

12000
MRG
29 Feb 12

To: All NAF Employees

Subj: EMPLOYMENT POLICY

As a new employee of the Marine and Family Programs Division (MF)/Semper Fit Exchange Services Division (MR), it is highly important that you are made aware of employment policies, procedures, and benefits that NAF employees are entitled.

Policies & Procedures	Initial
Our Marine Corps NAF Personnel Policy Manual, MCO P12000.11A, provides detailed personnel administrative procedures consistent and in conformance with the principles and authorities contained in applicable laws, executive orders, DoD and SECNAV instructions; and to provide the primary reference for the overall administration and utilization of employees of USMC NAFIs. This information is currently published on the following website: http://www.marines.mil/news/publications/Pages/MCO%20P12000.11A.aspx .	
I understand that my first year of employment as a regular employee is a probationary period. I realize that failure on my part to satisfy an acceptable standard of performance during my one-year probationary period could result in termination of employment.	
I understand that it is prohibited to be employed under the supervision of a relative. (A relative is defined as a person connected with another by blood or affinity.) I understand that I am to inform the HR Office of any relative(s) who is employed at MR in any capacity, at the present time or at anytime in the future. In the event that a supervisory relationship should occur, employment reassignment, if possible, shall be considered but not guaranteed. Relative Name: _____	
In consideration of my employment, I voluntarily consent to the deduction of my pay if I become indebted to MF/MR. I understand that this voluntary deduction of pay will not exceed the limits of 15% of disposable pay, established by 5 U.S.C. 5514.	

<p>Upon separation as an MF/MR employee, I am required to check out with the HR Office sometime during the last 2 days of my employment. Out-processing will be coordinated between the HR Office and me. I will notify my supervisor of my termination date and my reasons for leaving. A copy of my resignation letter should be forwarded to the HR Office for action. I am to return all the documents that were issued to me; i.e., I.D. card, base decals, keys, purchase card, official passport, etc. My last paycheck will be direct deposited.</p>	
<p>As a newly-hired employee, I must disclose any child support orders, as ordered by the State of Virginia payroll guide. I understand that this information will be kept confidential, except as necessary to administer child support enforcement.</p>	
<p>As a regular employee, I am entitled to holiday pay - but - must be in a pay status immediately before or immediately after the holiday. If required to work on a holiday, I will receive holiday pay, plus regular pay (holiday premium or double-pay). Flexible employees are eligible only if they are regularly scheduled to work the date of the holiday.</p>	
<p>Have you previously retired/resigned from the Federal government and received Voluntary Separation Incentive Pay (VSIP)? If so, notify your HR representative at orientation.</p>	

I hereby certify that the above information is acknowledged and understood.

Employee's Signature

Date