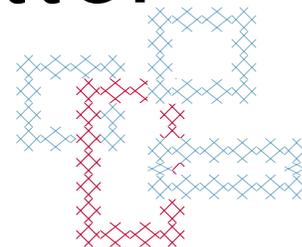


CHRO Newsletter

Civilian Human Resources Office



Don't miss it!!

- Training Announcements

See the back page

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MILITARY SPOUSE PREFERENCE

Story by US Employment/Classification

It's that time of year again; the beginning of "PCS Season." At this time of year, many family member employees begin to ask questions about their careers. What rights do they have when they PCS with their military sponsors?

The Military Spouse Preference (MSP) program is derived from Title



10, United States Code, Section 1784, "Employment Opportunities for Military Spouses" and

applies to spouses of active duty military members of the U.S. Armed Forces (including Coast Guard), who relocate to accompany their sponsor on a permanent change of station (PCS) move. The program is intended to lessen the career interruption of spouses who relocate with their military sponsors. MSP is a Department of Defense (DoD) program. Consequently, it applies only to DoD vacancies. Military spouses are eligible to request MSP hiring preference regardless of current employment status.

The MSP program applies only if:

- ◆ The spouse was married to the military sponsor prior to the reporting date to the new assignment;
- ◆ The relocation was based on PCS move and not for separation or retirement;
- ◆ The vacancy is within the commuting area of the sponsor's permanent new duty station; and
- ◆ The spouse is among the "best qualified" group and is within reach for selection.

MSP hiring preference does not apply, however, when preference, if granted, would violate statutes or regulations governing veterans' preference or nepotism.

MSP hiring preference does not guarantee job placement. It is highly recommended that all spouses make every effort to seek employment and apply for any advertised vacancies in which they may be interested and qualified.

Military spouses may receive MSP hiring preference as follows:

- ◆ Military spouses who are current or former Federal employees are referred for vacancies within the

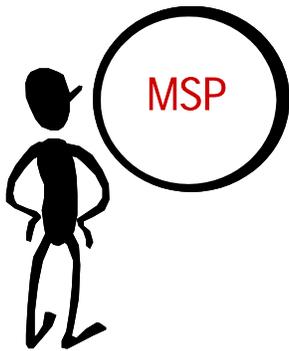
U.S., its territories, and possessions, through the DoD Priority Placement Program (PPP) – Program "S." To meet the appointability requirement under PPP, the spouse must be in one of the following categories:

- * Current Federal career or career-conditional employee;
- * Veterans Readjustment Authority (VRA) employee or Schedule A appointee for persons with disabilities;
- * Reinstatement eligible;
- * E.O. 12721 eligible (returning overseas employee – includes spouses of DoD civilians); or
- * Eligible for competitive service appointment based on employment under other merit systems.



Continued on the following page

Continuing "MILITARY SPOUSE PREFERENCE"



- ◆ Under PPP, eligibility continues from 30 days prior to the sponsor's reporting date throughout the tour until the spouse accepts or declines a continuing (lasting one year or longer) appropriated or non-appropriated fund position with any Federal agency in the local commuting area.
- ◆ Spouses who are not

eligible for consideration through PPP are eligible for MSP hiring preference when applying for DoD positions in the U.S. or in foreign areas through the Office of Personnel Management (OPM) or a DoD Delegated Examining Office (DEU) competitive examination. MSP hiring preference applies only to the specific announcement under which the spouse is applying and only if that list is used to fill the position.

- ◆ Spouses applying for positions in foreign areas (not through OPM or a DEU) receive MSP hiring preference consideration under procedures established by the local activity. These spouses may file applications for employment with the overseas civil-

ian personnel office 30 days before their anticipated arrival; however, they may not receive preference until actually arriving at the overseas location.

To request MSP hiring preference, all spouses must submit the following documents:

- ◆ Application or resume
- ◆ Statement requesting MSP; and
- ◆ Copy of military sponsor's orders.

In addition, spouses who are current or former permanent Federal employees or who are eligible for appointment under E.O. 12721 (returning overseas employee), must also submit the following documents:

- ◆ Copy of Standard Form 50 (SF 50) documenting current or previous appointments;

- ◆ Copy of most recent performance appraisal
- ◆ Documentation of E.O. 12721 eligibility; and
- ◆ A completed SF -75 "Request for Preliminary Employment Data" or equivalent (available from the CHRO).

Registration for MSP in the PPP cannot take



place until the spouse reports to the new duty station with

his/her sponsor. All documents listed above must be in their possession when they register.

To request counseling and complete preliminary registration forms, please contact the MSP PPP counselor at 645-5432.



MSP Frequently Asked Questions (FAQs)

Q1. Am I eligible for unemployment?

A1. Military spouses who PCS overseas are not eligible for unemployment benefits. Military spouses PCSing to the U.S. may be eligible for unemployment benefits. It is up to the individual to check with state officials to determine eligibility requirements.

Q2. Will I be paid my annual leave?

A2. Annual leave is not paid to an employee until that employee separates from the Federal service. Spouses who request leave without pay (LWOP) must also submit a request for resignation to be effective at the end of the LWOP period. If the spouse has not returned to duty in a Federal agency, the resignation is effected and at that time any annual leave balance is paid to the employee in a lump sum.

Q3. What grade levels can I be registered for in the PPP?

A3. Military spouses may register for the highest grade that does not exceed their current permanent grade, down to and including 3 GS grades. They may not register for grades to which temporarily promoted.

Q4. Can I get a promotion through the PPP?

A4. No. Military spouses may not register for any grade higher than their current permanent grade.

Q5. Can I register in Okinawa before I PCS to the U.S.?

A5. No. Registration for MSP must be accomplished at the sponsor's new permanent duty station, or a DoD activity within the commuting area.

Thrift Savings Plan *Catch-up Contributions for Civilian Employees Age 50 and Older*

Story by U.S. Employee Relations Section

On November 27, 2002, the President signed Public Law 107-304, which permits eligible Thrift Savings Plan (TSP) participants who are age 50 or older to make tax-deferred "catch-up" contributions from their basic pay to their TSP accounts. For specific information on the eligibility and limits applicable to catch-up contributions, see

TSP Fact Sheet at <http://tsp.gov/forms/oc03-03.pdf>.



TSP Forms & Publications for Civilians

There is no open season for catch-up contributions. Employees may enroll at anytime. Enrollments for the catch-up

contributions are being processed through the employee's Human Resource Office (HRO), or the Employee Benefits Information System. (EBIS). The deduction information will pass to the Defense Civilian Pay System (DCPS) through the automated personnel/payroll interface. DCPS began processing catch-up contribution

deductions commencing with the pay period beginning September 7, 2003. The final deduction for 2003 was the pay period ending December 13, 2003. Catch-up elections are only valid through the end of the calendar year in which they are made. A new election must be submitted each year.

You can find general information about the TSP on this Web site.

<http://tsp.gov>

THRIFT SAVINGS PLAN for Federal employees

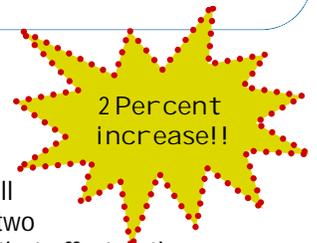
- Civilian**
 - TSP Features
 - Forms & Publications
 - Info for Agency Reps
- Uniformed Services**
 - TSP Features
 - Forms & Publications
 - Info for Service Reps
- Account Access
- Current Information
- Lost Participants
- Calculators
- Rates of Return & Share Prices
- Comments?



PAY ADJUSTMENT UPDATE

Story by U.S. Employee Relations Section

Federal employees received a 2 percent increase which the president proposed early this year, retroactive to mid-January. As a result of the omnibus budget bill finally passed by Congress and signed by the president on January 23, a second 2.1 percent raise will also be made retroactive.



The omnibus bill contained two provisions that affect the determination of pay adjustments for certain prevailing rate (Wage) employees in FY 2004. As soon as final guidance and instructions are received employees affected will be advised accordingly.



USE THE GOVERNMENT TRAVEL CARD

Split Disbursement to Travel Card Vendor Becomes a Default for DOD Civilian Travelers

Story by U.S. Employee Relations Section

DoD civilian employees who travel on temporary duty and use the government travel card are encouraged to use split disbursement to the maximum extent possible. While union negotiations take place to make split disbursement a mandatory requirement, the Under Secretary of Defense (Comptroller) directed in his April 23, 2003 memorandum that default split disbursement be implemented for civilian travelers. The default split disbursement process has already been negotiated with most DoD unions. To determine if a particular local union has bargained this provision, individuals should check with their labor relations' office. This requirement also applies to partial/accural payments for long-term TDY if the travel card is used. For claims sent to the Defense Finance and Accounting Service (DFAS), effective for travel beginning on or after September 19, 2003, these partial/accural payments

must have a reviewer's signature. Travel claims will be returned, unprocessed, without the reviewer's signature and date.

The DoD travel voucher is a DD Form 1351-2 (Travel Voucher or Subvoucher). Block 1 of the DD Form 1351-2 tells the travel office how to disburse the travel payment, e.g. check, electronic funds transfer (EFT) or split disbursement.

For travel vouchers processed by the DFAS, the



travel office will disburse the travel payment in accordance with the instructions in block

1 of the DD Form 1351-2. However, if block 1 is empty, DFAS will follow the procedures below to determine how funds will be disbursed. If block 1 of the DD Form 1351-2 is empty, the travel office will look at the travel order. Travel orders are required to identify if the traveler has a government travel card. If the travel order states that the traveler is a

travel card holder, and block 1 is empty, the travel office will add the lodging, rental car, and air fare (if claimed on the DD Form 1351-2) and send the sum to the government travel card company on behalf of the civilian traveler. This is the de-

fault split disbursement. If the traveler is silent about whether or not the traveler has a travel card, the travel office will make one attempt to contact the traveler. If clarification is not received within 48 hours, the voucher will be returned to the traveler.

For more information on the im-



fault split dis-

bursement provision. Any entitlement in excess of what is sent to the travel card company will be sent to the traveler's EFT account.

If block 1 of the DD Form 1351-2 is empty and the travel order states that the traveler is not a travel cardholder, the entire travel payment will be sent to the traveler's EFT account. If block 1 of the DD Form 1351-2 is empty and the travel order

plementation of the default split disbursement policy contact your local travel office for details.

Point of Contact is Base Adjutant Office at 645-2229.



TAD TRAVEL TIPS

- ◆ Know your Per diem allowances
- ◆ Do not change government contracted services (i.e. car rentals, travel reservations or lodging) while at your TAD without authorization
- ◆ File your claim within 5 days of TAD completion
- ◆ Be aware of the Split Disbursement Program
- ◆ MCB Employees must make reservations at Navy lodging facilities where available, before seeking accommodations on the local market.

WHAT SHOULD I CHARGE MY LEAVE?

Story by U.S. Employee Relations Section

The term "leave" is used to cover many different forms of absence from work. Errors in assignment of leave can lead to payroll problems and employee grievances. See BO 12000.1A for eligibility and specific details.

Military leave:

Military leave amounts to administrative excusal to perform active or reserve military duties, or to participate in required military training, without charge to pay or annual leave. Any full-time federal civilian employee whose appointment is not limited to



one year is entitled to military leave. Military leave under 5 USC 6323 (a) is prorated for part-time career employees and employees on an uncommon tour of duty.

LWOP: Leave without pay, as its name implies, provides a mechanism by which an agency can allow an employee to remain on the rolls while absent from work without charge to sick or annual leave, but also without pay for the period. Agencies exercise considerable, though not unfettered, discretion in determining whether to grant LWOP. See BO 12000.1A for details.

If an employee has exhausted other leave, the agency may deny a request for leave without pay and place the employee on ab-

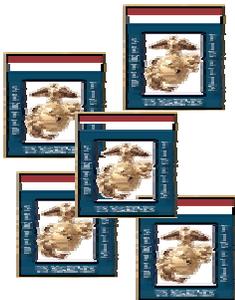
sence without leave if:

- ◆ There is no foreseeable end to the absence.
- ◆ The employee's absence would place a burden on the agency.

AWOL: Absence without leave is a very serious issue that strikes at the core of any given agency's mission. The *Merit Systems Protection Board* has long recognized that there is a nexus between AWOL and the efficiency of the service. Consequently, in the majority of cases, disciplinary action for unexcused absence is deemed to promote the efficiency of the service. Not all situations are that clear cut, however, and agencies must exercise considerable caution before labeling an absence as unexcused.



FMLA: *The Family and Medical Leave Act* of 1993 entitles virtually all federal employees and the majority of private sector employees to unpaid absences from work of up to 12 weeks in any 12-month period, in order to care for their own or certain family members' serious health conditions.



MARINE CORPS SERVICE PINS

Story by U.S. Employee Relations Section

The Marine Corps Service Pins are available and distribution to certain activities is being made. There is a shortage in the number of pins received for MCB Butler. Organizations

with larger employee populations may not immediately receive all their pins. However, a backorder is projected to arrive in August 2004. If you have any questions regarding the Marine Corps Service Pins, the POC for US employees is Keiko

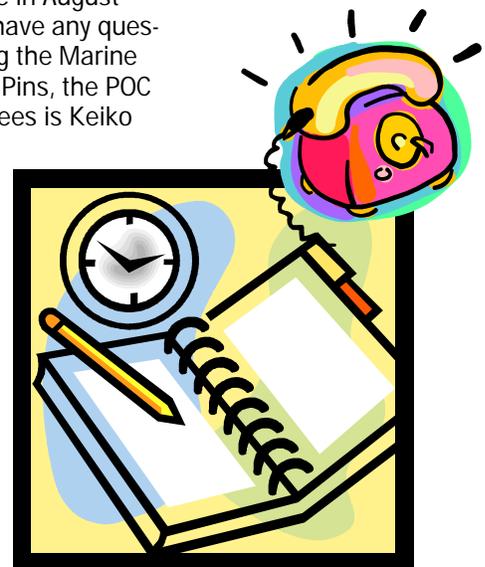
Miyagi at 645-7548 and for JN Employees is Minako Uehara at 645-3364.

MAKE AN APPOINTMENT

In our continuing efforts to provide you quality service, the Employee Relations Section requests all customers call ahead to make an appointment. You will be directed to the appropriate servicing advisor for your activity:

Chief, Marie San Agustin
 Senior HR Specialist Vickie Jolly
 HR Specialist Keiko Miyagi
 HR Technician Mimi Kishaba
 HR Technician Megumi Coleman

645-7548
 645-7548
 645-7548
 645-7548
 645-2952





MLC/IHA Retirement Ceremony was held on 10th December 2003.

MLC/IHA RETIREMENT CEREMONEY

Story by JN Employee/Labor Relations Unit

The retirement ceremony for Master Labor Contract (MLC)/Indirect Hire Agreement (IHA) employees was held at the Butler Officer's Club on 10 December 2003. Col Richard Dunn, the Chief of Staff, presented certificates of appreciation to

twenty-eight (28) retirees during the ceremony. Cake cutting and a photo session followed the ceremony, and the retirees enjoyed a get-together with their co-workers and family members.

CHRO biannually coordinates the ceremony on behalf of the Commanding General, Marine Corps Base,

Camp Smedley D. Butler in June and December.



“ 45 MLC/IHA employees will retire in June this year”



REPLACING A RETIREE

Story by JN Employment Unit

MLC and IHA employees retire as permanent employees effective 30 June or 31 Dec of each year, immediately after they reach age 60. The JN Employment Unit is processing 45 retirement actions for 30 June this year. 34 MLC employees and 11 IHA employees currently

working with Marine Corps and Navy activities will be retiring at age 60. Some of the employees will be extended as Post-Retirement employees (PRE) and other positions will be filled. The decision as to whether a retiree should be rehired as a PRE is strictly at management's discretion.

Finding a replacement

to fill a retiree's position may be a weighty job. There is paperwork to prepare and interviews to conduct. The JN Employment Unit will assist activities in trying to find the most qualified person to replace the scheduled vacancy. Please feel free to contact the JN Employment Unit at 645-3370 for any questions and/or concerns.

JN CLASSIFICATION PROCESS

Story by JN Classification Unit



Common questions are asked by our customers daily regarding the JN classification process. In the next few issues, we would like to

focus on answering these common questions. The most common question we receive from our customers is **what documentation is required for a classifi-**

cation or reclassification action. The following is the list of documents required for Marine Corps MLC and IHA employees:

- ◆ USFJ Form 11
- ◆ SDB Form 1251-1
- ◆ SDB Form 1252-2
- ◆ Justification: Brief description about the position and why the action is submitted
- ◆ Organization Chart: Employee name, title, grade, line#

- ◆ Position Management Review (PMR) if applicable

All Marine Corps classification actions require Management Assistance Office (MAO) approval prior to submission to the CHRO.

For any questions regarding position management review, please contact the MAO at 645-2136.

For Navy MLC and IHA classification procedures,

please refer to COMNAVFOR-JAPANINST 12000.17 for details. Additional information may be acquired from the JN Classification Unit at DSN 645-3370.



Who is Eligible?

WHAT IS THE CCLD PROGRAM?

Story by Training, Workforce Development & Diversity Section



MCO 12410.24 directs Marine Corps activities to implement an initiative for improving and developing the leadership skills of its civilian workforce and help transfer organizational culture, values and leadership components that are essential for all employ-

ees in leadership positions. Challenges such as downsizing, consolidations and reduced resources require an increased emphasis on leadership abilities. And so, the Civilian Career and Leadership Development (CCLD) Program was created. CCLD provides an opportunity for activities to support the efforts of identified groups of "potential" leaders in our organization to prepare

themselves for future roles. CCLD is not a "fast-track" to promotion with guaranteed end results. Rather, eligible participants are responsible for their own career development with a mentor providing valuable advice and professional examples of foundation competencies. It is up to each employee to take the initiative, demonstrate capabilities and seize opportunities.

CCLD program is available to eligible civilian employees grades....

- GS-7 through 15
- GS-5 and GS-6 employees may be accepted if he/she is in a supervisory position, OR highly recommended by his/her supervisor.
- WG-7 and higher
- NF-3 through 5

PROCESS: Eligible employees choosing to participate in the CCLD program will have the opportunity to formally request mentorship from someone they feel has qualities they will need (the requested mentor

has the right to refuse) and to take an extensive, 360 degree self-assessment of their present skill level. Upon completion of the Self-Assessment Tool, participating employees, with guidance from their mentor, will develop an INDIVIDUAL

LEADERSHIP DEVELOPMENT PLAN (ILDLP) and begin education, in-house projects, and other developmental activities based on the goals and objectives.

How can I Participate?

Applicants are asked to provide an e-mail with the reasons why they would like to commit their time and effort to this program. Please submit your e-mail to Ms. Emi Miyagi at miyagi.ja@mcbbutler.usmc.mil. For more information, please call 645-7689.

IMPORTANT POINTS ABOUT THE PROGRAM

- ◆ ALL participation in this program is voluntary. At any time, a mentor or mentored employee may choose to terminate the relationship.
- ◆ There are NO GUARANTEES for the mentored employee. Generally, time off is not given to participants and educational assistance \$\$'s are not always available. This program is not "Grooming", it is an opportunity for personal growth and to develop leadership competencies in a planned manner.
- ◆ Mentored employees MAY NOT choose a mentor in their chain of command. No exceptions. Supervisors and managers play an important role in the growth of an employee, but in this program, a mentor must be someone else.
- ◆ A mentor does not have to be an MCB employee, but it is encouraged. The mentor may be active duty and should be a higher grade OR of equal grade and have skills or knowledge greater than the mentored employee.



More Information Available



<https://Inweb1.manpower.usmc.mil/CCLD/index.htm>
 (please be patient— this web site might take a while to display)
 You can access this web site from any Marine Corps web site.

1. Click on "Career" located on the top menu bar, left side of "Marine On-Line" option.
2. Click on "Civilian Marine."
3. Click on "Civilian Marines Home Page".

CHRO

Civilian Human Resources Office

UNIT 35020
MCB Camp S. D. Butler
FPO AP 96373-5020
Fax: 645-7115/7789
Commercial: 011-81-611-745-7115/7789
Email: chro@mcbbutler.usmc.mil

CONTACT INFO:

U.S. Employment and Classification Section: 645-2475/7547

U.S. Employee & Labor Relations/Benefits Section: 645-7548

Workforce Development & Diversity Section:

Training: 645-7689

EEO: 645-5422

JN Labor Section:

JN Employment: 645-3370

JN Classification: 645-3370

JN Employee/Labor Relations:
645-3364/3921



WE'RE ON THE WEB!
WWW.MCBBUTLER.USMC.MIL

TRAINING COURSES COMING UP

APRIL:

- ◆ Managing a Special Emphasis Program - (Date to be determined)
- ◆ EEO for Supervisors and Managers- (Date to be determined)

MAY:

- ◆ Correcting Employee Conduct and Performance- (Date to be determined)
- ◆ Management Analysis: Planning - **May 24-28**

JUNE:

- ◆ Human Resources 101 (Civilian Personnel Management) for Supervisors– **14-16 June**



Call 645-7689 or e-mail chrotraining2@mcbbutler.usmc.mil (MCBBUTLER CHRO Training on Global Address List) for questions.



Training announcements on the Web:
<https://ww1.mcbbutler.usmc.mil/chro/chrodata/training.asp>

