

Marine Corps Community Services EMPLOYEE HANDBOOK



Distributed by

*Personal & Family Readiness Division
Manpower & Reserve Affairs Department
Headquarters, U.S. Marine Corps
Quantico, VA*



TABLE OF CONTENTS

WELCOME..... 3

BACKGROUND..... 4

RELATIONSHIPS/ORGANIZATIONAL CHARTS..... 5

MCCS LOCATIONS..... 9

FUNDING..... 9

Strategy 2000..... 11

MISSION of Personal and Family Readiness Division (MR)..... 13

MR Branches..... 14

NAF Support..... 14

MILPERS Services (MRP)..... 17

Personal Services (MRR)..... 18

Business Operations (MRX)..... 21

MILITARY RANK STRUCTURE AND PROTOCOL..... 25

GENERAL INFORMATION..... 27

EMPLOYMENT POLICIES..... 30

SEXUAL HARASSMENT..... 30

STANDARDS OF CONDUCT..... 33

Personnel Policies..... 36

WELCOME

Dear Employee:

Welcome to the Personal and Family Readiness Division (MCCS). I am pleased that you selected to serve the most deserving customers in the world --our Marine Corps family. Your professional and personal contribution to MCCS will make a difference.

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

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

Again, welcome to the MCCS family.

**Director
Personal and Family Readiness Division**

BACKGROUND

The Marine Corps Morale, Welfare and Recreation Support Activity (MWRSPACT) was created in 1988 through the consolidation of the Marine Corps Exchange Service Branch (LFE) and the Morale Support Division (MS). LFE was the policy making body for all the Marine Corps exchanges while MS was the policy making body for Marine Corps clubs and recreation programs. The subsequent merger of the Morale, Welfare, and Recreation (MWR), Family Services, and Voluntary Education Programs, in July, 1998, resulted in the creation of the Marine Corps Community Services (MCCS) Program. Personal and Family Readiness Division of the Manpower and Reserve Affairs Department, Headquarters, U.S. Marine Corps, is responsible for oversight and guidance for the MCCS program.

WHAT IS MARINE CORPS COMMUNITY SERVICES?

The Personal and Family Readiness Division (MR) is the resourcing and policy headquarters for Marine Corps Community Services (MCCS), which operates family, fitness and recreation, exchange and business, personal services and other quality of life programs and services for Marines and their families.

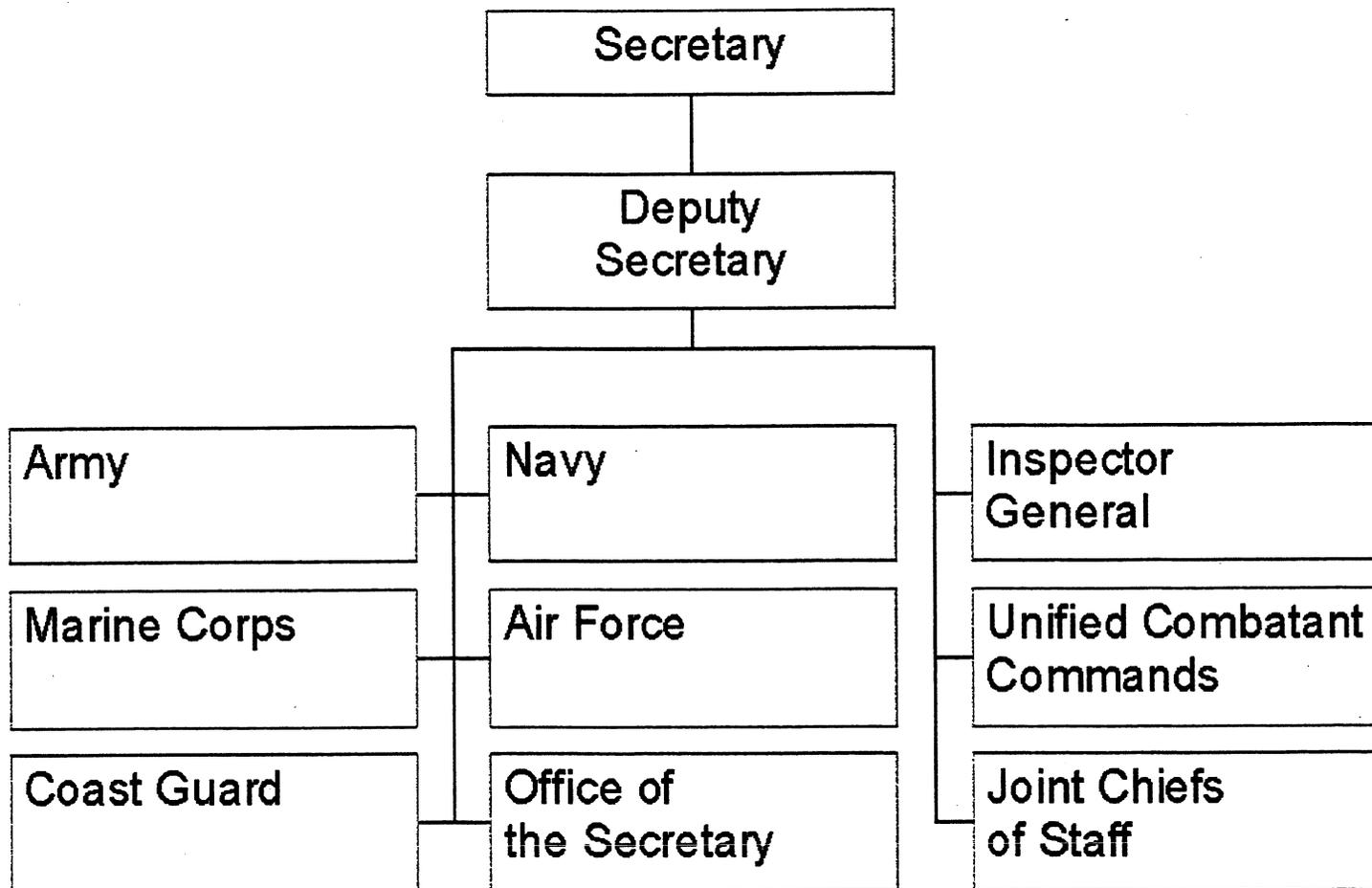
MCCS provides commanders with an integrated organization for the development and delivery of quality of life programs and services for Marines and their families. MCCS programs focus on assuring Marines and families access to high quality programs and services wherever they are assigned, and on providing information and education programs, to prevent problem situations before intervention is necessary. Additional information about the MCCS can be obtained for our web-sites. <http://www.usmc-mccs.org> and <http://www1.usmc-mccs.org>

RELATIONSHIPS/ORGANIZATIONAL CHARTS

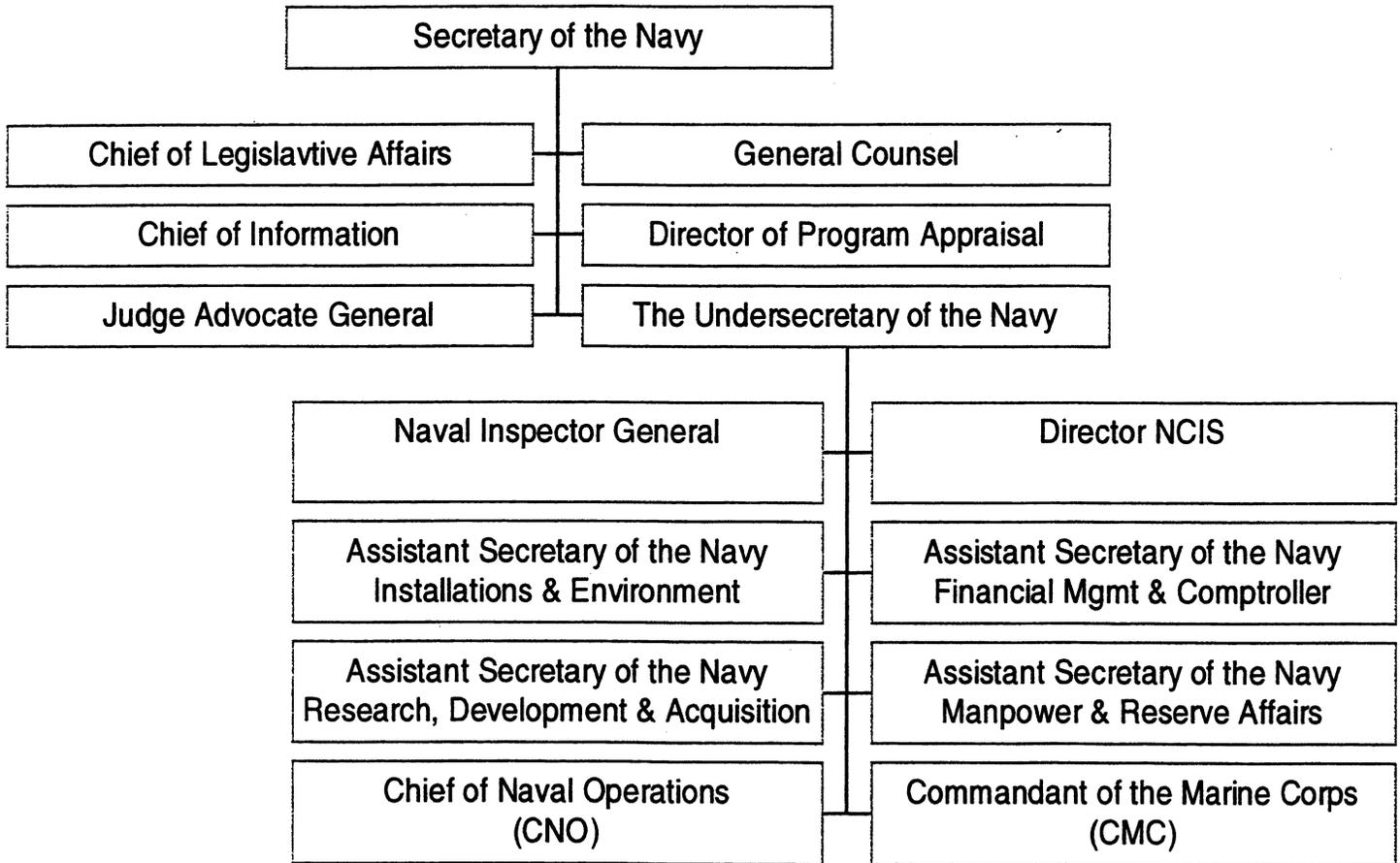
The following organizational charts depict our organization in relation to the Department of Defense, Department of the Navy, and Headquarters Marine Corps. It is important that you understand the relationships, and how everyone "fits" into the picture.

Department of Defense

Department of Defense

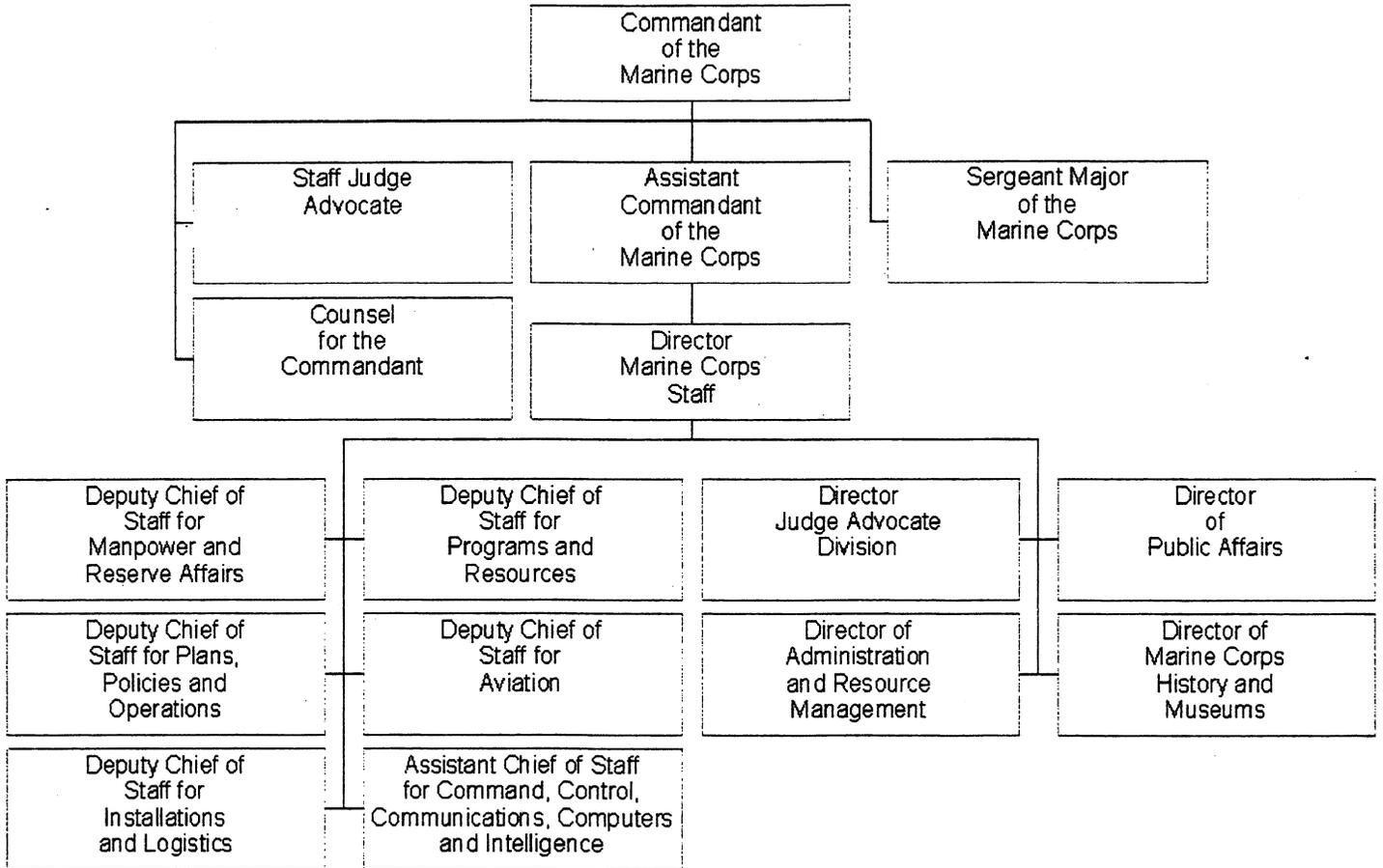


DoN Organization

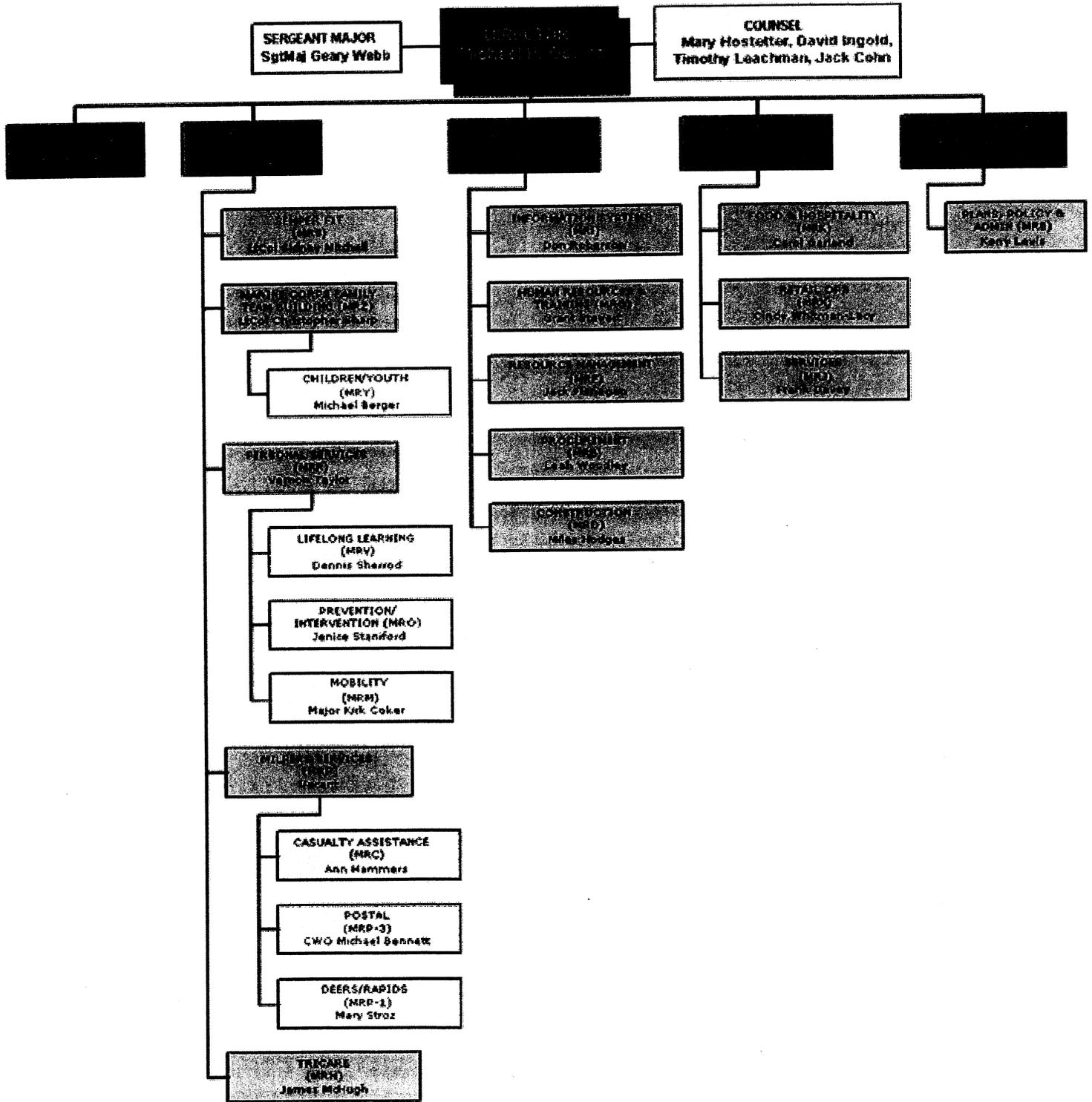


Headquarters Marine Corps

USMC



Personal and Family Readiness Division (MR)



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, Kaneohe Bay, Hawaii
Marine Corps Base, Camp S.D. Butler, Okinawa, Japan
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 Air Ground Task Force Training Command, Twentynine Palms, CA
Marine Corps Base, Quantico, VA
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
MARFORLANT, Camp Elmore, 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 such as London, England.

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 funds: 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 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 assessment, 1.0 percent is allocated to the operating fund.
- The central construction fund (CCF) allows new facilities to be built, or old facilities to be renovated. The construction program uses APF or NAF funds depending on the type of building. These projects conform to base 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 program 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.

Strategy 2000

Purpose. The primary purpose of MCCA is to support the Marine Corps strategic goal in preparing Marines and their families for the special demands placed on a "force in readiness."

Mission. To meet the needs of Marines and their families, MR provides policy and resources to commanders to improve and sustain the Quality of Life, and to enhance readiness.

Intent. The mission will be accomplished using the following criteria:

- The focus will be on meeting the needs of individual Marines and their families through their commanders in the field.
- Prevention programs will receive the highest priority and become the primary focus of MR's time, effort, and resources. Many existing programs take care of Marines and their families who need help after problems occur. These programs will ensure that fundamental requirements are met, but the focus will be in preventing problems.
- Before any policy, guidance, or resource support for any program is changed, commanders and providers who will be affected by the changes will be contacted.
- Policies and programs should be easily understood and include useful tools to assist commanders and providers. This will include a plan to communicate it to those affected, to train those who will implement it, and measure the success.
- Once appropriate policy and guidance have been distributed, resources to carry out the programs will be provided. Methods will be in place to provide reasonable assurance that the field is able to meet, and is in fact meeting, the needs of the commanders, individual Marines, family members, retirees, and civilian Marines.
- If there's a better policy, procedure, or way of doing business, MR will find a way to put it into effect.

Concept of Operations. Operations to enhance the effectiveness of prevention programs will be conducted to improve the way the mission is performed, enhance communication with customers, and ensure their needs are met. **The main effort** will be to improve programs that directly prevent problems that detract from individual and family readiness. **Supporting efforts** will be to improve the process business is done within MR, with other organizations, and the field; to improve communication with, and get feedback from, customers; and to sustain those programs that take care of Marines and their families after problems occur.

Capabilities. There are four core capabilities provided for commanders, and for Marines and their families:

- **Operational Readiness Support.** Helps Marines and their families to anticipate and understand the physical and emotional demands associated with Marine Corps life. It supports commanders' efforts to keep Marines ready and focused so they can perform their mission. It helps commanders, Marines, and their families prevent problems that may detract from unit performance and readiness; cope successfully with Marine Corps life; and increase their level of personal development, education, and skills.
- **Mobility Support.** Prepares Marines and their families for successful relocations during their career and assists in a successful transition to civilian life.
- **Counseling and Advocacy.** Provides treatment, counseling, and education services to help Marines and their families recover from personal and family problems. It also provides victim intervention, advocacy, and support services.
- **Management and Technology.** Provides a structure that ensures quality service delivery; seeks cost efficiencies; develops community partnerships; serves as the technical expert and point of contact; markets the benefits of programs and services; and maximizes staff productivity using automated information systems and distance learning technologies.

MISSION of Personal and Family Readiness Division (MR)

MR is responsible for providing policy and resources to support commanders implement quality personal and family programs to enhance operational readiness, war fighting capabilities, and Quality of Life for Marines, their families, retirees, and civilian employees.

FUNCTIONS

- Formulates plans, policy and procedures for the operation of personal and family readiness programs. These programs include: community services, exchanges, family readiness, voluntary education, child development, casualty affairs, and personal affairs.
- Formulates plans and policies for the training and allocation of military and civilian personnel assigned to support programs.
- Establishes and administers Non-Appropriated Fund (NAF) human resources, benefits, training programs, construction programs, and procurement.
- Represents the Marine Corps before Congress, Department of Defense (DoD), civilian sponsored boards and committees on MCCS, exchange, personal and family readiness, and Quality of Life matters.
- Provides planning, programming, budget guidance, and execution oversight of APF and NAF program resources.
- Develops and maintains information systems and telecommunications support for MR programs.
- Provides oversight and management assistance to commands.

MR Branches

Each MR Branch plays an important role in accomplishing the overall mission. The Branches' areas of responsibility are:

Plans, Policy and Administration (MRE)

- Ensures clerical, editorial, and administrative standards of quality for correspondence and policy directives.
- Provides APF and military personnel management support, to include recruitment, evaluation, timecards, and training.
- Develops and evaluates program measures of effectiveness (MOE).
- Assesses program quality, customer satisfaction, and operational efficiency through a program analysis and evaluation process.
- Prepares audit and inspection plans; reviews and analyzes all audit and inspection reports; and coordinates HQMC and installation responses for adequacy, trends and corrective actions required.
- Develops, coordinates, and analyzes legislative actions.
- Responsible for planning and administrative support of MCCS Board of Directors (BOD) and subordinate committees. Coordinates staff actions to compile and distribute agenda for each.
- Prepares MR's Program Objective Memorandum strategy and plan, and seeks support at higher levels within HQMC.

NAF Support

NAF Support has five sections.

NAF Human Resources (MRG)

- Develops, coordinates, recommends, and reviews NAF civilian personnel policy.
- Administers job classification for NAF positions.
- Develops and coordinates NAF labor relations with HQMC (MPO) for Marine Corps representation before higher authority. Coordinates

with union representatives and negotiates labor relations agreements.

- Provides advice and technical guidance to commanders for the management and administration of NAF civilian personnel.
- Administers NAF employees' medical, life, dental insurance, and retirement programs.
- Administers Composite Insurance for all Marine Corps NAF Instrumentalities.
- Manages MCCS employee training and development programs.

Construction (MRD)

- Develops, coordinates, recommends, reviews NAF construction plans and policy.
- Manages the NAF Construction Program to include facility inventory maintenance, Installations & Logistics Department (I&L) and Naval Facilities (NAVFAC) coordination, and Military Construction (MILCON) Board representation.
- Provides technical guidance and assistance to commanders on MCCS construction.
- Provides functional and operational reviews of project designs, and performs construction project management.

Procurement (MRB)

- Develops, coordinates, recommends, and reviews NAF procurement policy.
- Serves as NAF contracting officer for MR non-resale NAF procurements.
- Provides advice and technical guidance to commanders on NAF contracting and procurement.
- Assists program sponsors in the development of APF requests for proposals or statements of work for submission to I&L.

Resource Management (MRF)

- Provides advice and technical guidance on NAF and resources to commanders.
- Monitors NAF budget execution; maintains relative statistical information and financial reports; compiles information for financial data requests; highlights opportunities and unfavorable trends to program managers.
- Administers central NAF funds, and maintains NAF property account.
- Develops policies and procedures for NAF finance and accounting.
- Manages the NAF investment program and provides quarterly investment reports for review by the NAF Investment Sub Oversight Committee of the MCCS Board of Directors.
- Prepares NAF financial statements and specialized reports.
- Administers the Centralized Floral Tribute Program and treasury offset program.

Information Technology (MRI)

- Designs, tests, manages and evaluates MR's sponsored management information systems.
- Develops systems modifications, enhancements, documentation, training, and standards.
- Operates real-time field command user support services for information systems.
- Provides expertise to program sponsors on information technology application.
- Coordinates central Local Area Network (LAN) administration and user support services.
- Manages MCCS wide-area network services.

Legal (MRL)

- Provides legal advice on proposed legislative and regulatory changes; offers interpretation of statutes affecting MCCS and NAF

operations; and conducts legal reviews for NAF procurement and personnel actions.

- Is the liaison for the Office of the Judge Advocate General, and the Office of the General Counsel of the Navy.

MILPERS Services (MRP)

MRP has three sections.

Casualty Assistance (MRC)

- Develops, coordinates, recommends and reviews policies for casualty notification and reporting.
- Directs and monitors the Casualty Assistance Calls Program for deaths of active duty personnel.
- Monitors the Marine Corps Decedent Affairs Program.
- Coordinates military honors at funerals of Marines, family members, and veterans in the Washington metropolitan area, and group burials in any national cemetery.
- Provides CMC representation and supervision for funerals at Arlington National Cemetery; and assists in coordinating honors for Marines and veterans in the United States.
- Administers the Missing Persons Act and provides for assistance to families of missing/captured personnel.

DEERS Dependency Determination/RAPIDS (MRP-1)

- Reviews and adjudicates claims for Basic Allowance for Quarters (BAQ).
- Determines categories and eligibility of issuance of Uniform Services Identification and Privilege Card.
- Determines eligibility for transportation and travel allowances.
- Develops, coordinates, recommends, and reviews policies on BAQ and family members entitlements.

- Manages and administers the DEERS and RAPIDS policies.
- Develops, coordinates, recommends, and reviews policies concerning Identification Cards for members of the Uniformed Service, their dependents, and other individuals.

Postal Affairs Section (MRP-3)

- Manages the Marine Corps Official Mail Program, to include Military Postal Service Agency (MPSA) requests for establishment/discontinuance of Post Offices.
- Manages waivers for restrictions on official mail usage, and requests for establishment of new mailing programs.
- Serves as occupational field sponsor for Military Occupational Specialty (MOS) 0160/0161.
- Coordinates with MPSA, Marine Corps contingency and war planning in which postal service matters are involved.

Personal Services (MRR)

MRR has 3 sections.

Lifelong Learning (MRV)

- Develops plans and policies to increase the education and skill level of Marines.
- Coordinates resource requirements and priorities for voluntary education programs, including Tuition Assistance (TA).
- Provides technical assistance to commands for the improvement and sustainment of voluntary education programs.
- Develops the effectiveness of voluntary education programs to ensure that policies are being followed and commanders' needs are met.
- Ensures that voluntary education policies are timely, relevant to flexible, sustainable, and coordinated within the Marine Corps and external Departments and agencies.

- Represents the Marine Corps in the development, coordination, and review of DoD and SecNav policies to ensure that they reflect the needs and priorities of the Marine Corps.

Prevention and Intervention (MRO)

- Develops plans and policies for the prevention of substance abuse, family problem violence, suicide, and financial problems.
- Develops plans and policies to enhance the Family Readiness program, which helps them understand the physical and emotional demands associated with Marine Corps life, and prepare Marines and prospective spouses for life in the Marine Corps.
- Develops plans and policies to ensure that accurate and timely TRICARE, and other health care information, is provided to the Marine community.
- Coordinates resource requirements and priorities for Family support, including funding provided for Family Service Centers, Family Advocacy, and Substance Abuse Prevention/Drug Demand Reduction.
- Develops the effectiveness of prevention and family support programs to ensure that policies are being followed and meet commanders' needs.
- Provides technical assistance to commands for the improvement and sustainment of prevention and family support programs.
- Ensures that prevention and family support policies are timely, relevant, flexible, sustainable, and are coordinated within the Marine Corps and external Departments and agencies.
- Represents the Marine Corps in the development of DoD and SecNav policies to ensure that they reflect the needs and priorities of the Marine Corps.

Mobility (MRM)

- Develops and reviews plans and policies to reduce hardships associated with relocation moves, including policies for Marines with exceptional family members, the overseas and independent duty screening processes, and relocations associated with mobilization.

- Coordinates and reviews plans and policies to provide Marine spouses opportunities for employment, career development, and volunteer services.
- Develops plans and policies to prepare Marines and their families for a successful transition to the civilian sector.
- Coordinates resource requirements and priorities for mobility and mobilization support, including funding provided for Family Service Centers, Relocation Assistance, and Transition Assistance.
- Provides technical assistance to commands for the improvement and sustainment of mobility and mobilization capabilities.
- Develops and reviews the effectiveness of mobility and mobilization support to ensure that CMC policies are being followed and commanders' needs are met.
- Ensures that mobility and mobilization support policies are timely, relevant, flexible, sustainable in execution, and are coordinated within the Marine Corps and external Departments and agencies.
- Represents the Marine Corps in the development, coordination, and review of DoD and SecNav policies to ensure that they reflect the needs and priorities of the Marine Corps.

Marine Corps Family Team Building (MRZ)

- Develops, coordinates, recommends, and reviews plans and policies for Marine Corps Family Team Building (MCFTB).
- Coordinates, recommends, and reviews resource requirements and priorities for MCFTB.
- Coordinates with the Chaplain of the Marine Corps on religious programs support.

Children, Youth and Teens (MRY)

- Develops plans and policies to provide quality, affordable child care and youth activities.
- Coordinates requirements and priorities for children and youth programs, including funding for Child Development Programs.

- Provides technical assistance to commanders for improving and sustaining children and youth programs.
- Develops the effectiveness of children and youth programs to ensure that policies are being followed and commanders' needs are met.
- Ensures that children and youth program policies are timely, relevant, flexible, sustainable, and are coordinated within the Marine Corps and external Departments and agencies.
- Represents the Marine Corps in the development, coordination, and review of DoD and SecNav policies to ensure that they reflect the needs and priorities of the Marine Corps.

Exceptional Family Member Program (EFMP)

- The Exceptional Family Member Program (EFMP) is designed to provide assistance to service personnel with a family member(s) who have special needs before, during and after relocation due to Permanent Change of Station (PCS) orders.

Semper Fit (MRS)

- Promotes healthy lifestyles through fitness, wellness, sports, and leisure programs and reviews their effectiveness.
- Administers the Marine Corps Sports Program.
- Reviews resource requirements and priorities for fitness, wellness, and recreation programs.
- Provides technical assistance to commands for the improvement and sustainment of fitness, wellness, and recreation programs.
- Represents the Marine Corps in the development, coordination, and review of DoD and SecNav policies to ensure that they reflect the needs and priorities of the Marine Corps.

Business Operations (MRX)

MRX includes Retail (MRX), Food and Hospitality (MRK) and Services (MRJ).

- Develops plans and policy for MCCA business operations, to include all Category C activities, and revenue generators in Categories A and B programs.

- Establishes standards of excellence for business programs, and conducts periodic evaluations to ensure efficient management.
- Maintains liaison with vendors, educational institutions, professional associations, consulting firms and other professional organizations.
- Identifies business program operation areas for the Marine Corps and DoD system-wide cooperation.
- Recommends business programs in response to customer demands and current market conditions.
- Provides advice, technical guidance and assistance to commanders on best business practices.
- Serves as the occupation field sponsor for Military Occupational Specialty 4130/4133.
- Analyzes business program operations for adequacy, trends, and corrective actions.
- Plans, coordinates and implements system-wide merchandising and promotion programs to include consolidated procurement plans, sales catalogs, promotional events, private label items.
- Initiates action for disposition or redistribution of excess inventory and minor property.

FREQUENTLY USED TERMS AND DEFINITIONS

AO	Action Officer
APF	Appropriated Funds
AWOL	Unauthorized absence (Not where you are supposed to be)
BOQ/BEQ	Bachelor Officers/Bachelor Enlisted Quarters
By dir	Signed by direction
BOD	Board of Directors
Boondoggle	Taking an unnecessary TAD trip
Blouse	Camouflage shirt (Charlie or Bravo)
Bulkhead	Wall
Cover	Hat, cap
CMC	Commandant of the Marine Corps
Chop	Comment on a document, letter, paper, etc.
CHRO	Civilian Human Resources Office
Circular File	Wastebasket
DSN	Defense System Network (formerly Autovon)
DoD	Department of Defense
DC/S	Deputy Chief of Staff
Deck	Floor
Deep 6	Wastebasket
Duty	Work
ESC	Executive Steering Committee
File 13	Wastebasket
Hatch	Door
Head	Bathroom
KIT	Key Implementation Team
Ladder	Stairs
Leave	Vacation
Liberty	Off-work (Military)
LAN	Local Area Network
LOA	Letter of Allocation
LOI	Letter of Instruction
M&RA	Manpower and Reserve Affairs Department
MCB	Marine Corps Base
MCAS	Marine Corps Air Station
MCAB	Marine Corps Air Bases (East / West)
MCCDC	Marine Corps Combat Development Command
MCAGCC	Marine Corps Air Ground Combat Center
MCLB	Marine Corps Logistics Base
MAGTF	Marine Air Ground Task Force
MEU	Marine Expeditionary Unit
MEU(SOC)	MEU (Special Operations Capable)
MCCS	Marine Corps Community Services
MCX	Marine Corps Exchange
MR	Personal & Family Readiness Division
MOA	Memorandum of Agreement

MOS	Military Occupational Specialty
MOU	Memorandum of Understanding
MIS	Management Information Systems
NAF	Non-Appropriated Funds
PCS	Permanent Change of Station
PT	Physical fitness training
Passage	Hallway
PIF	Process Improvement Form
PO	Purchase Order
POV	Personally owned vehicle
POAM	Plan of Action and Milestones
POC	Point of Contact
PR	Purchase Request or Procurement Requisition
QoL	Quality of Life
Quarters	Residence
QMB	Quality Management Board
QIC	Quality Improvement Council
RFP	Request for Proposal
SOP	Standard Operational Procedures
Strawman	Draft, or working copy
Staff	Route to others for comment or concurrence
SSIC	Standard Subject Identification Code
Secure	Close, Lock
SecNav	Secretary of the Navy
Trousers	Pants
Travel Orders	Authorization for official travel
TLF	Temporary Lodging Facility
TQL	Total Quality Leadership
TOA	Total Obligation Authority
TAD	Temporary additional duty - travel

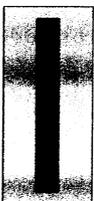
MILITARY RANK STRUCTURE AND PROTOCOL

The chart below provides the insignia and grade.

Enlisted

					
Private First Class PFC	Lance Corporal LCpl E-3	Corporal Cpl E-4	Sergeant Sgt E-5	Staff Sergeant SSgt E-6	Gunny Sergeant GySgt E-7
					
Master Sergeant MSgt E-8	1 st Sergeant 1 st Sgt E-8	Master Gunnery Sergeant MGySgt E-9	Sergeant Major SgtMaj E-9	Sergeant Major of the USMC SgtMaj E-9	

Warrant Officer

				
Warrant Officer WO-1	Chief Warrant Officer 2 CWO-2	Chief Warrant Officer 3 CWO-3	Chief Warrant Officer 4 CWO-4	Chief Warrant Officer 5 CWO-5

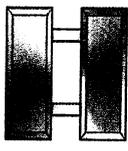
Officer



2nd Lt
0-1



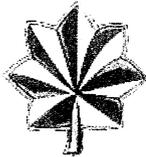
1st Lt
0-2



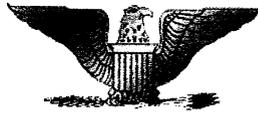
Captain
0-3



Major
0-4



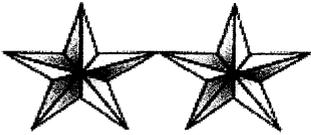
Lt. Colonel
0-5



Colonel
0-6



Brigadier
General
0-7



Major General
0-8



Lieutenant General
0-9



General
0-10

GENERAL INFORMATION

Work Schedule

The basic workweek for MR is Monday through Friday, with a half-hour for lunch, and two 15-minute breaks, one in the morning and one in the afternoon. There are three options for work schedules:

- Regular time is usually 8 a.m. to 4:30 p.m.
- Flextime allows you to report as early as 6 or as late as 9 a.m., and leave as early as 3 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 allow an employee to work eight, 9-hour days, and one 8-hour day. One day off for every 10 days of continuous work.

Dress Code

Business attire is the accepted dress for MR. Some of the Branches have "dress-down" on Fridays, but jeans, shorts, and/or running shoes are not authorized for wear.

Chain of Command

Your supervisor is the first person in your "chain of command," which is your line of supervision from your immediate supervisor, to the Branch Head, to the Deputy Director, to the Director.

Your supervisor will explain your duties, assign your work, evaluate your performance, determine your training needs, help you maintain quality of work, and recommend you for awards and/or compensation for exemplary performance. Your supervisor also helps correct any deficiencies in your performance or conduct.

You are encouraged to discuss complaints and/or suggestions with your supervisor, and strive to have a cooperative working relationship.

Work Place Etiquette

Give prompt, courteous attention to those who need help. If you are talking on the telephone or engaged in a conversation, be sure to acknowledge and attend to a visitor's needs. If another section solicits volunteers for a special project, consider helping if you can. How you feel about your work place has an effect on morale and

productivity, yours and everyone else's. There should also be a mutual respect among one another, and an atmosphere that is free from verbal or physical harassment.

Smoking Policy

All Headquarters Marine Corps facilities are "smoke-free." There are designated smoking areas outside of MR's buildings.

Bulletin Boards

There are bulletin boards located in each building. Make yourself familiar with their locations. The boards usually have job vacancies, announcements, and other important information not only within MCCS but throughout the Marine Corps. Take the time to look at it at least once a week.

Training

There are a number of required training courses, including new Employee Orientation, Sexual Harassment Awareness, and Standards of Conducts and Ethics. There are other classes offered for personal and professional development, such as World Class Customer Service, Merchandising, and Leadership and MCCS Managers' skills. Your personal and professional development plans should be discussed with your supervisor on a regular basis.

There are a number of personal computer software classes offered by the local Information Systems Management Office or Base Education Office. Some of them are: Introduction to Microsoft Windows, Microsoft Word, Excel and PowerPoint.

The catalog of courses available can be viewed under the MRG webpage on: www1.usmc-mccs.org

Safety and Emergency Procedures

Safety is the responsibility of all employees. Any unsafe conditions or injury, no matter how slight, must be reported to your supervisor immediately.

In case of emergency, contact your supervisor immediately. If you are reporting an unsafe working condition, your supervisor will report the situation to the responsible party to have it corrected. Review the posted evacuation plans for your building. DO NOT USE ELEVATORS DURING AN EMERGENCY EVACUATION.

Fiscal Year

There are four "years" to become familiar with.

- Calendar year: 1 January to 31 December.
- APF fiscal year: 1 October to 30 September.
- NAF fiscal year: 1 February and ends 31 January.
- The leave year: begins the first full pay period after 1 January.

Other Information and Reminders

- Update your personal information, such as a change of address and telephone number, so your records can be kept current. See your personnel representative.
- Always honor assigned parking spaces, and follow the directional arrows in parking lots.
- Your vehicle must be registered on base. Vehicle registration, drivers license, county/city tag, inspection sticker, and proof of insurance are required to get a DoD sticker. You can register your vehicle at the Provost Marshals Office.
- When driving onto or off of a Military Installation, dim your car lights
- During morning colors (the raising of the flag) and evening colors (the lowering of the flag), personnel should do the following:
 - Stop walking or driving
 - Face the direction of the music/flagpole Remain silent until the music has stopped

Checking Out

When you end your employment with MCCS, or transfer to another activity, you must go through an official checkout procedure on, or before, your last day of employment/duty. This procedure includes turning in your ID card, building keys, parking permit, and other MCCS property before you can obtain your final exit papers/interview.

EMPLOYMENT POLICIES

While some NAF and GS (APF) policies are similar, there are some major differences. The following personnel employment policy highlights the information that is available at your NAF and APF personnel offices.

See your local Personnel office for more information.

EQUAL EMPLOYMENT OPPORTUNITY

The Commandant's intent is for the Marine Corps to stand as the model for equal employment opportunity. An essential element in the accomplishment of the Marine Corps mission is a dedication to the fulfillment of equal employment opportunity and a work environment free of discrimination.

SEXUAL HARASSMENT

Sexual harassment is an infringement of an employee's right to work in an environment free from unwanted, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It is present when:

- Submission to, or rejection of, such conduct is made either explicitly or implicitly as a term or condition for a person's job, pay, or career; or
- Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person; or
- Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive working environment.

Sexual harassment may be:

- Verbal abuse, including teasing, whistling, or insults.
- Pressure for sexual activity.
- Jokes, remarks, questions, or stories of a sexual nature.
- Sexual remarks about clothing or body.
- Unwanted touching, leaning over, cornering, pinching, patting, or brushing against an individual in a deliberately sexual manner.

- Leering, or staring at another person's body.
- Displaying posters, calendars, or other visual material of a sexual, or objectionable nature.

Actions taken against sexual harassment:

- EEO discrimination complaint procedures.
- Inspector General's office, either locally or through the headquarters Hotline.

Although all employees are responsible for adhering to the Department of the Navy policy on the prevention of sexual harassment, managers and supervisors have a special obligation and the authority to prevent sexual harassment. They must:

- Be knowledgeable about current regulations prohibiting sexual harassment.
- Communicate policies prohibiting sexual harassment to employees.
- Listen to complaints of sexual harassment.
- Take appropriate and timely action against violators.
- Inform employees of the action that will be taken against violators.
- Ensure every employee participates in sexual harassment prevention training.

The following statements provide additional information on this policy.

**COMMANDANT OF THE MARINE CORPS
POLICY STATEMENT ON EQUAL EMPLOYMENT OPPORTUNITY
AND SEXUAL HARASSMENT**

"My enthusiastic support for Equal Employment Opportunity for our civilians is based on three simple facts - EEO is the law of the land, it is the right thing to do, and it is a proven, effective, management philosophy that will help us meet the challenges of the 21st Century.

Marine Corps Civilian employment decisions will be based upon the merit system, which is the pillar of effective and honest government. Employment decisions based on non-merit factors, as identified in law and regulation, are illegal and wrong and will not be tolerated. They deprive us of the opportunity to build and maintain a diverse, high-quality, effective civilian workforce that the Corps needs to serve our great Nation.

I charge commanders and leaders at all levels to effect and supervise this policy, ensuring that our Corps is free from illegal discrimination, harassment, and other forms of intimidation. Moreover, I expect all members of the Marine Corps family to hold themselves accountable for accepting, supporting, and furthering EEO and the principles upon which it is built."

J.L. Jones
General, U.S. Marine Corps
Commandant of the Marine Corps

HONOR...COURAGE...COMMITMENT

STANDARDS OF CONDUCT

There are certain standards of conduct expected from all personnel in the Department of Defense, Department of Navy, and the Marine Corps. The following statement summarizes the information all employees are required to comply with in connection with their employment:

- Marine Corps Community Services (MCCS) personnel shall not accept any favor, gratuity, or entertainment directly or indirectly from any person, firm, corporation or entity engaged in, or endeavoring to engage in, procurement or business transactions with any agency of the Department of Defense.
- Favors, gratuities, or entertainment given to members of the immediate families of employees are viewed the same as those given directly to the employee. Acceptance of entertainment, gifts or favors from those who have, or seek to have, business dealings with MCCS activities, the Marine Corps, the Department of the Navy, or the Department of Defense may be a source of embarrassment, affect the objective judgment of the recipient, and may impair public confidence in the integrity of business relations between the federal government and private industry.
- Where there is a reasonable doubt as to the appropriateness of accepting favors, gratuities, entertainment, attending functions, or accepting other invitations of a hospitable nature, MCCS personnel shall refrain from accepting such favors.
- The Human Resources Branch will provide each employee with a copy of this memorandum for his/her annual review and signature. The signed copy will be maintained in the employee's personnel folder.

COMPLIANCE WITH THE STANDARDS OF CONDUCT

Avoid any action, whether or not specifically prohibited, which may result in, or reasonably be expected to create, the appearance of:

- Using public office for private gain;
- Giving preferential treatment to any person or entity;
- Impeding Government efficiency or economy;
- Losing complete independence or impartiality;
- Making a Government decision outside official channels; and

- Adversely affecting the confidence of the public in the integrity of the Government.

Do not engage in any activity, or acquire or retain any financial interest, which may result in a conflict between your private interest and the public interest of the United States.

Do not engage in any activity that might result in, or reasonably be expected to create, the appearance of a conflict of interest.

Do not accept gratuities from defense contractors.

Do not use your official position to influence any person to provide any private benefit.

Do not use inside information to further a private gain.

Do not use your rank, title, or position for commercial gain.

Avoid outside employment, or activity, that is incompatible with your duties, or may bring discredit to the Navy or Marine Corps.

Do not use Government property or services for other than official purposes.

Do not give gifts to your superiors or accept them from your subordinates.

Do not conduct official business with persons whose participation in the transaction would be in violation of law.

Seek ways to promote efficiency and economy in Government operation and public confidence in its integrity.

(For a complete copy of the Standards of Conduct order, refer to MCO 5370.3E).

PROCUREMENT INTEGRITY ACT

The "Procurement Integrity" provisions contained in Section 27 of the Office of Federal Procurement Policy Act (41 U.S. Code 423), originally became law on July 16, 1989.

Individuals who will 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 or purchase request;
- Preparing or issuing 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.

A complete copy of the Procurement Integrity Act provisions is available from Procurement (MRB).

Personnel Policies

Employment Categories

For NAF employees, there are two categories of employment: Regular and Flexible.

- Regular employees can be full-time (35-40 hours per week) or part-time (20-34 hours) and are eligible for health benefits, leave accrual, retirement, and retirement program.
- Flexible employees can work up to 40 hours per week on a scheduled or unscheduled basis. Flexible employees are not eligible for benefits, leave accrual, or participation in the retirement program.

There are five categories of GS (APF) employees: Temporary, Career Conditional, Career, Excepted, and Veterans Readjustment

- Temporary - Not to Exceed employees are appointed for a period of time necessary to get a particular job done.
- Career Conditional - employees serve three continuous years before receiving a career appointment.
- Career - After serving 3 years of substantially continuous creditable service under a Career-Conditional appointment, an employee acquires full Career competitive status.
- Excepted - these appointments are not considered as being part of the competitive service
- Veterans Readjustment - a noncompetitive excepted appointment which leads to competitive status and career or career-conditional tenure upon satisfactory completion of service and education or training.

Probationary Period

A NAF probationary period is required for employees appointed to a regular position to determine an effective level of performance and suitability for continued employment. Probation is one year. Separation during probation will not result in an adverse action.

Probationary periods will be exempt when an employee has completed a probationary period in a Marine Corps NAFI within 6 months of being separated from a Marine Corps NAFI without cause, or as the result of

a transfer from another DoD NAFI.

Time spent in a flexible position immediately preceding assignment to a regular position will be creditable toward the probationary period if the regular assignment is the same or similar to the position held before.

GS (APF) employees' probationary period applies to Career Conditional employees who are in their first year of service. During this period, they are observed for conduct and job performance. Once completing the first year of the probationary period in satisfactory manner, it will count toward the 3 years needed for a career appointment.

Salaries

The Marine Corps NAF personnel management pay system is known as paybanding. This system has some essential non-pay related personnel procedures.

Paybanding does not affect "Crafts and Trades" employees because their pay is governed by Public Law 92-392. If interested, the "Crafts and Trades" pay scale is available at MRG.

The payband system is based on six band levels, with each band containing a high and a low end. The rate of pay for NF-1, NF-2 and the minimum of NF-3 are fixed and adjusted by the DoD NAF Wage Fixing Authority. Scheduled DoD wage increases are given to all employees in payband levels NF-1 and NF-2, and are effective as dictated by the DoD NAF Wage Fixing Authority.

The maximum of the range for payband level NF-3, and the minimum and maximum of the pay ranges for payband levels NF-4 and NF-5 may be adjusted by the same percentage of adjustment periodically granted to General Schedule employees. The minimum and maximum of the pay range for payband level NF-6 may be adjusted by the same percentage of adjustment applicable to Senior Executive Service employees.

An employee may earn as much as the highest level in the band, and as little as the lowest level in the band. There is no set time for pay increases. Pay is related to performance. Outstanding performance is recognized through the payband system, as budget permits.

There are 26 NAF pay periods, with paydays occurring every other Wednesday.

Annual Leave

NAF

Regular full-time and regular part-time employees earn annual and sick leave. Flexible employees do not earn leave.

Annual Leave is accrued based on length of service in federal employment. The following chart is the rate at which the leave is earned in a basic workweek:

- 5.0 percent for 0 to 3 years of service
- 7.5 percent for 3 to 15 years of service
- 10.0 percent for over 15 years of service

Employees will be credited with leave balance after 90 days of service is completed. After 90 days, leave will be credited at the end of the pay period in which it is earned.

At the end of employment, the employee who has completed 90 days of service as a regular employee will be paid for the annual leave balance.

GS (APF)

There are two basic types of leave - with pay and without pay. Annual leave is computed on the basis of number of years of service, both military and civilian (credit for military service has some limitations). The rate of accumulation of leave per pay period for full time employees is:

Yrs of Service	Per Pay Period	Yearly
Less than 3	4 hours	13 days
3 to 15	6 hours	19.5 days
15 or more	8 hours	26 days

Annual leave (APF and NAF) may be accumulated and carried over from year to year not to exceed 240 hours (30 days).

Sick Leave

NAF

Sick leave is earned at a rate of 5.0 percent of the hours in a basic workweek, from the date of appointment as a regular employee.

At separation, there is no payment made for earned sick leave; however, sick leave may be accredited to an employee who returns as a regular employee in any DoD NAF within 6 months of leaving. Sick leave can be used immediately upon accrual.

GS (APF)

Full-time employees accumulate sick leave at the rate of four hours per pay period, with no limitation on the total accumulation. Sick leave may be used as soon as it is accrued.

Holidays

Legal holidays for both NAF and GS (APF) employees are:

New Year's Day - January 1
Martin Luther King Day - 3rd Monday in January
Presidents' Day - 3rd Monday in February
Memorial Day - last Monday in May
Independence Day - July 4
Labor Day - 1st Monday in September
Columbus Day - 2nd Monday in October
Veterans' Day - November 11
Thanksgiving Day - 4th Thursday in November
Christmas Day - December 25

Any other calendar day designated as a holiday by Federal statute or Executive Order.

NAF

Regular (full-time and part-time) employees must be scheduled to work on the day of the week in which the holiday would fall to be given holiday pay. They will be paid for the time they were scheduled to work.

GS (APF)

For employees whose work week is Monday through Friday, and a legal holiday occurs on Saturday, the Friday before will be the day off in

lieu of the holiday. If the holiday falls on a Sunday, the following Monday will be the day off in lieu.

Military Leave

Regular NAF employees who are members of the Reserve of the Armed Forces, including the National Guard, are allowed up to 15 days per fiscal year when called to active duty or active duty for training without loss of pay, time, or performance rating. An employee may carry over a maximum of 15 days, and can accumulate a maximum of 30 days in a fiscal year.

Under the provisions of 5 U.S.C. 6323(a), a full-time permanent or temporary indefinite GS (APF) employee and a member of the National Guard or a Reserve component, can accrue 15 calendar days of military leave each fiscal year for active duty or active duty for training. A part-time, career employee accrues military leave at a proportionate rate to the number of hours in the regular scheduled workweek.

Unused military leave accumulates for use in succeeding years, but no more than 15 days may be carried into another fiscal year.

Employees may also be granted military leave not to exceed 22 workdays in a calendar year for purposes related to public safety, but military pay for this period will be offset against civilian pay unless annual leave is used.

Court Leave

A regular NAF and GS (APF) employee may be granted court leave after showing a subpoena, summons, court order, or other judicial notification as long as the U.S. Government, State, District of Columbia, or 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.

Leave Without Pay (LWOP)

NAF

May be granted to an employee at the discretion of the Branch Head, but cannot exceed one year.

GS (APF)

There is no limitation on the amount of LWOP that can be granted. LWOP should be granted only when there is a reasonable expectation that the

employee will return to duty at the end of the LWOP period, and there will be a benefit to the Marine Corps in improved performance and health, retention, or other benefit. Employees must use any accrued annual leave before a request for LWOP is approved.

Leave Donation Program

NAF

This program was created to be able to transfer annual leave to eligible employees with medical emergencies, or with family members with medical emergencies. The employee or their representative if he/she is unable, must submit a written request to be considered for the leave program. The proper procedures are available at the personnel office.

GS (APF)

There are two programs: the Voluntary Leave Transfer Program and the Voluntary Leave Bank Program.

Under the Voluntary Leave Transfer Program, an employee with a medical or family medical emergency who has exhausted all accrued leave may receive donated hours from fellow employees.

Employees may make a specific contribution of leave to their agency's Voluntary Leave Bank Program to become leave bank members. The leave applied to the agency's leave bank can be withdrawn when needed.

Family and Medical Leave Act

The Family and Medical Leave Act provides up to 12 weeks of leave without pay for employees to use when a member of their family, or themselves, has a continuing medical condition. Both APF and NAF personnel are eligible. For information and procedures see your local personnel office.

Family Friendly Leave Act [GS (APF) Only]

This act offers up to 13 days of sick leave to provide for a family member, or for bereavement for family members.

Grievance Procedure

NAF

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.

There are basically three steps to the grievance procedure. For each step there is a time limitation for presentation of grievance and answer period. Before you file a grievance, it is important that you consider the timeframe required to process a grievance. Information on the procedure is available in the personnel office.

GS (APF)

The grievance system is available to all employees regardless of the employee's appointment. Procedures for filing a grievance are available in the Civil Service Human Resources Office.

Performance Appraisal

NAF

Each NAF employee's performance is appraised annually. The NAF appraisal year is from 1 February to 31 January, the same as the NAF MCCS fiscal year.

GS (APF)

Each GS employee's performance is appraised annually. Performance year is from 1 August to 31 July.

Promotion

NAF

A temporary or permanent promotion must be accompanied by at least a five percent pay increase. Temporary promotions can be made up to six months without competition, and up to two years with competition.

GS (APF)

An employee must submit an application to be considered for a promotion in accordance with the Office of Personnel Management Office (OPM) procedure. If selected for a first-level supervisory or managerial job, the employee must serve the probationary period required for new supervisors to assess supervisory and managerial skills and abilities, and not to test technical or program knowledge. Most agencies have a one-year probationary period for supervisors and managers.

Although all promotions must follow merit procedures, they don't all require competition among employees. Some jobs are filled by "career promotion." For example, if you are selected competitively for a trainee, understudy position, or other position with known promotional potential, and you perform satisfactorily you can be promoted without competing until the full performance level of the position is reached.

The employee can also be promoted noncompetitive when the position is upgraded because of added new duties and responsibilities.

Reassignment

NAF

Management may move individuals to any position within the same payband level, with or without a pay adjustment, if the employee is minimally qualified for the position.

GS (APF)

Management may reassign an employee, who has served continuously within the same agency, from one position to another at the same grade level, series, and pay if the move is within the same agency.

Details (Temporary Additional Work)

NAF

The temporary assignment of an individual to a position different from their regular assignment in the same, or lower, classification level with the employee returning to regular assigned duties at the end of the detail. Employees may not be detailed to a higher classification level. There are no time limitations.

GS (APF)

The temporary assignment of an employee to a different position for a specific time period, with the employee returning to regular duties. There are two types of details:

- **Emergency.** To meet tasks caused by abnormal workload, change in mission or organization, or unanticipated absences.
- **Other.** Pending official assignment, description and classification of a new position, and security clearance, and for training purposes.

Details of more than 30 days to a higher grade, or to a position with promotion potential, are documented in the employee's official personnel folder. All other details for 120 days, or more, are also documented.

Merit Staffing

NAF

Merit Staffing exists to provide a method to fill NAF vacancies. The procedures include preparation of the vacancy announcement; area of consideration; opening and closing dates; evaluation methods; advertising methods; evaluation of applicants; interviews, if applicable; and selection and placement.

GS (APF)

Career or career-conditional employees are covered by the Federal Merit Promotion Policy. This does not guarantee a promotion, or require that a position be filled by a promotion. It provides for promotions to be made fairly, and that promotion practices support the selection of the best qualified candidates.

Business Based Actions (NAF Employees)

Business Based Actions (BBA) are non-disciplinary, involuntary, adverse personnel actions necessary to conduct business in an effective and efficient manner, such as reduction in pay, reduction in hours, reduction in pay level, furlough, change in employment category, and separation.

Employees to be affected by a BBA will receive advance notice which will include the reason the action is being taken, and advise the

employee of his/her rights, including the right to file a grievance against the action.

When there is more than one employee in a category affected by a BBA, performance appraisals are the primary factor in determining an employee's standing in retention. Length of service is the secondary factor. Employees affected by a BBA will be placed on a Priority Placement List for one year from last date of employment. The employee will also be placed on a Priority Consideration List for all DoD NAF positions within the commuting area.

Reduction-in-Force [GS (APF) Employees]

Reduction-in-force (RIF) causes the laying off of employees due to changes in programs; decrease or lack of funding; decreases in workload; reorganizations; insufficient personnel ceilings; or certain reemployment or restorations rights. RIF also refers to furloughs in excess of 30 days, or employee demotions. More information on RIF can be obtained from the Civil Service Human Resource Office.

Resignation

An employee may voluntarily resign from a position at any time and establish the date of departure. At least two weeks advance notice is requested. Before resigning the employee should talk to their supervisor and the Personnel Manager.

EMPLOYEE BENEFITS

The NAF and GS (APF) employee benefit plans are separate. GS (APF) employees should refer their questions to the Civilian Human Resources Office. For detailed information on the NAF employee benefit plans, refer to the "NAF Employee Benefits Handbook", or contact your personnel office.

Regular FT or PT civilian NAF employees have the opportunity to enroll in retirement, 401K, medical, dental, and life insurance plans. The health premiums are shared by your employer at a 60/40 ratio. Under section 125 of the Internal Revenue Service code (Premium Conversion), health benefits are deducted from gross wages before taxes.

Medical Insurance

There are two different medical plans offered to Marine Corps NAF employees: Kaiser Permanente, and DoD Uniform Health Plan. The Uniform Health Plan is mandated by congress and is offered to all series NAF employees. The Employee Benefits Handbook has detailed information on the plans.

Dental Insurance

There is one dental plan - the DoD UHP Dental plan. Refer to the Employee Benefits Handbook for more information. This dental plan is currently only available to eligible employees enrolled in one of the MCCS employer sponsored plans.

Life Insurance

The standard life insurance is based on annual salary. If purchased, additional optional life insurance based on age may be purchased. If standard life insurance is purchased, the employee may elect an optional life coverage for his/her family members.

401(k)

A 401(k) plan is available for participation by RFT or RPT civilian employees. You may choose to have from 1 to 15 percent of your pay deducted for deposit into the 401(k) plan. You determine which investment options to select. Contributions to a 401(k) account are tax deferred until the money is withdrawn from the plan.

Retirement Plan

The group retirement plan is available for regular full-time and part-time civilian employees. There is a deduction of 1 percent of gross earnings after taxes. Your contributions are vested after one contribution year.

Workers' Compensation

As provided under the Federal Longshoreman's and Harborworkers Compensation Act, NAF Workers' Compensation Insurance is provided to employees at no cost. This insurance covers on-the-job injuries or illnesses.

GS (APF) Employee Benefits

Employee Benefits are covered under Federal Employee Compensation Act (FECA). Contact your local or regional CHRO for information.

Life Insurance (FEGLI)

The Federal Employees Group Life Insurance provides a group life plan which offers low rates, and payment through payroll deduction. The federal government pays 1/3 the cost of the basic life insurance. Basic group coverage is equal to the annual basic pay rounded up to the next higher thousand, plus \$2,000. There are options for additional coverage. Contact your CHRO for more information.

Federal Employee Health Benefits Program (FEHBP)

This program provides guaranteed protection that cannot be canceled by the health plan which the employee selects; it also provides coverage without medical examination or restriction because of age or physical condition. The government makes a substantial contribution for the cost of insurance, while the employee pays the rest through payroll deduction.

There are several health plans from which to choose. Some are geographically located, and some are agency specific. A complete listing can be obtained from the CHRO.

Retirement

The Civil Service Retirement System (CSRS) affects employees hired before 1 January 1984. The Federal Employees Retirement System (FERS) affects all employees hired on, or after 1 January 1984.

CSRS benefits are based on the highest three years of salary. The annuity formula provides 1.5 percent of average salary for the first five years service; 1.75 percent for the next five years; and 2 percent per year for any remaining service up to a maximum of 80 percent of average salary.

FERS is a three-tiered plan that includes three major components: Social Security; a Basic Annuity Plan; and the Thrift Savings Plan. FERS-covered employees pay the full Social Security Tax (FICA), in addition to a small contribution to the basic annuity component. Employees are also able to make contributions of up to 11 percent of their salary to the Thrift Savings Plan. The government matches the Social Security contribution, and also pays a portion (up to 5 percent) of the Thrift Savings Plan. For details visit your local/regional CHRO.

Workers Compensation

The Federal Employees' Compensation Act (FECA) provides monetary compensation, medical care and assistance, vocational rehabilitation, and reemployment rights to federal employees who sustain injuries as a result of employment with the federal government.

FECA also provides for the payment of funeral expenses and for compensation benefits to qualified survivors of the deceased in cases of an employment-related death. For details visit your local/regional CHRO.