are prepared has seven major headings. Information below provides general guidance as to the information required for each major heading.

I. Introduction: Provide brief statements as to: (1) location of the position in the organization, (2) function(s) or work performed in the section/branch/division or shop supervised, and (3) primary purpose for the position.

II. Nature of Supervisory Responsibility. Covers the nature of the supervisory duties performed and the type and degree of responsibility for control over the work supervised. Information should be provided under each of the following headings:

A. Planning. Describe the length of the typical planning cycles, for whom the planning is done, who establishes the schedules, methods, and policies within which the position must operate and their nature, the position's authority for establishing deadlines and priorities, the position's responsibility for determining manpower requirements, tooling, material requirements, and methods to be used. Describe the nature of information and advice provided to higher level supervisors and staff organizations and who they are. Identify responsibility for and nature of analyses, forecasts, and development of policies, production goals, adequacy of facilities, and ability to accomplish projects.

B. Work Direction. Describe responsibility for influencing employee behavior, work assignment, and explaining work requirements, methods and procedures. Describe responsibility for establishing standards of quality and quantity to be met, instructing subordinates, reviewing work in progress and/or completed, and changing work plans, work assignments, and methods. Describe responsibility and authority to determine equipment required, material required, and maintenance required. Describe responsibility for coordinating work with other organizations (identify them), making recommendations necessary to correct problems (what type of problems), and developing operating instructions.

C. Administration. Describe your responsibility and authority (whether originating, reviewing, or final) for selecting subordinates (identify levels involved), performance evaluation, complaints, grievances, disciplinary actions, attendance, leave, informing employees, training, personnel actions, beneficial suggestions, quality control, cost reduction, dealing with Union representatives, housekeeping rules, observance of regulations, employee conduct, safety, production reports and records, incentive awards, equal employment opportunity, administrative records, and representing management at hearings, meetings, and negotiations. What records are you required to maintain such as time records, production records, material records, job order or work request records, preventive maintenance records, etc.?

III. Level and Complexity of Work Supervised. Covers the level and complexity of the work operations supervised and their effect on the difficulty and responsibility of the supervisor's position. List subordinate supervisors, if any, first and balance of employees by number of personnel, position title, series, grade, and position number. Indicate for each whether direct, indirect, administrative or technical supervision is exercised. If you supervise employees from other units on an intermittent basis, give details of numbers, ratings, and frequency of such supervision. Do you supervise the same ratings each time or are they different ones? If there are military subordinates, state briefly the duties and responsibilities of each. State nature of supervision and whether full time or part time. Discuss any work complexities not indicated by level of trades supervised, such as unusual work fluctuations, dispersal of work force, etc. If subordinates work at different locations, who is in charge at each location? How often do you visit these locations?

IV. Size of Work Force Supervised. If workload and subordinate staffing structure fluctuate, so state, and give all numbers of subordinates in terms of an average over a representative period of time. Identify the period chosen as representative. Explain why the number of subordinates fluctuates.

ENCLOSURE (2)

V. Nonsupervisory Work Performed. When nonsupervisory work is a regular and recurring part of the position, it must be described separately and the percentage of time involved clearly indicated. Describe the skill and knowledge required, responsibility, physical effort, and working conditions.

VI. Controls Over the Position. Identify the immediate supervisor over your position by title, series, and grade. Describe the nature of instruction, guidance, and review provided. Indicate the kinds of problems (trade, manpower requirements, material, personnel, etc.) and other matters referred to the supervisor for assistance.

VII. Qualification Requirements. State the primary knowledges and skills required or any special qualifications that are important from a performance, recruitment, or classification aspect. For example: "The incumbent is above the first level of supervision and must have supervisory knowledge and skill in (state functions, i.e., Construction Equipment Operations, Motor Vehicle Repair, Heating Plant Operations, etc.) to manage and control manpower, material, and money, and accomplish the mission with maximum efficiency and economy and effective manpower utilization," or, "The incumbent must have a journeyman level experience in any one of several trades or occupations such as _____, _____, or _____, and must have a practical working knowledge of the others," or, "must possess a vehicle operator's license to operate vehicles of _____# GVW," or, "must be able to read and interpret blueprints, etc.")

VIII. Explanatory Statement. Explain any unusual circumstances surrounding your job not already described. The description should contain a statement as to whether the position is critical sensitive, noncritical sensitive or nonsensitive. See paragraph 8 of the basic Order regarding sensitive positions.

ENCLOSURE (2)

SAMPLE JOB DESCRIPTION

I. Introduction. This job is located in the Carpentry Unit, General Trades Section, Maintenance and Repair Branch, Maintenance Division. The purpose for the job is the performance of a wide range of carpentry tasks at the journeyman level in the building, repair and alteration of a variety of wood structures, concrete forms, fences and miscellaneous articles including installation of woodwork on masonry structures. This is a nonsensitive position.

II. Major Duties

A. Lays out work from blueprints, sketches, and written instructions. Selects size and required kind of lumber and building materials. Marks cutting and assembling lines. (20%)

B. Cuts, shapes, finishes, and assembles lumber, using hand tools and woodworking machines. (20%)

C. Sets forms for foundations, and erects structures including framing, siding, walls, insulation, partitions, ceilings, floors, stairs, roof structure, doors and jambs, windows and sashes, and inside and outside trim. Similarly alters or repairs structures. (40%)

D. Makes and repairs wooden articles of furniture, signs, fences, platforms, etc., using planes, jointers, shapers, power saws, wood lathes, mortising machines, etc. (20%)

III. Skill and Knowledge. Ability to read blueprints, specifications, and sketches and lay out work. Skill in use of variety of materials such as lumber, fiber board, masonite, insulation materials, wire, nails, spikes, etc. Sets up and operates various woodworking machines. Performs wide range of carpentry tasks at full trade level. Uses gauges, levels, squares, plumb bobs, saws, and measuring tapes. Works to close tolerances in fitting parts. Follows specifications closely in construction or alteration work, but chooses from a variety of possible trade methods in repair work, or devises own methods.

IV. Responsibility. The immediate supervisor is the Carpenter Foreman, WS-4607-9 who assigns work orally or through work orders. The employee plans and lays out work, determines the kind and type of materials and tools needed to complete a variety of different jobs. Must closely follow specifications, blueprints, and sketches without assistance from supervisor. Completed work is checked to ensure the finished work meets acceptable standards. (As required, may direct the work of two to three Helpers and/or Laborers.)

V . Physical Effort. Works rapidly for considerable periods of time when installing siding, insulation, lathing, etc. Heavy exertion is required frequently as in erecting heavier framing members, roof structures, etc., and using sledges, mauls, saws, etc. Kneels, crouches, stoops, and climbs and works from ladders, and straddles floor and roof timbers. Heaviest weights handled are heavy timbers weighing up to 300 pounds when assisted by co-workers, Helpers, and Laborers. Most of the time handles units weighing 25 to 50 pounds. Hand carries these for distances of about 10 to 20 feet.

VI. Working Conditions. Works outdoors about one half of the time. Works frequently at high elevations. Is exposed to danger from falling timbers or tools, flying particles such as splinters. Constantly exposed to noise, vibration and wood dust in shop, and frequently to dirt, dampness, and occasionally to poor illumination and ventilation.

ENCLOSURE (3)

INSTRUCTIONS FOR PREPARING AND PROCESSING EMPLOYEE CLASSIFICATION APPEALS

1. Definition of a Job Grading Appeal. A job grading appeal is an employee's request for review of a job grading action believed to be incorrect according to governing laws, grading standards and guidelines. The disagreement may relate to title, series and/or grade, or may relate to a disagreement on whether the job should be in the Graded pay category or the Trades and Labor pay category.

2. Who May Appeal. An employee or group of employees in the same job may appeal. An employee may also appeal through a representative designated in writing. Prior to initiating a formal appeal, the employee should present the case orally to the supervisor. The supervisor should discuss the matter with the employee and explain the basis upon which the classification of the job has been established. The Classification Staff is available to assist both the supervisor and employee in this matter.

3. Basis for Appeal. The only basis for an appeal under this procedure is whether or not the duties and responsibilities assigned and carried out, and reflected in the official position description, are correctly classified in accordance with governing standards. An employee may not appeal the grading of any job except the one to which assigned. An employee may not appeal the content of the job grading standard, accuracy of the job description, rate of pay, or the propriety of the wage schedule. Working conditions or dissatisfaction with duties assigned are not appealable under this procedure, but may be processed under the appropriate grievance procedure.

4. When an Appeal May be Submitted. A job grading appeal may be submitted at any time. The appeal must first be made to the Department of the Navy (DON), and after the DON's appeals procedures have been utilized, an appeal may be submitted to the Office of Personnel Management (OPM). An appeal may not be submitted if the same job was previously appealed and a decision rendered by the OPM or its predecessor, the Civil Service Commission. If a decision was made by the DON, an appeal of the same job may not be resubmitted to the Navy but can be submitted to OPM. Such appeal must be submitted within 15 days after receipt of the decision by the DON. An appeal of a job grading action resulting in a change to lower grade or reduction in pay, in order to be retroactive, must be submitted in accordance with instructions contained in the Adverse Action Notice of Decision.

5. Preparation of Appeal. An employee may personally prepare and present the appeal or the appeal may be made by or through a representative chosen by the employee and designated in writing. A reasonable time to prepare and present the appeal shall be granted to the employee and/or designated representative when the representative is an employee of the activity and they shall be assured of freedom from restraint, interference, coercion, or reprisal in presenting the appeal.

* a. To DON

(1) Employees of the Marine Corps Base and Marine Corps Air Station (Helicopter) should address appeal relating to title, series, grade and/or pay category to:

Special Assistant for Civilian Personnel/Equal
Employment Opportunity
Department of the Navy
Arlington, VA 22203

Via: (1) Commanding General, Marine Corps Base
Camp Lejeune, North Carolina 28542
(2) Commandant of the Marine Corps (Code MPC-30)
Washington, D. C. 20380

or, as appropriate

(1) Commanding Officer, Marine Corps Air Station (Helicopter)
New River, Jacksonville, North Carolina 28545
(2) Commandant of the Marine Corps (Code MPC-30)
Washington, D. C. 20380

ENCLOSURE (4)

(2) Employees of the East Coast Commissary Complex should address appeals relating to title, series, grade and/or pay category to:

Special Assistant for Civilian Personnel/Equal Employment Opportunity
Department of the Navy
Arlington, VA 22203
Via: (1) Civilian Personnel Officer
Marine Corps Base,
Camp Lejeune, North Carolina 28542
(2) Commandant of the Marine Corps (Code MPC-30)
Washington, D. C. 20380

(3) Employees of the Naval Regional Medical Center, Naval Regional Dental Center and Navy Recruiting District, Raleigh:

(a) Appeals relating to title, series, and grade should be addressed to:

Special Assistant for Civilian Personnel/Equal Employment Opportunity
c/o Office of the Chief of Naval Operations (OP.141D)
Washington, D. C. 20350
Via: Commanding Officer (respective command)

(b) Appeals relating to pay category (Federal Wage System to General Schedule) should be addressed to:

Special Assistant for Civilian Personnel/Equal Employment Opportunity
c/o Office of the Chief of Naval Operations (OP.141C)
Washington, D. C. 20350
Via: Commanding Officer (respective command)

(4) The following information in original and three copies must be submitted by the appellant:

(a) Identification of the position being appealed.

(b) Certified copies of the official position description covering the current work of the appealed position.

(c) Present classification and classification desired.

(d) Reasons why it is believed that the position is incorrectly classified.

(5) 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 the views of that individual 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.

(6) Decision. The appellant will receive a written decision from the appellate authority, usually including an analysis of the classification of the position (i.e., comparison of the position with the job grading standard appropriate to the position). The decision will also advise the appellant of further right of appeal within 15 calendar days after receipt thereof to the cognizant regional OPM.

b. Appeals to the OPM. The appeal to the OPM is made by letter prepared in duplicate and addressed to:

Director, Southeast Region, Office of Personnel Management
Richard B. Russell Federal Building
75 Spring Street, S. W.
Atlanta, Georgia 30303

The appeal may be submitted to the OPM only after receiving a decision on an appeal processed through Navy channels. The appeal should include the following information:

(1) Name and mailing address (preferably home address with zip code).

(2) Location of official headquarters.

(3) Exact location in the organization structure of the unit in which the position is located.

(4) Present title and grade or other classification action.

(5) Requested title and grade or other classification action.

(6) A copy of the official position description and statement that the official position description is considered accurate and complete, or other statements regarded to be pertinent.

(7) A copy of the Navy appeal decision.

(8) Reasons why the position is considered to be erroneously classified. The appellant must identify specifically the aspects of the Navy decision or classification analysis with which the appellant disagrees.

(9) A statement of any facts that the employee feels may affect the appeal, or reference to any classification standards that bear on the case.

(10) If you designate another person to represent you in the appeal, furnish that person's name. Do not designate an organization at large.

6. Assistance. Complete information on the appeals procedures and guidance in preparing appeals may be obtained from the Civilian Personnel Division in person or by telephone, extension 1532.

7. Job Grading Standards. Jobs of employees in Trades and Labor occupations are graded by use of the Job Grading Standards published by the OPM. These standards are available for review. In addition, the employee is entitled to a copy of the evaluation report covering the employee's job. Any employee who desires to see the published criteria on which the grading of the job is based and/or a copy of the evaluation report should contact the Civilian Personnel Division, extension 1532. Reference to published standards will often eliminate misunderstanding relative to the accuracy of the grading action.

Mrs Rochelle

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

BO 12540.1A Ch 1
CPD/LWB/rfh
19 Oct 1983

BASE ORDER 12540.1A Ch 1

From: Commanding General
To: Distribution List

Subj: Merit Pay System (MPS)

Encl: (1) New page inserts to the basic Order

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

2. Action. Remove present pages 1 and 2 of the basic Order and replace with enclosure (1) of this change.

T. M. STOKES, JR.
Chief of Staff

DISTRIBUTION: A Cat I only
Plus 25 to CivPerDiv

	OCT 25 1983	INFO	ACT	INIT
BMTO				
OPS				
FISCAL				
PRO CONTROL				
LIB/TRNG				
MAINT				
MT CHIEF				
FILE				

Gotta change Mode also

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

BO 12540.1A
CPD/WRM/mp
15 Dec 1982

BASE ORDER 12540.1A

From: Commanding General
To: Distribution List

Subj: Merit Pay System (MPS)

Ref: (a) Title 5, Civil Service Reform Act (CSRA), Public Law 94-454
(b) DON Merit Pay System Administrative Guide
(c) BO 12771.1

Encl: (1) Outline of Steps in the DON Merit Pay Plan

1. Purpose. To set forth the policy concerning the Merit Pay System (MPS) in accordance with references (a) and (b); to assign responsibilities; and to provide guidance of the administration of the system.

2. Cancellation. BO 12540.1.

3. The MPS covers all supervisors and management officials who occupy positions at the GM-13 through 15 levels. This instruction is applicable to all Base organizations employing such employees.

4. Background. One of the objectives of the Civil Service Reform Act (CSRA) of 1978 was to increase efficiency in the federal government. To that end, a major provision of the Act was to require the development of a special performance/pay system for supervisors and management officials occupying high level positions. The major purpose of the MPS is to provide pay based on individual performance or accomplishments, rather than by the combination of comparability pay raises, within-grade pay increases, and quality step increases. The MPS offers an unprecedented opportunity to improve the efficiency of the covered employees by use of a performance-based system with compensation tied to member's performance appraisals. The MPS provides for a performance appraisal process in which annual objectives are developed jointly by the employee and supervisor and serve as the basis for the annual performance appraisal. Merit pay increases and cash awards are determined by the annual appraisal of performance or accomplishment of those objectives. The MPS also offers an opportunity to significantly improve the effectiveness of equal employment opportunity (EEO) efforts through more coordinated and systematic support of management officials and supervisors in their EEO and affirmative efforts. Each member with significant personnel management authority must develop an EEO objective. The objectives of the Department of the Navy (DON) Merit Pay Plan are to ensure that:

a. Quality performance of work objectives, which are responsive to and reflect the needs, policies and goals of the DON, is recognized and rewarded.

b. Members are provided with appropriate opportunities for challenging and rewarding work, are evaluated fairly on their performance, and are compensated consistent with their work accomplishments.

5. Policy. The performance of all MPS members will be appraised impartially and in a manner which will contribute toward meeting their established objectives. Supervisors will evaluate MPS members' performance on a continuing basis, conduct a midyear review and special reviews as necessary, and keep members advised of their progress in meeting objectives. The annual performance appraisal will be used as the basis for determining merit pay adjustments and for making decisions concerning training, reassignment, promotion, retention, reduction or removal.

6. Definitions

a. Above Target. A performance rating on an objective indicating that the member's job performance added value to the organization beyond the criteria established for an "on target" rating. "Above target" may mean that the member performed additional tasks related to the objective in addition to meeting the "on target" performance level.

b. Appraisal Meeting. A meeting between the MPS member and supervisor, held to discuss the supervisor's annual appraisal and rating of the member.

c. Appraisal Year. The period during which a MPS member's performance is assessed against a particular set of objectives. The appraisal year runs from 1 July to 30 June with a member working under established objectives for a minimum of 90 calendar days.

d. Below Target. A performance rating on an objective which indicates failure to meet the "on target" standard and may also indicate the employee failed to meet a critical performance element.

e. Cash Award. A one time monetary recognition based on significant job-related accomplishment. Civilian Personnel Instruction 451 provides guidance on how these and other awards may be used.

f. Critical Elements. A component of an employee's position that is of sufficient importance that performance below the minimum standard established by management requires remedial action.

g. General Objective. An objective established to cover performance on day-to-day responsibilities not covered by other objectives.

h. GM. A pay system designator used to denote that a position is subject to the provisions of the MPS.

i. Interim Objective. An objective set for a particular project which may require two or more years to complete, relating to the progress expected during the performance year.

j. Management Guidance. A document, issued by the Secretary of the Navy from time to time, which is used to communicate the Department of the Navy's goals of broad importance including items of concern and items of special emphasis. Such guidance serves as a general framework for setting performance objectives, a general rationale for Navy priorities, and a guide for setting activity's management guidance.

k. Merit Pay Pool Fund. The sum of money available for distribution as Merit Pay Increases. It is based on the total number of Merit Pay Unit members on board on the Sunday of the first pay period in October, their grade, and their location in the pay range. The pool consists of that part of salary comparability increases not automatically awarded, plus money which represents within grade increases and quality-step increases.

l. Merit Pay Increases. Permanent salary increases to reward performance under the MPS.

m. Merit Pay Points. Point[illegible]rned by MPS members, based on their overall performance rating and grade level. Used in determining merit pay increases.

n. Merit Pay Reviewing Officer (MPRO). The senior official who is in charge of the Merit Pay Unit, who ensures that objectives are established, who makes final approval of performance ratings, who is responsible for determining merit pay and recommends cash awards to the activity head.

o. Merit Pay Unit. An organizational unit developed in order to facilitate performance evaluations and the awarding of merit pay. The units are based on local organizational lines and are similar to units established for other administrative

Mrs Rochelle

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

BO 12594.2C Ch 2
CPD/LWB/rfh
25 Oct 1983

BASE ORDER 12594.2C Ch 2

From: Commanding General
To: Distribution List

Subj: Uniforms and Handtools; regulations concerning

Encl: (1) New page insert to the basic Order

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

2. Action. Remove present page 3 of the basic Order and replace with enclosure (1) of this Change.

T. M. STOKES, JR.
Chief of Staff

DISTRIBUTION: C less Category III plus
CPD (50)
LOG (CPD-30)

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

BO 12594.2C Ch 1
CPD/GBF/gda
18 Mar 1983

BASE ORDER 12594.2C Ch 1

From: Commanding General
To: Distribution List

Subj: Uniforms and Handtools; regulations concerning

Ref: (a) CNO 131911Z Jan 82

1. Purpose. To direct a pen change to the basic Order.

2. Information. The reference increased the uniform allowance for Firefighters from $100 to $125 per year effective 1 January 1982. This pen change reflects allowances which are being paid since that date.

3. Action. In the basic Order, paragraph 6a, under Quarterly Replacement Allowance, change "$25" to read "$31.25."

T. M. STOKES, JR.
Chief of Staff

DISTRIBUTION: C less Category III plus
CPD (50)
LOG (CPD-30)

Ch 2 (25 Oct 1983)

Mr. Rochelle

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

BO 12610.1G Ch 2
CPO/LWB/rfh
24 Oct 1983

BASE ORDER 12610.1G Ch 2

From: Commanding General
To: Distribution List

Subj: Hours of Work

Encl: (1) New page insert to the basic Order

1. Purpose. To transmit a new page insert to the basic Order.

2. Action. Remove present page 13 of the basic Order and replace with enclosure (1) of this Change.

W. M. STOKES, JR.
Chief of Staff

DISTRIBUTION: C Less Cat III

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

BO 12610.1G Ch 1
CPO/RES/sc
23 Apr 1981

BASE ORDER 12610.1G Ch 1

From: Commanding General
To: Distribution List

Subj: Hours of Work

Encl: (1) New page insert to BO 12610.1G

1. Purpose. To transmit a new page insert and direct pen changes to basic Order.

2. Action.

a. Remove present pages 5 and 6 and replace them with the corresponding pages contained in enclosure (1) hereto.

b. Page 2, paragraph 6a, line 7, insert the following after the sentence ending with the word "shifts": "All employees will work the same hours (whenever possible 0800 - 1630) unless there are operational reasons requiring a variation in schedule for individual employees or if the change is for educational purposes as defined in reference (a)."

3. Change Notation. The paragraph in enclosure (1) denoted by an asterisk contains a change not previously published.

T. M. STOKES, JR.
Chief of Staff

DISTRIBUTION: C Less Cat III

Mr. Stone
MCAS

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

IN REPLY REFER TO
BO 12630.1F Ch 1
CPO/JFS/eab
6 Jul 1976

BASE ORDER 12630.1F Ch 1

From: Commanding General
To: Distribution List

Subj: Absence and Leave for Civil Service Employees

Encl: (1) New page inserts

1. Purpose. To transmit new page inserts and to direct pen changes to the Order.

2. Action

a. Basic Order, paragraph 6, line 8, after "two" add "or more". At the end of the paragraph add "Unless absence is".

b. Remove the following pages and replace with respective enclosures hereto:

Remove	Insert
Basic Order, pages 3 and 4	Basic Order, pages 3 and 4
Encl (2), pages 3 and 4	Encl (2), pages 3, 4, and 4a
Encl (3), pages 1 through 6	Encl (3), pages 1 through 6
Encl (6), page 3	Encl (6), page 3

c. Enclosure (2), paragraph 6d, place a comma after "will" and insert "upon request," between "will" and "be".

d. Enclosure (2), paragraph 7b, change the comma after "year" to a period and delete the remainder of the sentence.

e. Appendix A to enclosure (3), paragraph IH6, change the last sentence to read, "Appropriate disciplinary action may be taken, subject to procedures in Base Order 12750.1_."

f. Enclosure (8), paragraph 12, last sentence, after "registration" delete "occurs" and insert "may be accomplished"; and after "hours" delete "and on prescribed Saturdays prior to elections".

RECEIVED
12 JUL 1976

3. Change Notation. Significant changes contained in the enclosure are denoted by asterisks (*) in the outer left margin.

G. C. FOX
Chief of Staff

DISTRIBUTION: "C" less CAT III

on 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.

* 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 his 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 members of his family 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 his relief or other supervisor authorized to approve leave, and his 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.

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

11. Concurrence. 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

Ch 1 (6Jul76)

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. Annual leave (and leave without pay) shall 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 annual leave is appropriate even though it is known in advance that the employee is to be separated without a return to duty. Examples are: to permit employees under notice of reduction in force to seek other employment; and pending approval of disability retirement or compensation. The effective date of separation will be the employee's last day of work unless circumstances which may justify an exception have been referred to and approved by the Civilian Personnel Officer prior to granting such leave.

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 these 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 those 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

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 12- or 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 immediate family who is afflicted with a contagious disease; or

(4) Would jeopardize the health of others by his presence at his post of duty 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 employees submitting a certificate from a physician specifically stating that the employee was required to remain at home to care for a member of his family 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 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 advise his supervisor every fifth workday of his condition and 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 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) 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, 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 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 LWP 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, provided that 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 on or with the application, supervisors will hold the application and allow the employee not more than 15 calendar days 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 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 Dispensary 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 Dispensary 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. 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.

6. 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 indicating the nature of the illness or disability and the probable return-to-duty date. 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 6a, 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.

7. 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.

8. 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.

9. Appendix A provides additional guidelines for supervisors in administering sick leave.

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 following chart 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			X		X		X	

*Offset to extent paid by authority issuing summons.

ENCLOSURE (6)
Ch 1 (6Jul76)

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 BE IN A LEAVE STATUS 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 Negotiated Agreement with AFGE, Local 2065, 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 the Negotiated Agreement with AFGE, Local 2065, 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 Division.

c. Employees will not be excused to attend conferences or conventions of political or partisan political groups or committees.

* 11. Tardiness and Brief Absence. Brief absence from duty and/or tardiness of less than one-half hour (one hour at MCAS(H), New River) may be excused when reasons appear to be adequate to the supervisor. Excusals may not occur at the end of a workday 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-half hour (one hour at MCAS(H), New River), in which case the employee may not be permitted to work during the period of leave. When the absence is neither excused nor charged to leave or LWOP and the employee is charged with AWOL, the charge is for the exact amount of time the employee is AWOL rather than a minimum of one-half hour (one hour at MCAS(H), New River). Disciplinary action may then be taken in accordance with BO 12750.1H. 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 FPM/CMMI/CPM 990-2, Book 630, 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 Division, 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

BO 12713.5F
CPD/ACM/fh
1 Feb 1983

BASE ORDER 12713.5F

From: Commanding General
To: Distribution List

Subj: Marine Corps Base Update of Affirmative Action Program Plan Goals for FY 83-87

Ref: (a) Public Law 92-261 (NOTAL)
(b) Equal Employment Opportunity Commission (EEOC)-MD 707 (NOTAL)
(c) SECNAVINST 12713.12 (NOTAL)
(d) CMC ltr MPC-31:jyj 12713 D4 dtd 12 Oct 1982 (NOTAL)
(e) BO 12335.1C
(f) BO 12713.4B
(g) MCO 12720.2

Encl: (1) Requirement V of Marine Corps Base, Camp Lejeune, North Carolina Affirmative Action Program Plan for FY 83-87

1. Purpose. To publish and distribute the Equal Employment Opportunity (EEO) goals portion of the Affirmative Action Program Plan to be achieved in FY 83.

2. Cancellation. BO 12713.5E.

3. Background. The Affirmative Action Program Plan was developed in accordance with references (a) through (d). Affirmative action means positive actions designed to bring about meaningful changes in the command's work force profile. The established FY 83 goals are challenging and are to be accomplished during FY 83. The FY 87 goals are established to be accomplished during FY 84 through 87. The entire updated Affirmative Action Program Plan FY 83-87 is available to management officials and supervisors upon request. The Civilian Personnel Division, Marine Corps Exchange, Command Club Management System and Special Services Personnel Offices will assure that they have a copy available for management officials and supervisors use. The Equal Employment Opportunity staff is available upon request to provide additional information.

a. Reference (e) states that "selecting officials are entitled to select any competing candidate certified, or to nonselect 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." Reference (e) also provides that a range of from one to 10 candidates will be certified for each vacancy. This flexibility coupled with the requirement for using the Affirmative Action Program and EEO goals as a part of the selection criteria enables the selecting official to substantially contribute to achieving Marine Corps Base EEO goals identified in enclosure (1).

b. Reference (f) provides for employees who have potential but lack qualifying experience to have the opportunity to compete successfully for positions filled through use of the Department of the Navy-wide training agreement. The reference authorizes and requires a substantial portion of the Upward Mobility positions for employees who do not meet minimum qualifications for target positions. The following are among the objectives established under reference (f) (Upward Mobility Program):

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

(2) To obtain more effective utilization of the potential of employees.

(3) To motivate employees and create a climate conducive to high morale.

(4) Provide an internal source of candidates for positions identified under the Federal Equal Opportunity Recruitment Program (FEORP). The reference also requires Organizational Commanders, Heads of Staff Sections, Department Heads, and Chiefs of Service to identify 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.

c. Reference (g) outlines the Commandant of the Marine Corps' policy on affirmative recruitment. The policy is in direct support of the overall EEO Program objectives to fully integrate women and minorities into the work force in all grade levels, occupations, and geographical locations. It further requires the development of an Affirmative Recruitment Program to eliminate persistent underrepresentation of women and minorities in various categories of Federal Civilian Employment. The policy describes elements of total Affirmative Action planning since recruitment is a vital tool in ultimately ensuring more equitable opportunities in hiring and selection. It is an excellent tool to assist selecting officials to achieve the command's EEO goals.

d. Enclosure (1) establishes one year for each underrepresented group by race, national origin and sex (RNS) of appropriated and nonappropriated funds. The FY 83 goals are to be accomplished during FY 83 and the FY 87 goals are to be accomplished during the remaining four years (FY 84-87). The enclosure provides a space for the responsible officials to document the department or organization accomplishments made toward achieving Marine Corps Base EEO goals.

4. Action. Organizational Commanders and Department Heads will ensure:

a. That all supervisors are thoroughly familiar with the contents of this Order and that the Order is made available to employees upon request.

b. That appropriate actions are taken to accomplish established goals.

c. That selecting officials taking personnel actions impacting on the goals established in this Order coordinate their actions with the Civilian Personnel Officer and Deputy EEO Officer for appropriated fund personnel and the appropriate personnel officer and Deputy EEO Officer for nonappropriated fund personnel.

J. R. FRIDELL
Chief of Staff

DISTRIBUTION: C less Cat III & IV plus
CPD (50)
LOG (CPD-30)

REQUIREMENT V OF MARINE CORPS BASE, CAMP LEJEUNE, NORTH CAROLINA
AFFIRMATIVE ACTION PROGRAM PLAN FOR FY 83-87

REQUIREMENT V To develop MPP EEO objectives that are supportive of organizational EEO goals and Affirmative Action Program Plans (AAPPs) and objectives, including Affirmative Action Recruitment Plans (FEORP Plans).

OBJECTIVE A. To develop MPP EEO objectives that are supportive of EEO/AAPP goals and objectives.

ACTION STEPS	Resp. Code/Official	FY/QTR	Organization	Accomplished
1. Identify MPP personnel having some responsibility and control over targeted occupations and/or grade levels for which there is underrepresentation.	CPO & DEEOO	83/1	CPD	
2. Establish specific EEO goals for each MPP employee to be achieved during the plan.				
a. Hire and/or promote WG semi-skilled-4 WF, 2 BF, 1 OF and 1 HF; Journeyman-2 WF and 1 BF and Supervisor-1 WF.	BMain & Assistant BMain Officers	83/1,2,3,4	Maintenance	
b. Hire and/or promote WG semi-skilled-2 WF, 1 BF and 1 HF and 1 BM or 1 BF in the following series: 203, 1105, 1106, 2005, 2131, or 2135 at the GS-5-7-9 level.	Operation Officers & Supply Management Officer	83/1,2,3,4	Logistics	
c. Hire and/or promote 1 BF at GS-7-9-11 in one of the following series: 801, 808, 810 or 830.	PWO & Supr. Gen. Engr.	83/4	Public Works	
d. Hire and/or promote 1 BM and 1 BF at the GS-5-7-9 level in the following series: 505, 525, 560 or 561.	AC/S Comptroller	83/2,4	Comptroller	
e. Hire and/or promote 1 BF and 1 BM at the GS-5 target GS-9 level.	CPO & Branch Heads	83/4	CPD	
f. Hire and/or promote 1 BM or 1 BF at the GS-5 target (GS-9 or 11) in series 1173.	Director Family Housing	83/2	Family Housing Division	

1

ENCLOSURE (1)

BO 12713.5F
1 Feb 1983

REQUIREMENT V OF MARINE CORPS BASE, CAMP LEJEUNE, NORTH CAROLINA
AFFIRMATIVE ACTION PROGRAM PLAN FOR FY 83-87

REQUIREMENT V To develop MPP EEO objectives that are supportive of organizational EEO goals and Affirmative Action Program Plans (AAPPs) and objectives, including Affirmative Action Recruitment Plans (FEORP Plans).

OBJECTIVE B. To review MPP EEO objectives and assure that they are supportive of EEO/AAPP goals and objectives.

ACTION STEPS	Resp. Code/Official	FY/QTR	Organization	Accomplished
1. Develop EEO objectives from the EEO goals established in objective "A" this part of the Affirmative Action Plan.	MPP officials and supr. of MPP official	83/3	Appropriate organizations	
2. The identified EEO objectives should be established as one of the critical elements or part of a critical element.	Supr. of the MPP official	83/3	Appropriate organizations	
3. The DEEOO will review the objectives and advise the supervisor and the MPP employee as to whether objectives support AAPP goals before the MPP objectives are finalized.	MPP officials, supervisors and DEEOO	83/3	Appropriate organizations	
4. EEOO/DEEOO review and comment on accomplishment of all EEO objectives for MPP officials. All outstanding ratings given must have been reviewed by the EEOO/DEEOO and be supported by facts documenting the accomplishments.	DEEOO	83/3	CPD	
5. EEOO/DEEOO determine if the accomplishments warrant additional recognition. If so, give the MPP official an EEO award.	CPO & DEEOO	83/4	CPD	
6. All staffing actions that will have a negative or positive impact on established goals in objective "A" above, will be coordinated with the DEEOO and CPO.	Selecting officials	83/1,2,3,4	All organizations	

REQUIREMENT V OF MARINE CORPS BASE, CAMP LEJEUNE, NORTH CAROLINA
AFFIRMATIVE ACTION PROGRAM PLAN FOR FY 83-87

REQUIREMENT V To develop EEO objectives that are supportive of EEO goals, Affirmative Action Program and objectives, including Federal Equal Opportunity Recruitment Program (FEORP) for heads of organizations and/or assistants who are GS-12 and below.

OBJECTIVE C. To establish EEO goals for organizations not requiring MPP EEO objectives, but have underrepresentation.

ACTION STEPS	Resp. Code/Official	FY/QTR	Organization	Accomplished
1. Hire or promote 1 BF or 1 BM at the GS-5-7-9 level in one of the following services: 408, 460, 462, 486 or 1320.	Forester (Admin)	83/3	Natural resources & Environmental Affairs Div.	
2. Hire 1 HF, 1 OM and 1 OF teacher AD1710.	Superintendent & Assistant Superintendent	83/4	Dependents' Schools	
3. Hire and/or promote 1 BM or 1 BF at the GS-5 target GS-9 level.	MAO	83/3	Management Assistance Division	
4. Hire and/or promote 1 BM or 1 BF at the GS-5 target GS-9 level.	Safety Director	83/4	Safety Div.	
5. Hire and/or promote 1 HM or 1 HF or 1 OM or 1 OFM.	OIC	83/4	Consolidated ASC	
6. Hire and/or promote 1 BM Data Communication Equipment Operator GS-3-5.	OIC	83/2	Comm-Elect	
7. Hire and/or promote 1 WF and 1 minority female.	Fire Chief	83/4	Fire Protection Div.	
8. Hire and/or promote 1 BM or 1 BF.	Commanding Officer	83/3	Marine Corps Service and Support Schools	
9. Hire and/or promote 1 WF UA 9-12, 1 BM AS 3-7, 5 WF NA, 1 WF NL and 1 WF NS full-time, and 1 BM PS 2-7 part-time.	MCX Office Assistant, Operation Officer & Personnel Officer	83/1,2,3,4	Marine Corps Exchange	

3

ENCLOSURE (1)

BO 12713.5F
1 Feb 1983

REQUIREMENT V OF MARINE CORPS BASE, CAMP LEJEUNE, NORTH CAROLINA
AFFIRMATIVE ACTION PROGRAM PLAN FOR FY 83-87

REQUIREMENT V To develop EEO objectives that are supportive of EEO goals, Affirmative Action Program and objectives, including Federal Equal Opportunity Recruitment Program (FEORP) for heads of organizations and/or assistants who are GS-12 and below.

OBJECTIVE C. To establish EEO goals for organizations not requiring MPP EEO objectives, but have underrepresentation.

ACTION STEPS	Resp. Code/Official	FY/QTR	Organization	Accomplished
10. Hire and/or promote 1 BF AS 3-7, 1 BF and 1 OM PS 2-7 and 3 WF NA full-time.	Special Services Officer & Assistant	83/1,2,3,4	Base Special Services	
11. Hire and/or promote 1 BM UA 5-8, 1 WF UA 9-12, 1 BM AS 3-7 and 2 WF NA full-time.	OIC	83/1,2,3,4	Command Club Management System	
12. Review the organizations workforce profile at the time of a vacancy and take appropriate affirmative action to eliminate barriers and reduce underrepresentation.	Commanding Officer	83/1,2,3,4	Support Batallion	
13. Review the organization workforce profile at the time of a vacancy and take appropriate affirmative action to eliminate barriers and reduce underrepresentation.	Commanding Officer	83/1,2,3,4	Headquarters Batallion	

Mr. Rochelle

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

BO 12713.5G
CPD/ACM/jbz
6 Feb 1984

BASE ORDER 12713.5G

From: Commanding General
To: Distribution List

Subj: Marine Corps Base Update of Affirmative Action Program Plan Goals for FY 84-88

Ref: (a) Public Law 92-261 (NOTAL)
(b) Equal Employment Opportunity Commission (EEOC)-MD 707 (NOTAL)
(c) SECNAVINST 12713.12 (NOTAL)
(d) CMC ltr MPC-31:cjn 12713 dtd 27 Oct 1983 (NOTAL)
(e) BO 12335.1C
(f) BO 12713.4B
(g) MCO 12720.2

Encl: (1) Requirement V of Marine Corps Base, Camp Lejeune, North Carolina Affirmative Action Program Plan for FY 84-88

1. Purpose. To publish and distribute the Equal Employment Opportunity (EEO) goals portion of the Affirmative Action Program Plan to be achieved in FY 84.

2. Cancellation. BO 12713.5F.

3. Background. The Affirmative Action Program Plan was developed in accordance with references (a) through (d). Affirmative action means positive actions designed to bring about meaningful changes in the command's work force profile. The established FY 84 goals are challenging and are to be accomplished during FY 84. The FY 88 goals are established in the five-year plan to be accomplished during FY 84 through 88. The entire updated Affirmative Action Program Plan FY 84-88 is available in the EEO Branch, Civilian Personnel Division, for management officials and supervisors upon request. The Equal Employment Opportunity staff is available to provide additional information.

a. Reference (e) states that "selecting officials are entitled to select any competing candidate certified, or to nonselect 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." Reference (e) also provides that a range of from one to ten candidates will be certified for each vacancy. This flexibility coupled with the requirement for using the Affirmative Action Program and EEO goals as a part of the selection criteria enables the selecting official to substantially contribute to achieving Marine Corps Base EEO goals identified in the enclosure.

b. Reference (f) provides for employees who have potential but lack qualifying experience to have the opportunity to compete successfully for positions filled through use of the Department of the Navy-wide training agreement. Reference (f) authorizes and requires a substantial portion of the Upward Mobility positions for employees who do not meet minimum qualifications for target positions. The following are among the objectives established under reference (f) (Upward Mobility Program):

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

(2) To obtain more effective utilization of the potential of employees.

(3) To motivate employees and create a climate conducive to high morale.

(4) Provide an internal source of candidates for positions identified under the Federal Equal Opportunity Recruitment Program (FEORP). Reference (f) requires Organizational Commanders, Heads of Command Staff Sections, and Department Heads to identify 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.

c. Reference (g) outlines the Commandant of the Marine Corps' policy on affirmative recruitment. The policy is in direct support of the overall EEO Program objectives to fully integrate women and minorities into the work force in all grade levels, occupations, and geographical locations. It further requires the development of an Affirmative Recruitment Program to eliminate persistent underrepresentation of women and minorities in various categories of Federal civilian employment. The policy describes elements of total Affirmative Action planning since recruitment is a vital tool in ultimately ensuring more equitable opportunities in hiring and selection. It is an excellent tool to assist selecting officials to achieve the command's EEO goals.

d. The enclosure establishes one-year goals for underrepresented groups by race, national origin and sex (RNS) of appropriated and nonappropriated funds. The FY 84 goals of the five-year plan are to be accomplished during FY 84 and the FY 88 goals are to be accomplished during the remaining four years (FY 85-88). The enclosure provides a space for the responsible officials to document the department or organization accomplishments made toward achieving Marine Corps Base EEO goals.

4. Action. Organizational Commanders and Department Heads will ensure:

a. That all supervisors are thoroughly familiar with the contents of this Order and that the Order is made available to employees upon request.

b. That appropriate actions are taken to accomplish established goals.

c. That selecting officials taking personnel actions impacting on the goals established in this Order coordinate their actions with the Civilian Personnel Officer, or Nonappropriated Fund Personnel Director as appropriate and Deputy EEO Officer.

T. M. STOKES, JR.
Chief of Staff

DISTRIBUTION: C less Cat III & IV plus
CPD (70)
LOG (CPD-65)
DEEOO (350)

REQUIREMENT V OF MARINE CORPS BASE, CAMP LEJEUNE, NORTH CAROLINA
AFFIRMATIVE ACTION PROGRAM PLAN FOR FY 84-88

REQUIREMENT V. To develop MPP EEO objectives that are supportive of organizational EEO goals and Affirmative Action Program Plans (AAPPs) and objectives, including Affirmative Action Recruitment Plans (FEORP Plans).

OBJECTIVE A. To develop MPP EEO objectives that are supportive of EEO/AAPP goals and objectives.

ACTION STEPS	Resp. Code/Official	FY/QTR	Organization	Accomplished
1. Identify MPP personnel having some responsibility and control over targeted occupations and/or grade levels for which there is underrepresentation.	CPO & DEEOO	84/1	CPD	
2. Establish specific EEO goals for each MPP employee to be achieved during the plan.	Classification Superintendent, Supervisors of MPP Employees & DEEOO	84/3	Appropriate Departments	
a. Hire and/or promote WG semi-skilled-3 WF; 2 BF, 1 OF and 1 HF; Journeyman-1 WF and 1 BF and Supervisor-1 WF.	BMain and Assistant BMain Officers	84/1,2,3,4	Maintenance	
b. Hire and/or promote 1 WF and 1 BF in WG semi-skilled occupation and 1 BM in such series as: 1105, 1106, 2005, 2132, or 2134 at GS-5-7-9 level.	AC/S Logistics Supply Management Officer	84/1,2,3,4	Logistics	
c. Hire and/or promote 1 BF at GS-5-7-9-11 in one of the following series: 801, 808, 810, or 830.	PWO & Supr. Gen. Engr.	84/3	Public Works	
d. Hire and/or promote 1 BM at GS-5-7-9 level in any of the following series: 505, 525, 560, or 561.	AC/S Comptroller	84/2,4	Comptroller	
e. Hire and/or promote 1 BM or 1 BF at the GS-5 target (GS-9 or 11) in series 1173.	Director, Family Housing	84/2	Family Housing Division	

REQUIREMENT V OF MARINE CORPS BASE, CAMP LEJEUNE, NORTH CAROLINA
AFFIRMATIVE ACTION PROGRAM PLAN FOR FY 84-88

REQUIREMENT V. To develop MPP EEO objectives that are supportive of organizational EEO goals and Affirmative Action Program Plans (AAPPs) and objectives, including Affirmative Action Recruitment Plans (FEORP Plans).

OBJECTIVE B. To review MPP EEO objectives and assure that they are supportive of EEO/AAPP goals and objectives.

ACTION STEPS	Resp. Code/Official	FY/QTR	Organization	Accomplished
1. Develop EEO objectives from the EEO goals established in objective "A" this part of the Affirmative Action plan.	MPP Officials & Supr. of MPP Officials	84/4	Appropriate Organizations	
2. The identified EEO objectives should be established as one of the critical elements or part of a critical element.	Supr. of the MPP Official	84/4	Appropriate Organizations	
3. The DEEOO will review the objectives and advise the supervisor and the MPP employee as to whether objectives support AAPP goals before the MPP objectives are finalized.	MPP Officials, Supervisors & DEEOO	84/4	Appropriate Organizations	
4. EEOO/DEEOO review and comment on accomplishment of all EEO objectives for MPP Officials. All outstanding ratings given must have been reviewed by the EEOO/ DEEOO and be supported by facts documenting the accomplishments.	DEEOO & MPP Official Supervisors	84/4	CPD and appropriate organizations	
5. EEOO/DEEOO determine if the accomplishments warrant additional recognition. If so, give the MPP official an EEO award.	CPO & DEEOO	84/4	CPD	
6. All staffing actions that will have a negative or positive impact on established goals in objective "A" above will be coordinated with DEEOO and CPO.	Selecting Officials	84/1,2,3,4	All organizations	

REQUIREMENT V OF MARINE CORPS BASE, CAMP LEJEUNE, NORTH CAROLINA
AFFIRMATIVE ACTION PROGRAM PLAN FOR FY 84-88

REQUIREMENT V. To develop MPP EEO objectives that are supportive of organizational EEO goals and Affirmative Action Program Plans (AAPPs) and objectives, including Affirmative Action Recruitment Plans (FEORP Plans).

OBJECTIVE C. To establish EEO goals for organizations not requiring MPP EEO objectives, but have underrepresentation.

ACTION STEPS	Resp. Code/Official	FY/QTR	Organization	Accomplished
1. Hire or promote 1 BF or 1 BM at the GS-5-7-9 level in one of the following series: 408, 460, 462, 486, or 1320.	Forester (Admin.)	84/3	Natural Resources & Environmental Affairs Division	
2. Hire 1 WM and 1 OM teacher AD1710; 1 WM teacher's aide.	Superintendent & Assistant Superintendent	84/4	Dependents' Schools	
3. Hire and/or promote 1 BM or 1 BF at the GS-5 target GS-9 level.	MAD	84/3	Management Assistance Division	
4. Hire and/or promote 1 BM or 1 BF at the GS-5 target GS-9 level.	Safety Director	84/4	Safety Division	
5. Hire and/or promote 1 HM or 1 HF & 1 OM or 1 OF.	OIC	84/4	Regional ASC	
6. Hire and/or promote 1 HF and 1 minority female.	Fire Chief	84/4	Fire Protection Division	
7. Hire and/or promote 1 BM or 1 BF.	Commanding Officer	84/3	Marine Corps Service and Support Schools	
8. Hire and/or promote 1 WF UA 9-12, 1 BM AS 3-7, 2 WF NA and 1 BM PS 2-7 part-time.	MCX Officer & Assistant Operation Officer	84/1,2,3,4	Marine Corps Exchange	
9. Hire and/or promote 1 BF AS 3-7, 1 OM PS 2-7, and 2 WF NA full-time.	AC/S Special Services & Dep AC/S Special Services	84/1,2,3,4	Special Services	

ENCLOSURE (1)

BO 12713.5G
6 Feb 1984

REQUIREMENT V OF MARINE CORPS BASE, CAMP LEJEUNE, NORTH CAROLINA
AFFIRMATIVE ACTION PROGRAM PLAN FOR FY 84-88

REQUIREMENT V. To develop MPP EEO objectives that are supportive of organizational EEO goals and Affirmative Action Program Plans (AAPPs) and objectives, including Affirmative Action Recruitment Plans (FEORP Plans).

OBJECTIVE C. To establish EEO goals for organizations not requiring MPP EEO objectives, but have underrepresentation.

ACTION STEPS	Resp. Code/Official	FY/QTR	Organization	Accomplished
10. Hire and/or promote 1 WF UA 9-12, 1 BM AS 3-7 and 2 WF NA full-time.	OIC	84/1,2,3,4	Command Club Management System	
11. Review the organization's work force profile at the time of a vacancy and take appropriate affirmative action to eliminate barriers and reduce underrepresentation.	Commanding Officer	84/1,2,3,4	Support Battalion	
12. Review the organization's work force profile at the time of a vacancy and take appropriate affirmative action to eliminate barriers and reduce underrepresentation.	Commanding Officer	84/1,2,3,4	Headquarters Battalion	

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

BO 12750.1H
CPO/JFS/spk
30 SEP 1981

BASE ORDER 12750.1H

From: Commanding General
To: Distribution List

Subj: Discipline, Conduct and Adverse Actions

Ref: (a) FMP/CPI 752 (NOTAL)
(b) FPM/CPI 751 (NOTAL)
(c) FPM 735 (NOTAL)
(d) BO 12792.2A

Encl: (1) Guideline Schedule of Disciplinary Offenses and Recommended Remedies for Civilian Employees in the Naval Establishment
(2) Guidance in Effecting Disciplinary Actions
(3) Format of Preaction Investigation
(4) Sample Letter of Admonishment
(5) Sample Letter of Reprimand
(6) 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 12750.1G.

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. Disciplinary action will be taken only for such cause as will promote the efficiency of the service. When formal action is necessary, the remedy imposed shall be the minimum remedy which can be reasonably expected to correct the offending employee, consistent with the Guideline Schedule of Disciplinary Offenses and Recommended Remedies for Civilian Employees in the Naval Establishment contained in reference (a) and enclosure (1). Deviation from the application of remedies listed in enclosure (1) requires supportable justification. In most instances, the corrective actions taken should be of a progressive nature ranging from an oral admonishment to reprimand to more serious action.

4. Definitions

a. "Appealable Adverse Action" means a removal, suspension for more than 14 days, reduction in grade or pay, or furlough for 30 days or less.

b. "Days" means calendar days.

c. "Employee" means:

(1) For purposes of grievable adverse actions an individual in the competitive service who is not serving a probationary or trial period under an initial appointment or who has completed one year of current continuous employment under other than a temporary appointment limited to one year or less; and

(2) For purposes of appealable adverse actions:

(a) Those employees listed in 4c(1) above.

(b) A preference eligible in the excepted service who has completed one year of current continuous service in the same or similar position.

d. "Furlough" means the placing of an employee in a temporary status without duties and pay because of a lack of work or funds or other nondisciplinary reasons.

e. "Grade" means a level of classification under a position classification system.

f. "Grievable Adverse Action" (formerly disciplinary action) means a letter of reprimand or a suspension for 14 days or less.

g. "Letter of Admonishment" means a written correction by a superior official of an employee's improper conduct.

h. "Letter of Reprimand" means a written remedy by a superior official for an employee's improper conduct.

i. "Noncontestable Action" means an oral admonishment or a letter of admonishment, i.e., an action not recorded in an employee's Official Personnel Folder.

j. "Official" means a person who has been delegated authority to propose or decide an adverse action under this Order.

k. "Oral Admonishment" means an oral (non-written) correction by a superior official of an employee's improper conduct.

l. "Pay" means the rate of basic pay fixed by a law or administrative action for the position held by an employee.

m. "Removal" means the involuntary separation of an employee from the activity except when taken as a reduction-in-force action.

n. "Suspension" means the placing of an employee in a temporary nonduty, nonpay status for disciplinary reasons.

o. "Letter of Requirement" means a nondisciplinary, written notice which levies an employment-related requirement upon the recipient. Example attached as enclosure (6).

p. "Senior Command Official" means Commanding General, Marine Corps Base, Camp Lejeune and those Commanding Officers shown in paragraph 15 or in their absence, the military officer designated by competent authority to succeed to the position of command.

5. Coverage. This Order applies to all Department of the Navy employees as defined in paragraph 4c of this Order except for the following:

a. An employee of a non-appropriated fund instrumentality.

b. Schedule B excepted service employees without competitive status.

c. Nonpreference eligible excepted service employees under Public Law 874, as amended by Public Law 248 (professional employees of the Dependents' Schools System).

6. Exclusions. The following actions are excluded from coverage of this Order:

a. A suspension or removal taken in the interests of national security (5 USC 7532).

b. A reduction-in-force action.

c. The reduction in grade of a supervisor or manager who has not satisfactorily completed the probationary period if such reduction is to the grade held immediately before becoming such a supervisor or manager (5 USC 3321).

d. A reduction in grade or removal based solely on unacceptable performance (5 USC 4303).

e. An action initiated under authority of the Special Counsel or taken at the direction of the Merit Systems Protection Board (5 USC 1205, 1206, 1207).

f. An action taken under provision of statute, other than one codified in 5 USC, which excepts the action from subchapter II of Chapter 75 of 5 USC.

g. An action which entitles an employee to grade retention and an action to terminate this entitlement (5 USC 5362).

h. A voluntary action initiated by the employee.

i. An action taken or directed by the Office of Personnel Management for suitability reasons (5 CFR Parts 731 and 754).

j. Involuntary retirement because of disability.

k. Termination of appointment on the expiration date specified as a basic condition of employment at the time the appointment was made.

l. Action which terminates a temporary promotion within a maximum period of two years and returns the employee to the position from which temporarily promoted, or reassigns or demotes the employee to a different position not at a lower grade or level than the position from which temporarily promoted.

m. An action which terminates a term promotion at the completion of the project or a 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 position of equivalent grade and pay.

n. Cancellation of a promotion to a position not classified prior to the promotion.

o. Placement of an employee serving on an intermittent, part-time, or seasonal basis in a nonduty, nonpay status in accordance with conditions established at the time of appointment.

p. Reduction of an employee's rate of pay from a rate which is contrary to law or regulation to a rate which is required or permitted by law or regulation.

q. An action against a reemployed annuitant.

7. Delegation of Authority

a. The authority to propose or effect 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. First line and higher level supervisors are delegated authority to give oral admonishments; and issue letters of admonishment, requirement, reprimand and proposed suspensions of 14 days or less.

c. Senior Command Officials, respectively, hereby delegate authority to propose and effect adverse actions as follows:

(1) Marine Corps Base

(a) Effect Grievable Adverse Actions and Propose Appealable Adverse Actions. Division Heads and designated subordinates of organizational commanders and command staff section heads.

(b) Effect Appealable Adverse Actions. Assistant Chiefs of Staff, organizational commanders and command staff section heads.

(2) Marine Corps Air Station (Helicopter)

(a) Effect Grievable Adverse Actions and Propose Appealable Adverse Actions. Department Heads, designated subordinates of Commanding Officer, Headquarters and Headquarters Squadron and designated subordinates of command special staff heads.

(b) Effect Appealable Adverse Actions. Heads of Staff Sections, Commanding Officer, Headquarters and Headquarters Squadron, and command special staff heads.

(3) Naval Regional Medical Center

(a) Effect Grievable Adverse Actions and Propose Appealable Adverse Actions. Chiefs of Services

(b) Effect Appealable Adverse Actions. Director of Administrative Services

(4) Naval Regional Dental Center

(a) Effect Grievable Adverse Actions and Propose Appealable Adverse Actions. Designated subordinates of Directors of Services.

(b) Effect Appealable Adverse Actions. Directors of Services.

(5) Navy Recruiting District

(a) Effect Grievable Adverse Actions and Propose Appealable Adverse Actions. Designated subordinates of Executive Officer.

(b) Effect Appealable Adverse Actions. Executive Officer.

d. Authority to effect final decisions on nondisciplinary 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 branch head of the Civilian Personnel Office.

8. Responsibilities

a. Supervisors. The immediate supervisor is responsible for maintaining discipline and morale among the employees supervised and for initiating appropriate action when warranted. In initiating corrective disciplinary action, supervisors will be guided by enclosures (1) and (2). To ensure that supervisors exercise maximum responsibility over subordinates, employees will generally receive instructions or discipline from or through immediate supervisors. This does not 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 a supervisor observes an infraction of rules and the immediate supervisor of the employee concerned is not available, this person may take such steps on the spot as appear warranted. Thereafter, this supervisor will locate the supervisor

concerned, fully explain the circumstances, and place further responsibility for action in the hands of 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. Civilian Personnel Officer. The Civilian Personnel Officer, through the Labor and Employee Relations Staff, is responsible for the following:

(1) Assisting supervisors and management officials at all levels in disciplinary matters.

(2) Providing technical review of preaction investigations prior to discussion with employee.

(3) Drafting all adverse actions for consistency and conformance to prescribed regulations and procedures.

(4) Upon request, advising employees against whom adverse action is taken, concerning grievance/appeal rights.

(5) Monitoring disciplinary procedures and recommending changes as appropriate.

(6) Maintaining records required by paragraph 12.

9. Procedures

a. Preaction Investigation

(1) Prior to initiating any corrective disciplinary action, management must ascertain whether there is sufficient evidence to justify the contemplated action; a prima facie case that can withstand all of 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 the evidence has been thoroughly documented and can be supported by testimony or documents in a grievance or an appeal; that the proposed action is consistent with other actions taken by the command.

(2) Such an investigation may be conducted by the employee's immediate supervisor or by any official so authorized. The investigation may include: documented interviews of witnesses; acquisition and examination of pertinent evidence, documents and reports; visual inspection of the work or incident site (if relevant) and documentation of any unusual condition or special circumstances. An interview with the employee involved may be especially important to the inquiry. A properly conducted inquiry may disclose information or mitigating circumstances which otherwise might not be brought to light until a grievance/appeal hearing.

(3) Prepare a preaction investigation as outlined in enclosure (3), 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 corrective disciplinary action is warranted until the written investigation is shown to and discussed with the employee and the employee has had the opportunity to comment.

(4) Forward the preaction investigation to the Employee Relations Superintendent, Civilian Personnel Office, for technical review.

(5) Hold a discussion with the employee after advising the employee 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 preaction investigation to the employee and provide an opportunity to comment orally and/or in writing. Advise the employee that any reply will be considered in arriving at a decision.

(b) Advise the employee whether or not corrective action will be recommended.

(6) Complete the preaction investigation to include the employee's oral and/or written comments and the investigator's remedy or recommendation, as authorized. The guidance contained in enclosure (2) may be beneficial in determining the appropriate remedy or recommendation.

(7) When a letter of admonishment or reprimand is considered the appropriate action, it should be promptly prepared in draft form, using enclosure (4) or (5) as a guide, attached to the completed preaction investigation and forwarded to the Civilian Personnel Office for review. After review, the letter will be returned for preparation and issuance to the employee.

(8) When a penalty more severe than a letter of reprimand is considered necessary, the investigation will be forwarded to the Civilian Personnel Office by the appropriate official authorized to initiate such action, with a statement of the remedy proposed, i.e., number of days of suspension, removal or demotion. The Civilian Personnel Office will prepare, in draft form, the advance notice letter for the cognizant official's approval. The cognizant official

will issue the proposed letter and effect delivery to the employee. Delivery will be by such means as to ensure that a copy of the issued letter, with a signed receipt or certification of delivery, is transmitted to the Civilian Personnel Office, for retention and follow up.

b. Noncontestable Actions

(1) Oral Admonishment. (See enclosure (2) for discussion.)

(2) Letter of Admonishment. A letter of admonishment will:

(a) Specify the reasons for its issuance.

(b) Specify that the letter is neither grievable nor appealable.

(c) State that the letter will not be placed in the employee's Official Personnel Folder.

(d) State that it will not be counted as a prior offense when determining a remedy for a subsequent offense.

c. Grievable Adverse Actions

(1) Letter of Reprimand. A letter of reprimand will:

(a) Specify the reasons for its issuance and reference the preaction investigation.

(b) State that it will be made a matter of record in the employee's Official Personnel Folder for a period of one year from the date of the letter.

(c) Specify the employee's right to file a grievance under the appropriate procedure.

(d) State that it may be counted as a prior offense when determining a remedy for a subsequent offense.

(2) Suspension of 14 Days or Less. An employee against whom a suspension of 14 days or less is proposed, is entitled to:

(a) An advance written notice stating:

1. The specific reasons for the proposed action.

2. The name and title of the official designated to hear an oral reply and/or receive the written reply (the official so designated must have authority to either make or recommend a final decision on the proposed adverse action).

3. The amount of time (usually seven days but not less than 24 hours) that the employee is allowed to answer orally and in writing.

4. The right of the employee or the employee's representative to review the material which is relied upon to support the reasons given in the notice.

(b) A reasonable amount of official time to review the material relied upon to support the proposal and to prepare an answer and to secure affidavits, if the employee is otherwise in an active duty status.

(c) A reasonable time, but not less than 24 hours, to answer orally and in writing and to furnish affidavits and other documentary evidence in support of the answers.

(d) Be represented by an attorney or other representative.

(e) A written decision at the earliest practicable date which:

1. Considers only the reasons specified in the notice of proposed action.

2. Specifies the reasons for the decision.

3. Considers any answer of the employee and/or the employee's representative made to a designated official.

4. Is signed by an official in a higher position than the official who proposed the action (if the activity head signed the advance written notice, the next higher level of management in chain of command must sign the written decision).

5. Specifies the employee's right to file a grievance under the appropriate grievance procedure and the time limits involved.

6. Is delivered to the employee prior to the effective date of the action.

(f) Employees in receipt of an advance notice may request, in writing, additional time to respond orally and in writing. The official designated to accept the response may make a decision regarding such request.

(g) Employee representation is subject to challenge in accordance with paragraph 10 of this Order.

d. Appealable Adverse Actions

(1) An employee against whom an appealable adverse action (other than for unacceptable performance) is proposed, is entitled to:

(a) At least 30 days' advance written notice (unless there is reasonable cause to believe the employee has committed a crime for which a sentence of imprisonment may be imposed), stating:

1. The specific reasons for the proposed action.

2. The name and title of the official designated to hear an oral reply and/or receive the written reply (the official so designated must have authority to either make or to recommend a final decision on the proposed adverse action).

3. The number of days, but no less than seven days, that the employee is allowed to answer orally and in writing.

4. The right of the employee or the employee's representative to review the material which is relied upon to support the reasons given in the notice.

5. If appropriate, the basis of selecting a particular employee for furlough, when some but not all employees in a given competitive level are being furloughed, and the reason for the furlough.

(b) A reasonable amount of official time to review the material relied upon to support the proposal and to prepare an answer and to secure affidavits, if the employee is otherwise in an active duty status.

(c) A reasonable time, but not less than seven days, to answer orally and in writing and to furnish affidavits and other documentary evidence in support of the answer.

(d) Be represented by an attorney or other representative.

(e) A written decision at the earliest practicable date which:

1. Considers only the reasons specified in the notice of proposed action.

2. Specifies the reasons for the decision.

3. Considers any answer of the employee and/or the employee's representative made to a designated official.

4. Is signed by an official in a higher position than the official who proposed the action (if the activity head signed the advance written notice, the next higher level of management in chain of command must sign the written decision).

5. Specifies the employee's right of appeal which is to the Merit Systems Protection Board (MSPB) and right, when applicable, to file a grievance under the negotiated grievance procedure, but not both.

6. Provides the time limits for filing an appeal to the MSPB, the address of the appropriate Board office for filing the appeal, a copy of the Board's regulations and a copy of the Board's appeal form.

7. Is delivered to the employee prior to the effective date of the action.

(2) Since a hearing shall be made available at an employee's request after an action has been effected, a hearing in lieu of or in addition to the opportunity for written and oral answer will not be conducted.

(3) When the crime provision is invoked, activities may effect an action in less than 30 days following the advance written notice. Activities may require the employee to furnish any answer to the proposed action and affidavits and other documentary evidence in support of the answer within such time as under the circumstances would be reasonable, but not less than seven days. When the circumstances require immediate action, the activity may place the employee in a nonduty status with pay for such time, not to exceed 10 days, as necessary to effect the action.

(4) The advance written notice and opportunity to answer are not necessary for furlough without pay due to unforeseen circumstances such as sudden breakdowns of equipment, acts of God, or sudden emergencies requiring immediate curtailment of activities.

(5) The 30 days' advance written notice is not required for a suspension of more than 14 days during the notice period of a removal or an indefinite suspension when the circumstances are such that retention of the employee in an active duty status during the notice period may be injurious to the employee, fellow workers, or the general public, may result in damage to government property, or because the nature of the employee's offense may reflect unfavorably on the public perception of the Department of the Navy. The activity shall include in the notice of suspension the reasons for not retaining the employee in an active duty status during the notice period of a removal or indefinite suspension. The activity may require the employee to furnish any answer to the proposed action and affidavits and other documentary evidence in support of the answer in such time as under the circumstances would be reasonable, but not less than seven days. When the circumstances require immediate action, the activity may place the employee in a nonduty status with pay for such time, not to exceed 10 days, as is necessary to effect the suspension.

(6) 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.

(7) Employee representation is subject to challenge in accordance with paragraph 10 of 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. Probationary, Excepted Appointment and 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 Branch should be contacted as to the appropriate procedure. Those officials delegated authority to effect grievable adverse actions in paragraph 7, above, are hereby delegated the authority to separate probationary, excepted appointment and indefinite employees serving a trial period and temporary employees with less than one year of continuous service.

12. Records

a. 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.

(6) Any order effecting the decision.

b. The record shall be furnished to the MSPB upon its request and to the employee affected upon the employee's written request.

13. 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 the employee.

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 the employee's Government employment which has not been made available to the general public, for the purpose of furthering a private interest.

c. Contribution 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 the employee; 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 Government employment. Outside employment which tends to impair the employee's mental or physical capacity to perform the employee's 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 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 the employee's 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.

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, command staff section head, department head, division 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, the employee will be placed on annual leave for the remainder of the day and appropriate action, in accordance with this Order and reference (d), will be taken.

h. Refusal to Perform Properly Assigned Duties. An employee who refuses to perform properly assigned duties in effect places himself or herself 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.

14. 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.

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, 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

GUIDELINE SCHEDULE OF DISCIPLINARY OFFENSES AND RECOMMENDED REMEDIES FOR CIVILIAN EMPLOYEES IN THE NAVAL ESTABLISHMENT

(Greater or Lesser Remedies may be Assessed Depending Upon Circumstances)

INSTRUCTIONS FOR USE OF SCHEDULE

1. This is not intended to cover every possible type of offense. Remedies for offenses not listed will be determined 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 "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. Remedies for disciplinary offenses will, in general, range from the minimum to the maximum indicated. In unusual circumstances, depending on the gravity of the offense, the past record, and the position of the employee, a remedy outside the general range may be imposed.

4. Suspension remedies on this schedule refer to calendar days.

5. Although the schedule shows 10 days as a normal maximum suspension, a suspension of greater length may be imposed where the option of removal is also provided for that offense.

6. In considering past offenses in determining a remedy the following limitations must be observed:

a. Oral and written admonishments may not be counted as prior offenses in determining a remedy.

b. A letter of reprimand may be counted as a prior offense provided the letter of reprimand is dated no more than two years before the date of the proposed notice of adverse action in which it is cited.

c. A suspension or reduction in grade or pay (if effected for disciplinary reasons) may be counted as a prior offense provided the effective date of the suspension or reduction in grade or pay is no more than three years before the date of the proposed adverse action in which it is cited.

d. Depending on the gravity of the offense, removal proceedings may be proposed against an employee for two or more offenses within a 24 month period.

e. In utilizing past offenses in determining a corrective action, the notice of proposed adverse action should cite specifically the past offense(s) in sufficient detail to allow the employee to respond.

7. For information concerning other offenses for which employees may be disciplined by removal, fine or inprisonment, see FPM Chapter 735.

OFFENSES AND RANGES OR REMEDIES

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 days 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 days suspension	5-day suspension to removal

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
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 out 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 to 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, mis-statement, 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
Willful 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, handicap, national origin, or age or any reprisal action against employee	Reprimand to removal	5-day suspension to removal	10-day suspension to removal

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
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
Unauthorized 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 days 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 suspension to removal
Failure or delay in carrying out orders, work assignments, or instructions	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
-- Where life or property is endangered	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
Unauthorized use of, 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

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
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
When classified material has been compromised	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
PROHIBITED PERSONNEL PRACTICE			
Committing a prohibited personnel practice (See 5 U.S.C. 2302)	Reprimand to removal	5-day suspension to removal	10-day suspension to removal

GUIDANCE IN EFFECTING DISCIPLINARY ACTIONS

1. Purpose. The purpose of this enclosure is to provide advice and guidance to supervisors and managers in effecting disciplinary actions. While none of this advice and guidance is mandatory, it should be understood to constitute minimum acceptable procedure and followed under normal disciplinary situations.

2. DON Philosophy of Discipline. Discipline is a managerial tool intended to correct deficiencies in employee behavior and attitude, correct situations which interfere with efficient operations, maintain high standards of government service and maintain public confidence in the Department of the Navy. It is not the philosophy of DON to utilize disciplinary measures for the sole purpose of punishing employees. An employee whose behavior is not acceptable to management but whose behavior is not corrected is quite likely to persist in that unacceptable behavior in the erroneous belief that it is correct, or at least condoned. Supervisors and managers have an obligation to such employees to correct behavioral deficiencies while they are still minor and before the behavior becomes habit and a bad example to others. It is easier to correct a first instance of deficient behavior than to ignore the situation and later try to correct the third, fourth, or fifth instance. It is easier and better management to correct a minor case of deficient behavior than to ignore the situation and allow the problem to become a major one.

3. Guidance in Selecting a Proper Course of Disciplinary Action

a. Choose the Minimum Disciplinary Action Likely to Correct the Improper Behavior. Most people would not use an elephant gun in hunting rabbits and this analogy holds true in choosing disciplinary actions. For example, it would be foolish to attempt to correct an employee's first instance of tardiness by imposing a 1-day suspension. Such an action could create a significant amount of resentment in the employee and do more damage than good. Determining the minimum action likely to correct the problem is extremely important and a responsibility which frequently lies with the first line supervisor.

b. Disciplinary Actions Must be Fair and Just. This is another way of saying that there must be similar actions for similar offenses. This does not mean that all similar actions must bear identical remedies since there are other factors such as mitigating circumstances which should be considered. It is important that managers have good reasons for imposing significantly different remedies for similar offenses. A good place to start in determining a proper remedy is to look at enclosure (1) to the basic Order. While this schedule of corrective actions is not mandatory, most actions within the DON fall within its limits and there should be good reasons for deviation from the guide when it occurs.

c. Disciplinary Actions Should be Timely. Being timely does not mean that disciplinary actions should be taken in haste. Disciplinary actions should not be taken precipitately because important facts might be ignored. However, the corrective influence of a suspension, for example, is greatly diminished if it follows the offense by six months or a year.

d. Mitigating, Unusual, or Aggravating Circumstances Should be Considered in Determining a Proper Disciplinary Action. Such considerations as the employee's position, length of service, or prior disciplinary actions should be taken into consideration. If at all possible, obtain the employee's version of the events before initiating a disciplinary action. It may be that the employee will have an acceptable explanation or be able to present mitigating circumstances.

e. Consider the Employee as a Unique Individual. What is the employee's attitude? Does the employee fully understand the nature of the offense and why the manager is troubled? Is the offense part of a continuing behavioral pattern or does it represent an isolated action? Has the employee been led to believe that the behavior in question is appropriate?

4. Alternative Courses of Action. While it is a generally bad idea to ignore instances of employee misconduct, all misconduct does not warrant formal disciplinary action. There are other forms of correction available.

a. Explanation or Training. If the employee is unaware of the proper performance or conduct, it may be that training, or perhaps a sound explanation, will be sufficient to correct the problem. This alternative is particularly likely to be appropriate when the employee is new or working in an unfamiliar environment.

b. Employee Assistance Program. As a general rule it is in the best interest of both DON and the employee to rehabilitate rather than remove. Misconduct is not always willful. Sometimes it stems from alcoholism, misuse of drugs, or other personal problems which may be helped through the Employee Assistance Program (EAP). A manager should seek to learn enough to make a determination whether to refer an employee to an EAP counselor, take disciplinary action, or do both concurrently.

c. Performance Ratings. Most employees are aware of the importance of performance ratings and want to obtain good ones. Sometimes a discussion about performance and/or a low performance rating will have a positive effect in improving employee behavior. If an employee's performance becomes so bad as to be unacceptable, that employee may be demoted or removed through means other than adverse action.

d. Withholding Within-Grade Increases. If an employee's behavior is bad enough to adversely affect performance, it may be appropriate to withhold that employee's within-grade increase. The concept behind withholding a step increase is that the employee has not met an acceptable level of competence, does not deserve to get a pay increase, wants a pay increase, and will modify behavior/performance in order to obtain the step increase. Withholding a step increase is not an adverse action.

e. Fitness for Duty Examinations. Sometimes misconduct is the result of illness. In such instances, curing the illness, reassignment to a position which the employee can physically handle or retiring the employee on disability is preferable to effecting disciplinary action. One way that management has of determining whether or not illness is the cause of the misconduct is to send the employee to a fitness-for-duty examination.

f. Voluntary Action by Employee. An employee who is confronted by management with a potential disciplinary situation sometimes will volunteer to accept a lower grade, a reassignment, or resign in lieu of disciplinary action. This is appropriate provided management has not coerced the employee into taking such an action. Coercion is a tricky concept. It is permissible to tell an employee that a removal action is contemplated and that if the employee resigns before an action is proposed, no record will be made in the Official Personnel Folder. It is not permissible to say that the employee must resign or a removal will be proposed. The latter example is coercion.

g. Oral Admonishments. Oral admonishments 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 conduct. Incidents for which an employee is orally admonished will not be counted as prior offenses or infractions when determining a remedy under the Schedule. They may be used in subsequent actions, however, to show that certain aspects of conduct have been brought to an employee's attention. The supervisor should retain personal notes of any oral admonishment for a period of one year. An oral admonishment will not be made a matter of record in the Official Personnel Folder. Oral admonishments may not be grieved or appealed.

h. Letters of Admonishment. A letter of admonishment is a nondisciplinary, written correction of an employee's improper conduct. 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 and provides notification that conduct is failing to meet those standards. Incidents which form the basis for the issuance of letters of admonishment will not be counted as prior offenses when determining the remedy for a subsequent infraction under the Schedule. Such incidents may, however, be included in the specifications of such infractions when it is appropriate to describe a pattern of conduct. Such letters will not be filed in the employee's Official Personnel Folder, but will 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 admonishment are neither grievable nor appealable. They must be reviewed by the Civilian Personnel Officer for conformance with prescribed procedures prior to issuance to an employee.

i. Letters of Requirement. 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 remedy 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.

5. Formal Disciplinary Actions

a. Letter of Reprimand. A letter of reprimand is the minimum formal disciplinary action that may be counted as a prior offense when determining a remedy under the Schedule. 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. Incidents which form the basis for the issuance of a reprimand may be counted as prior offenses when determining the remedy for a subsequent infraction under the Schedule. In certain types of offenses, such as indebtedness, when a suspension may not be the correct remedy, a series of reprimands, progressively more severe in tone would carry the same weight as suspensions in justifying a subsequent removal action.

b. Suspension of 14 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 remedy for indebtedness or unsatisfactory performance situations. Most suspensions fall within a one-to-five-day period. Rarely should a suspension in excess of 10 days 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.

c. Suspensions for More than 14 Calendar Days. A suspension of more than 14 calendar days should not, generally, be imposed. Some circumstances which justify such remedies are: (1) when required by law; (2) when directed by the Office of Personnel Management; (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.

d. 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 an application. Depending on the gravity of previous offense(s), removal action may be instituted against an employee for two 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.

e. Reduction in Grade or Pay. A demotion is not normally an appropriate 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 remedy; 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.

6. Special Disciplinary Situations

a. Indebtedness. DON expects its employees to pay their just debts. Not all DON employees do this and occasionally disciplinary action is necessary. However, suspension is not normally an action used for indebtedness since a suspension would only further reduce an employee's ability to pay the debt. It is generally better to issue several letters of reprimand of increasing severity and, if the letters are ineffective, then propose a removal action.

b. Leave Abuse. Leave Without Pay (LWOP) is an approved absence. Do not attempt to impose disciplinary action based on instances of LWOP. If an employee is absent without permission, carry that employee as Absent Without Leave (AWOL). A charge of AWOL will support a disciplinary action. However, an instance of AWOL does not demand a disciplinary action. It does require conducting a preaction investigation. An employee who is AWOL is not paid for the period of unapproved absence. AWOL is charged for the exact amount of time the employee is absent.

FORMAT OF PREACTION INVESTIGATION

From: (Title of person conducting investigation)
To: Civilian Personnel Officer (or official authorized to initiate the action)

Subj: Report of preaction investigation, case of (Employee's Name, Title, Pay No. _____ - _____)

Ref: (a) BO 12750.1H

Encl: (1) Subject investigation report
(2) Copy of letter of admonishment or reprimand (as appropriate)

(Use one of the following statements, as appropriate)

1. In accordance with the provisions of the reference, 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 remedy, 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 the reference, 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 (admonishment or reprimand) will constitute sufficient action. The letter will be issued upon review and approval of enclosure (2).

/s/

NOTE: In cases of suspension of 14 days or less or appealable adverse action, the Civilian Personnel Officer will draft the proposed action letter and submit it to the Official authorized to propose the action for approval and issuance.

In cases of letter of admonishment or reprimand, the Civilian Personnel Officer will review the draft and return to the issuing Supervisor as appropriate.

ENCLOSURE (3)

FORMAT OF
PREACTION INVESTIGATION

Employee: (Name, Title, Pay No. ____-____, and Organization)

Offense:

Investigator: (Name, Title, Organization)

Ref: (a) BO 12750.1H

1. As required by the reference, 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 place, 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; and 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 and forwarded to the Civilian Personnel Office (CPO) for technical review. After CPO review, a time should be set for 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 Recommended Remedies, or other reason for the discussion, (4) that the employee was permitted to present the employee's 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 whether corrective administrative action was to be recommended.

SIGNATURE OF INVESTIGATOR

/s/

Date:

Telephone Ext.:

ENCLOSURE (3)

SAMPLE LETTER OF ADMONISHMENT

From: Normally, the employee's immediate supervisor (one who approves leave and assigns performance ratings).

Circumstances: Para 1. Be specific and detailed as to what deficiencies in conduct are being brought to the employee's attention. Explain what is expected as acceptable standards of conduct and how the employee may improve.

Admonish: Para 2. Explain what may result if there is a recurrence of the matter and the improvement expected. Offer assistance.

Retention and future use: Para 3. Required in all letters of admonishment.

Signature: Person authorized to issue.

Certification of Delivery: Obtain signed receipt or certify concerning delivery/ mailing.

From: (Supervisor's Title)
To: (Name, Title, and Pay No. ____-____)

Subj: Letter of Admonishment

Ref: (a) BO 12750.1H

1. On 23 March 1981, 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.

2. In accordance with the provisions of the reference, you are hereby admonished 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.

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 period and may be used in any future action(s) to describe a pattern of conduct. This letter will be automatically cancelled one year from date of issuance.

/s/

This is to certify that I received the original of this letter on this date.

_____
(date)

_____
(signature)

ENCLOSURE (4)

SAMPLE LETTER OF REPRIMAND

From: (Title)
To: (Name, Title, Pay No. ____-____)

Subj: Reprimand

Ref: (a) BO 12630.1G
(b) BO 12750.1H

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.

Discussion: Para 1. Summarize discussion(s) with employee. Cite action employee was advised would be taken or recommended.

1. You are hereby charged with unauthorized absence on 12 through 16 April 1981. 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 preaction investigation and were given the opportunity to comment on the information contained therein. You stated that you did not desire to comment on the preaction investigation, orally or in writing. After consideration of your reply, you were advised that a reprimand would be issued.

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 a preponderance of the evidence. It has, therefore, been decided that the charge is sustained 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 one year. Future disciplinary offenses may result in a more severe remedy as warranted by circumstances.

Grievance Rights: Para 3. Required in all reprimands. Specify appropriate grievance procedure.

3. If you consider this reprimand improper, you may grieve through the (Navy Grievance Procedure or 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 and forward to Civilian Personnel with one other copy.

This is to certify that I received the original of this letter on this date.

_____
(date)

_____
(signature)

ENCLOSURE (5)

SAMPLE LETTER OF REQUIREMENT

(Date)

From: Normally the supervisor who assigns performance appraisals and ratings. Must be reviewed by CPO prior to issuance.

From: (Title)
To: (Name, Title, Pay No. _____-_____)

Subj: Letter of requirement

Ref: (a) BO 12630.1G

Circumstances: Para 1. Explain fully as to what deficiencies in conduct or performance are being brought to the employee's 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 the reference, 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 employee may improve.

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 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 automatically cancelled one year from date of issuance.

Grievance Rights: Para 5. Required in all letters of requirement. Specify which grievance procedure.

5. You may grieve this action through the appropriate grievance procedure. 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 (6)

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

BO 12752.1
CPD
13 Mar 1986

BASE ORDER 12752.1

From: Commanding General
To: Distribution List

Subj: Discipline, Conduct and Adverse Actions

Encl: (1) Definitions
(2) Actions Excluded from Coverage
(3) Delegation of Authority and Responsibilities
(4) Guidance in Effecting Disciplinary Actions
(5) Procedures for Taking Action
(6) Guideline Schedule of Disciplinary Offenses and Recommended Remedies
(7) Investigation Report
(8) Sample Letter of Admonishment/Caution
(9) Sample Letter of Reprimand
(10) Sample Letter of Requirement

1. Purpose. To provide instructions and guidance concerning discipline, conduct and adverse actions as they apply to civil service employees.

2. Cancellation. BO 12750.1H.

3. Information

a. This Order applies to all Department of the Navy employees as defined in paragraph 3 of enclosure (1) except for the following:

(1) An employee of a nonappropriated fund instrumentality paid from nonappropriated funds.

(2) Schedule B excepted service employees without competitive status.

(3) Nonpreference eligible excepted service employees under Public Law 874, as amended by Public Law 248 (professional employees of the Dependent Schools System).

b. Actions taken against unit employees must also be in conformance with the applicable negotiated agreement.

c. Disciplinary and adverse actions shall be taken against an employee only for such cause as will promote the efficiency of the service.

d. Disciplinary and adverse actions may not be taken against an employee on the basis of any prohibited personnel practice. (5 USC 2302)

4. Action. All organizations employing civil service personnel shall comply with the instructions contained herein. Organizational Commanders, Heads of Command Staff Sections and Department Heads will ensure that all subordinate managers and supervisors (military and civilian) are thoroughly familiar with the contents of this Order and that the Order is made available to the employees upon request.

5. Concurrence. This Order has been coordinated and concurred in by the Commanding Officers, Marine Corps Air Station, New River, Naval Hospital and Naval Dental Clinic, Camp Lejeune; Navy Recruiting District, Raleigh and the Complex Officer, East Coast Commissary Complex, Camp Lejeune.

M. C. HARRINGTON
Chief of Staff

DISTRIBUTION: C less Category III
Plus 50 to CivPersOff

DEFINITIONS

1. "Adverse Action": a removal, suspension for more than 14 days, reduction in grade or pay, or furlough for 30 days or less.

2. "Days": calendar days.

3. "Employee"

(a) For purposes of adverse actions an individual in the competitive service who is not serving a probationary or trial period under an initial appointment or who has completed one year of current continuous employment under other than a temporary appointment limited to one year or less; and a preference eligible in the excepted service who has completed one year of current continuous service in the same or similar position.

(b) For purposes of disciplinary action an individual paid through appropriated funds regardless of career status or work schedule.

4. "Furlough": the placing of an employee in a temporary status without duties and pay because of a lack of work or funds or other nondisciplinary reasons.

5. "Grade": a level of classification under a position classification system.

6. "Disciplinary action": a letter of reprimand or a suspension for 14 days or less.

7. "Letter of Admonishment": a written correction by a superior official of an employee's improper conduct.

8. "Letter or Reprimand": a written remedy by a superior official for an employee's improper conduct.

9. "Corrective Action": an oral admonishment or a letter of admonishment/ caution, i.e., an action not recorded in an employee's Official Personnel Folder.

10. "Official": a person who has been delegated authority to propose or decide an adverse or disciplinary action under this Order.

11. "Oral Admonishment": an oral (unwritten) correction by a superior official of an employee's improper conduct.

12. "Pay": the rate of basic pay fixed by a law or administrative action for the position held by an employee.

13. "Removal": the involuntary separation of an employee from the activity except when taken as a reduction-in-force action.

14. "Suspension": the placing of an employee in a temporary nonduty, nonpay status for disciplinary reasons.

15. "Letter of Requirement": a nondisciplinary, written notice which levies an employment-related requirement upon the recipient.

16. "Senior Command Official": Commanding General, Marine Corps Base, Camp Lejeune and those Commanding Officers/Director shown in paragraph 15 or in their absence, the official designated by competent authority to succeed to the position of command.

ACTIONS EXCLUDED FROM COVERAGE

1. A suspension or removal taken in the interests of national security (5 USC 7532).

2. A reduction-in-force action.

3. The reduction in grade of a supervisor or manager who has not satisfactorily completed the probationary period if such reduction is to the grade held immediately before becoming such a supervisor or manager (5 USC 3321).

4. An action initiated under authority of the Special Counsel or taken at the direction of the Merit Systems Protection Board (5 USC 1205, 1206, 1207).

5. An action taken under provision of statute, other than one codified in 5 USC, which excepts the action from subchapter II of Chapter 75 of 5 USC.

6. An action which entitles an employee to grade retention and an action to terminate this entitlement (5 USC 5362).

7. A voluntary action initiated by the employee.

8. An action taken or directed by the Office of Personnel Management for suitability reasons (5 CFR Parts 731 and 754).

9. Involuntary retirement because of disability.

10. Termination of appointment on the expiration date specified as a basic condition of employment at the time the appointment was made.

11. Action which terminates a temporary promotion within a maximum period of two years and returns the employee to the position from which temporarily promoted, or reassigns or demotes the employee to a different position not at a lower grade or level than the position from which temporarily promoted.

12. An action which terminates a term promotion at the completion of the project or a 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 position of equivalent grade and pay.

13. Cancellation of a promotion to a position not classified prior to the promotion.

14. Placement of an employee serving on an intermittent, part-time, or seasonal basis in a nonduty, nonpay status in accordance with conditions established at the time of appointment.

15. Reduction of an employee's rate of pay from a rate which is contrary to law or regulation to a rate which is required or permitted by law or regulation.

16. An action against a reemployed annuitant.

DELEGATION OF AUTHORITY AND RESPONSIBILITIES

1. Delegation of Authority

a. The authority to propose or effect 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. First line and higher level supervisors are delegated authority to give oral admonishments; and issue letters of admonishment, requirement, reprimand and proposed suspensions of 14 days or less.

c. Senior Command Officials, respectively, hereby delegate authority to propose and effect disciplinary and adverse actions as follows:

(1) Marine Corps Base

(a) Effect Disciplinary Actions and Propose Adverse Actions. Division Heads and designated subordinates of organizational commanders and command staff section heads.

(b) Effect Adverse Actions. Assistant Chiefs of Staff, organizational commanders and command staff section heads.

(2) Marine Corps Air Station

(a) Effect Disciplinary Actions and Propose Adverse Actions. Department Heads, designated subordinates of Commanding Officer, Headquarters and Headquarters Squadron and designated subordinates of command special staff heads.

(b) Effect Adverse Actions. Heads of Staff Sections, Commanding Officer, Headquarters and Headquarters Squadron, and command special staff heads.

(3) Naval Hospital

(a) Effect Disciplinary Actions and Propose Adverse Actions. Department Heads.

(b) Effect Adverse Actions. Director of Administration.

(4) Naval Dental Clinic

(a) Effect Disciplinary Actions and Propose Adverse Actions. Branch Directors and Director, Dental Clinic Administration.

(b) Effect Adverse Actions. Executive Officer.

(5) Navy Recruiting District

(a) Effect Disciplinary Actions and Propose Adverse Actions. Designated subordinates of Executive Officer.

(b) Effect Adverse Actions. Executive Officer.

(6) East Coast Commissary Complex

(a) Effect Disciplinary Actions and Propose Adverse Actions. Immediate Supervisor.

(b) Effect Adverse Actions. Complex Officer.

d. Authority to effect final decisions on nondisciplinary 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 branch head of the Civilian Personnel Division (CPD).

2. Responsibilities

a. Supervisors. The immediate supervisor is responsible for maintaining discipline and morale among the employees supervised and for initiating appropriate action when warranted. In initiating disciplinary actions, supervisors will be guided by enclosure (4). To ensure that supervisors exercise maximum responsibility over subordinates, employees will generally receive instructions or discipline from or through immediate supervisors. This does not 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 a supervisor observes an infraction of rules and the immediate supervisor of the employees concerned is not available, this person may take such steps on the spot as appear warranted. Thereafter, this supervisor will locate the supervisor concerned, fully explain the circumstances, and place further responsibility for action in the hands of 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. Civilian Personnel Officer. The Civilian Personnel Officer, through the Employee Relations Staff, is responsible for the following:

(1) Assisting supervisors and management officials at all levels in disciplinary matters.

(2) Providing technical review of investigations.

(3) Drafting all adverse actions and disciplinary actions involving suspensions for consistency and conformance to prescribed regulations and procedures.

(4) Upon request, advising employees against whom adverse action is taken, concerning grievance/appeal rights.

(5) Monitoring disciplinary procedures and recommending changes as appropriate.

(6) Maintaining a record which, at a minimum, will contain copies of:

(a) The proposed action.

(b) The employee's written answer, if any.

(c) A summary of the employee's oral reply, if one was made.

(d) The notice of decision and the reasons therefore.

(e) Any supporting material.

(f) Any order affecting the decision.

(7) Providing a copy of the record to the MSPB upon its request and to the employee affected or employees's designated representative upon the employee's written request.

2

GUIDANCE IN EFFECTING DISCIPLINARY ACTIONS

1. Purpose. The purpose of this enclosure is to provide advice and guidance to supervisors and managers in effecting disciplinary actions. It should be understood to constitute minimum acceptable procedure and followed under normal disciplinary situations.

2. Department of the Navy Philosophy of Discipline. Discipline is a managerial tool intended to correct deficiencies in employee behavior and attitude, correct situations which interfere with efficient operations, maintain high standards of government service and maintain public confidence in the Department of the Navy. It is not the philosophy of DON to utilize disciplinary measures for the sole purpose of punishing employees. An employee whose behavior is not acceptable to management but whose behavior is not corrected is quite likely to persist in that unacceptable behavior in the erroneous belief that it is correct, or at least condoned. Supervisors and managers have an obligation to such employees to correct behavioral deficiencies while they are still minor and before the behavior becomes habit and a bad example to others. It is easier to correct a first instance of deficient behavior than to ignore the situation and later try to correct the third, fourth, or fifth instance. It is easier and better management to correct a minor case of deficient behavior than to ignore the situation and allow the problem to become a major one.

3. Guidance in Selecting a Proper Course of Disciplinary Action

a. Choose the Minimum Disciplinary Action Likely to Correct the Improper Behavior. Most people would not use an elephant gun in hunting rabbits and this analogy holds true in choosing disciplinary actions. For example, it would be foolish to attempt to correct an employee's first instance of tardiness by imposing a 1-day suspension. Such an action could create a significant amount of resentment in the employee and do more damage than good. Determining the minimum action likely to correct the problem is extremely important and a responsibility which frequently lies with the first line supervisor.

b. Disciplinary Actions Must be Fair and Just. This is another way of saying that there must be similar actions for similar offenses. This does not mean that all similar actions must bear identical remedies since there are other factors such as mitigating circumstances which should be considered. It is important that managers have good reasons for imposing significantly different remedies for similar offenses. A good place to start in determining a proper remedy is to look at enclosure (6). While this schedule of corrective actions is not mandatory, most actions within the DON fall within its limits and there should be good reasons for deviation from the guide when it occurs.

c. Disciplinary Actions Should be Timely. Being timely does not mean that disciplinary actions should be taken in haste. Disciplinary actions should not be taken precipitately because important facts might be ignored. However, the corrective influence of a suspension, for example, is greatly diminished if it follows the offense by six months or a year.

d. Mitigating, Unusual, or Aggravating Circumstances Should be Considered in Determining a Proper Disciplinary Action. Such considerations as the employee's position, length of service, or prior disciplinary actions should be taken into consideration. If at all possible, obtain the employee's version of the events before initiating a disciplinary action. It may be that the employee will have an acceptable explanation or be able to present mitigating circumstances.

e. Consider the Employee as a Unique Individual. What is the employee's attitude? Does the employee fully understand the nature of the offense and why the manager is troubled? Is the offense part of a continuing behavioral pattern or does it represent an isolated action? Has the employee been led to believe that the behavior in question is appropriate?

4. Alternative Courses of Action. While it is a generally bad idea to ignore instances of employee misconduct, all misconduct does not warrant formal disciplinary action. There are other forms of correction available.

a. Explanation or Training. If the employee is unaware of the proper performance or conduct, it may be that training, or perhaps a sound explanation, will be sufficient to correct the problem. This alternative is particularly likely to be appropriate when the employee is new or working in an unfamiliar environment.

b. Civilian Employee Assistance Program (CEAP). As a general rule it is in the best interest of DON to rehabilitate rather than remove an employee. Misconduct is not always willful. It may stem from alcoholism, misuse of drugs, or from other personal problems which may be helped through the CEAP. A manager should seek guidance and advice from the Civilian Personnel Division on whether to refer an employee to a CEAP counselor or take disciplinary action.

c. Performance Ratings. Most employees are aware of the importance of performance ratings and want to receive favorable ratings. Employees who are under the Merit Pay System know that the amount of their salary depends in large part upon good performance appraisals. A discussion about performance and/or a low performance appraisal should have a positive effect in improving employee performance. If an employee's performance becomes unacceptable, that employee may be demoted or removed in accordance with BO 12432.1.

d. Withholding Within-Grade Increases. If an employee's performance does not warrant a within-grade-increase, it is appropriate to give the employee a negative determination. This procedure is available to defer or deny unearned incremental salary increases and to motivate the employee to improve current performance.

e. Voluntary Action by Employee. An employee who is confronted by management with a potential disciplinary situation may volunteer to accept a lower grade, a reassignment or resign in lieu of disciplinary action. However, management must not coerce the employee into taking such an action. It is permissible to tell an employee that a removal action is contemplated and that if he/she resigns before an action is proposed, no record will be made in the Official Personnel File. It is not permissible to tell the employee that he/she must resign or face a removal action. The latter example is coercion, and must be avoided.

f. Oral Admonishments. Oral admonishments 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 conduct. Incidents for which an employee is orally admonished will not be counted as prior offenses or infractions when determining a remedy under the Schedule. They may be used in subsequent actions, however, to show that certain aspects of conduct have been brought to an employee's attention. The supervisor should retain personal notes of any oral admonishment for a period of one year. An oral admonishment will not be made a matter of record in the Official Personnel Folder. Oral admonishments may not be grieved or appealed.

g. Letters of Admonishment/Caution. A letter of admonishment is a nondisciplinary, written correction of an employee's improper conduct. 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 and provides notification that conduct is failing to meet those standards. Incidents which form the basis for the issuance of letters of admonishment will not be counted as prior offenses when determining the remedy for a subsequent infraction under enclosure (6). Such incidents may, however, be included in the specifications of such infractions when it is appropriate to describe a pattern of conduct. Such letters will not be filed in the employee's Official Personnel Folder, but will be retained by the supervisor for a period not to exceed one year. They will be automatically cancelled one year from the date of issuance. They must be reviewed by the Civilian Personnel Division for conformance with prescribed procedures prior to issuance to an employee.

h. Letters of Requirement. 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 or 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 a letter of requirement will not be counted as prior offenses when determining the remedy for a subsequent infraction under enclosure (6). Such letters will not be filed in the employee's Official Personnel Folder and will be rescinded in writing at such time as improvement in the employee's sick leave record warrants. 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 Personel Division for conformance with prescribed procedures prior to issuance to an employee.

5. Formal Disciplinary Actions

a. Letter of Reprimand. A letter of reprimand is the minimum formal disciplinary action that may be counted as a prior offense when determining a remedy under the Schedule. 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. Incidents which form the basis for the issuances of a reprimand may be counted as prior offenses when determining the remedy for a subsequent infraction under enclosure (6). In certain types of offenses, when a suspension may not be the correct remedy, a series of reprimands, progressively more severe in tone would carry the same weight as suspensions in justifying a subsequent removal action.

b. Suspension of 14 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. Most suspensions fall within a one-to-five-day period. Rarely should a suspension in excess of 10 days 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.

c. Suspensions for More than 14 Calendar Days. A suspension of more than 14 calendar days should not, generally, be imposed. Some circumstances which justify such remedies are: (1) when required by law; (2) when directed by the Office of Personnel Management; (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.

d. 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 an application. Depending on the gravity of previous offense(s), removal action may be instituted against an employee for two 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.

e. Reduction in Grade or Pay. A demotion is not normally an appropriate 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 remedy; 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.

6. Special Disciplinary Situations

a. Leave Abuse. Leave Without Pay (LWOP) is an approved absence. Do not attempt to impose disciplinary action based on instances of LWOP. If an employee is absent without permission, carry that employee as Absent Without Leave (AWOL). A charge of AWOL will support a disciplinary action. However, an instance of AWOL does not demand a disciplinary action. It does require conducting an investigation. An employee who is AWOL is not paid for the period of unapproved absence. AWOL is charged for the exact amount of time the employee is absent.

b. Indefinite Suspensions. If there is good reason, such as an indictment, to believe that an employee is guilty of a crime for which a prison sentence may be imposed, it is possible to place the employee on an indefinite suspension pending resolution of the matter. Though an indefinite suspension is of unspecified duration, the same rules apply as to any type of suspension. If it is expected that the indefinite suspension will last for more than 14 days, the employee must be given 30 days' notice (7 days if the crime provision is invoked), and the employee has the right to appeal to the Merit Systems Protection Board (MSPB) or grieve under the appropriate grievance procedure. "Emergency" suspensions without giving employees the proper notice period and appeal rights are not permitted.

c. Drug Abuse Program. All civilian employees of the DON support, directly or indirectly, the mission of the operating forces. Drug abuse among these employees has a detrimental effect on their health, conduct, and performance and, therefore, undermines their ability to provide the necessary level of support to assure the readiness of those forces. Consequently, because drug abuse is incompatible with safe, effective and efficient mission accomplishment, it must be detected and eliminated. SECNAVINST 5300.28 prohibits the wrongful or illegal possession or use of marijuana, narcotics or other controlled substances in any amount, or the sale, promotion or distribution of marijuana, narcotics or other controlled substances or drug paraphernalia. Such prohibited misconduct may warrant administrative corrective action up to and including removal. However, when such abuse is determined to be a handicapping condition, as defined by the Rehabilitation Act of 1973, and the activity knew or should have known that the condition existed prior to the incident giving rise to the consideration of disciplinary action, it must be dealt with in accordance with the provisions of the CEAP as promulgated by BO 12792.2b.

(1) Effecting Adverse Actions. Whether the drug abuse involves the possession, use, sale or transfer of drugs or drug paraphernalia, any resulting adverse action must demonstrate compliance with certain precedential decisions rendered by the MSPB. By its decision in Merritt v. Department of Justice, MSPB has determined that it is the activity's burden to prove the existence of a logical and reasonable nexus or connection between the misconduct (on or off-duty) on which the adverse action is based, and the adverse effect which that misconduct had on the employee's performance, and the performance of others, or the mission of the activity. Management is cautioned to avoid limiting the nexus demonstration to an assertion that the action taken or proposed promotes the efficiency of the service. MSPB has ruled that such an assertion, per se, fails to establish the nexus. In its decision in Merritt, MSPB ruled that off-duty use of marijuana, in and of itself, did not provide the requisite nexus. Therefore, adverse actions taken for off-duty use of marijuana will likely be reversed by MSPB in the absence of an appropriate showing of nexus. Further, MSPB has determined through its decision in Douglas v. Veterans Administration that it is the activity's burden to show the reasonableness of the penalty after appropriate consideration of each of the applicable mitigating factors established by that decision. When an employee has been convicted for criminal

misconduct involving drugs, and an adverse action is warranted, the adverse action should be based on the events upon which the conviction is based, and not on the conviction itself since the conviction could be appealed and overturned, thus eliminating the justification for the adverse action (the same applies to arrests and indictments). In summary, the requirements imposed by Merritt and Douglas must be met by management in any adverse actions based on misconduct involving drugs regardless of the nature of the misconduct (i.e., possession, use, sale or transfer) or whether the misconduct occurred on-duty or off-duty. It should be also noted that the Merritt and Douglas decisions are applied by arbitrators in arriving at the awards rendered under the grievance/arbitration process.

(2) Drug Use and Reasonable Accommodation. In Ruzek v. General Services Administration, MSPB ruled that drug abuse, like alcholism, is a handicapping condition requiring reasonable accommodation. Accordingly, when an employee's unacceptable performance or misconduct on duty is caused by the effects of the use of illegal drugs, and the activity knew or should have known that the condition existed prior to the incident giving rise to the consideration of disciplinary action, reasonable accommodation, including the use of sick leave, must be accorded to that employee prior to the initiation of adverse action for the unacceptable performance or misconduct. In accordance with BO 12792.2B, the employee's supervisor is obligated to: (1) refer the employee to a Contact and Referral Counselor (C&RC) for assistance and (2) warn the employee that continued performance or conduct problems may result in disciplinary action. If the employee refuses to seek the assistance of or cooperate with the C&RC or health care facility designated to assist in rehabilitation, the activity has fulfilled the reasonable accommodation requirement and may then initiate appropriate adverse action based upon the unacceptable performance or misconduct. Notwithstanding the decision in Ruzek, the entitlement to reasonable accommodation does not arise unless the employee establishes that the unacceptable performance or misconduct was caused by the handicapping condition (drug use) as defined by the Rehabilitation Act of 1973, and that the activity knew or should have known that the condition existed prior to the incident giving rise to the consideration of disciplinary action. Accordingly, although activities can and should initiate adverse action when warranted, they should be alert to the possibility of this defense by the employee. Further, even in instances where there is a requirement to accommodate, that requirement has limits and may be met by a showing that the requisite reasonable accommodation would impose an undue hardship on the activity. Like Merritt and Douglas, the Ruzek decision is also applied by arbitrators in arriving at awards rendered under the grievance/arbitration process.

7. 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 the employee.

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 the employee's Government employment which has not been made available to the general public, for the purpose of furthering a private interest.

c. Contribution or Presents to Superiors. An employee shall not solicit contributions from another employee for a gift to an employee in a superior official position; and employee in a superior official position shall not accept a gift presented as a contribution from employees receiving less salary than the employee; 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 Government employment. Outside employment which tends to impair the employee's mental or physical capacity to perform the employee's 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 conflects of interest. Employees who intend to run for office in nonpartisan 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 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 the employee's 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 of FPM 735.

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.

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. After normal working hours employees will be seen in the Emergency Room, Naval Hospital, for evaluation. Items 1 through 12 of the Competence for Duty Examination Form, NAVMED 6120/1 (available through Self-Service), will be completed by the organizational commander, command staff section head, department head, division 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. Navy Recruiting District, Raleigh is excepted from this procedure. If it is determined that the employee is under the influence of intoxicants, the employee will be placed on sick leave for the remainder of the day and appropriate action initiated, in accordance with this Order and BO 12792.2B.

h. Refusal to Perform Properly Assigned Duties. An employee who refuses to perform properly assigned duties in effect places himself or herself 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.

PROCEDURES FOR TAKING ACTION

1. Investigation Report

a. Prior to initiating any disciplinary action, management must ascertain whether there is sufficient evidence to justify the contemplated action; a prima facie case that can withstand all of 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 the evidence has been thoroughly documented and can be supported by testimony or documents in a grievance or an appeal; that the proposed action is consistent with other actions taken by the command.

b. Investigations will be initiated in a timely manner after the alleged incident or awareness thereof. Such an investigation may be conducted by the employee's immediate supervisor or by any official so authorized. The investigation may include: documented interviews of witnesses; acquisition and examination of pertinent evidence, documents and reports; visual inspection of the work or incident site (if relevant) and documentation of any unusual condition or special circumstances. An interview with the employee involved may be especially important to the inquiry. A copy of any written statements made by the employee will be provided to the employee or his or her designated representative. A properly conducted inquiry may disclose information or mitigating circumstances which otherwise might not be brought to light until a grievance/appeal hearing.

c. Prepare an investigation report as outlined in enclosure (7), recording all information, specifically and in detail, i.e., dates, times, specific instances, and other data necessary to understand the charge. Any resulting action will be initiated within 30 days after completion of the investigation.

d. Forward the investigation report with proposed remedy directly to (no via) the Employee Relations Superintendent, Civilian Personnel Division (CPD) for technical review. The guidance contained in enclosure (6) may be beneficial in determining the appropriate remedy.

e. When a letter of admonishment/caution or reprimand is considered the appropriate action, it should be promptly prepared in draft form, using enclosure (8) or (9) as a guide, attached to the completed investigation report, and forwarded directly to (no via) the Employee Relations Superintendent, CPD for review. After review, the letter will be returned for preparation and issuance to the employee.

f. When a penalty more severe than a letter of reprimand is considered necessary, the investigation will be forwarded directly to (no via) the Employee Relations Superintendent, CPD by the appropriate official authorized to initiate such action, with a statement of the remedy proposed, i.e., number of days of suspension, removal or demotion. The CPD will prepare, in draft form, the advance notice letter for the cognizant official's approval. The cognizant official will issue the proposed letter and effect delivery to the employee. Delivery will be by such means as to ensure that a copy of the issued letter, with a signed receipt or certification of delivery, is transmitted to the CPD for retention and follow up.

2. Corrective Actions (See enclosure (4) for discussion).

a. Oral Admonishment

b. Letter of Admonishment/Caution. (See enclosure (4) for example). A letter of admonishment/caution will:

(1) Specify the reasons for its issuance.

(2) State the letter will not be placed in the employee's Official Personnel Folder.

(3) State it will not be counted as a prior offense when determining a remedy for a subsequent offense.

ENCLOSURE (5)

(4) State whether or not the letter is grievable.

3. Disciplinary Actions (See enclosure (4) for discussion.)

a. Letter of Reprimand. (See enclosure (9) for example.) A letter of reprimand will:

(1) Specify the reasons for its issuance.

(2) State it will be made a matter of record in the employee's Official Personnel Folder for a period of one year from the date of the letter.

(3) Specify the employee's right to file a grievance under the appropriate procedure.

(4) State it may be counted as a prior offense when determining a remedy for a subsequent offense.

b. Suspension of 14 Days or Less. An employee against whom a suspension of 14 days or less is proposed, is entitled to:

(1) An advance written notice stating:

(a) The specific reasons for the proposed action.

(b) The name and title of the official designated to hear an oral reply and/or receive the written reply (the official so designated must have authority to either make or recommend a final decision on the proposed action).

(c) The amount of time (seven days) the employee is allowed to answer orally and in writing.

(d) The right of the employee or the employee's representative to review the material which is relied upon to support the reasons given in the notice.

(2) A copy of the material, if any, relied on to support the reasons given in the notice.

(3) A reasonable amount of official time to review the material relied upon to support the proposal and to prepare an answer and to secure affidavits, if the employee is otherwise in an active duty status.

(4) Seven days to present an oral and/or written reply to the proposed action.

(5) Be represented by an attorney or other representative.

(6) A written decision within 10 days after expiration of time allowed for the response which:

(a) Considers only the reasons specified in the notice of proposed action.

(b) Specifies the reasons for the decision.

(c) Considers any answer of the employee and/or the employee's representative made to a designated official.

(d) Is signed by an official in a higher position than the official who proposed the action (if the activity head signed the advance written notice, the next higher level of management in chain of command must sign the written decision).

(e) Specifies the employee's right of appeal to the MSPB and right, when applicable to file a grievance under the appropriate grievance procedure but not both.

(f) Is delivered to the employee prior to the effective date of the action.

(7) Employees in receipt of an advance notice may request, in writing, additional time to respond orally and/or in writing. The official designated to accept response may make a decision regarding such request.

(8) Employee representation is subject to challenge in accordance with paragraph 6 of this enclosure.

4. Adverse Actions

a. An employee against whom an adverse action is proposed, is entitled to:

(1) At least 30 days advance written notice (except in those cases where there is reasonable cause to believe the employee has committed a crime for which a sentence of imprisonment may be imposed), stating:

(a) The specific reasons for the proposed action.

(b) The name and title of the official designated to hear an oral reply and/or receive a written reply (the official so designated must have authority to either make or to recommend a final decision on the proposed adverse action).

(c) The number of days, but no less than fifteen days, that the employee is allowed to answer orally and/or in writing.

(d) If appropriate, the basis of selecting a particular employee for furlough, when some but not all employees in a given competitive level are being furloughed, and the reasons for the furlough.

(2) A copy of the material relied upon to support the reasons given in the notice.

(3) A reasonable amount of official time to review the material relied upon to support the proposal and to prepare an answer and to secure affidavits, if the employee is otherwise in an active duty status.

(4) At least 15 days to answer orally and/or in writing and to furnish affidavits and other documentary evidence in support of the answer, including medical documentation if the employee wishes the deciding official to consider any medical condition alleged to contribute to the reasons for proposed action (except in those cases where there is reasonable cause to believe the employee has committed a crime for which a sentence of imprisonment may be imposed).

(5) Be represented by an attorney or other representative.

(6) A written notice of final decision within 15 days after the expiration of the time allowed for the employee's response which:

(a) Considers only the reasons specified in the notice of proposed action.

(b) Specifies the reasons for the decision.

(c) Considers any answer of the employee and/or the employee's representative made to a designated official and any medical documentation furnished under 4.a.(4) above.

(d) Is signed by an official in a higher position than the official who proposed the action (if the activity head signed the advance written notice, the next higher level of management in chain of command must sign the written decision).

(e) Specifies the employee's right of appeal to the MSPB and right, when applicable, to file a grievance under the appropriate negotiated grievance procedure, but not both.

(f) Provides the time limits for filing a grievance or an appeal to the MSPB, the address of the appropriate Board office for filing the appeal, a copy of the Board's regulations and a copy of the Board's appeal form.

(g) Is delivered to the employee at or before the time the action will be effective.

b. Since a hearing shall be made available at an employee's request after an action has been effected, a hearing in lieu of or in addition to the opportunity for written and oral answer will not be conducted.

c. When the crime provision is invoked, activities may effect an action in less than 30 days following the advance written notice. Activities may require the employee to furnish any answer to the proposed action, affidavits and other documentary evidence in support of the answer within such time as under the circumstances would be reasonable, but not less than seven days. When the circumstances require immediate action, the activity may place the employee in a nonduty status with pay for such time, not to exceed 10 days, as necessary to effect the action.

d. The advance written notice and opportunity to answer are not necessary for furlough without pay due to the unforeseen circumstances such as sudden breakdown of equipment, acts of God, or sudden emergencies requiring immediate curtailment of activities.

e. Employees in receipt of an advance notice may request additional time to respond orally and/or in writing. The official designated to accept the response may make a decision regarding such request.

f. Employee representation is subject to challenge in accordance with paragraph 6 of this enclosure.

5. Probationary, Excepted Appointment and Indefinite Employees Serving a Trial Period, and Temporary Employees with less than One Year of Continuous Service. The procedures in paragraphs 1 through 4 above do not apply to these employees. Prior to initiating disciplinary or separation actions on such employees, the Employee Relations and Services Branch should be contacted as to the appropriate procedure. Those officials delegated authority to effect disciplinary actions in enclosure (3) are hereby delegated the authority to separate probationary, excepted appointment and indefinite employees serving a trial period and temporary employees with less than one year of continuous service.

6. 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 enclosure (3) to render a final written decision for the contemplated action. All such matters will be reviewed by the Employee Relations Superintendent, CPD, 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.

GUIDELINE SCHEDULE OF DISCIPLINARY CFFENSES AND RECOMMENDED REMEDIES

(Greater or Lesser Remedies may be Assessed Depending Upon Circumstances)

INSTRUCTIONS FOR USE OF THE SCHEDULE

1. The schedule is not intended to cover every possible offense. Remedies for offenses not listed will be determined 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. Therefore, use only the items which describe the employee's actual conduct and leave out parts which do not apply.

3. Remedies for disciplinary offenses will, in general, range from the minimum to the maximum indicated. Depending on mitigating or aggravating factors, a remedy outside the general range may be imposed.

4. Suspension remedies on this schedule refer to calendar days.

5. In considering past offenses in determining a remedy, the following limitations must be observed:

a. Oral and written admonishments may not be counted as prior offenses in determining a remedy;

b. A letter of reprimand may be counted as a prior offense provided the letter of reprimand is dated no more than one year before the date of the proposed notice of adverse action in which it is cited;

c. A suspension or reduction in grade or pay (if effected for disciplinary reasons) may be counted as a prior offense provided the effective date of the suspension or reduction in grade or pay is not more than three years before the date of the proposed adverse action in which it is cited.

d. In utilizing past offenses in determining a corrective action, the notice of proposed adverse action should cite specifically the past offense in sufficient detail to allow the employee to respond. Past offenses may only be counted if the employee was disciplined in writing, the employee had the right to dispute the action to a higher level, and the action was made a matter of record in the official personnel folder (OPF) (Howard v. Department of the Army, MSPB Docket No. PH075209128, May 15, 1981).

6. For information concerning other offenses for which employees may be disciplined by removal, fine or imprisonment, see FPM Chapter 735.

OFFENSE AND RANGE OF REMEDIES

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

ENCLOSURE (6)

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
LEAVING JOB TO WHICH ASSIGNED 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 UNAUTHORIZED POSSESSION (INCLUDING ACTUAL OR ATTEMPTED WRONGFUL REMOVAL FROM ITS PROPER LOCATION) OF GOVERNMENT PROPERTY OR THE PROPERTY OF OTHERS	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
Do not use "theft" as a charge unless the definition in Black's Law Dictionary can be met.			
CRIMINAL, DISHONEST, INFAMOUS OR NOTORIOUSLY DISGRACEFUL CONDUCT HAVING AN ADVERSE EFFECT ON THE EFFICIENCY OF THE SERVICE.	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
DISOBEDIENCE TO CONSTITUTED AUTHORITIES, OR DELIBERATE REFUSAL TO CARRY OUT 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

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
DISRESPECTFUL CONDUCT, USE OF INSULTING, ABUSIVE OR OBSCENE LANGUAGE TO OR ABOUT OTHER PERSONNEL	Reprimand to 5-day suspension	5-day suspension to 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
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 PREPARATION OF SUCH CLAIMS	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
*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 suspension to removal

ENCLOSURE (6)

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
*FAILURE OR DELAY IN CARRYING OUT ORDERS, WORK ASSIGNMENTS OR INSTRUCTIONS	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
--- WHERE LIFE OR PROPERTY IS ENDANGERED	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
UNAUTHORIZED USE OF, LOSS OF, OR DAMAGE TO GOVERNMENT PROPERTY OR THE PROPERTY OF OTHERS	Reprimand to Removal	5-day suspension to removal	10-day suspension to removal
GAMBLING OR 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
WILLFUL 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, HANDICAP, NATIONAL ORIGIN, OR AGE OR ANY REPRISAL ACTION ON SUCH BASIS AGAINST AN EMPLOYEE	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
SEXUAL HARASSMENT	Reprimand to removal	5-day suspension to removal	10-day suspension to removal

*Action should be taken under BO 12432.1 rather than this Order if these areas are covered in employee's critical elements and performance standards.

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
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
--- WHEN CLASSIFIED MATERIAL HAS BEEN COMPROMISED	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
PROHIBITED PERSONNEL PRACTICE			
COMMITTING A PROHIBITED PERSONNEL PRACTICE (See 5 U.S.C. 2302)	Reprimand to removal	5-day suspension to removal	10-day suspension to removal

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
SUBSTANCE ABUSE			
*Referral to Civilian Employee Assistance Program (CEAP) and reasonable accommodation must be provided prior to initiation of disciplinary action when the employee's substance abuse is a handicapping condition as defined in the Rehabilitation Act of 1973 (29 C.F.R. 1613.701 et seq.) and the activity knew or should have known that the condition existed prior to the incident giving rise to the consideration of disciplinary action.			
POSSESSION OF MARIJUANA, A NARCOTIC, OR A CONTROLLED SUBSTANCE OR DRUG PARAPHERNALIA WITHOUT AUTHORIZATION ON DUTY	Reprimand to removal	10-day suspension to removal	14-day suspension to removal
*REPORTING FOR DUTY UNDER THE INFLUENCE OF MARIJUANA, A NARCOTIC, OR A CONTROLLED SUBSTANCE WITHOUT AUTHORIZATION	14-day suspension to removal	30-day suspension to removal	Removal
*USE OF OR BEING UNDER THE INFLUENCE OF MARIJUANA, A NARCOTIC, OR A CONTROLLED SUBSTANCE WITHOUT AUTHORIZATION ON DUTY	14-day suspension to removal	30-day suspension to removal	Removal
UNAUTHORIZED SALE OR TRANSFER OF MARIJUANA, A NARCOTIC, OR A CONTROLLED SUBSTANCE OR DRUG PARAPHERNALIA ON DUTY	30-day suspension to removal	Removal	
UNAUTHORIZED POSSESSION OF ALCOHOL ON DUTY	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
*REPORTING FOR DUTY UNDER THE INFLUENCE OF ALCOHOL	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
*USE OF OR BEING UNDER THE INFLUENCE OF ALCOHOL ON DUTY	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
UNAUTHORIZED SALE OR TRANSFER OF ALCOHOL ON DUTY	Reprimand to removal	5-day suspension to removal	10-day suspension to removal

5

INVESTIGATION REPORT

1. FORMAT OF INVESTIGATION. The following format shall be used for investigation reports:

Employee: (Name, Title, Pay No. ____-____, and Organization)

Offense: (See Encl (6) Schedule)

Investigator: (Name, Title, Organization)

Ref: (a) BO 12752.1

1. As required by the reference, 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:

a. State the circumstances - include all information specifically and in detail, including times, dates, and places, specific instances and other data sufficient to explain and support the offense(s) cited. Include any comments made by the employee, oral and/or written. If employee requests representation in connection with the investigation, include who was present during the questioning and when questioning was held. If written statements were made, they should be signed and forwarded with the investigation (the employee or his/her designated representative will be provided a copy). If only oral statements were made, include a summary in the investigation. Check personnel record to establish violation as a first, second, or third infraction.

b. Complete the investigation and submit typed to the CPD for technical review with recommended action to be taken (paragraph 2, below).

SIGNATURE OF INVESTIGATOR

/s/
Date completed:
Telephone Ext:

2. TRANSMITTAL OF INVESTIGATION REPORT. The completed investigation should be transmitted using the following format as appropriate:

From: (Title of person conducting investigation)
To: Civilian Personnel Officer (or official authorized to initiate the action)

Subj: REPORT OF INVESTIGATION, CASE OF (EMPLOYEE'S NAME, TITLE, PAY NO. ____-____)

Ref: (a) BO 12752.1

Encl: (1) Subject investigation report
(2) Copy of letter of admonishment or reprimand (as appropriate)

(Use one of the following statements, as appropriate)

1. In accordance with the provisions of the reference, 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 remedy, 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.
NOTE: (Enclosure 2 above, not appropriate in this case).

(OR)

ENCLOSURE (7)

1. In accordance with the provisions of the reference, 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 admonishment or reprimand) will constitute sufficient action. The letter will be issued upon review and approval of enclosure (2).

/s/

NOTE: In cases of suspension of 14 days or less or adverse action, the CPD will draft the proposed action letter and submit it to the Official authorized to propose the action for approval and issuance.

In cases of letter of admonishment or reprimand, the CPD will review the draft and return to the issuing Supervisor as appropriate.

SAMPLE LETTER OF ADMONISHMENT/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 ADMONISHMENT

Ref: (a) BO 12752.1

Circumstance: Para 1. Be specific and detailed as to what deficiencies in conduct are being brought to the employee's attention. Explain what is expected as acceptable standards of conduct and how the employee may improve.

1. On 22 March 1985, 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 the supervisor would make daily inspections prior to the close of business to ensure all work sites were left in an orderly condition. During the inspection at 1625 on 28 March, you were informed your work site was not clean and should be taken care of before 1630. No further inspection was made on 29 March. At 0800 on 29 March, however, your work area was again inspected. At that time, it was noted the site was still dirty and it did not appear any effort had been made to clean it as instructed.

Admonish: 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 the reference, you are hereby admonished 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 admonishment.

3. This letter is not considered to be a formal action and will not be included in your Official Personnel Folder. It will, however, be retained by your supervisor during its effective period and may be used in any future action(s) to describe a pattern of conduct. This letter will be automatically cancelled one year from date of issuance.

Grievance Rights: Required in letters of Admonishment to Unit employees. Specify appropriate procedure.

4. If you consider this admonishment improper, you may grieve through the procedures set forth in the negotiated agreement. If you exercise this right, your grievance must be initiated within 15 calendar days from the date of receipt of this letter.

ENCLOSURE (8)

Signature: Person authorized to issue. /s/

Certification of Delivery: Obtain signed receipt or certify concerning delivery/ mailing.

This is to certify that I received the original of this letter on this date.

_____
(Signature)

_____
(Date)

ENCLOSURE (8)

SAMPLE LETTER OF REPRIMAND

From: (Title)
To: (Name, Title, Pay No. ___-___)

Subj: REPRIMAND

Ref: (a) BO 12630.1G
(b) BO 12752.1

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 and written instructions violated.

1. You are hereby charged with unauthorized absence on 15 through 19 April 1985. You did not report for work on 15 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 22 April. When this absence was discussed with you on 22 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.

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 a preponderance of the evidence. It has, therefore, been decided that the charge is sustained 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 one year. Future disciplinary offenses may result in a more severe remedy as warranted by circumstances.

Grievance Rights: Para 3. Required in all reprimands. Specify appropriate grievance procedure.

3. If you consider this reprimand improper you may grieve through the (Navy Grievance Procedure or Negotiated Grievance Procedure, as appropriate). 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 letter.

/s/

ENCLOSURE (9)

Copy to:
CivPersDiv (2)

Certification of Delivery: Obtain signed receipt or submit certification concerning delivery/mailing and forward to Civilian Personnel with one other copy.

This is to certify that I received the original of this letter on this date.

_____
(Signature)

_____
(Date)

ENCLOSURE (9)

SAMPLE LETTER OF REQUIREMENT

(Date)

From: Normally the supervisor who assigns performance appraisals and ratings. Must be reviewed by CPO prior to issuance.

From: (Title)
To: (Name, Title, Pay No. ____-____)

Subj: LETTER OF REQUIREMENT

Ref: (a) BO 12630.1H
(b) Negotiated Agreement as appropriate

Circumstances: Para 1. Explain fully as to what deficiences in conduct or performance are being brought to the employee's attention. Note counseling given and date.

1. In reviewing your past applications for sick leave, it appears 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 the references, 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 employee may improve.

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 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

ENCLOSURE (10)

effective period and may be used in any future actions to describe a pattern of conduct. This requirement will be rescinded in writing at such time as improvement in your sick leave record warrants.

Grievance Rights: Para 5. Required in all letters of requirement. Specify which grievance procedure.

5. You may grieve this action through the (Navy grievance procedure or negotiated grievance procedure, as appropriate).

Signature: Person authorized to issue.

/s/

Copy to:
CivPersOff

Certification of Delivery: Obtain signed receipt or submit certification

This is to certify that I received the original of this letter on this date.

_____
(Signature)

_____
(Date)

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

BO 12771.1
CPO/JFS/sah
30 SEP 1981

BASE ORDER 12771.1

From: Commanding General
To: Distribution List

Subj: Department of the Navy Grievance Procedure

Ref: (a) FPM 771 (NOTAL)
(b) CPI 771 (NOTAL)
(c) SECNAVINST 5370.2G (NOTAL)

Encl: (1) Non-Grievable Matters

1. Purpose. To provide instructions concerning the Department of the Navy (DON) administrative grievance procedure. This is the system under which covered employees may seek redress of matters of personal concern and dissatisfaction and grieve letters of reprimand and suspensions of 14 calendar days or less. It is the policy of DON that such matters be given objective consideration and disposed of promptly. The procedures set forth in this instruction are designed to achieve these objectives in accordance with references (a) through (c).

2. Definitions

a. Grievance. A written request by an employee, or a group of employees acting as individuals, 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.

b. Employee. A present nonbargaining unit employee, or any former employee of DON for whom a remedy can be provided.

c. Bargaining Unit Employee. An employee included in an appropriate bargaining unit for which a labor organization has been granted exclusive recognition.

d. Personal Relief. A specific remedy directly benefiting the grievant(s) which may not include a request for disciplinary or other action affecting another employee.

e. Deciding Official. The head of an activity or subordinate official designated by the activity head to make final decisions on grievances. The Deciding Official must be at a higher organizational level than any employee involved in any phase of the grievance, except when the Secretary of the Navy has been involved.

f. Fact Finder. An individual appointed by a deciding official to conduct an investigation into an issue(s) raised in a grievance. The fact finder must be a person who has not been involved in the matter being grieved and who does not occupy a position subordinate to any official who recommended, advised, made a decision on, or who otherwise is or was involved in the matter being grieved. The fact finder may be an employee of the activity, an employee of another activity or the Naval Civilian Personnel Command (NCPC) or an individual contracted for this purpose.

g. Hearing Examiner. An individual authorized by a deciding official to conduct a hearing on an issue(s) raised in a grievance. The hearing examiner will be an employee of NCPC trained in the conduct of hearings and must be a person who has not been involved in the matter being grieved and who does not occupy a position subordinate to an official who recommended, advised, made a decision on, or who is otherwise involved in the matter being grieved.

h. Senior Command Official. The Commanding General, Marine Corps Base and those commanding officers shown in paragraph 14.

i. Day. Calendar day.

3. Employee Coverage. This Order applies to all DON civil service employees, including intermittent, temporary, part-time, and excepted service appointments (which includes teachers and other professional employees of the Dependents' Schools System) of Marine Corps Base; Marine Corps Air Station (Helicopter), New River; Naval Regional Medical Center and Naval Regional Dental Center, Camp Lejeune; and Navy Recruiting District, Raleigh, except those employees covered by the negotiated agreement with American Federation of Government Employees (AFGE), Local 2065.

4. Grievance Coverage. This Order applies to matters defined in paragraph 2a, but excludes those matters identified in enclosure (1).

5. Designation of Deciding Official. An official may not act in the capacity of Deciding Official on any matter in which the official was previously involved. In such case, the next higher level of management in the chain of command will be the Deciding Official. The Senior

Command Officials, respectively, hereby delegate authority to receive and decide formal grievances as follows:

a. Marine Corps Base. For other than Merit Staffing, rating and ranking matters, the Assistant Chiefs of Staff and Marine Corps Base organizational commanders for grievances occurring in their respective departments/commands. In other cases, the Deciding Official will be the Assistant Chief of Staff, Manpower.

b. Marine Corps Air Station (Helicopter), New River. For other than Merit Staffing rating and ranking matters, S-1 Officer.

c. Naval Regional Medical Center. For other than Merit Staffing rating and ranking matters, Director of Administrative Services.

d. Naval Regional Dental Center. For other than Merit Staffing rating and ranking matters, Director of Administrative Services.

e. Navy Recruiting District, Raleigh. Executive Officer.

f. All Activities. For Merit Staffing rating and ranking matters, the Civilian Personnel Officer.

6. Responsibilities

a. Grievant. The grievant is responsible for:

(1) Filing the grievance in writing, in a timely manner.

(2) Providing a clear statement of the issues.

(3) Indicating the specific personal relief sought.

b. Management. Management is responsible for:

(1) Giving prompt and objective consideration to the grievance.

(2) Making every effort to settle the grievance at the informal stage.

c. Deciding Official. The Deciding Official is responsible for:

(1) Determining whether to accept, reject or remand all or part of a grievance.

(2) Determining which issues, if any, will be investigated if the grievance is accepted.

(3) Determining whether to allow grievant's choice of representative.

(4) Giving objective consideration to the grievance.

(5) Determining which of the following methods will be used to resolve the grievance. These include:

(a) Utilizing the facts presented in the written grievance.

(b) A fact-finding inquiry conducted by the Deciding Official.

(c) Third party fact-finding with a report of the findings of fact to the Deciding Official. The Deciding Official may request the fact finder to make recommendations.

(d) Hearing conducted by a hearing examiner. The examiner will provide the Deciding Official with a report of findings and recommendations.

(6) Issuing a final decision within the time limits set forth.

d. Civilian Personnel Division. The Civilian Personnel Division is responsible for:

(1) Administering the DON Grievance Procedure.

(2) Providing advice to supervisors, managers, individual employees, and other interested parties as to the application and details of the DON Grievance Procedure.

(3) Serving as the central control point for all formal grievances filed.

(4) Maintaining necessary records and following up at all stages to ensure timely processing.

(5) Preparing such reports as necessary.

7. Right to Seek Advice. Although employees are encouraged to first discuss their problems with supervisors, employees have a right to communicate with and seek advice from:

a. The Civilian Personnel Division.

b. An Equal Employment Opportunity Counselor.

c. A counselor designated to be utilized in conflict of interest situations under the provisions of reference (c). For such counseling, contact the Civilian Personnel Division, Employee Relations Branch.

8. Rights of Grievants and Representatives

a. Grievants have the right to be accompanied, represented and advised by a representative of their own choice in processing a grievance under this procedure. The Deciding Official may disallow the choice of an individual as a representative which would result in a conflict of interest or position, a conflict with the priority needs of the activity or would give rise to unreasonable cost to the government.

b. If a grievant's representative is disallowed, the issue of representation may be grieved to the next higher level of management. Processing of the original grievance will be held in abeyance pending the resolution of the question of representation.

c. Grievants and Their Representatives are Assured:

(1) Freedom from restraint, interference, coercion, discrimination or reprisal in presenting a grievance.

(2) A reasonable amount of official time, as determined by the Deciding Official, to present the grievance, if covered by this Order and otherwise in a duty status. There is no provision for preparation of a grievance on official time and none will be granted.

d. It is not intended that official time will be granted any one employee for repeated service as a representative when such repeated service would interfere with the performance of regular duties. Should this condition arise, the employee concerned will be advised to curtail such representation duties.

9. Grievance Procedure (Other than Rating and Ranking). Any grievance must be initiated within 15 days of the act or occurrence about which the employee is aggrieved. A grievance, however, concerning a continuing condition or practice may be submitted at any time. The employee is required to attempt resolution of a grievance informally before submitting a formal grievance except in cases of grievances concerning reprimands or suspensions of 14 days or less, which will be initiated at the formal stage.

a. Informal Procedure

(1) An employee initially presents a grievance orally or in writing to the immediate supervisor. The supervisor will give full consideration to the issue(s) and the corrective action requested and conduct such inquiry into the matter as warranted by the circumstances. The supervisor will discuss the findings with the employee and attempt to resolve the grievance. The supervisor will provide the employee a decision on the matter within seven days after notification of the grievance.

(2) If the grievant is not satisfied with this decision and desires further consideration of the matter, the grievance must be reduced to writing and submitted within seven days of the supervisor's decision to the head of the Division/Section or other organizational component immediately below the official designated as Deciding Official. The written grievance must contain a clear statement of the issue(s); indicate the specific personal relief sought; and identify the grievant's chosen representative, if representation is desired. If the employee chooses a representative and the representative is acceptable to the official, the official or the official's designated representative will meet within seven days of receipt of the written grievance with the grievant and grievant's representative to discuss the matter; make whatever inquiries are deemed necessary and provide the grievant a written decision within 10 days of the meeting. If a grievant's representative is disallowed, that issue may be grieved to the Deciding Official. Processing of the original grievance will be held in abeyance pending the resolution of the question of representation. The decision letter must advise the grievant of the right to file, in writing, a formal grievance with the appropriate Deciding Official (see para 5) (Copy to: Civilian Personnel Officer) and of the seven day time limit for doing so; that the grievance must contain sufficient detail to identify and clarify the basis for the grievance; specify the personal relief sought; identify the representative, if any; and be signed by the grievant or the grievant's representative.

b. Formal Procedure. Within 10 days of receipt of a formal grievance, the Deciding Official will:

(1) Determine whether to accept or reject all or part of the grievance; and/or disallow the chosen representative. In reaching such a decision, the Deciding Official will determine if the grievance has been timely filed, provides a clear statement of the issues (new issues

may not be accepted), indicates the specific personal relief sought and designates an acceptable representative. If the issues of the grievance or the relief sought are not clearly described, the Deciding Official may remand the grievance to the grievant for clarification or additional information. If the Deciding Official rejects all or part of a grievance, the decision to reject may be grieved within five days of receipt of the rejection notice to the next higher level of management. If the representative is disallowed, the representational issue may be grieved within five days of the disallowance notice to the next higher level of management. Processing of the initial grievance will be held in abeyance pending resolution of rejection and/or representational issues. The decision on these matters is final and not subject to further review.

(2) Determine which issues, if any, will be investigated if the grievance is accepted. If third party fact-finding or a hearing is determined to be necessary, the Deciding Official will determine which issues are to be addressed. The fact-finder will address those issues accepted for processing and provide a written report to the Deciding Official. If a hearing is determined necessary, the Civilian Personnel Division will request a hearing examiner. The hearing examiner will conduct a hearing and submit a report and recommendations to the Deciding Official.

(3) Give objective consideration to the grievance.

(4) Establish a grievance file in all cases. When fact-finding or a hearing are involved, the report of the fact-finder or hearing examiner shall be included. The grievance file must be made available to grievants and their representatives for review and comment prior to a decision being made.

(5) Combine grievances, if applicable, when two or more employees within the same activity have identical grievances (the dissatisfaction expressed and relief requested are the same), the Deciding Official may require, unless disciplinary actions are involved, that they be joined and processed as one grievance with the decision applicable to all. When such a determination has been made, the employees will be notified and required to select a representative for the group.

(6) Issue a final decision in writing which contains pertinent findings and the reason(s) for the decision normally not later than 90 days of the initial receipt of the grievance at the informal stage, if no hearing was involved, or 120 days if a hearing was conducted.

10. Special Procedure for Grievances of Ratings/Rankings Under the Merit Staffing Program. A grievance concerning a rating and/or ranking under the Merit Staffing Program will be processed in accordance with this procedure. Vague or non-specific allegations of merit staffing violations which seek selection for promotion as corrective action will not be accepted.

a. Informal Procedure. Within 15 days after receipt of the notice of rating/ranking, the matter will first be discussed by the aggrieved employee with the appropriate Staffing Specialist in the Civilian Personnel Division. The employee may be accompanied by a representative at this time and the remainder of this procedure subject to the provisions of paragraph 8b of this Order. Additional information, if any, must also be submitted within this 15 day period. The rating/ranking and additional information, if any, will be reviewed by the appropriate Staffing Specialist and the Senior Staffing Specialist. No later than 10 days following the date of discussion and/or submission of additional information, the employee will be issued a written decision by the Senior Staffing Specialist.

b. Formal Procedure. If the grievance is not settled in the informal procedure and the employee desires further consideration of the matter, the grievance will be reduced to writing and submitted to the Deciding Official (Civilian Personnel Officer), within seven days following receipt of the decision at the informal stage. The grievant will clearly state the basis for the grievance, and the corrective action(s) desired. The grievant will also state whether or not a discussion on the matter is desired and identify any chosen representative. Within 10 days, the Deciding Official or the Deciding Official's designated representative will meet with the grievant and representative, if any, to discuss the grievance if a discussion was requested. The representative, if not disallowed, will be permitted to examine all of the grievant's records necessary to process the grievance. The Deciding Official or designated representative will take whatever action is deemed necessary to determine the facts in the matter. Fact-finding on grievances involving rating or ranking for promotion will include a review by a subject matter expert in merit staffing rating and ranking procedures, who was not involved in the original rating and ranking. The Deciding Official will render a decision in writing within 15 days of the discussion, or if no discussion was requested, within 15 days of receipt of the formal grievance. The decision of the Deciding Official will be final.

11. Grievances Against Another DON Activity. An employee of one activity and/or the employee's representative may present a grievance to the head of another activity which took the action being grieved. Travel expenses and per diem are not authorized in the pursuit of a grievance against another activity. The grievance will be processed in accordance with procedures of the activity against which the grievance is filed.

12. Allegations of Discrimination. If an allegation of discrimination because of race, color, national origin, sex, age, religion or handicap (physical or mental) is raised at any stage of the grievance procedure, the Deciding Official will inform the grievant in writing that introduction of the allegation will serve to terminate processing of the matter under this procedure. The grievant must be given the opportunity to withdraw the allegation and continue under the administrative grievance procedure or proceed under the discrimination complaint procedure commencing with the counseling stage. The grievant's decision must be documented and made a part of the case file. If the grievant opts for the complaint procedure, the grievance shall be cancelled, the grievant notified, and the grievance file forwarded to the Civilian Personnel Division.

13. 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 employees upon request.

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, 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

NON-GRIEVABLE MATTERS

1. The content of published agency regulations and policy.

2. A decision which is appealable to the Merit Systems Protection Board or subject to final administrative review by the Office of Personnel Management, the Federal Labor Relations Authority, or the Equal Employment Opportunity Commission under law or regulations of the Office, Authority or the Commission.

3. Nonselection for promotion from a group of properly ranked and certified candidates.

4. A preliminary warning notice of an action which, if effected, would be covered under the grievance system or excluded from coverage by item 2, above.

5. An action which terminates a temporary promotion within a maximum period 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.

6. 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.

7. A supervisor's determination of the objectives and critical elements of and performance standards for an employee's position.

8. The granting or recommendation of or failure to grant or recommend an employee performance award or the adoption of or failure to adopt an employee suggestion or invention or the granting or recommending of or failure to grant or recommend an award of the rank of meritorious or distinguished executive.

9. The receipt of or failure to receive a performance award or a quality salary increase.

10. A merit pay increase or the lack of a merit pay increase under the Merit Pay System, or a decision on the granting of or failure to grant cash or honorary recognition.

11. The termination of a probationer under subpart H of Part 315 of Title 5 C.F.R.

12. Return of an employee from an initial appointment as a supervisor or manager to a nonsupervisory or nonmanagerial position for failure to satisfactorily complete the probationary period.

13. A separation action not otherwise excluded above.

14. A letter of admonishment or caution or oral admonishment.

ENCLOSURE (1)

Rochelle

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

BO 12792.2B
CPD/RES/sah
24 Aug 1982

BASE ORDER 12792.2B

From: Commanding General
To: Distribution List

Subj: Civilian Employee Assistance Program (CEAP)

Ref: (a) FPM 792 (NOTAL)
(b) FPM Supplement 792-2 (NOTAL)
(c) CPI 792 (NOTAL)
(d) BO 12750.1H
(e) BO 12430.1K
(f) BO 12432.1

Encl: (1) Definitions

1. Purpose. To promulgate policy, procedures, and responsibilities relative to subject Program, which provides assistance to civilian employees who have personal problems involving the misuse of alcohol or drugs or other personal problems which have an adverse effect on job performance, in accordance with references (a) through (c).

2. Cancellation. BO 12792.2A.

3. Definitions. The terms used in this instruction are defined in enclosure (1).

4. Background

a. Current guidelines from the U.S. Office of Personnel Management 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 (c) 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.

b. Effective implementation of the CEAP 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 CEAP 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.

5. Policy. It is the policy of the Department of the Navy and this Command:

a. To recognize alcoholism as a treatable illness and drug abuse as a treatable health problem;

b. that alcoholism and drug abuse are health problems in which the employee's job performance is impaired as a direct consequence and that employees having these illnesses will receive the same consideration and offer of assistance that is extended to employees having other illnesses or health problems;

c. that management is concerned with the employee's use of alcohol only as it may affect job performance or the efficiency of the service; (However, Management does not condone employee drug activity or other actions contrary to law. Alcohol or drug abuse will not bar management initiated corrective action, including removal, based on illegal activities or when otherwise warranted.);

d. that employment or promotion opportunities will not be jeopardized because of prior alcohol or drug abuse or by a request for counseling or referral assistance and the confidential nature of counseling or medical records of individuals who participate in the program will be preserved;

e. to grant sick leave or leave without pay for alcohol or drug abuse treatment or rehabilitation as with any other illness or health problem; (When an employee participates in treatment of a condition personal to the employee, including alcoholism or drug abuse by a member of the employee's immediate household where family therapy is an element of the treatment regimen, sick leave is appropriate.);

f. that employees who may have an alcohol, drug abuse, or other personal problem are encouraged to voluntarily seek counseling and information from designated contact and referral (C&R) counselors; and

g. that employee referral to or participation in the CEAP will not be based on any non-job or non-performance related factor, prohibited personnel practice or action that would constitute a finding of overt or presumptive discrimination on the grounds of race, color, sex, age, physical or mental handicap, religion or national origin.

6. Responsibilities

a. Civilian Personnel Officer. General responsibility for the CEAP has been delegated to the Civilian Personnel Officer. The Civilian Personnel Officer has designated the Employee Relations Superintendent as the CEAP Administrator.

b. CEAP Administrator. The CEAP Administrator shall:

(1) Ensure the conduct of required education and training;

(2) be the principal point of contact for all administrative matters concerning the CEAP;

(3) maintain records and prepare required reports;

(4) establish and maintain an up-to-date directory of community resources to which employees may be referred;

(5) maintain a file on program implementation to facilitate DON and internal evaluations;

(6) report the CEAP's status to the activity head in accordance with local requirements and retain a copy of the report or written summary if the report is oral for 36 months or until a DON, Personnel Management Evaluation is conducted; and

(7) maintain a current list of C&R counselors and ensure that they are apprised of pertinent personnel management information and changes thereto.

c. Contact and Referral Counselor

(1) C&R counselors are responsible for:

(a) Confidential consultation with employees who so request or are referred; objective evaluation and identification of personal problems; identifying the best available source of assistance or services; recommending a course of action and providing aid in obtaining assistance; and providing guidance to the employee where appropriate;

(b) referring the employee for medical, psychiatric or other evaluation when evaluation or identification of the problem is beyond the capability of the C&R counselor;

(c) being aware of community referral resources and recommending additions to or deletions from the list maintained by the CEAP administrator;

(d) advising supervisors on the use of CEAP procedures in dealing with a problem employee;

(e) consulting or coordinating with the Civilian Personnel Division (CPD) staff or Equal Employment Office (EEO) counselors without violating confidentiality regulations;

(f) conducting necessary post-rehabilitation follow-up; and

(g) maintaining individual case files which will contain data necessary for the counselor's use and for required reports.

(2) C&R counselors are not responsible for and shall not perform rehabilitation or other long-term counseling or psychotherapy.

d. Supervisors

(1) Supervisors are responsible for:

(a) Identifying and documenting instances of unacceptable work performance or conduct and patterns of performance deterioration;

(b) determining the appropriate action to correct the unacceptable or deteriorating performance;

(c) seeking guidance from the activity's CEAP administrator or the Civilian Personnel Division or both;

(d) discussing unacceptable or deteriorating work performance with the employee, providing the employee with documented instances of such performance and giving the employee a firm choice between seeing and cooperating with a C&R counselor or receiving other management initiated corrective action;

(e) effecting or initiating corrective action if:

1 The employee declines to see or cooperate with a C&R counselor; or

2 the employee undertakes the course of treatment recommended by the C&R counselor but fails to improve work performance or behavior to an acceptable level within a reasonable length of time; and

(f) taking an employee suspected of reporting for duty or being on duty under the influence of intoxicants for a competence for duty examination by a medical officer in accordance with reference (d).

(2) Corrective action may be taken concurrently with referral to the C&R counselor as explained elsewhere in this Order.

(3) Supervisors are not to make determinations as to whether alcoholism or drug abuse are present and a reason for the employee's unacceptable or deteriorating work performance or behavior.

e. Employees

(1) Employees are responsible for:

(a) Being aware of the provisions and procedures of the CEAP;

(b) participating in the CEAP when they become aware of any personal problem which results or may result in a deterioration of their work performance;

(c) cooperating with supervisors and C&R counselors in matters relating to the CEAP;

(d) correcting the unacceptable performance or conduct with or without assistance from the CEAP; and

(e) bearing the costs of any treatment or rehabilitation which results from referral under the CEAP.

(2) The employee is not required to accept or act on recommendations made by the C&R counselor and is entitled to seek other means to correct the personal problem and the unacceptable performance or conduct. However, if the employee is unable or unwilling to respond adequately to the recommended treatment or other actions and the unacceptable performance or conduct does not improve, corrective action may be initiated by management.

f. Personnel Management Specialists, Labor Relations Specialists, Employee Relations Specialists, and Equal Employment Opportunity Program Officials/Counselors

Personnel Management Specialists, Labor Relations Specialists, Employee Relations and EEO Program Officials/Counselors shall:

(a) Know the policies and procedures of the CEAP;

(b) consider the CEAP when providing advice and guidance to employees and supervisors and in carrying out other responsibilities; and

(c) consult and coordinate with the CEAP administrator and C&R counselors, when appropriate.

7. Referral Procedures

a. Involuntary Referrals. The supervisor is responsible for keeping sufficiently aware of the performance of all immediate subordinates as to recognize when their performance is in or reaches a status of less than satisfactory. When such is the case, the supervisor must follow the procedures set forth in reference (e). At the first signs of a developing performance problem, however, supervisors should consider whether CEAP counseling assistance might help employees to overcome the performance problem. Supervisors are encouraged to call the Administrator to discuss whether referral might be appropriate regardless of whether or not there are overt signs of alcohol, drug, behavorial or emotional problems. Whether or not referrals are made remains the option of supervisors. If referrals are made, supervisors have met the obligation to offer assistance under the alcoholism/drug abuse program requirements.

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 a C&R counselor. C&R counselors are listed on Official Bulletin Boards. Employees may also contact the CEAP Administrator, Civilian Personnel Division, Building 33, Marine Corps Base.

c. Counseling Referrals. If, after the initial counseling session with a C&R counselor, the employee acknowledges the existence of a problem and desires further counseling, referral will be made to a medical officer, private physician, or community service organization, as appropriate. Employees who have made the decision to undergo a prescribed program of treatment and/or rehabilitation will be granted sick leave for this purpose. As for any other health condition, the employee is responsible for the costs of any treatment and rehabilitation which result from referral under the CEAP.

8. Confidentiality of Records. Reference (b) provides specific requirements for maintaining the confidentiality of patient information. All persons performing an alcohol or drug abuse prevention function are subject to the provisions and the stated penalties for violating them. All personnel designated or expected to perform such prevention functions must be made thoroughly familiar with the statutory and regulatory confidentiality provisions, and impressed with the importance of adhering to them. Any person who violates any provision of the authorizing legislation or regulations shall be fined not more than $500 in the case of the first offense, and not more than $5,000 in the case of a subsequent offense.

a. Persons performing an alcohol abuse or drug abuse prevention function (i.e., medical staff, and alcoholism/drug abuse or employee assistance program administrators, coordinators, counselors, and their staff) are prohibited from disclosing information obtained as a result of the performance of that function to unauthorized persons (which includes supervisors) without the written consent of the employee. Supervisors, therefore, cannot expect feedback on a referred employee's progress in the Program without the employee's written consent.

b. Supervisor's notes are not subject to the requirements of the confidentiality regulations since supervisors, as such, are not performing an alcohol abuse or drug abuse prevention function. Discussion of employee problems by supervisors with persons not having a need to know is, however, discouraged after referral on grounds of ethics and good supervisory practice.

c. Management may not require the release of patient information relative to alcohol or drug abuse for use in disciplinary situations. The patient may consent, however, to have pertinent information released if the consent is voluntary and not harmful to the patient or Program.

d. Official Personnel Folders will not include any documentation relating to an employee's participation in the CEAP as a counselee.

9. Relationship to Disciplinary Action. The CEAP 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 CEAP is to correct unsatisfactory performance or conduct, hopefully before disciplinary action becomes necessary. Referring an employee to a C&R counselor is not a bar to taking corrective action under the provisions of reference (d) or (f). There is a distinction to be made between offering assistance through counseling to an employee with a problem, and taking corrective action against an offender. In some instances, it will be appropriate to concurrently offer assistance and take corrective action.

10. 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.

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, Camp Lejeune; and Navy Recruiting District, Raleigh, this Order is applicable to those commands.

J. R. FRIDELL
Chief of Staff

DISTRIBUTION: C less Cat. III plus
CPD (50)
LOG (CPD-30)

DEFINITIONS

1. These definitions are only for the administration of the Civilian Employee Assistance Program. They are not intended to modify or influence definitions applicable to statutory provisions and regulations which relate to disability benefits or criminal or civil responsibility for an individual's acts or omissions.

a. Alcohol Abuse. 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.

b. Alcoholism. A chronic and progressive disease characterized by physical and/or psychological dependence on alcohol. It does not necessarily result in performance or conduct problems, especially in the early stages.

c. Civilian Employee Assistance Program (CEAP). A management program offering assistance to employees who have problems involving alcoholism, drug abuse or other serious personal problems which result or may result in impairment of job performance or job-related conduct.

d. CEAP Administrator. The individual designated by the activity head to ensure that the provisions of CPI 792 are met.

e. Contact and Referral (C&R) Counselor. The individual responsible for conducting the initial interview with an employee, explaining the provisions of this program, determining the nature of the personal problem, and referring the employee to a source of assistance.

f. Drug Abuse. Use of a drug in a manner or to a degree which interferes with the individual's health, interpersonal relations, social behavior, economic functioning, or job performance.

g. Rehabilitation. A process often necessary for the successful recovery from alcoholism, drug addiction or other dependencies. Rehabilitation occurs following treatment and normally does not require medical supervision. Ordinarily, rehabilitation involves individual or group counseling or participation in self-help organizations such as Alcoholics Anonymous or Overeaters Anonymous.

h. Treatment. The initial step in the process of recovery from alcoholism, drug abuse or other dependencies. Treatment is conducted under medical supervision and serves to alleviate the physical and psychological effects of substance abuse including withdrawal symptoms and medical conditions resulting from substance abuse. Treatment is a prelude to, and should not be confused with, rehabilitation.