WELCOME TO OUR ORGANIZATION!

EMPLOYEE HANDBOOK

NAF Business and Support Services Division (MR) and Marine and Family Programs Division (MF), Manpower and Reserve Affairs Department, Headquarters, U.S. Marine Corps

Quantico, Virginia
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WELCOME TO OUR ORGANIZATION

Dear Employee:

Welcome to our organization. We are pleased that you selected to serve the most deserving customers in the world – our Marine Corps family. Your professional and personal contribution to our organization will make a difference.

This employee handbook is not all inclusive and is designed to help you learn the basics about our organization, its policies, and future direction. If you have any questions on the information provided, ask your immediate supervisor, Branch Head, or the Human Resources Office.

We all must work together to maintain a highly productive and efficient organization and your commitment is required. If you have questions, ask. If you have concerns, voice them. If you have ideas, bring them forward. We are counting on you to make a difference.

We sincerely hope that your employment with us is a productive and learning experience, whether you are with us for 10 months, or 10 years.

Again, welcome to our family.

William C. Dillon, Director
NAF Business and Support Services Division

Brigadier General Russell A. Sanborn, Director
Marine and Family Programs Division
**What are the NAF Business and Support Services and Marine and Family Programs Divisions?**

The NAF Business and Support Services Division (MR) and the Marine and Family Programs Division (MF), under the staff cognizance of the Deputy Commandant for Manpower and Reserve Affairs (M&RA), are responsible for providing policy, plans, resources, and direct support to Marine Corps Community Services (MCCS) field activities for certain nonappropriated fund management and oversight functions, such as accounting, information technology, and construction. MF Division is responsible for a number of military personnel services programs, such as: Casualty Assistance, DEERS Dependency Determination, Voting Assistance, Postal Services, and Personal Claims. MF Division is also responsible for such Marine and Family Programs as Behavioral Health, Program Assessment, Future Operations, Sexual Assault Prevention and Response, Family Care, Personal and Professional Development, and Family Readiness. MCCS delivers goods and services at over 2,250 facilities and has a staff of more than 12,000 employees worldwide.

Additional information about our organization may be obtained on our website: [http://www.usmc-mccs.org](http://www.usmc-mccs.org).

**Mission:**

MR and MF Divisions are responsible for providing Service policy and resources to support commanders in executing quality personal and family programs which enhance the operational readiness, war fighting capabilities, and life quality of Marines, their families, retirees, and civilians. The divisions also perform some direct support functions necessary for program execution.

*Welcome to the NAF Business and Support Services (MR) and the Marine and Family Programs (MF) Divisions. We are pleased that you selected to serve the most deserving customers in the world—our Marine Corps family. Your professional and personal contribution to the organization will make a difference!*
RELATIONSHIPS/ORGANIZATIONAL CHARTS

The following organizational charts depict our organization in relation to the Department of Defense, Department of the Navy, and Headquarters Marine Corps. It is important that you understand the relationships, and how everyone “fits” into the picture.

Department of Defense
Organizational Chart
Department of the Navy
Organizational Chart
NAF Business and Support Services Division Organizational Chart
Marine and Family Programs Division
Organizational Chart

“Keeping Faith”
MARINE CORPS RANK STRUCTURE

The chart below provides the insignia and grade:

**Enlisted**

- Private First Class
- Lance Corporal
- Corporal
- Sergeant
- Staff Sergeant
- Gunny Sergeant
- Master Sergeant
- 1st Sergeant
- Master Gunnery Sergeant
- Sergeant Major
- Sergeant Major of the USMC

**Officer**

- 2nd Lt
- 1st Lt
- Captain
- Major
- Lt. Colonel
- Colonel
- Brigadier General
- Major General
- Lieutenant General
- General
Warrant Officer

Warrant Officer  Chief Warrant Officer  Chief Warrant Officer  Chief Warrant Officer  Chief Warrant Officer 2  Officer 3  Officer 4  Officer 5
<table>
<thead>
<tr>
<th>MILITARY GRADE GROUP</th>
<th>GS</th>
<th>AS/PS</th>
<th>WG/WL/WS</th>
<th>NA/NL/NS</th>
<th>NF</th>
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<tr>
<td>O-7 thru O-10</td>
<td>SES SL</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>NF VI</td>
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<tr>
<td>O-6</td>
<td>GS 15</td>
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<tr>
<td>O-5</td>
<td>GS 13/14</td>
<td>N/A</td>
<td>WS 14-19 WL 15 and Production Support Equivalent</td>
<td>NS 14-19 NL-15</td>
<td>NF V</td>
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<tr>
<td>O-4</td>
<td>GS 12</td>
<td>N/A</td>
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<tr>
<td>O-3</td>
<td>GS 10/11</td>
<td>N/A</td>
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<td>NF IV</td>
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<tr>
<td>O-2 W-3 W-4</td>
<td>GS 9</td>
<td>N/A</td>
<td>W8 WS-13 WL 6-WL 14 WG 12-WG 15 and Production Support Equivalent</td>
<td>NS 8-13 NL 6-14 NA 12-15</td>
<td>NF III</td>
</tr>
<tr>
<td>O-1 W-1 W-2</td>
<td>GS 7</td>
<td>N/A</td>
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<tr>
<td>E-7 Thru E-9</td>
<td>GS 6</td>
<td>N/A</td>
<td>WS 1-7 WL 1-5 WS 9-11</td>
<td>NS 1-7 NL 1-5 NA 9-11</td>
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<tr>
<td>E-5 And E-6</td>
<td>GS 5</td>
<td>N/A</td>
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<tr>
<td>E-4</td>
<td>GS 4</td>
<td>AS/PS 1 Thru AS/PS 6</td>
<td>WG 1-8</td>
<td>NA 1-8</td>
<td>NF I-II</td>
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<tr>
<td>E-1 Thru E-3</td>
<td>GS 1 Thru GS 3</td>
<td>AS/PS 6</td>
<td></td>
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MCCS LOCATIONS
There are 18 major Marine Corps field commands that have Marine Corps Community Services (MCCS) departments and activities. They are:

- Marine Corps Base, Camp Pendleton, CA
- Marine Corps Base, Camp Lejeune, NC
- Marine Corps Base, Hawaii
- Marine Corps Base, Camp S.D. Butler, Okinawa, Japan
- Marine Corps Base, Quantico, VA
- Marine Corps Air Station, Cherry Point, NC
- Marine Corps Air Station, New River, NC
- Marine Corps Air Station, Miramar, CA
- Marine Corps Air Station, Yuma, AZ
- Marine Corps Air Station, Beaufort, SC
- Marine Corps Air Station, Iwakuni, Japan
- Marine Corps Air Ground Combat Center, Twentynine Palms, CA
- Marine Corps Logistics Base, Barstow, CA
- Marine Corps Logistics Base, Albany, GA
- Marine Corps Recruit Depot, San Diego, CA
- Marine Corps Recruit Depot, Parris Island, SC
- Headquarters Battalion, Headquarters Marine Corps, Henderson Hall, VA
- Camp Allen, Norfolk, VA

There are numerous smaller field commands that are served by MCCS. Some of them are in remote overseas locations; others are in cosmopolitan areas.

FUNDING
MCCS is operated with Appropriated Funds (APF) and Non-Appropriated Funds (NAF). APF are provided by Congress to operate programs. Some examples of APF use are military and civil service personnel salaries, travel, and maintenance services. NAF funds are generated from MCCS business operations.

MR manages five NAF central accounts: operations, benefits, insurance, bank, and construction. Approximately 3 ½ cents of every dollar MCCS collects supports these functions.

- The operating fund covers salaries and benefits for MR’s and MF’s NAF employees, Headquarters operating expenses, centralized programs (i.e. varsity sports, floral tributes, party and picnic funds for reserves) and capital expenditures excluding information systems. Of the 3.50 sales assessments, 1.0 percent is allocated to the operating fund.
- The central construction fund (CCF) allows new facilities to be built, and old facilities to be renovated. The construction program uses APF or NAF funds depending on the type of building. These projects conform to installation master plans, consider return on investment for revenue generators, and use commercial market research to plan and verify construction requirements. Commands with sales under $10.5M contribute 2.25
percent of their sales to the fund, while commands with sales over $10.5M contribute 2.50 percent.

The other three funds are managed centrally but are financed by field command, through monthly premiums.

- The benefits fund supports medical, dental, and life insurance programs for NAF employees and retirees Marine Corps-wide.
- The insurance fund supports the composite insurance programs which obtains commercial insurance and provides self-insurance coverage for NAF instrumentalities.
- The “Bank Fund” is an investment pool where each command, including Headquarters, has monies held in trust, for future requirements.

MR handles many programs centrally. Several areas, which are centrally funded and/or managed, are:

- Management Information Systems, such as electronic point of sales, accounting, HR and Retail systems, and other computer hardware/software.
- Financial management of central funds and investments.
- Construction program management, from facility design to central fund management.
- Risk and liability programs.
- Employee benefits program.
NEW HIRE IN-PROCESSING/ORIENTATION

MERIT STAFFING:
The Basic Principles of Merit Staffing provide an equitable method to fill NAF vacancies. The procedures include preparation of Job Vacancy Notices; areas of consideration; opening and closing dates; evaluation methods; advertising methods; interviews, if applicable; and selection and placement.

Each Marine Corps NAFI has established specific Merit Staffing procedures for their respective areas. Please consult your local MCCS Human Resources Office for information on established Merit Staffing Procedures.

SAFETY PLAN:
The best way to avoid injuries or accident is to make sure you’re doing everything safely. Report any unsafe conditions and work practices to your supervisor. Observe all safety rules and regulations pertaining to each job. Help us reduce/eliminate job hazards or acts. Safety is to be given primary importance in every aspect of planning and performing any activities at MF/MR.

Fire drills are conducted periodically. Please leave your workstation promptly. Ensure you know where fire extinguishers are located.

WORKERS’ COMPENSATION (ON-THE-JOB INJURIES):
The Nonappropriated Fund Instrumentalities Act (NAFIA) provides monetary compensation and medical care to federal nonappropriated funded (NAF) employees who sustain job injuries, which are within the course and scope, and arise out of their employment.

As an employee, notify your supervisor immediately if an injury occurs. If necessary, get medical treatment authorized by form LS-1 (Personnel Office will complete this form “Request for Examination and Treatment.”) Bring a doctor’s note to your supervisor to return to work, even if you have been released to full duty. If you are disabled or have work restrictions, keep in contact with your employer regarding your recovery progress and work status.

DRESS CODE:
Civilian employees of the U.S. Marine Corps are expected to maintain a clean, proper, neat and professional appearance proper for their job. While specific articles of clothing are not prescribed, all employees are expected to dress in a manner consistent with your official positions while on duty. Compliance with the Dress Code is a condition of employment.
Business attire is the accepted dress code for MR/MF. Occasionally, “dress down” on Fridays may be authorized, but shorts and/or running shoes are not authorized for wear.

INTERNET ACCESS AGREEMENT/E-MAIL PROTOCOL:
- Use of e-mail, computers, fax machines, Internet, etc. may only be used for “official” purposes or “authorized” purposes, as approved by the agency designee. [5 C.F.R. § 2635.704(a), and Section 2-301, JER].
- All users should be aware that any information placed in the computer system is subject to monitoring, and is not subject to any expectation of privacy.
- If monitoring of this or any other DoD interest computer system reveals violations of security regulations or unauthorized use, employees are subject to appropriate disciplinary action.
- Improper use of computers should be reported to management.
- Do not reply to or forward any form of chain letters.

Finally, use of offensive or otherwise inappropriate material will result in adverse personnel action to include possible termination against the offending employee.

NOTIFICATION OF VIDEO SURVEILLANCE:
MR/MF may conduct video surveillance of any portion of its premises at any time. Video cameras are positioned in appropriate places within and around MR/MF buildings in order to promote the safety of employees, contractors and visitors, as well as the security of our buildings and equipment. The only exceptions to surveillance are private areas such as restrooms, showers and dressing rooms.

DRUG-FREE WORKPLACE PROGRAM:
The drug-free workplace program was established by an Executive Order on 15 Sept 1986 and requires federal employees to refrain from using illegal drugs on or off duty. This program is aimed at maintaining a safe, secure workplace, and efficient operation to meet mission requirements.

DIRECT DEPOSITS:
It is mandatory for NAF employees to designate financial institutions to which their payment of wages must be direct deposited to a bank or a credit union of their choice. You will receive a “Leave and Earnings” statement, also known as a “Direct Deposit Advice.”
**FISCAL YEAR:**

There are four "years" to become familiar with:

- **Calendar year**: 1 January to 31 December
- **NAF fiscal year**: 1 February to 31 January
- **APF fiscal year**: 1 October to 30 September
- **Leave year**: begins the first full pay period after 1 January

**PAY PERIODS/WORKWEEK:**

There are 26 NAF pay periods per calendar year; we get paid every two weeks on Friday for services performed for the two-week period beginning Sunday and ending on Saturday. The administrative workweek for NAF employees starts on Sunday at midnight and ends the following Saturday at 2359 (11:59pm).

Commanders and supervisors have broad discretion on scheduling employees to meet the needs and mission of the organization. A full-time employee can be scheduled from 35 to 40 hours per week.

**LUNCH PERIOD/WORK SCHEDULES:**

Employees who work six or more consecutive hours must be given an unpaid lunch period at the minimum of 30 minutes, not to exceed one hour. The administrative workweek for NAF employees starts on Sunday at midnight and ends the following Saturday at 11:59 p.m. The basic workweek for MR/MF is Monday through Friday, with a half-hour for lunch. Supervisors and managers have broad discretion on scheduling employees to meet the needs and mission of the organization. There are three options for work schedules, with Branch Head’s authorization/approval:

- **Core hours are 9:00 a.m. to 3:00 p.m.**
- **Flextime** allows you to report as early as 6:00 a.m. or as late as 9:00 a.m., and leave as early as 3:00 p.m. or as late as 6 p.m. It can be used to accommodate Branch policies, such as having telephone watch, or for personal issues such as child care.
- **Compressed Work Schedule** allows an employee to work eight, 9-hour days, and one 8-hour day with one day off for every 10 days of continuous work OR four 10-hour days with three days off each week.
EMPLOYMENT CATEGORIES:

- Regular Employees:
  - Regular Full-time (RFT) employees serve in a continuing position on a regularly scheduled workweek of 35 hours or more.
  - Regular Part-time (RPT) employees serve in a continuing position for a minimum of 20 hours per week, but fewer than 35 hours per week on a regularly scheduled basis.

- Flexible Employees serve in either continuing or temporary positions up to 40 hours per week. The work may be scheduled in advance, or may be on an as-needed, intermittent basis. Flexible employees may not participate in the insurance and retirement programs, nor are they eligible for the leave program.

FLSA RULES:

- Non-exempt employee:
  - Consists of pay grades NF-1, NF-2, and some NF-3 depending on the characteristics of the position.

  These employees shall be paid overtime for work hours in excess of 40 hours in an administrative workweek. Compensatory time off may be authorized in lieu of overtime if the employee elects to do so. (Periods of paid leave, including holidays, are not counted toward hours worked to determine overtime eligibility). Employees may not have more than 80 hours of comp time without approval of their respective Deputy Director.

- Exempt employee:
  - Consists of pay grades NF-6, NF-5, NF-4, and some NF-3 depending on the characteristics of the position.

  Exempt employees may be paid overtime or given compensatory time off for work hours in excess of 40 hours in an administrative workweek, provided the overtime or compensatory time off is specifically approved, in writing, and ordered in advance. Compensatory time off must be used within one year. If compensatory time off is not used within one year, it is paid at the overtime rate of 1-1/2 times the employee’s basic pay rate. (Periods of paid leave, including holidays, are not counted toward hours worked to determine overtime eligibility.) Employees may not have more than 80 hours of comp time without approval of their respective Deputy Director.

- Compensatory time:
  - What is the difference between compensatory time (CT) earned and compensatory time taken (CTT)?
  - Compensatory time earned, including travel compensatory time, are any hours earned in which an exempt or non-exempt employee works in excess of their regular hours (e.g. 40 hours), and is given compensatory time in lieu of overtime or travels during hours which aren’t otherwise compensable. Note: Compensatory time must be ordered and approved, in writing and in advance to be earned.
- Compensatory time taken is the term used for when employees use or take the compensatory time previously earned.
- Please see the compensatory time fact sheet located in Appendix A.

- **Compensatory travel time:**
  - Comp travel time is earned while the employee is in an official travel status, and travel time is not otherwise compensable. Time is counted from the departure point.
  - Must be used within 26 pay periods after it was earned, or will be forfeited. CTT is never transferred or paid out.
  - Please see the compensatory travel time fact sheet located in Appendix B.

- **Procedures for requesting CT and CTT:**
  - Employees must use the overtime/compensatory time authorization form.
  - To record compensatory time earned, supervisors or timekeepers will need to enter timesheet reporting code “CT” for regular compensatory time, and “CTT” for compensatory time for travel. Please note that this is to document that time that has been accrued/earned.
  - Supervisors and timekeepers should use the following timesheet reporting codes when the employees use the accrued compensatory time – “WA” for regulatory compensatory time off and “WAT” for compensatory time off for travel. Please note this is for when the employee is using the time off that they had previously earned.

**LEGAL HOLIDAYS:**
We have 10 paid national holidays:

- New Year's Day
- Labor Day
- Martin Luther’s King
- Columbus Day
- President’s Day
- Veteran’s Day
- Memorial Day
- Thanksgiving
- Independence Day
- Christmas

- Must be in a paid status the work day prior or after the holiday.
- Regular Employees – entitled to holiday pay. If required to work on a holiday, you will receive holiday pay, plus your regular pay (holiday premium or double pay).
- Flexible Employees – eligible for holiday pay only if completed 90 days employment, and are regularly scheduled to work the day the holiday falls.

**ANNUAL LEAVE:**
- Annual leave is available to regular full or part time employees. It starts accruing from your date of hire. You earn and accrue annual leave each pay period with the following accrual rate:
  - 0-3 years of service = 5% of all hours worked
  - 3-15 years of service = 7.5% of all hours worked
  - 15 years+ = 10% of all hours worked
• Annual leave will be authorized whenever workload permits, and with the approval of your supervisor. The maximum accumulation of annual leave that can be carried over from one leave year to the next is 240 hours. Head of local NAFIs may approve carryover of annual leave in excess of 240 hours on a case-by-case basis. Employees returning from overseas assignments are authorized a maximum carryover of 360 hours. Employees with an authorized accumulation of up to 360 hours who return to a position with a 240 hour maximum accumulation limit are allowed to retain their excess annual leave above 240 hours, not to exceed 360 hours, at the beginning of each leave year.

• When you separate your employment with us, you will be paid for your accumulated annual leave balance at the time of your separation if you have completed 90 days of employment. If resigning prior to 90 days, you will not get paid for your accumulated annual leave balance.

SICK LEAVE:
• Sick leave is available to regular full or part time employees. Sick leave starts accruing on your date of hire. There is no waiting period before sick leave can be used. The accrual rate is always 5% of hours worked, or 13 days per year, regardless of the employee’s total length of service. There is no limit on the amount of sick leave that an employee may accumulate and carry over from one year to the next. Unused sick leave is not payable in cash if you separate your employment.

• A medical certificate may be required when an employee has been absent for a period of 3 workdays or more if there is a reason to believe that an employee is abusing his sick leave. A medical certificate may be required by the employee’s supervisor to support each application for sick leave, even for a period of one hour. A medical certificate is basically a doctor’s note with physician’s signature affixed, verifying that the employee was seen for a physical ailment.

OTHER TYPES OF LEAVE:

Family Friendly Leave Act (FFLA):
This act permits regular employees to use a total of up to 13 work days of sick leave each year to care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth; assist a family member who receives medical, dental, or optical examination or treatment; and make arrangements for, or attend, the funeral of a family member.

Family & Medical Leave Act (FMLA):
• Employees that have been employed with the federal government for at least 12 months (not required to be recent or consecutive months) are eligible for up to 12 weeks of leave without pay per year for:
  - The birth of a child and care of a newborn baby
  - Placement of a child for adoption or foster care
  - Their own serious health condition
  - To care for an immediate family member with a serious health condition
- Injured Service Member Leave (up to 26 weeks)
- Exigency Leave for Military

- Annual or sick leave may be substituted for unpaid leave provided the employee has the leave on the books. The employee must request such annual leave substitution in writing. An employee may not retroactively substitute paid time off for unpaid FMLA leave.
- Please see the FMLA fact sheet located in Appendix C for more information. Please consult your Human Resources Office for additional information on what constitutes an immediate family member under FMLA, further guidance on FMLA, or for other types of leave available.

Administrative Leave:
Head of local Non-Appropriated Fund Instrumentalities (NAFI) may authorize time off with pay to regular employees for blood donations (for which the employee is not paid), for voting in federal, state, county, and municipal government elections, and for other reasons acceptable to the head of the local NAFI, when deemed prudent, and in the best interest of the NAFI.

Bereavement Leave:
- Employees are authorized up to three days of administrative leave for use in planning and attending a funeral of a family member.
- For bereavement purposes, a family member constitutes a deceased person who was the employee's:
  - Spouse or domestic partner, and parents thereof
  - Sons and daughters, and spouses or domestic partners thereof
  - Parents, and spouses or domestic partners thereof
  - Brothers and sisters, and spouses or domestic partners thereof
  - Grandparents and grandchildren, and spouses or domestic partners thereof
  - Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Court Leave:
A regular employee may be granted court leave after presentation of a subpoena, summons, court order, or other judicial notification, as long as the U.S. Government, State, District of Columbia, or other local government, are a party to the proceedings. This leave is not granted to those required to attend court as a party to a proceeding involving only private parties.

Military Leave:
Regular employees who are members of military reserve, including the National Guard, are given military leave when annual tour of duty or training is required. Employees accrue 15 days per calendar year, not to exceed 30 days on the books. A copy of the active duty orders must accompany the request. If training is for more than 15 days, a leave of absence, or leave without pay, may be granted. Flexible employees will be granted time off without pay.

Leave Donation Program:
This program provides for transfer of annual leave to eligible employees with medical emergencies or employees with family members with medical emergencies. The employee or
their representative, if employee is unable, must submit a written request to be considered for the leave program.

**Leave Without Pay:**
This may be granted to an employee at the discretion of the branch head and may not exceed one year.

**PERFORMANCE REVIEW & EVALUATION:**
NAF employees shall have their performance appraised annually. The NAF performance evaluation period is 1 Feb – 31 Jan annually. The primary reason for performance appraisals is to enhance your motivation and encourage excellence in job performance. Your supervisor will establish a performance plan, outlining your goals and objectives for your position within the first 30 days of your employment, or within 30 days of promotion or transfer into a new position. The rating period consists of initial, mid-year, and final reviews.

- The **initial review** is set at the beginning of the performance period between the employee and the supervisor; functional goals are identified and written—should contain at least 3 to 5 objectives.

- The **mid-year review** or progress review is the assessment by the immediate supervisor of the employee’s performance to date. The purpose of this review is to establish a discussion between the supervisor and the employee on how well the employee is meeting the supervisor’s expectations. This review should be completed approximately halfway through the performance period.

- The **final/end-of-year review** is the final assessment of how well the employee performed during this rating period. This is when the supervisor reviews the employee’s performance objective-by-objective, element-by-element against the plan, and summarizes the overall evaluation of the employee’s performance.

Please see Appendix E and F for instructions on completing employee performance appraisals.

**PERFORMANCE PAY/BONUSES/COST OF LIVING ADJUSTMENT:**
Marine Corps NAF employees may receive performance pay increases and bonuses for acceptable or higher performance. Based on the employee’s performance, you may request consideration of a pay increase or bonus, or both.

Pay increases are based on performance, but there is no set time for pay increases to be given. Outstanding performance is recognized through the Pay Band system. However, it is not required, but may be granted within certain limits, as budget permits. Please consult your Human Resources Office for more information on established rules and procedures.

**PAY:**
Marine Corps NAF employees are paid using an automated system known as PeopleSoft (HRMS). Exempt employees are paid by exception. This means work hours will automatically populate
from a default (M-F 8 hours a day) schedule to the employee’s online timesheet. If the exempt employee works a schedule other than default, the supervisor must update the employee’s schedule or change their hours as applicable. Leave will be requested on an OPM-71 (leave request form) and employees will manually adjust the online timesheet from the scheduled work hours to the approved scheduled leave hours.

Detailed information and modules are available by visiting Crossroads, the MCCS intranet, or by contacting your Human Resources Office.

**PROBATIONARY PERIOD:**
All employees are required to satisfactorily complete a probationary period in order to determine your effective level of performance and competence for continued employment. A one-year probationary period is required for all employees. Employees who are terminated during probationary periods are not eligible to neither grieve nor appeal the termination.

An additional year will be required for employees promoted to a supervisory position.

**PROMOTION:**
A promotion occurs when an employee is assigned, either permanently or temporarily to a position in a higher classification or pay band level. A temporary or permanent promotion must be accompanied by at least a 5% pay increase. Temporary promotions may be made up to 6 months without competition, and up to 2 years with competition.

**RESIGNATION & CHECK-OUT PROCEDURES:**
Your employment with us may be ended voluntarily or involuntarily. In case of a voluntary resignation, you should immediately notify your supervisor stating your reason for leaving, and the effective date. Please ensure that your address is correct. Your last pay check will be direct deposited to your bank account.

It is requested that you give at least two weeks advanced notice, or longer, if the situation permits (to allow for recruitment of your replacement, or to redistribute your workload).

You will need to checkout with the HR Office on your last day; submit any documents that were issued to you (CAC I.D. card, family member’s I.D. card(s), base decal, keys, purchase card, travel card, passport, etc., if any applies). We have to verify if you have any outstanding debts on travel orders, tuition assistance, etc. If your outstanding debts are not paid in full prior to your last day, the debt will be deducted from your last paycheck. It is also requested that you complete an exit interview form so that we may gain insight into possible improvements within our system. An exit interview will not affect any reference information that we provide to your future employer. Please see the Resignation Checklist located in Appendix D for additional information.

**TRAVEL:**
- Travel requested and approved via Branch Head.
- Travel arrangements made through the Travel Clerk, in accordance with Joint Travel Regulations (JTR).
• Upon completion of travel, an authorized approver and your Branch Head must sign completed travel claim voucher.

**GOVERNMENT CARD--TRAVEL & PURCHASE CARD:**
During your course of employment with MR/MF Division, you may be directed to become a government travel and/or a government purchase cardholder. These cards are government property. Therefore, use of either card must be in compliance with applicable Marine Corps, Navy, and DoD regulations/policies. Abuse or misuse of this card is subject to disciplinary action, up to and including termination.

**Examples of Abuse:**
Government Travel Card - You were in an authorized travel status and filed a travel claim for reimbursement upon your return, but your travel card enters a delinquent status because you didn’t use the reimbursement check to pay your bill.

**Example of Misuse:**
• Government Travel Card - you purchase items while not in a travel status.
• Government Purchase Card - you purchase items for personal use at home and not approved by your supervisor.

**OFFICIAL PERSONNEL FOLDER (OPF):**
An OPF is maintained for all employees, treated in confidence, and handled only by those in a need-to-know basis. This contains the employee’s employment history, salary, performance, and other personnel related information, filed in chronological order. All DoD NAF employment, including APF employment may be combined in one OPF. Once an employee leaves a NAFI employment, one year after termination date, the OPF is forwarded to the Records Center. If reemployed to another NAF activity, the new gaining NAF Personnel Office can request the employee’s OPF from the former NAF Personnel Office.

Employees have the right to review their OPFs, and are entitled to privacy, in accordance with the Privacy Act of 1974.

**CONSTRUCTIVE SERVICE DATE/SERVICE DATE:**
Constructive Service Date is used to determine annual leave accrual rate and length of service. Credits are given for regular employment within the same NAFI, other DoD NAFI and DoD APF (if there is no more than a three day break in service). Temporary, intermittent or flexible categories can be credited if the employee’s position was converted to the same or similar position. Prior active military service is not creditable towards constructive service date. All active military time terminated by honorable discharge under honorable conditions is creditable for annual leave accrual purposes only (service date). If retired, credit is restricted to the actual
service in the Armed Forces during wartime or in any campaign or expedition that has been authorized.

**SMOKING POLICY:**
We are concerned about maintaining a healthful work environment. All Headquarters Marine Corps facilities are "smoke free." Employees, as well as customers, are required to use outside designated smoking areas to smoke.

**BOMB THREAT:**
It is possible that you could receive a bomb threat over your phone in your workplace. If you receive a bomb threat, be cognizant of any pertinent information as you listen to the individual speak (e.g., do you hear any background noise, does the caller have an accent, etc.) Once the caller hangs up, do NOT hang your phone up, simply place it on your desk. Immediately go to another phone, dial 911, and notify emergency personnel of the threat. Advise those around you of the situation, and exit the building as quickly as safely possible. As soon as possible, notify G-6 (784-HELP) of the phone call.

**ACTIVE SHOOTER:**
- **How to respond when an active shooter is in your vicinity:**
  - Quickly determine the most reasonable way to protect your own life. Customers and clients are likely to follow the lead of employees and managers during an active shooter situation.
    - Evacuate
      - Have an escape route and plan in mind
      - Leave your belongings behind
      - Keep your hands visible
    - Hide out
      - Hide in an area out of the active shooter's view
      - Block entry to your hiding place and lock the doors
    - Take action
      - As a last resort and only when your life is in imminent danger
      - Attempt to incapacitate the active shooter
      - Act with physical aggression and throw items at the active shooter
  - **Call 911 when it is safe to do so**
  - **How to respond when law enforcement arrives on the scene:**
    - Remain calm, and follow officers' instructions
    - Immediately raise hands and spread fingers
    - Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

- **Information you should provide to law enforcement or 911 operator:**
  - Location of the active shooter
  - Number of shooters, if more than one
  - Physical description of shooter/s
  - Number and type of weapons held by the shooter/s
  - Number of potential victims at the location

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**INCLEMENT WEATHER INFORMATION:**
MCB Quantico has 4 distinct weather codes by which they manage Base operations during inclement weather:

**BASE WEATHER CODES:**

**CODE GREEN (Condition Normal):** The Base is open on time. Employees are expected to report to work on time. *Local radio and television stations will not announce Code Green.*

**CODE YELLOW (Open With Reasonable Delays):** The Base is open on time. Reasonable delays for reporting to work are excused. Liberal leave may be authorized. *Will be announced on local radio and television stations.*

**CODE BLUE (Open At Specified Time):** The Base opens at a specified time. Liberal leave may be authorized. *Will be announced on local radio and television stations.*

**CODE RED (Closed For Non-essential Personnel):** Weather conditions are severe and the Base is closed for normal operation. Only emergency and essential personnel are expected to report to work. *Will be announced on local radio and television stations.*

**REMEMBER:** These codes are a guideline for MCB Quantico. They will not necessarily reflect the conditions & challenges in our neighboring communities. Please use common sense and sound judgment in your decision to get on the roads. Your safety continues to be of the utmost importance to all of us.

During possible snow conditions, decisions will be made daily at 1500 for the following day's Base closure condition via LAN MANAGER, QTV-49, and other local media (radio & television). Updates to conditions and other information can be obtained by calling the MCB PAO Hot Line at 703-784-3638.
Updates to snow conditions and base operations will be passed over the following TV and radio stations:

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<thead>
<tr>
<th>TV Cable Channel Stations</th>
<th>FM Radio Station</th>
<th>AM Radio Stations</th>
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<tr>
<td>MCB 49</td>
<td>93.3</td>
<td>630</td>
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<tr>
<td>WRC-TV 4</td>
<td>95.5</td>
<td>1230</td>
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<td>WTTG-TV 5</td>
<td>99.3</td>
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<td>WJLA-TV 7</td>
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<td>News Channel 8</td>
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<tr>
<td>WUSA-TV Channel 9</td>
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Stay tuned to channel 49 for Base weather code updates, or call the MCB Public Affairs Office (PAO) Hot line at 703-784-3638 or listen to any of the radio and TV stations listed.

**GRIEVANCE PROCEDURE:**
Employees have the right to express their dissatisfaction and concerns, and to seek redress from actions, which affect them and their conditions of employment. Employees and their representatives shall be free from restraint, coercion, discrimination, or reprisal stemming from the grievances. There is a procedure in place to allow employees a method by which complaints and grievances can be presented to management.

The administrative grievance process consists of two steps, with the possibility of a third in special circumstances. The first step is to the employee’s immediate supervisor. If the grievance is not solved to the employee’s satisfaction the second step would go to the second level supervisor. In cases where the deciding official at step two was personally involved in the matter initially grieved and the grievance was not resolved to the satisfaction of the employee, a grievance may be presented to the third level supervisor.
For each step, there is a time limitation for presentation of grievance and answer period. Please consult your Human Resources Office for additional information and guidance.

**DISCIPLINARY ACTIONS:**
Supervisors have the authority to issue disciplinary actions to employees. Disciplinary actions may be informal or formal. Formal disciplinary action includes letters of reprimand, suspension, demotion, or termination. Please consult with your Human Resources Office for more information on established rules and procedures.

**NOTIFICATION AND FEDERAL EMPLOYEE ANTIDISCRIMINATION AND RETALIATION (NO FEAR) ACT NOTICE:**
On May 15, 2002, Congress enacted the "Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002," which is now known as the No FEAR Act. One purpose of the Act is to "require Federal agencies to be accountable for violations of antidiscrimination and whistleblower protection laws." Public Law 107-174, Summary: In support of this purpose, Congress found that "agencies cannot be run effectively if those agencies practice or tolerate discrimination." Public Law 107-174, Title I, General Provisions, section 101(1).

The Act also requires DoD to provide this notice to Federal employees, including NAF employees, of the rights and protections available under Federal antidiscrimination and whistleblower protection laws.

**ANTIDISCRIMINATION LAWS:**
The Marine Corps does not tolerate discrimination or harassment against an employee or applicant with respect to the terms, conditions, or privileges of employment on the basis of race, color, religion, sex, national origin, age, disability, genetics, marital status, political affiliation, or sexual orientation.

If an employee believes that he/she has been the victim of unlawful discrimination or harassment on the basis of race, color, religion, sex, national origin, age, disability, genetics, marital status, political affiliation, or sexual orientation, he/she must contact the Equal Employment Opportunity Counselor at the installation within 45 calendar days of the alleged discriminatory action, or, in the case of a personnel action, within 45 calendar days of the effective date of the action, before he/she can file a formal complaint of discrimination.

**WHISTLEBLOWER PROTECTION LAWS:**
A Federal employee with authority to take, direct others to take, recommend or approve any personnel action must not use that authority to take or fail to take, or threaten to take or fail to take, a personnel action against an employee or applicant because of disclosure of information by that individual that is reasonably believed to be evidence of violations of law, rule or regulation; gross mismanagement; gross waste of funds; an abuse of authority; or a substantial and specific danger to public health or safety, unless disclosure of such information is specifically prohibited by law and such information is specifically required by Executive order to be kept secret in the interest of national defense or the conduct of foreign affairs.
RETAILIATION FOR ENGAGING IN PROTECTED ACTIVITY:
A Federal agency cannot retaliate against an employee or applicant because that individual exercises his or her rights under any of the Federal antidiscrimination or whistleblower protection laws listed above. If an individual believes that he/she is the victim of retaliation for engaging in protected activity, then he/she must follow, as appropriate, the procedures described in the Antidiscrimination Laws and Whistleblower Protection Laws sections or, if applicable, the administrative grievance procedure in order to pursue any remedy.

POLICY STATEMENT ON SEXUAL HARASSMENT:
It is the policy of the Marine Corps that sexual harassment in the work environment is unacceptable conduct and will not be tolerated. Personnel at all levels, both military and civilian, are expected to maintain high standards of honesty, impartiality and conduct to assure proper accomplishment of the assigned missions of the activity.

Harassment on the basis of sex is a prohibited personnel practice, and is a violation of Title VII of the Civil Rights Act of 1964, as amended. Any unlawful behavior based on sex, which undermines the integrity of the employment relationship, is considered sexual harassment. Every employee must be allowed to work in an environment free from unsolicited or unwelcome sexual overtures. Deliberate and repeated unsolicited verbal comments, gestures or physical contact constitute sexual harassment.

An employee who uses implicit or explicit coercive sexual behavior to control, influence or affect the career, salary or employment of an employee is engaging in sexual harassment; however, it does not necessarily need to be directly related to specific job opportunity or benefit, but also includes the psychological atmosphere created. All activity in the employment relationship is covered whether on or off the worksite. All employees should avoid any conduct, which is unwelcome or interferes with work productivity. At the same time, it is not the intent to regulate social interaction or relationships freely entered into by Federal employees.

Complaints of alleged sexual harassment by civilian employees would be processed by the Equal Employment Opportunity Office under the Discrimination Complaint Processing Procedures, and will be examined impartially and resolved promptly.

PRIVACY ACT STATEMENT:
Information regarding personal identification (including, but not limited to name, address, telephone number, social security number, next of kin, etc.) is requested in connection with application for employment and/or employee personnel actions, such as, but not limited to, leave requests, participation in the employee benefit plans, identification card, etc.

The information, as applicable to the various actions, will become a permanent part of the records at the Human Resources Office. The information furnished will be used for identification and, except as required in connection with income tax reporting and/or participation in the insured employee benefits plans will not be released without the employee’s written authorization to anyone other than the personnel involved with management and the required/related bookkeeping/accounting records.
CONFIDENTIALITY UNDER THE PRIVACY ACT:
Under the authority of the Privacy Act of 1974, the Act requires that the Marine Corps must establish administrative, technical and physical safeguards to ensure the confidentiality of records and to protect against any threats, which could result in substantial harm, embarrassment, or unfairness to the individual. This applies to both paper and automated records.

- Each individual office must restrict access to those who require the records in the performance of their official duties (a need to know), or to the individual who is the subject of the records, or an authorized representative.
- All personal information shall be treated as "For Official Use Only."
- All confidential/personal information must be stored in locked metal filing cabinets, or behind locked doors when secured for the day.
- The general rule for disclosure is that information cannot be disclosed without the consent of the individual concerned, however there are some exceptions to the rule, i.e., request which the information is required to be released under the Freedom of Information Act, a law enforcement agency if the request is in writing and on official letterhead, subpoenas by courts, etc. The key point is there is no disclosure without consent.

Never use any information gained confidentially in the performance of governmental duties as a means of making private profit or gain. Unauthorized disclosure of personal information from employee’s record could subject the disclosure to criminal penalties.

There are penalties for noncompliance with the provisions of the Privacy Act, such as maintaining secret data or file, willfully disclosing information to unauthorized personnel or disclosing information under false pretenses. The Marine Corps could be sued, and the individual involved could be charged with a misdemeanor and fined up to $5,000.

DISPOSAL PROCEDURES FOR DOCUMENTS CONTAINING PERSONALLY IDENTIFYING INFORMATION (PII):
All Marine Corps employees shall follow the established guidance contained below, and supervisors shall ensure that their employees are informed of the policy, and all staff under their cognizance follows the guidance.

Any information about an individual that can be used to identify a person uniquely and reliably, including but not limited to name, address, telephone number, e-mail address, biometrics, date of birth, race, religious affiliation, etc., will be characterized as Personally Identifiable Information (PII). All previous references used to characterize personal data, such as Privacy Act Information (PAI) or Personal Privacy Information (PPI) are obsolete, and their use should be discontinued.

Documents containing privacy act information (now characterized as PII), such as medical records, traffic tickets and other police records, travel documents, personnel rosters, training forms, etc., will be marked for "For Official Use Only" when created, and then shredded when no longer required. (When shredding, crosscut shredding is recommended). Further, placing
documents containing PII in recycle bins is insufficient to meet this disposal requirement since recycling facilities typically bale the intact paper for transport to commercial paper mills. Shredded material can be placed in recycle bins.

Safeguarding PII is of great concern to the Marine Corps, particularly with regard to ensuring that PII is properly disposed of when its retention is no longer required. Ensuring that proper handling and disposal procedures are followed is paramount to Marine Corps efforts to avoid the compromise or loss of PII. Any PII that is sent through e-mail must be sent via encryption.

**UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA) NOTIFICATION:**

**Reemployment rights** - Marine Corps NAF employees have the right to be reemployed in their civilian job if they leave that job to perform service in the uniformed service and:

- They ensure that the supervisor receives advance written or verbal notice of the service;
- They have five years or less of cumulative service in the uniformed service while being employed with the Federal Government;
- They return to work or apply for reemployment in a timely manner after conclusion of service; and
- They have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If the Marine Corps NAF employee is eligible to be reemployed, he/she must be restored to the job and benefits he/she would have attained if he/she had not been absent due to military service or, in some cases, a comparable job.

Please consult the Human Resources Office for more information on the USERRA requirements.

**PROCUREMENT INTEGRITY ACT:**


Individuals who serve the Government as procurement officials must sign a certification stating that they are familiar with, and will not engage in conduct prohibited by law.

The term "procurement official" refers to any officer or employee of an agency, who has participated personally and substantially in any of the following with respect to a particular procurement:

- Drafting, or reviewing and approving, a specification or statement of work;
- Preparing or developing a procurement solicitation;
- Evaluating bids, proposals, or selecting sources;
- Negotiating to establish the price, or terms and conditions of a contract, or contract modification; and
- Reviewing and approving the award or modification of a contract.
If you are unsure or have questions regarding applicable employment laws, DoD Policy or Marine Corps NAF policy, please consult the Human Resources Office.

**BENEFITS SUMMARY:**

As a Marine Corps Nonappropriated Fund Regular Category Employee*, you’re eligible for the following benefits:

- Dependent Eligibility
- Medical & Dental Insurance
- Premium Conversion (Section 125)
- Life Insurance
- Long Term Care Insurance
- Flexible Spending Account (FSA)
- EAP Program (Employee Assistance Program)*
- Group Retirement Plan (Defined Benefit Plan)
- 401(k) Savings Plan (Defined Contribution Plan)
- Benefit Eligibility at Employment Termination

*Flexible category employees are not eligible for benefits, but are eligible for participation in the EAP Program.

**TUITION ASSISTANCE:** Regular employees are eligible for tuition assistance after completion of a probationary period. The maximum amount of tuition assistance per employee per year is $3,500, and there is no limit on the amount of courses that are reimbursable per semester or session.

**OTHER BENEFITS AVAILABLE:**

- MCCS Retail Privileges
- Base Pool
- Barber Gym
- Auto Hobby Shop
- Marina
- Bowling Lanes
- Golf Course
- Lunga Park
- Use of Club System
- The Crossroads Inn
- Credit Union
Appendix A

Compensatory Time Off Fact Sheet

**Definition**

Compensatory time off refers to overtime exchanged for paid leave from work. When administering compensatory time off, you must be extra careful because of the restrictions on offering comp time and the payout rules for unused comp time.

**Policy**

FISAP nonexempt employees may request compensatory time in lieu of an equal amount of irregular or occasional overtime. However, managers **may not**:

- Initially offer the employee compensatory time. Employees have a choice of being paid overtime pay or requesting compensatory time in lieu of overtime pay. The manager cannot ask the employee to take compensatory time.
- Require **nonexempt** employees to take compensatory time off instead of overtime pay.
- Directly or indirectly intimidate, threaten, or coerce employees to take compensatory time.

It's also important to remember that employees are paid the value of any unused compensatory time if they:

- Have not used their compensatory time within 26 pay periods.
- Are separated from service.
- Leave the organization.
- Are placed in a leave without pay status because of duty in the uniformed services or an on-the-job injury.

**Compensatory time pay out rate**:

- For employees with rates of basic pay equal to or less than the appropriated fund locality rate for grade GS-10, step 1, compensatory time is paid at the employee’s hourly rate of basic pay multiplied by 1.5 times.
- For employees with rates of pay greater than the appropriated fund locality rate for grade GS-10, step 1, compensatory time is paid at either 1) the hourly rate of basic pay for GS-10, step 1, multiplied by 1.5 times, or; 2) the employee’s hourly rate of basic pay, whichever is greater.

**Compensatory time off in relation to annual leave subject to forfeiture**:

- Compensatory time off must be used, by the employee, before using any annual leave, unless the employee has annual leave subject to forfeiture. In such cases, annual leave subject to forfeiture must be used prior to any available compensatory time.

We understand this “flysheet” does not cover all questions related to compensatory time. If your specific situation is not addressed, please contact Human Resources at 703-432-9433.
Appendix B

Travel Compensatory Time

Who is covered?
All NAF employees.

What qualifies as travel?
Travel must be work-related and officially authorized.

What is covered?
Employees may receive compensatory time only for those hours spent in travel status, which is defined as "time actually spent traveling between the official duty station and a temporary duty station, or between two temporary duty stations, and the usual wait time that precedes or interrupts such travel." Compensatory time for travel may be earned only for time spent in travel status away from the employee's duty station when such time is not otherwise compensable.

What is meant by "usual wait time"?
Airline passengers are generally required to arrive at the airport one or two hours in advance of their flight, depending on whether the travel is domestic or international. This is considered the usual wait time and is creditable as time in travel status. Time spent at an intervening airport waiting for a connecting flight is also creditable.

What if there is an extended delay?
If the employee is free to rest, sleep or otherwise use the time for the employee's own purposes, the extended time outside the employee's regular working hours is not creditable.

What happens once the employee reaches the temporary duty station?
The employee is no longer considered to be in a travel status. Any time spent at the location between arrival and departure is not creditable for the purpose of earning compensatory time.

When can an agency offset creditable time in travel status by the amount of time the employee spends normally commuting between home and work?
If an employee travels directly between home and a temporary duty station outside the limits of the employee's official duty station -- for example, to attend a three-day conference -- the agency must deduct the employee's normal commuting time from the creditable travel time. The agency must also deduct an employee's normal commuting time from the creditable travel time if the employee is required -- outside of regular working hours -- to travel between home and a transportation terminal outside the limits of the employee's official duty station.

How is compensatory time for travel earned and credited?
Managers may authorize credit in increments of one-quarter of an hour (15 minutes). Compensatory time off for travel is tracked and managed separately from other forms of compensatory time off.

How does an employee use accrued compensatory time off for travel?
Employees must request permission from their supervisors to schedule the use of accrued comp time for travel in accordance with agency policies and procedures. Compensatory time off for travel may be used when the employee is granted time off for other leave purposes. Employees must use accrued compensatory time for travel in increments of one-quarter of an hour (15 minutes).

How long does an employee have to use accrued compensatory time off for travel?
An employee must use accrued compensatory time off for travel by the end of the 26th pay period after the pay period in which it was credited. Any compensatory time for travel not used is forfeited, except in certain circumstances, such as if the employee separates or is placed on leave-without-pay status for military service or an on-the-job injury provided the employee later returns to Marine Corps NAF.

May an employee be paid for any unused compensatory time off for travel?
No. The law prohibits payment under any circumstances.

May an employee use compensatory time off for travel before annual leave?
Compensatory time off for travel must be used by the employee, before using any annual leave, unless the employee has annual leave subject to forfeiture. In such cases, annual leave subject to forfeiture must be used prior to any available compensatory time off for travel.

We understand this “flysheet” does not cover all questions related to compensatory time. If your specific situation is not addressed, please contact Human Resources at 703-432-0433.
**Appendix C**

**Family Medical Leave Act (FMLA) Fact Sheet**

**PROCESS**

- Employee completes required paperwork to request FMLA.
- MRG approves/does not approve employee for FMLA.
- MRG informs employee and supervisor of the decision.
- If approved, manager tracks leave in PeopleSoft Timekeeping. See timekeeping instructions below.
- Employee must coordinate leave with supervisor and provide 30-day advance notice whenever possible.
- The 12 month period begins on the date the employee first takes leave for FMLA.
- If employee is approved for intermittent FMLA, they will submit a leave request every time leave or leave without pay is requested for the FMLA circumstance.
- If employee is out an extended leave for their medical condition, they may be required to submit a Fitness for Duty Certification form or doctors note to return to work.

**INTERMITTENT FMLA**

- Intermittent leave is available, except for care of a newborn or adopted child, for 480 hours for full time employees equal to 12 weeks.
- The employee will submit a leave slip every time they are out of work due to FMLA.
- The supervisor does not have to allow the employee to make up the missed time.
- If the supervisor does approve this, both the employee and supervisor must agree. Supervisor cannot require the employee to make up the time.

**TIMEKEEPING**

- FMLA must only be used for the approved medical condition.
- If the employee wishes to use paid leave in conjunction with FMLA, the supervisor must code the time appropriately in PeopleSoft.
- Sick leave should be coded as “F0 - Family Leave (Sick)” on the employee’s timesheet.
- Annual leave should be coded as “M0 - Medical Leave (Vac)” on the employee’s timesheet.
- If the employee does not have any leave available, or does not wish to use paid leave, then the leave without pay should be coded as “FN - Family Leave Non Pay Status” on the employee’s timesheet.
- Holiday Pay—an employee must be in a paid status the day before or the day after a holiday and be regularly scheduled to work that day to receive holiday pay.

**POLICY**

The 1993 Family and Medical Leave Act provided federal employees with unpaid family and medical purposes. The regulation allows the employee to substitute this time with paid leave as appropriate. The law provides for 12 administrative workweeks during any 12-month period for the following conditions:

- Birth of a son or daughter and care of a newborn
- Placement of a son or daughter with the employee for adoption or foster care.
- Care of a spouse, son, daughter, or parent with a serious health condition.
- A serious health condition that makes the employee unable to perform the duties of his or her position.
- Injured Service Member Leave—to care for injured members of the Armed Forces or certain veterans under some circumstances.
  - The family relationship is that of “next of kin”.
  - During a 12 month period, an eligible employee is entitled to a combined total of 26 weeks of regular FMLA and military family leave.
  - This leave is once in a lifetime per service member/injury.
- Exigency Leave for Military—when the spouse, son, daughter, or parent of an employee is on covered active duty in the Armed Forces, or has been notified of an impending call or order to covered active duty status. Must use leave without pay or vacation leave.
- Employee must have completed at least 12 months of service (not required to be recent or consecutive months).
- An employee is only entitled to 12 workweeks of leave in the 12-month period (with the exception of the injured service member leave).

Please contact MRG at (703) 432-0431 with any questions you may have regarding FMLA.
Appendix D

RESIGNATION CHECKLIST

For Resigning Employees:

☐ Submit your official resignation to your supervisor and notify your HR representative of your last day. It is requested that you give at least two weeks advanced notice, or longer, if the situation permits (to allow for recruitment of your replacement, or to redistribute your workload). Your HR rep will schedule an out-processing appointment with you.

☐ If you have accepted another government position, please let your HR rep know for coordination of records and benefits.

☐ If you are relocating due to PCS of your active duty spouse, please let your HR rep know.

☐ Prior to coming to your out-processing appointment, you will need to complete a command debriefing with the security section (your HR rep will contact you with further instructions).

☐ If applicable, please return your work-issued Blackberry and/or laptop to your supervisor on or before your last day.

☐ Please bring any of the following work-issued items with you to your out-processing appointment (if applicable):
   - CAC (only if you are not returning to work after out-processing; if you are returning to work, you will relinquish your CAC to your supervisor at the end of the day)
   - NAF dependent ID(s) for family members
   - Keys
   - Government travel card
   - Government purchase card
   - Work-issued passport

For Supervisors of Resigning Employees:

☐ Conduct a close-out performance evaluation with the employee (if the employee has been observed for 120 days or more) and submit to HR.

☐ Approve the employee's timesheet no later than close of business on the employee's last day.

☐ If applicable, collect the employee's work-issued Blackberry and/or laptop.

☐ If the employee returns to work after out-processing with HR, please collect the employee's CAC.

☐ Contact the Help Desk or appropriate department to remove system access (i.e., PeopleSoft, RecTrac, Computron, etc.)
Appendix E

NAF Non-Exempt Employee Performance Appraisal Instructions

The NAF performance rating period runs from 1 February through 31 January.

Initial Review:

The initial review takes place at the beginning of a new NAF performance year (February). The supervisor and employee will sit down to discuss performance expectations and goals and recommended training courses (if applicable) for the year. Once complete, the rater (supervisor), reviewer (2nd-level supervisor), and employee will initial and date at the bottom of the page.

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Mid-Year Review:

The mid-year review takes place during the mid-way point of the performance year (July/August timeframe). The supervisor and employee will discuss progress and work performance and make any adjustments needed with regard to performance and objectives for the remainder of the year. Employees are evaluated on their performance using the following rating factors:

**Job Knowledge, Skills & Organizational Support:** Accepts work to be accomplished, follows instructions, and demonstrates comprehensive knowledge of job specialty fundamentals. Applies the skills needed to complete assignments, uses judgment to resolve problems and seeks to enhance job knowledge and skills.

**Work Quality:** Degree of technical excellence achieved and degree to which completed work meets customer/user requirements. Assignments are completed thoroughly and accurately. Accepts responsibility and takes initiative as appropriate. Exhibits dependability in meeting work commitments.

**Interpersonal Skills & Teamwork:** Establishes effective working relationships with supervisors and fellow employees. Shares and accepts information. Works to understand others' points of view, even when different form his/her own. Adapts positively to changes in workload and priorities. Takes positive action to promote teamwork.

**Customer Service Orientation:** Ability to anticipate and satisfy internal and/or external customer needs. Priority placed on customer satisfaction, responsiveness, professional demeanor (courtesy, attitude, appearance), and willingness to assist customers.

**Dependability:** Reports to work on time. Adheres to scheduled work hours and breaks. Apprises supervisor of occasions or need to miss scheduled work hours on a timely basis.

The mid-year review is not scored, but comments regarding the employee's performance and progress are strongly encouraged for MR Division employees and should be recorded in the "Comments" column.
Comments are **required** for MF Division employees. The reverse side of the document or additional pages may be used if more space is needed. The employee may submit comments as well, if they wish to do so. Once complete, the rater, reviewer, and employee will initial and date at the bottom of the page. *If the employee has been under the plan for less than 120 days, the supervisor should complete the plan by designating, "Not Observed".*

**End-of-year Review:**

This review takes place at the end of the performance year (January). The supervisor will rate the employee's work performance and progress on meeting job objectives that were set during the initial review and discussed during the mid-year review.

The employee is scored on each rating factor as follows:

<table>
<thead>
<tr>
<th>RATING FACTORS</th>
<th>Outstanding</th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Needs Improvement</th>
<th>Does Not Meet Minimum Standards</th>
<th>Comments: are required from the rate for all evaluations</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB KNOWLEDGE. SKILLS &amp; ORGANIZATIONAL SUPPORT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accepts work to be accomplished, follows instructions, and demonstrates comprehensive knowledge of job specialty fundamentals. Applies the skills needed to complete assignments, uses judgment to resolve problems &amp; seeks to enhance job knowledge and skills.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WORK QUALITY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Degree of technical excellence achieved and degree to which completed work meets customer service requirements. Assignments are completed thoroughly and accurately. Accepts responsibility and takes initiative as appropriate. Exhibits dependability to meeting work commitments.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTERPERSONAL SKILLS &amp; TEAMWORK</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establishes effective working relationships with supervisors and fellow employees. Shares &amp; accepts information. Works to understand others’ points of view, even when different from his/her own. Adapts positively to changes in workload &amp; priorities. Takes positive action to promote teamwork.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CUSTOMER SERVICE ORIENTATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to anticipate &amp; satisfy internal and/or external customer needs. Priority placed on customer satisfaction, responsiveness, professional demeanor, (courtesy), attitude, appearance, and willingness to assist customer.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPENDABILITY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reports to work on time. Adheres to scheduled work hours &amp; breaks. Accepts supervisor of conscience &amp; need to miss scheduled work hours on a timely basis.</td>
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<td></td>
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</tr>
</tbody>
</table>

Below is a description of each rating score:

**Outstanding:** Exceptional performance in all areas of responsibilities. Planned objectives were achieved well above the established standards and accomplishments were made in unexpected areas.

**Exceeds Expectations:** Consistently exceeds standards in most areas of responsibility. All requirements were met and objectives were achieved above the established standards.
**Meets Expectations:** All job requirements were met and planned objectives were accomplished within established standards. There were no critical areas where accomplishments were less than planned.

**Needs Improvement:** Performance in one or more critical areas does not meet expectations. Not all planned objectives were accomplished within the established standards and some responsibilities were not completely met.

**Does Not Meet Minimum Standards:** Does not meet minimum job requirements. Performance is unacceptable. Responsibilities are not being met and important objectives have not been accomplished. Needs immediate improvement.

The supervisor should discuss the evaluation with the reviewer before sitting down to discuss with the employee. Year-end review comments are required for MR and MF Division employees and should be recorded in the “Comments” column. The reverse side of the document or additional pages may be used if more space is needed. The employee may submit comments as well, if they wish to do so. Once complete, the rater, reviewer, and employee will initial and date at the bottom of the page.

*If the employee has been under the plan for less than 120 days, the supervisor should complete the plan by designating, “Not Observed”.*
Appendix F

NAF Exempt Employee Performance Plan Instructions

Initial Review:

The initial review takes place at the beginning of a new NAF performance year (February). The supervisor and employee will sit down to discuss and set functional goals and recommended training courses (if applicable) for the year. The functional goals and expected completion dates should be recorded on page 4 of the plan document.

<table>
<thead>
<tr>
<th>FUNCTIONAL GOALS</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The recommended training courses are recorded at the top of page 2 in the "Employee Development Recommendations" section.

<table>
<thead>
<tr>
<th>KNOWLEDGE/SKILL</th>
<th>DEVELOPMENT ACTIVITY</th>
<th>COMPLETION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desired</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
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</tr>
</tbody>
</table>
The rater (supervisor), reviewer (2\textsuperscript{nd}-level supervisor) and employee will initial and date in the "Initial" block under the "Performance Review Record" section on page 1 of the document.

**PERFORMANCE REVIEW RECORD**

(Required: must be under an approved performance plan for at least 120 days to be rated. If the employee has been under the plan for less than 120 days, the supervisor will complete the plan by designating "Not Observed".)

<table>
<thead>
<tr>
<th>Initial</th>
<th>Rater</th>
<th>Reviewer</th>
<th>Employee</th>
</tr>
</thead>
</table>

**Mid-Year Review:**

The mid-year review takes place during the mid-way point of the performance year (July/August timeframe). The supervisor and employee will discuss progress and work performance and make any adjustments needed with regard to performance functional goals for the remainder of the year. Employees are evaluated on their performance in the following areas: **Functional Goal Achievement, Interpersonal Skills and Teamwork, Work Process Improvements, Organizational Training, and Supervisory Performance Management** (if the employee is supervisory).

The mid-year review is not scored, but comments regarding the employee's performance and progress are strongly encouraged for MR Division employees and should be recorded on page 5; comments are **required** for MF Division employees. The employee may also add comments on page 5, if they wish to do so.
The rater, reviewer, and employee will initial and date in the "Mid-Year" block under the "Performance Review Record" section on page 1 of the document.

*If the employee has been under the plan for less than 120 days, the supervisor should complete the plan by designating, "Not Observed".*

---

**PERFORMANCE REVIEW RECORD**

(employees must be under an approved performance plan for at least 120 days to be rated. If the employee has been under the plan for less than 120 days, the supervisor will complete the plan by designating, "Not Observed".)

<table>
<thead>
<tr>
<th></th>
<th>Rater</th>
<th>Reviewer</th>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mid Year</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**End-of-year Review:**

This review takes place at the end of the performance year (January). The supervisor will rate the employee's work performance and progress on completing the goals that were set during the initial review and discussed during the mid-year review.

The employee is evaluated on the following areas (page 3):

- **Functional Goal Achievement**
  - Complete your functional goals on-time and on-budget.
  - Display an understanding of how your functional goals contribute to the Division.

- **Work Process Improvements**
  - Suggest at least two improvements, to your supervisor, in connection with work processes in which you participate.

- **Interpersonal Skills & Teamwork**
  - Establishes effective working relationships with others inside and outside the work. Shares and accepts information willingly. Exhibits dependability through meeting work commitments. Works to understand others' points of view, even when different from his own.
  - Sees and acts on opportunities: Initiates appropriate action. Accepts responsibility for making timely decisions. Accepts positively to changes in workloads and priorities. Takes positive action to promote teamwork and takes responsibility either in a leadership or support role. Productively works on goals and objectives. Special projects are supported with research and active participation in work assignments.

- **Organizational Training**
  - Complete appropriate level of Personal Training Plan. (This will be determined each year). Complete training assignments, as tasked and required.

- **Supervisory Performance Management (Applies to Supervisors only)**
  - Manages an aligned, engaged, and high performing team through leading by example and developing and executing a mission-aligned vision for the organization. Creates a positive, safe work environment that allows employees to excel. Upholds high standards of integrity and ethical behavior. Performs all supervisory duties including:
    1. Ensuring compliance with applicable laws, regulations, and policies including merit system principles and prohibited personal practices.
    2. Effectively attracting and retaining a high-caliber workforce and acting in a responsible and timely manner on.

The supervisor should mark off the appropriate score for each performance standard.

The rating scale is as follows:
To determine a final, overall performance rating, the scores from page 3 should be entered in the "Score" column on the "Performance Standards Summary Scoring" section on page 1.

The score is then multiplied by the weight of the performance standard and the total is entered into the "Total" column. The totals from each standard are then added together for the employee's final overall
performance score. Note: The weight for Interpersonal Skills & Teamwork, Work Process Improvements, and Supervisory Performance Management are different depending on whether the exempt employee is supervisory or non-supervisory. Please see the examples below.

**Example: Non-supervisory Exempt Employee**

<table>
<thead>
<tr>
<th></th>
<th>Score</th>
<th>Weight</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional Goal Achievement</td>
<td>4</td>
<td>75</td>
<td>300</td>
</tr>
<tr>
<td>Interpersonal Skills &amp; Teamwork (10)*</td>
<td>5</td>
<td>10</td>
<td>50</td>
</tr>
<tr>
<td>Work Process Improvements (10)*</td>
<td>4</td>
<td>10</td>
<td>40</td>
</tr>
<tr>
<td>Organizational Training</td>
<td>5</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>Supervisory Performance Management **</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Score</strong></td>
<td></td>
<td>100</td>
<td>415</td>
</tr>
</tbody>
</table>

* Points are 10 for non-supervisory exempt employees
** Applies only to supervisory exempt employees

In the example above, the employee's totals add up to a score of 415, which gives the employee an overall performance rating of "Exceptional Results". Notice that the weight for Interpersonal Skills & Teamwork and Work Process Improvements is 10 because the employee is not a supervisor. And the Supervisory Performance Management weight is 0.

**Example: Supervisory Exempt Employee**

<table>
<thead>
<tr>
<th></th>
<th>Score</th>
<th>Weight</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional Goal Achievement</td>
<td>3</td>
<td>75</td>
<td>225</td>
</tr>
<tr>
<td>Interpersonal Skills &amp; Teamwork (10)*</td>
<td>4</td>
<td>5</td>
<td>20</td>
</tr>
<tr>
<td>Work Process Improvements (10)*</td>
<td>4</td>
<td>5</td>
<td>20</td>
</tr>
<tr>
<td>Organizational Training</td>
<td>5</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>Supervisory Performance Management **</td>
<td>4</td>
<td>10</td>
<td>40</td>
</tr>
<tr>
<td><strong>Total Score</strong></td>
<td></td>
<td>100</td>
<td>330</td>
</tr>
</tbody>
</table>

* Points are 10 for non-supervisory exempt employees
** Applies only to supervisory exempt employees

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptional Results</td>
<td>401 to 500</td>
</tr>
<tr>
<td>Exceeds Expected Results</td>
<td>301 to 400</td>
</tr>
<tr>
<td>Achieved Expectations</td>
<td>201 to 300</td>
</tr>
<tr>
<td>Minimally Satisfactory</td>
<td>101 to 200</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>0 to 100</td>
</tr>
</tbody>
</table>
In the example above, the employee's totals add up to a score of 330, which gives the employee an overall performance rating of "Exceeds Expected Results". Please note that the weight for Interpersonal Skills & Teamwork and Work Process Improvements is 5 because the employee is a supervisor. The Supervisory Performance Management weight is now 10.

The supervisor should discuss the evaluation with the reviewer before sitting down to discuss with the employee. Year-end review comments are strongly encouraged for MR Division employees and should be recorded on page 6; comments are required for MF Division employees. The employee may add comments as well if they wish to do so.

**ANNUAL ASSESSMENT COMMENTS**

Employee Year-End Review (optional)

Supervisor Year-End Review (optional)

The rater, reviewer, and employee will initial and date in the "Final" block in the "Performance Review Record" on page 1.

*If the employee has been under the plan for less than 120 days, the supervisor should complete the plan by designating, "Not Observed".*
PERFORMANCE REVIEW RECORD

(Employees must be under an approved performance plan for at least 120 days to be rated. If the employee has been under the plan for less than 120 days, the supervisor will complete the plan by designating “Not Observed”.)

<table>
<thead>
<tr>
<th></th>
<th>Rater</th>
<th>Reviewer</th>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mid Year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

(date/initial)