

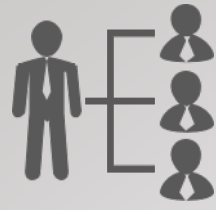
2021 Commander's Brief

MCCS NAF HR 101



NAF Embedded Employee Training

Neutral Party



Interpersonal Relationships

Resources



Investigations



Performance



Employee Relations



General Inquiries



Goals



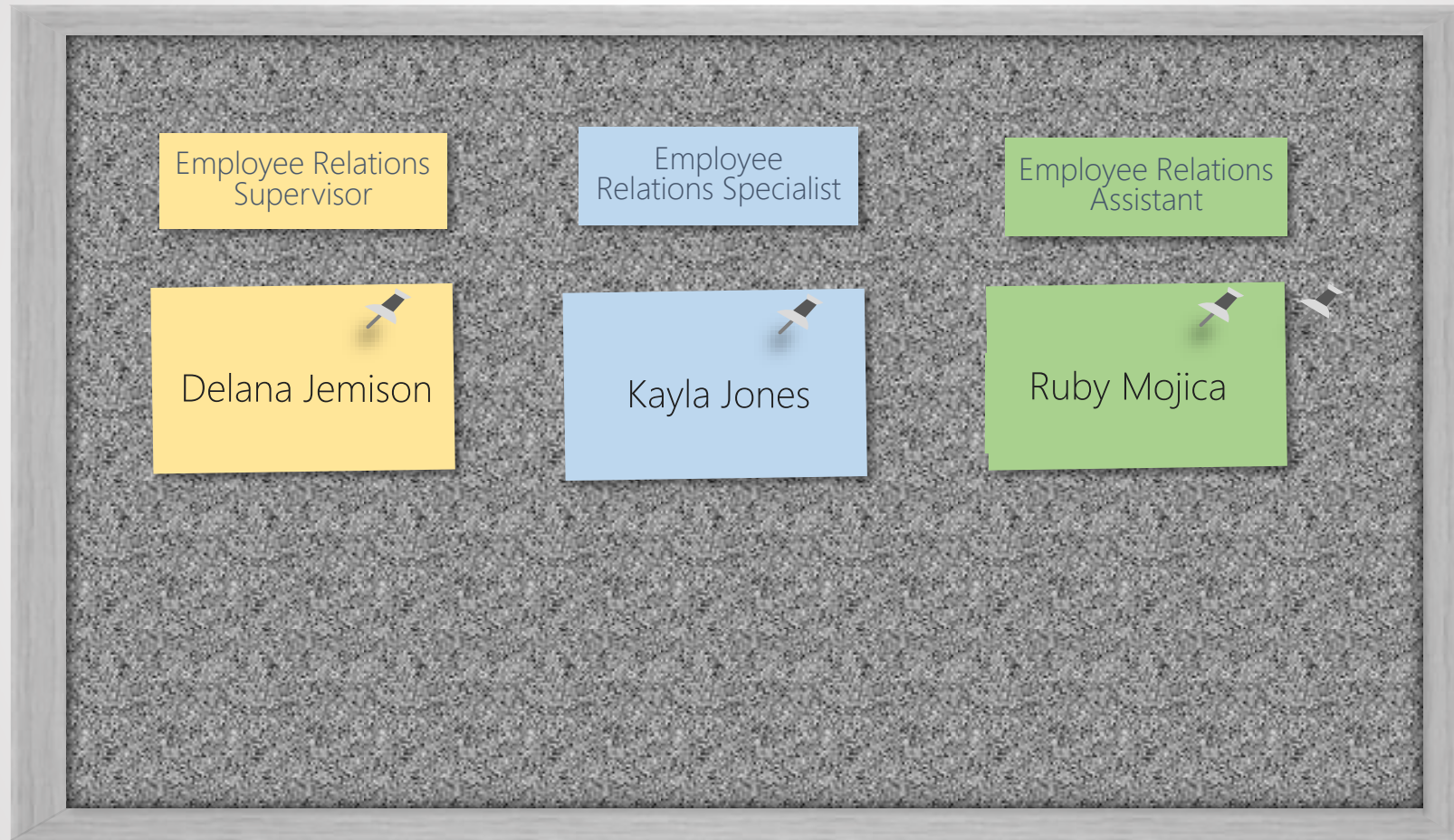
Critical Elements

Consultations



ICE

Employee Relations Team



Neutral Party, policy driven guidance and resources.

Introduction



- 👤 Role of Employee Relations
- 👤 PeopleSoft and Pay Review & Approval
- 👤 Performance Plan
- 👤 Performance Appraisal Review Board (PARB)
- 👤 Progressive Discipline Model
- 👤 Policies and Directives
- 👤 Resources
- 👤 Contact Information

Role of Employee Relations



Requesting a PeopleSoft Account

Send an email to
EmployeeRelationsSupport
@Okinawa.usmc-mccs.org
requesting a
PeopleSoft
account as a
rater, reviewer, or
time-keeper.



Employee
Relations will
send back an
**HRMS User
Access to
PeopleSoft Form**
for you to
complete and
return.



Administration
will send you
your PeopleSoft
Employee ID and
temporary
Password.

*You must change your
password on initial log-
in

MCCS PEOPLESOFT (HRMS) ACCESS REQUEST FORM

PLEASE ENSURE ALL FIELDS ARE COMPLETED AND ACCURATE. Completion of this form provides an HR representative minimally required information needed to create a profile for an embedded employee's (EE) Timekeeper, Time Approver, Rater or Reviewer under the MCCS PeopleSoft Human Resources Management System (HRMS). Completion provides the requester access to an EE [Performance Appraisal](#) and/or [Timesheets](#).

Deliver this form to 2F NAF HRO, Bldg. 5966, Camp Foster or email your encrypted form to the POC listed below:

Employee Relations EmployeeRelationsSupport@okinawa.usmc-mccs.org

Last Name:	
First Name:	
Middle Name:	
SSN:	
Date of Birth:	
Gender:	
Rank:	
Unit:	
Mailing Address:	
Work Phone:	
Work Email:	
Rotation Date:	
	<small>*Accounts to be deactivated based on the date indicated above. Please notify the POCs for any changes.</small>
Purpose:	
	<small>*Choose from the following: TIMEKEEPER, TIME APPROVER, PERFORMANCE APPRAISAL RATER, PERFORMANCE APPRAISAL REVIEWER</small>
MCCS Embedded Employee(s) Name:	
Name of the person whom you will be replacing (if applicable):	

*Information requested above may be handwritten. Please write legibly.

SIGNATURE _____ DATE _____

COMMANDING OFFICER'S SIGNATURE _____

HRMS User Access to PeopleSoft Form

Time Keeper and Time Approver

Time Keepers

- Responsible for keeping track of an employees' reported time for work.
- Does not approve the employee's timecard for payment.
- May be the Adjutant or S-1.

Time Approvers

- Reviews employee timecards tracked by Time Keepers.
- Approves employees' timecard for payment.
- May be the Adjutant or S-1.

Reviewer

- Usually the CO, or the XO's Supervisor.
- They review and sign-off on the front page of the Performance Appraisal Form
- Reviewer and Rater may be the same person.

Rater

First line supervisor, usually the CO or XO.

A Rater tracks employee performance for their Performance Appraisals.

Responsibilities include:

- Reviewing and Approving Initial Performance Plans.
- Evaluating Mid-Year Performance.
- Finalizing the Final Performance Appraisal Rating.

Review & Approve Time

1. Enter <https://hrms.usmc-mccs.org/> into your internet address bar.
2. Log into PeopleSoft by entering your Manager Self Service User ID and clicking submit.

MCCS Investing in **MARINES**
MARINE CORPS COMMUNITY SERVICES for **DUTY, HOME & SELF**

Welcome to your MCCS Human Resources Management System!

US Department of Defense Warning Statement

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS) you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests – not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See [User Agreement](#) for details.

Enter Your User ID:

I agree to the terms of the [User Agreement](#)

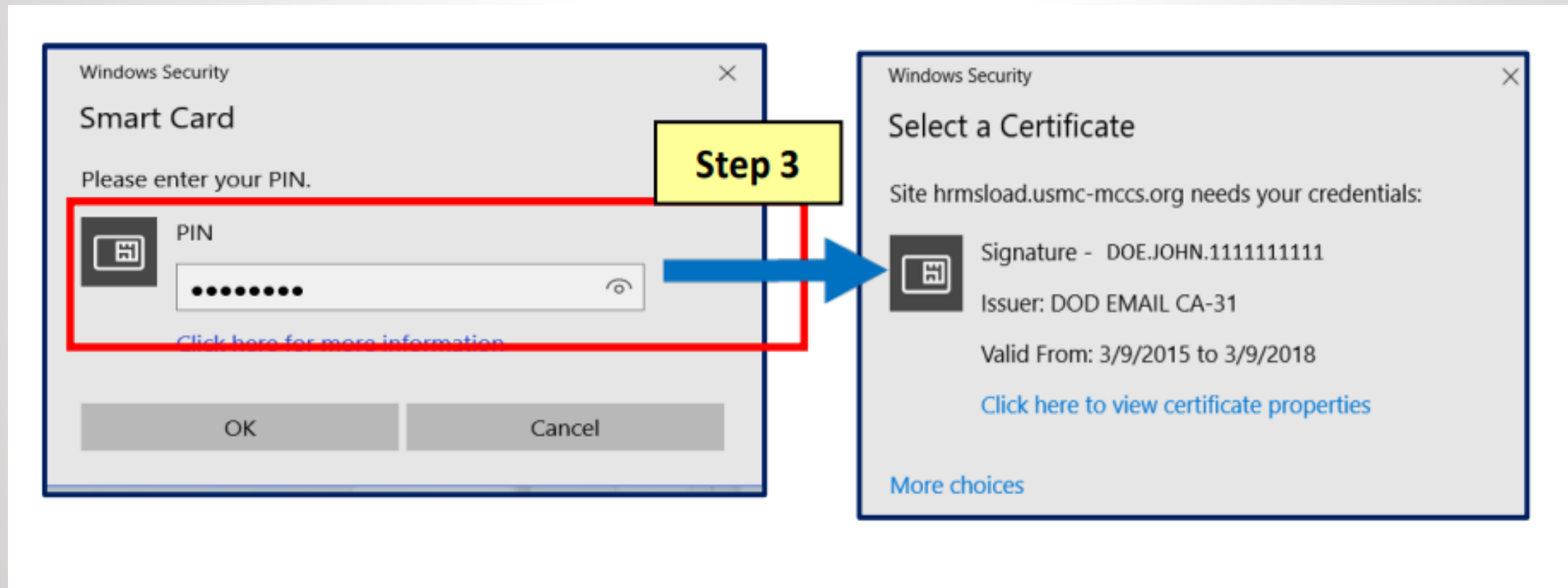
Submit

Step 2

18 U.S.C. § 1030 prohibits unauthorized or fraudulent access to government computer systems. If the credentials you entered are not your own, you are in violation of this law and should exit this system immediately. Completing this action may subject you to a fine of up to \$5,000 or double the value of anything obtained via this unauthorized access, plus up to five years imprisonment.

Review & Approve Time

3. You will be prompted to CAC Authenticate



Review & Approve Time

4. Select the Manager Dashboard tile on your Manager Self-Service homepage

The image shows a screenshot of the 'Manager Self Service' homepage. The page is titled 'Manager Self Service' at the top. It features a grid of tiles. The 'Manager Dashboard' tile, which contains a bar and line chart icon, is highlighted with a red border. A large red arrow points from a yellow callout box labeled 'Step 4' to this tile. Other tiles include 'Approve Time' (clock icon), 'My Team', 'Recruiting Home' (with a 'Quick Links' menu), 'Talent Summary', 'MCCS Training Ethos' (with 'ethos LEARNING' logo), 'MCCS Table of Organization' (meeting icon), 'MCCS HRMS Intranet' (with 'CROSSROADS' logo), 'MCCS Performance Appraisal', and 'Classic Home' (with a 'Menu' dropdown).

Review & Approve Time

Once on your Manager Dashboard, you have the following options:

The screenshot shows the Manager Dashboard interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Manager Self Service', and 'Manager Dashboard'. Below this, the 'Manager Dashboard' section is visible. It includes a 'Company Directory' section with a search bar, 'My Profile' and 'Advanced Search' links, and a 'Quick Links' section. The 'Quick Links' section contains four items: 'Timesheet', 'Payable Time Summary', 'Approve Time', and 'Manage Delegation'. The 'Approve Time' link is highlighted with a red box, and a large red arrow points to it from the right. Below the 'Quick Links' section is a 'Query Reporting' section with a 'Query Manager' link, and at the bottom is an 'MCCS Average Hours' section. On the right side of the dashboard, there is a sidebar with 'Time M', 'Alerts', 'Payable Approva', 'Exceptic Review', and a 'Summ' button.

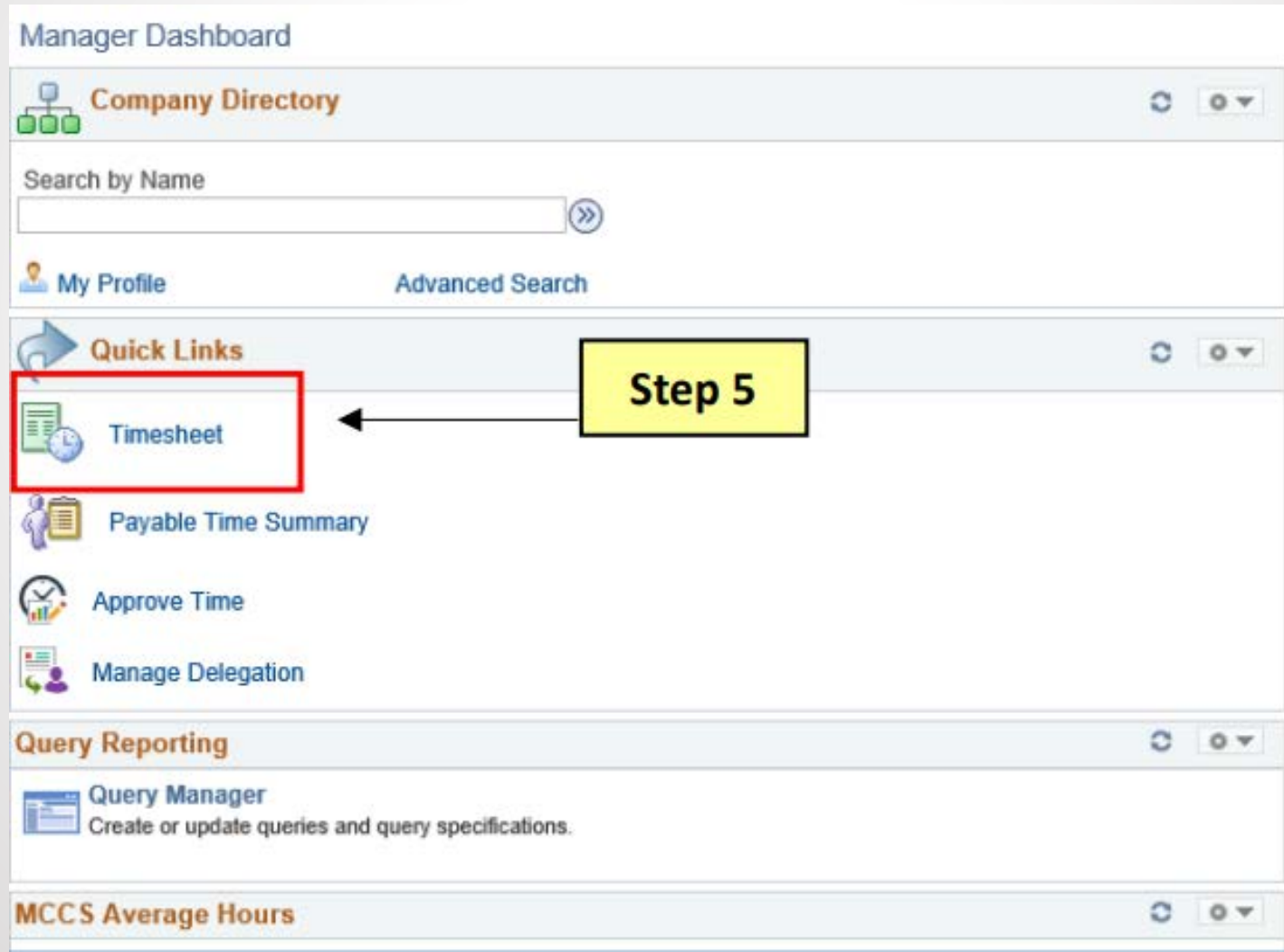
A. Review timesheets and verify all reported time for your employees prior to approving.

B. Review a quick summary of your employees' payable time.

C. Approve employee payable time (recommended only after time has been reviewed).

Review & Approve Time

Step 5. To review the employee timesheet, select the **Timesheet** link on the Manager Dashboard.



The screenshot displays the Manager Dashboard interface. At the top, there is a 'Company Directory' section with a search bar labeled 'Search by Name'. Below this is a 'Quick Links' section containing several icons and labels: 'Timesheet' (highlighted with a red box), 'Payable Time Summary', 'Approve Time', and 'Manage Delegation'. A yellow box labeled 'Step 5' is positioned to the right of the 'Timesheet' link, with a black arrow pointing from the box to the link. Below the 'Quick Links' section is a 'Query Reporting' section with a 'Query Manager' link and a description: 'Create or update queries and query specifications.' At the bottom, there is a 'MCCS Average Hours' section.

Review & Approve Time

Step 6. Select the **Get Employees** button to retrieve a list of all your employees and select an employee from your list.

The screenshot shows a web interface for reporting time. It includes a 'Timesheet Summary' section with 'Employee Selection Criteria' and a 'Change View' section. A red box highlights the 'Get Employees' button, and a yellow box labeled 'Step 6' points to it. The 'Date' field in the 'Change View' section is also circled in red.

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Department	<input type="text"/>
Company	<input type="text"/>

Change View

*View By: Show Schedule Information

Date:

Employees For GREY,LAURA C, Totals From 01/29/2017 - 02/04/2017

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Scheduled Hours	Exception	Earliest Change Date	Department	Business	Company
HAMM	MIA	08515	0	40.00	35.00		03/26/2017	901002	FIN14	PNM
KENNEDY	JACKIE	07936	0	40.00	45.00		03/26/2017	901002	FIN14	PNM

Manager Self Service
Time Management

Review & Approve Time

Step 7. Review the timesheet for accuracy.

Timesheet

HAMM, MIA A
FINANCIAL TECH NF3*

Actions ▾
Select Another Timesheet

*View By: **Calendar Period** ▾
*Date: **04/02/2017** [31] ↻

Empl ID: 08515 Last Start Dt: 03/01/1993 F/P/X: Full-Time
Empl Rcd: 0 FLSA Status: Nonexempt Grade: NF3
Company: PNM

Step 7

Scheduled Hours: 80.00 Previous Period Next Period
Reported Hours: 27.00 Next Employee

From 04/02/2017 to 04/15/2017 ?

Add Comments	Day	Date	Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Override Reason	HR Department	Date		
<input type="radio"/>	Sun	4/2	New								0.00			4/2	+	-
<input checked="" type="radio"/>	Mon	4/3	Submitted	7:30AM	1:00PM	1:30PM	5:00PM	9.00			9.00			4/3	+	-
<input type="radio"/>	Tue	4/4	Submitted	7:30AM	12:30PM	1:00PM	5:00PM	9.00			9.00			4/4	+	-
<input type="radio"/>	Wed	4/5	Submitted	7:00AM	12:00PM	12:30PM	4:30PM	9.00			9.00			4/5	+	-
<input type="radio"/>	Thu	4/6	New								9.00			4/6	+	-
<input type="radio"/>	Fri	4/7	New								9.00			4/7	+	-
<input type="radio"/>	Sat	4/8	New								0.00			4/8	+	-
<input type="radio"/>	Sun	4/9	New								0.00			4/9	+	-
<input type="radio"/>	Mon	4/10	New								7.00			4/10	+	-

Review & Approve Time

Step 8. To review a summary of the employee's payable time, select the Payable Time Summary link and verify the reported time is correct.

Manager Dashboard

Company Directory

Search by Name

My Profile Advanced Search

Quick Links

Timesheet

Payable Time Summary ← **Step 8**

Approve Time

Manage Delegation

Query Reporting

Query Manager
Create or update queries and query specifications.

MCCS Average Hours

Time Management Alerts

Alerts

Alerts	Occurrences
Payable Time Approval Required	2
Exceptions to Review	0

Direct Line Reports

Personalize

Summary Job Details Contact Compensation

Name	Actions	Job Title
KENNEDY, JACKIE	▼ Actions	FINANCIAL LDR NF3*
HAMM, MIA A	▼ Actions	FINANCIAL NF3*

Headcount Analytics

Payable Time Summary

HAMM, MIA A

Employee ID 08515
Employment Record 0

FINANCIAL TECH NF3*

Actions

Start Date 05/07/2017 End Date 05/13/2017

Previous Week Next Week
Previous Employee Next Employee

Review by week
Review by Employee

Days of the Week

Payable Time From 05/07/2017 To 05/13/2017

Time Reporting Code	Description	Type	Currency	Sun 5/7	Mon 5/8	Tue 5/9	Wed 5/10	Thu 5/11	Fri 5/12	Sat 5/13	Total Quantity
A0	Admin Hours, No Diff	Hours							1.50		1.50
F0	Family Leave (Sick), No Diff	Hours			8.00						8.00
W0	Regular Hours, No Diff	Hours				8.00	8.00	8.00	6.50		30.50

Detail Page
Return to Select Employee

Time Reporting Codes

Recorded hours worked (I.e. A0 1.5 and W0 6.5 hours on Friday)

Review & Approve Time

Step 9. To approve employee payable time, select the Approve Time link.

The screenshot displays the Manager Dashboard interface. The top navigation bar includes 'Favorites', 'Main Menu', 'Manager Self Service', and 'Manager Dashboard'. The main content area is divided into several sections:

- Company Directory:** Includes a search box labeled 'Search by Name' and links for 'My Profile' and 'Advanced Search'.
- Quick Links:** Contains icons and links for 'Timesheet', 'Payable Time Summary', 'Approve Time' (highlighted with a red box), and 'Manage Delegation'. A yellow box labeled 'Step 9' has an arrow pointing to the 'Approve Time' link.
- Query Reporting:** Features a 'Query Manager' link with the description 'Create or update queries and query specifications.'
- MCCS Average Hours:** A link at the bottom of the dashboard.
- Time Management Alerts:** A table showing alert counts:

Alerts	Occurrences
Payable Time Approval Required	2
Exceptions to Review	0
- Direct Line Reports:** A section with tabs for 'Summary', 'Job Details', 'Contact', and 'Compensation'. It displays a list of employees with their names and job titles:

Name	Job Title
KENNEDY, JACKIE	FINANCIAL LDR NF3*
HAMM, MIA A	FINANCIAL NF3*

Review & Approve Time

Step 10. Verify the start and end date of the pay period are accurate for the time needing to be processed.

Step 11. Select the Process Time Admin button.

Step 12. The Process Time Admin button will gray out once it has been selected. Select the Process Status periodically until the process has run to Success.

Step 13. Once the process has run to Success select the Get Employees button.

The screenshot shows the 'Approve Payable Time' interface. The main section is titled 'Approve Time for Time Reporters' and contains an 'Employee Selection Criteria' table with search fields for Time Reporter Group, Employee ID, Empl Record, Last Name, First Name, Business Unit, Department, and Company. A yellow box labeled 'Step 10' points to the 'Change Time in View' section, which contains 'Start Date' (05/14/2017) and 'End Date' (05/27/2017) fields. Below this is a table titled 'Employees For JOHNSON,LADY B' with columns for Select, Last Name, First Name, Employee ID, Empl Record, Total Payable Hours, Department, Business, and Company. A process flow diagram on the right shows three steps: 'Get Employees' (Step 13), 'Process Time Admin' (Step 11), and 'Process Status' (Step 12). The 'Process Time Admin' button is grayed out and labeled 'Submitted process 16788'.

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Department	<input type="text"/>
Company	<input type="text"/>

Change Time in View

Start Date: 05/14/2017 End Date: 05/27/2017

Select	Last Name	First Name	Employee ID	Empl Record	Total Payable Hours	Department	Business	Company
--------	-----------	------------	-------------	-------------	---------------------	------------	----------	---------

Process Flow:

- Step 13: Get Employees
- Step 11: Process Time Admin (Submitted process 16788)
- Step 12: Process Status

Review & Approve Time

Approve Payable Time
Approve Time for Time Reporters

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Department	<input type="text"/>
Company	<input type="text"/>

Get Employees
Process Time Admin
Submitted process 16788
Process Status
Success

Change Time in View
Start Date 05/14/2017 End Date 05/27/2017

Step 14

Employees For JOHNSON,LADY B Personalize | Find | View All | First 1-2 of 2 Last

Select	Last Name	First Name	Employee ID	Empl Record	Total Payable Hours	Department	Business	Company
<input type="checkbox"/>	HAMM	MIA	08515	0	16.00	901002	FIN14	PNM
<input type="checkbox"/>	KENNEDY	JACKIE	07936	0	32.00	901002	FIN14	PNM

Select All Deselect All
Approve
Manager Self Service
Time Management

Step 14. After selecting the **Get Employees** button a list of employees will populate at the bottom of the page.

Select the employee's time you would like to approve.

Review & Approve Time

Step 15: Review the employee's time by verifying the Date, Time, Reporting Code, and Quantity are correct.

Step 16: Select each entry check box or click the select all button to select the days you need to approve.

Step 17: Select Approve.

Approve Payable Time

HAMM, MIA A Employee ID 08515
FINANCIAL TECH NF3* Employment Record 0

Actions Next Employee

Start Date 05/14/2017
End Date 05/27/2017

Step 15

Approval Details ? Personalize | Find | View All | First 1-2 of 2 Last

Select	Date	Time Reporting Code	Quantity	Add Comments	HR Department
<input checked="" type="checkbox"/>	05/23/2017	W0	8.00		
<input checked="" type="checkbox"/>	05/24/2017	W0	8.00		

Select All Deselect All

Approve **Step 17**

Return to Approval Summary

Review & Approve Time

Step 18: Select OK



Review & Approve Time

Step 19: To return to the list of employees needing time to be approved select Return to Approval Summary.

OR

Step 20: To immediately skip to the next employee on the list select the Next Employee link and repeat steps 15 through 18.

Approve Payable Time

HAMM, MIA A
FINANCIAL TECH NF3*

Employee ID 08515
Employment Record 0

Actions ▾

Start Date 05/14/2017
End Date 05/27/2017

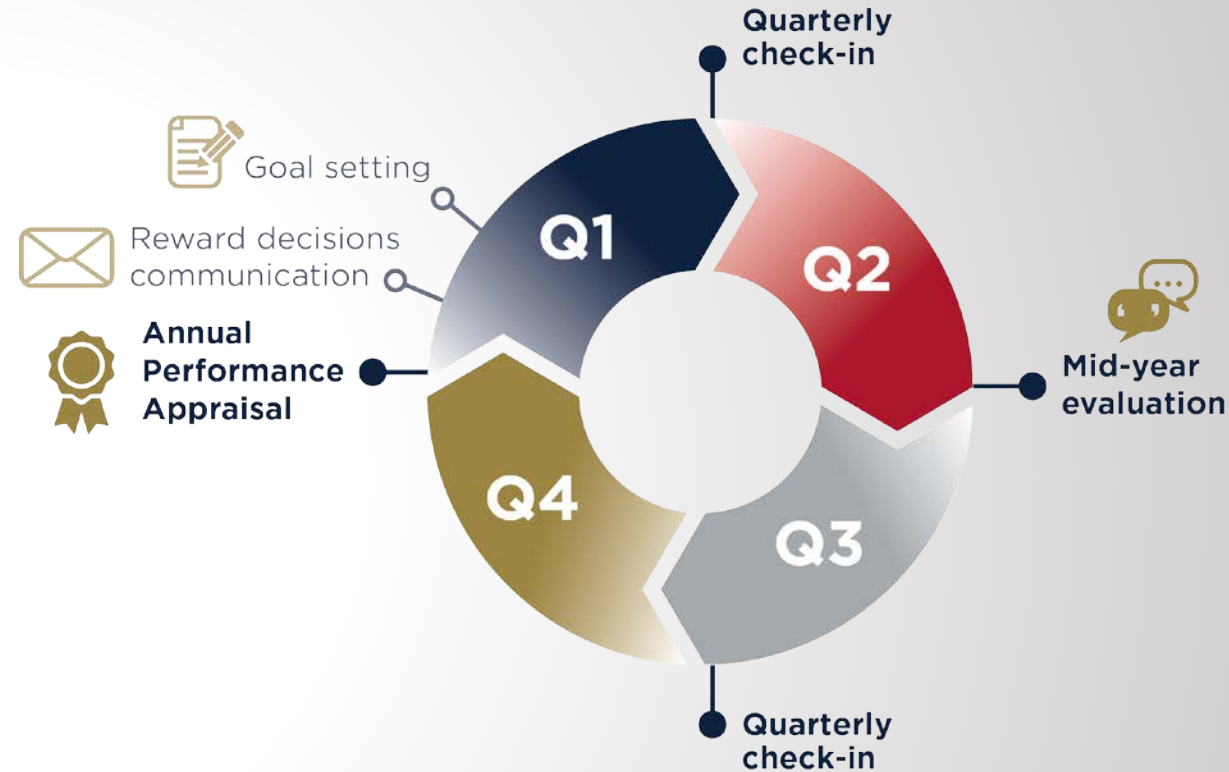
Return to Approval Summary ← **Step 19**

Next Employee ↑ **Step 20**

The process is complete.

Performance Appraisal Cycle

- Standardized across the enterprise
- Embedded within PeopleSoft, not SharePoint
- Based on MCCA fiscal year, not the calendar year
- Employee initiated process from start to finish
- Minimum 90 day observation period
- Optional for IHA/MLC employees (*supervisor discretion*)



Beginning of Q1: Goal Setting/Establish Learning Development Plan (LDP) (NLT 30 April)

End of Q1: Optional Quarterly Check-In (NLT 31 July)

End of Q2: Mid-Year (NLT 31 October)

End of Q3: Optional Quarterly Check-In (NLT 31 December)

End of Q4: Annual Final Rating (NLT 31 March)

Performance Appraisal

Located in PeopleSoft

The image shows a screenshot of the PeopleSoft Manager Self Service dashboard. The dashboard is a grid of tiles. A red arrow points from the top center to the 'Manager Self Service' tile, which is circled in red. Another red arrow points from the bottom center to the 'MCCS Performance Appraisal' tile, which is also circled in red. The tiles include:

- Approve Time**: Icon of a clock and people.
- Manager Dashboard**: Icon of a bar chart and pie chart.
- My Team**: Icon of three stylized people.
- MCCS Table of Organization**: Icon of people around a table.
- Recruiting Home**: Contains a 'Quick Links' section with 'Search Job Openings' and 'Create Job Opening'.
- Talent Summary**: Screenshot of a talent summary page.
- MCCS Training Ethos**: Logo for 'ethos LEARNING'.
- MCCS HRMS Intranet**: Banner for 'CROSSROADS' with a soldier icon.
- Classic Home**: Contains a 'Menu' section with 'My Favorites', 'Self Service', 'Manager Self Service', and 'Recruiting'.
- MCCS Performance Appraisal**: Icon of a document with a bar chart and people.

NAME (Last, First, Middle Initial)

EMPLOYEE ID NUMBER

EMPLOYEE GRADE

DIVISION / BRANCH / DEPARTMENT

POSITION TITLE

EMPLOYMENT CATEGORY

THE PERFORMANCE MANAGEMENT PROCESS

The *Performance Appraisal Form* provides raters the ability to document performance expectations and record performance discussions throughout the year.

The form has three primary sections: 1) **Goals** 2) **Critical Elements** 3) **Overall Comments, Ratings and Signatures**

In addition, the form includes the *Mid-Year Evaluation Form* and the *Performance Feedback Form* that can be used quarterly for performance touch point discussions.

Please note that neither the Mid-Year Evaluation nor the quarterly feedback sessions include ratings. The Mid-Year Evaluation is mandatory, and it is recommended that you conduct quarterly feedback sessions to ensure ongoing dialogue. All completed documentation will be submitted at the end of the year.

Annual Performance Appraisal: The annual performance appraisal takes place at the end of the performance year (March or April following the current calendar year).

RATING SCALE The following scale will be used for the annual evaluation for goals, critical elements and the overall annual rating.



Outstanding	Employee far exceeded the agreed upon goals and/or critical elements, thereby making a significant contribution to the team and/or organization. Employee set an extraordinary standard not commonly observed. Goals and/or results were achieved in an unexpected or extraordinary way, were of extremely high quality and achieved by exceptional means.
Exceeds Expectations	Employee exceeded the agreed upon goals and may have far exceeded some goals, thereby contributing to the team and/or organization in multiple ways. Employee exceeded commonly observed standards and delivered results that surpassed expectations. Work completed was highly commendable.
Meets Expectations	Employee achieved the agreed upon goals, results and/or successfully demonstrated critical elements. The employee performed at the level of a valued professional. Contributions were well-regarded, valued and respected.
Needs Improvement	Employee achieved only some of the agreed upon goals, just a portion of each goal and/or demonstrated potentially some but not all of the critical elements. Results were below expectations and the employee may need additional guidance or assistance.
Does Not Meet Expectations	Employee did not achieve the agreed upon goals and/or demonstrate the critical elements. Results were less than expected, of poor quality, only partially complete and/or the employee did not demonstrate critical expectations required for all MCCS employees.

Refer to **Appendix A** for more details regarding the Performance Management Process, including Mid-Year Evaluation and Annual Performance Appraisal related activities and roles and responsibilities.

Employee completed all mandatory training requirements

Final annual performance appraisal rating (rater assessment of employee)

Employee (print name)

Rater (print name)

Reviewer (print name)

Employee (signature)

Date

Rater (signature)

Date

Reviewer (signature)

Date

Performance Plan Form

Performance Appraisal

Sharing with Manager

← Select Performance Documents MCCS Performance Appraisal ESS

Initial | Mid Year | **Annual** | Appendix / Feedback Form

Goals | Critical Elements | Final Annual Rating & Comments

Empl ID 562998	Name KNOWLES, BEYONCE	Position EMPLOYEE/CONSUMER RELATIONS ASSISTA	Generate PDF
Dept 562998	Job Title HR ASST NF2	Last Start Date 07/21/2019	Save
Full/Part/Flex Full-Time	Business Unit HRO92	Grade NF2	Company BUM
Year 2019			Share with Manager

Annual Status : Pending Manager Finalization

EVALUATING & RATING GOAL ACHIEVEMENT

Raters and employees' should review and may adjust goals during the mid-year performance evaluation; then review and rate goals and critical expectations during the annual performance evaluation.

Raters should give employees the opportunity to complete a self-evaluation of their goals before finalizing ratings and conducting the annual performance discussion.

PLEASE NOTE: Employees and raters are required to provide overall comments on goal achievement. In addition, raters are REQUIRED to provide an explanation for the rating given for each goal, regardless of rating.



Please establish 1-3 goals for bargaining unit employees or 3-5 goals for the performance appraisal period. Each goal is expected to follow the SMART-Q goal format to ensure that it is tangible and attainable, but not all roles will have goals in all categories. Refer to Appendix B for more details regarding Goal Setting.



Performance Appraisal

Rating Scale

RATING SCALE The following scale will be used for the annual evaluation for goals, critical elements and the overall annual rating.



Outstanding	Employee far exceeded the agreed upon goals and/or critical elements , thereby making a significant contribution to the team and/or organization. Employee set an extraordinary standard not commonly observed. Goals and/or results were achieved in an unexpected or extraordinary way, were of extremely high quality and achieved by exceptional means.
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Performance Appraisal

Final Rating

MCCS Performance Appraisal

Initial
Mid Year
Annual
Appendix / Feedback Form
Return to Direct Reports

Goals Critical Elements Final Annual Rating & Comments

Empl ID 22222 Name JOHN, ELTON Position SUPPORT SERVICES SUPERVISOR
Dept 100908 Job Title SUPPLY/PROP WAREHOUSE MGR Last Start Date 01/01/2012
Full/Part/Flex Flexible Business Unit MR10 Grade NF4 Company H01 Year 2018

Generate PDF
Save
Share with Employee
Finalize Annual

Employee Completed all Mandatory training requirements Yes Final annual performance appraisal rating (rater assessment) Frequently Exceeds Expectation

Review completed by Reviewer
 Review completed by Reviewer Reviewed By LOPEZ, JENNIFER Reviewed On 02/22/18 10:57AM

Rating Scale

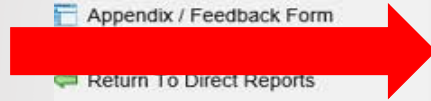
RATING SCALE The following scale will be used for the annual evaluation for goals, critical elements and the overall annual rating.

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DETERMINING THE OVERALL ANNUAL PERFORMANCE APPRAISAL RATING

The annual performance appraisal rating takes into account the overall achievement of both goals and demonstration of critical elements. Both are of equal importance when determining the overall annual rating.

Employee
Mandatory
Training



Reviewer Role

Final
Rating



Performance Appraisal

Not Observed

▼ DETERMINING THE OVERALL ANNUAL PERFORMANCE APPRAISAL RATING

The annual performance appraisal rating takes into account the overall achievement of both goals and demonstration of critical elements. Both are of equal importance when determining the overall annual rating.

▼ RATING SCALE

RATING SCALE The following scale will be used for the annual evaluation for goals, critical elements and the overall annual rating.

Outstanding	Employee far exceeded the agreed upon goals and/or critical elements, thereby making a significant contribution to the team and/or organization. Employee set an extraordinary standard not commonly observed. Goals and/or results were achieved in an unexpected or extraordinary way, were of extremely high quality and achieved by exceptional means.
Exceeds Expectations	Employee exceeded the agreed upon goals and may have far exceeded some goals, thereby contributing to the team and/or organization in multiple ways. Employee exceeded commonly observed standards and delivered results that surpassed expectations. Work completed was highly commendable.
Meets Expectations	Employee achieved the agreed upon goals, results and/or successfully demonstrated critical elements. The employee performed at the level of a valued professional. Contributions were well-regarded, valued and respected.
Needs Improvement	Employee achieved only some of the agreed upon goals, just a portion of each goal and/or demonstrated potentially some but not all of the critical elements. Results were below expectations and the employee may need additional guidance or assistance.
Does Not Meet Expectations	Employee did not achieve the agreed upon goals and/or demonstrate the critical elements. Results were less than expected, of poor quality, only partially complete and/or the employee did not demonstrate critical expectations required for all MCCS employees.

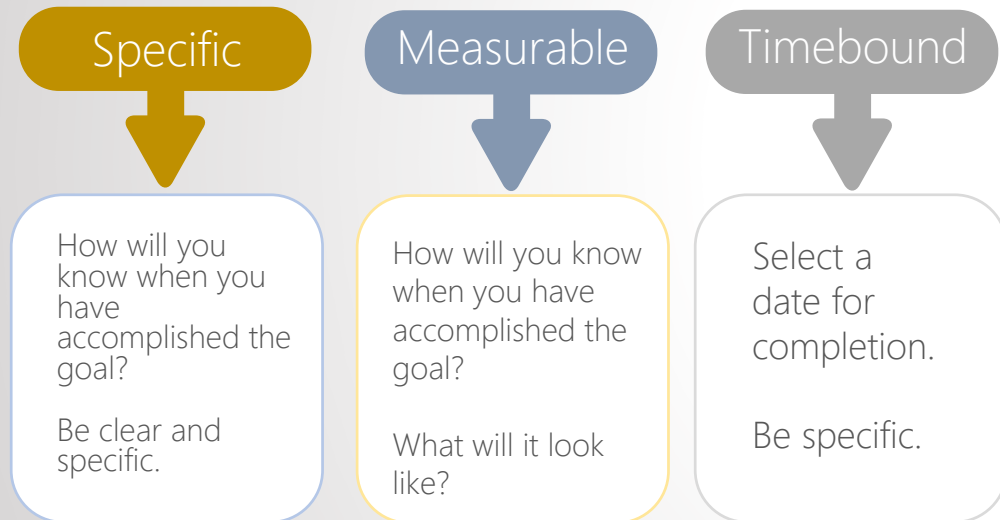
Checking this box indicates the employee has not worked/performed under an approved performance plan for a minimum of 90 days as of 31 March. A reason for No Rating/Not Observed Rating being completed must be entered in the Overall Annual Performance Comments section below.

An employee who has not met the required 90 day observation period (as of 31 March) must have at least 1 finalized Initial Goal in their Performance Plan before the Rater can finalize the Annual Performance Appraisal.

Performance Appraisal

Goals and Critical Elements

Goals



Critical Elements



Performance Appraisal

Goal Types

CUSTOMER SERVICE

- Contributing to a culture committed to providing the highest quality of service to Marines and families; while serving the needs of our existing customer base (internal and external).

PEOPLE

- Collaborating with peers and/or interacting with direct reports to facilitate a productive work environment; enhancing trust, encouraging and enabling teamwork for the achievement of initiatives.

INCREASED EFFICIENCIES

- Developing and adhering to resourcing strategies focused on process improvement; internalizing and implementing leadership directives focused on lean, efficient and effective operations.

GROWTH

- Driving business expansion and/or expansion of MCCS services through innovation and achievement of goals; pursuing personal development opportunities in alignment with organizational initiatives that enable greater contributions to the organization.

Performance Plan: SMART Goals



Performance Appraisal

Evaluating and Rating Goal Achievement

EVALUATING & RATING GOAL ACHIEVEMENT

Raters and employees should **review and may adjust goals** during the mid-year performance evaluation; then review and rate goals and critical behaviors during the annual performance evaluation.

Raters should give employees the opportunity to complete a self-evaluation of their goals before finalizing ratings and conducting the annual performance discussion.

PLEASE NOTE: Employees and Raters are required to provide overall comments on goal achievement. In addition, raters are REQUIRED to provide an explanation for the rating given for each goal, regardless of rating.

GOAL CATEGORY

SPECIFIC	
Q1:	Q3:
Q2:	Q4:

MEASUREABLE	
Q1:	Q3:
Q2:	Q4:

TIME-BOUND	
Q1:	Q3:
Q2:	Q4:

RATING

Performance Appraisal

Evaluating and Rating Goal Achievement

It's not only **WHAT** they do, but **HOW** they do it that impacts their Final Annual Performance Appraisal Rating.

EVALUATING CRITICAL ELEMENTS

5

During the Annual Performance Appraisal, use the rating scale on Page 1 to evaluate **all employees'** performance against these critical elements: Work Quality, Customer Service & Interpersonal Skills.

Employees with **managerial responsibilities** must be evaluated against **two additional critical elements** specific to fulfillment of managerial responsibilities: Coaching, Managing & Developing Staff and Leadership & Communication.

Raters should give employees the opportunity to complete a self-evaluation of the critical elements before finalizing ratings and conducting the annual performance discussion.

PLEASE NOTE: Employees and Raters are required to provide overall comments on all critical elements. In addition, raters are **REQUIRED** to provide an explanation for the rating given for each critical element, regardless of rating.

CRITICAL ELEMENTS FOR ALL EMPLOYEES

Work Quality – Work meets customer/user requirements. Assignments are completed accurately and in a timely fashion. Accepts accountability, responsibilities and feedback. Exhibits dependability in meeting work requirements.

RATING

EMPLOYEE

RATER

Customer Service – Prioritizes customer satisfaction, responsiveness, professionalism (courtesy and attitude) and willingness to assist customers, and always exemplifies our mission.

RATING

EMPLOYEE

RATER

Interpersonal Skills – Establishes effective working relationships with supervisor, peers and other key stakeholders both internally and externally. Adapts positively to changes in workload and priorities. Takes positive action to promote teamwork. As appropriate by role, demonstrates effective communication skills.

RATING

EMPLOYEE

RATER

Performance Appraisal

Evaluating and Rating Goal Achievement

OVERALL ANNUAL PERFORMANCE APPRAISAL COMMENTS: EMPLOYEE →

Employee comments

OVERALL ANNUAL PERFORMANCE APPRAISAL COMMENTS: RATER →

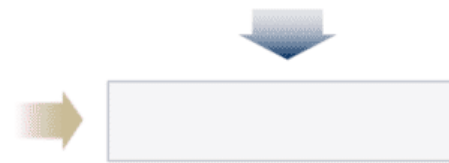
Rater comments

Employees and raters are required to provide overall comments on goal achievement.

In addition, **raters** should provide an explanation for the rating given for each goal, regardless of rating.

Final Annual Performance Appraisal Rating:
Rater Assessment of Employee (to be rated at Annual Performance Appraisal)

Form automatically calculates the Overall Annual Performance Appraisal Rating



Optional Quarterly Feedback

THE PERFORMANCE FEEDBACK FORM

The goal of the *Performance Feedback Form* is to help guide a conversation about the employee's performance against expectations, career goals and development to date. The discussion points do not have to be documented, but can be if preferred in order to provide supporting documentation for the annual performance review. **Select 2-4 questions** below and feel free to add other questions based on the role, situation or employee's interest/needs.

Q1 FEEDBACK SESSION

1. What progress have you made toward completing your goals? Have you encountered any challenges or do you have any suggestions related to goal completion?
2. Please provide one or two examples of how you have demonstrated at least one of the critical elements in the last 3 months?
3. What can I do to better support you in your job?
4. What have you done to support your development in the last 90 days? What development activities would you like to focus on going forward? Have you developed/updated your development plan with these activities?
5. Do you have any suggestions from a job or culture perspective that we should discuss to ensure we are working in alignment with our values and meeting our mission?
6. Other (Discussion questions for consideration include, but are not limited to: How does the employee like to be coached? What does he/she expect from a coach? What motivates the employee? What are his/her strengths, professional goals or areas for improvement?)

Rater Name _____ Date _____

*Optional Q1 and Q3 Feedback Form can be found on SharePoint and PeopleSoft, Page 9 of your Appraisal PDF

The Q1 & Q3 feedback forms are available to help guide a conversation about the employee's performance against expectations, career goals, and development to date.

Performance Appraisal

Final Rating

MCCS Performance Appraisal

Initial
Mid Year
Annual
Appendix / Feedback Form
Return to Direct Reports

Goals | Critical Elements | **Final Annual Rating & Comments**

Empl ID 22222 Name JOHN, ELTON Position SUPPORT SERVICES SUPERVISOR
Dept 100908 Job Title SUPPLY/PROP WAREHOUSE MGR NF4* Last Start Date 01/01/2012
Full/Part/Flex Flexible Business Unit MR10 Grade NF4 Company H01 Year 2018

Generate PDF
Save
Share with Employee
Finalize Annual

Employee Completed all Mandatory training requirements Yes Final annual performance appraisal rating (rater assessment) Frequently Exceeds Expectation

Review completed by Reviewer
 Review completed by Reviewer Reviewed By LOPEZ, JENNIFER Reviewed On 02/22/18 10:57AM

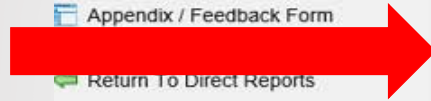
RATING SCALE The following scale will be used for the annual evaluation for goals, critical elements and the overall annual rating.

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Meets Expectations	Employee achieved the agreed upon goals, results and/or successfully demonstrated critical elements. The employee performed at the level of a valued professional. Contributions were well-regarded, valued and respected.
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DETERMINING THE OVERALL ANNUAL PERFORMANCE APPRAISAL RATING

The annual performance appraisal rating takes into account the overall achievement of both goals and demonstration of critical elements. Both are of equal importance when determining the overall annual rating.

Employee
Mandatory
Training



Reviewer Role

Final
Rating



Performance Appraisal Review Board (PARB)

A PARB Letter of Instruction is signed by the Commandant providing guidelines regarding position eligibility for the PARB and the awards allocated. With the assistance and support from the CHRO, Employee Relations spearheads the preparation for the PARB.

In order for an employee to be considered for the PARB, they must have a finalized Annual Performance Appraisal (PA). The PARB usually is held in May. It is for all qualified DRC, EPBHC, and SARC embedded employees.

The PARB is used to determine what award they receive based on their performance during their last Performance Appraisal.



2021 Performance Appraisal Review Board (PARB)

Deployment Readiness Coordinators (DRC)
Embedded Preventive Behavioral Health Capability (EPBHC)
Sexual Assault Prevention and Response (SAPR)

MAY 2022

Performance Appraisal Review Board (PARB)

- Panel Members:
 - PARB Chair: Col Rizzo, Chief of Staff, III MEF
 - PARB Director: Col Taylor, G-1, III MEF
 - PARB Advisor: Jerry Bosken, Regional Chief for NAF HR, MCCS, MCIPAC
- PARB Overview, Eligibility Requirements and Allocated Budgets
 - Jerry Bosken, Regional Chief for NAF HR, MCCS, MCIPAC
- Proposed Distribution of Awards
 - Jerry Bosken, Regional Chief for NAF HR, MCCS, MCIPAC
- Document Review & Roundtable Discussion
- Approval/Conclusion

PARB Overview

- Eligibility Requirements:
 - Non-Probationary
 - 12 Consecutive Months in position as of 3/31/2022
 - Bonus eligibility: Outstanding or Exceeds Expectations
 - Merit Increase eligibility: Outstanding, Exceeds or Meets Expectations
 - Not awarded an Off-Cycle Pay Increase or Bonus within the Last 12 Months
 - Time-Off Award eligibility: Outstanding, Exceeds or Meets Expectations (cannot be in a Use or Lose Leave Status)
- Performance Awards include:
 - Bonus
 - Merit Increase
 - Time-Off Award (not to exceed a single contribution of 40 hours)
- If eligible, awardees may receive one or any combination of the above three incentives

PARB Overview

- Allocated Budgets
 - DRC (FY21 - 14 employees)
FY20 - 22 Employees
 - Merit Increase: \$16,000
 - Bonus: \$15,000
 - EPBHC (FY21 - 15 employees)
FY20 - 20 Employees
 - Merit Increase: \$16,000
 - Bonus: \$15,000
 - SAPR (FY21 - 8 employees)
FY20 - 4 Employees
 - Merit Increase: \$6,000
 - Bonus: \$5,000
- Performance Ratings: **Outstanding, Exceed Expectations, Meets Expectations, Needs Improvement, Does Not Meet Expectations**

FY20 Distribution of Awards: DRC

Merit Pool: \$16,000

Bonus Pool: \$15,500

- Overview DRC Performance Ratings (22 employees):
 - Outstanding: 12
 - Exceeds Expectations: 3
 - Meets Expectations: 2
 - Needs Improvement: 1
 - Ineligible due to time in position: 4
- Proposed Bonuses:
 - Outstanding: \$1,000 (12 eligible)
 - Exceeds Expectations: \$850 (3 eligible)
- Proposed Merit Increases:
 - Outstanding: 2.0% (11 eligible)
 - Exceeds Expectations: 2.0% (3 eligible)
 - Meets Expectations: 1.7% (2 eligible)
- Proposed Time-Off Awards (not eligible if in Use or Lose Leave Status):
 - Outstanding: 32 Hours (8 eligible)
 - Exceeds Expectations: 24 Hours (3 eligible)
 - Meets Expectations: 16 Hours (1 eligible)

FY20 Distribution of Awards: EPBHC

Pool: \$21,000

Bonus Pool: \$20,000

- Overview EPBHC Performance Ratings (20 employees):
 - Outstanding: 8
 - Exceeds Expectations: 5
 - Meets Expectations: 1
 - Ineligible due to time in position: 6
- Proposed Bonuses:
 - Outstanding: \$1650 (8 eligible)
 - Exceeds Expectations: \$1350 (5 eligible)
- Proposed Merit Increases:
 - Outstanding: 3.0% (7 eligible)
 - Exceeds Expectations: 2.5% (4 eligible)
- Proposed Time-Off Awards (not eligible if in Use or Lose Leave Status):
 - Outstanding: 32 Hours (4 eligible)
 - Exceeds Expectations: 24 Hours (2 eligible)

FY20 Distribution of Awards: SAPR

Merit Pool: \$6000

Bonus Pool: \$5200

- Overview SARC Performance Ratings (4 employees):
 - Outstanding: 4
- Proposed Bonuses:
 - Outstanding: \$1300 (4 eligible)
- Proposed Merit Increases:
 - Outstanding: 2.4% (4 eligible)
- Proposed Time-Off Awards (not eligible if in Use or Lose Leave Status):
 - Outstanding: 32 Hours (2 eligible)

MCCS Directives

MCCS DIR 02-19

Employee Dress & Grooming Standards

- Hair should be of a natural color
- Two earrings are allowed in the lower lobe.
- Exposed body piercings are not authorized.
- Facial hair is permitted; however, it must be trimmed and professional.
- Nametags are to be worn on the left breast or on an approved lanyard around the neck.

MCCS DIR 04-14

Digital Recording

- All MCCS employees are not authorized to record any conversations or activities conducted in MCCS work spaces.
- Exemptions for authorized members of HRO & ICB for official duties (e.g., official investigations).
- Any violation may result in administrative action up to and including termination.

MCCS DIR 05-19

Break & Lunch Policy

- Allowed (2) 15 minute breaks per shift.
- Employees must take at least a 30 minute lunch on or before they have worked 6 hours.
- Lunch periods shall be taken in the middle of the workday, they cannot be used at the beginning or the end of the work shift.

MCCS DIR 01-07

Administrative Leave

- Supervisors are authorized to grant no more than 30 minutes per instance for Exercise/Health Wellness Activities.
- Employees are authorized a maximum of one hour of paid admin leave per instance of seeking advice from NAF-HRO/CHRO/EEO.

MCO P12000.11A W/CH 5

ANNUAL LEAVE

- The appropriate authority shall authorize and schedule annual leave when the workload permits, and whenever possible, at the convenience of the employee.
- The maximum accumulation of annual leave that may be carried over the next year is 240 hours.
- Employees are returning from overseas assignments are authorized a carryover of 360 hours

SICK LEAVE

- Sick leave shall be granted to in accordance with the following:
 - When receiving medical, dental, or optical examination.
 - When incapacitated for performance of duty.
 - When presence would jeopardize the health of others because of contagious disease.
 - When employee is medically certified as being disabled from on-the-job injury and accepts sick leave in lieu of Worker's Compensation.

Request for Leave or Approved Absence

1. Name (Last, first, middle)		2. Employee or Social Security Number (Enter only the last 4 digits of the Social Security Number (SSN))			
3. Organization					
4. Type of Leave/Absence <i>(Check appropriate box(es) below)</i>	Date		Time		Total Hours
	From	To	From	To	
<input type="checkbox"/> Accrued Annual Leave					
<input type="checkbox"/> Restored Annual Leave					
<input type="checkbox"/> Advanced Annual Leave					
<input type="checkbox"/> Accrued Sick Leave					
<input type="checkbox"/> Advanced Sick Leave					
Purpose: <input type="checkbox"/> Illness/injury/incapacitation of requesting employee <input type="checkbox"/> Medical/dental/optical examination of requesting employee <input type="checkbox"/> Care of family member, including medical/dental/optical examination of family member, or bereavement <input type="checkbox"/> Care of family member with a serious health condition <input type="checkbox"/> Other					
5. Family and Medical Leave If annual leave, sick leave, or leave without pay will be used under the Family and Medical Leave Act of 1993, please provide the following information: <input type="checkbox"/> I hereby invoke my entitlement to Family and Medical Leave for: <input type="checkbox"/> Birth/Adoption/Foster Care <input type="checkbox"/> Serious health condition of spouse, son, daughter, or parent <input type="checkbox"/> Serious health condition of self Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the Family and Medical Leave Act. Medical certification of a serious health condition may be required by your agency.					
<input type="checkbox"/> Compensatory Time Off					
<input type="checkbox"/> Other Paid Absence <i>(Specify in Remarks)</i>					
<input type="checkbox"/> Leave Without Pay					
6. Remarks:					
7. Certification: I hereby request leave/approved absence from duty as indicated above and certify that such leave/absence is requested for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification on this form may be grounds for disciplinary action, including removal.					
7a. Employee Signature				7b. Date	
8a. Official Action on Request: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <i>(If disapproved, give reason. If annual leave, initiate action to reschedule.)</i>					
8b. Reason for Disapproval:					
8c. Supervisor Signature				8d. Date	
PRIVACY ACT STATEMENT Section 6311 of Title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: to the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or the General Services Administration in connection with its responsibilities for records management.					
Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to Title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.					

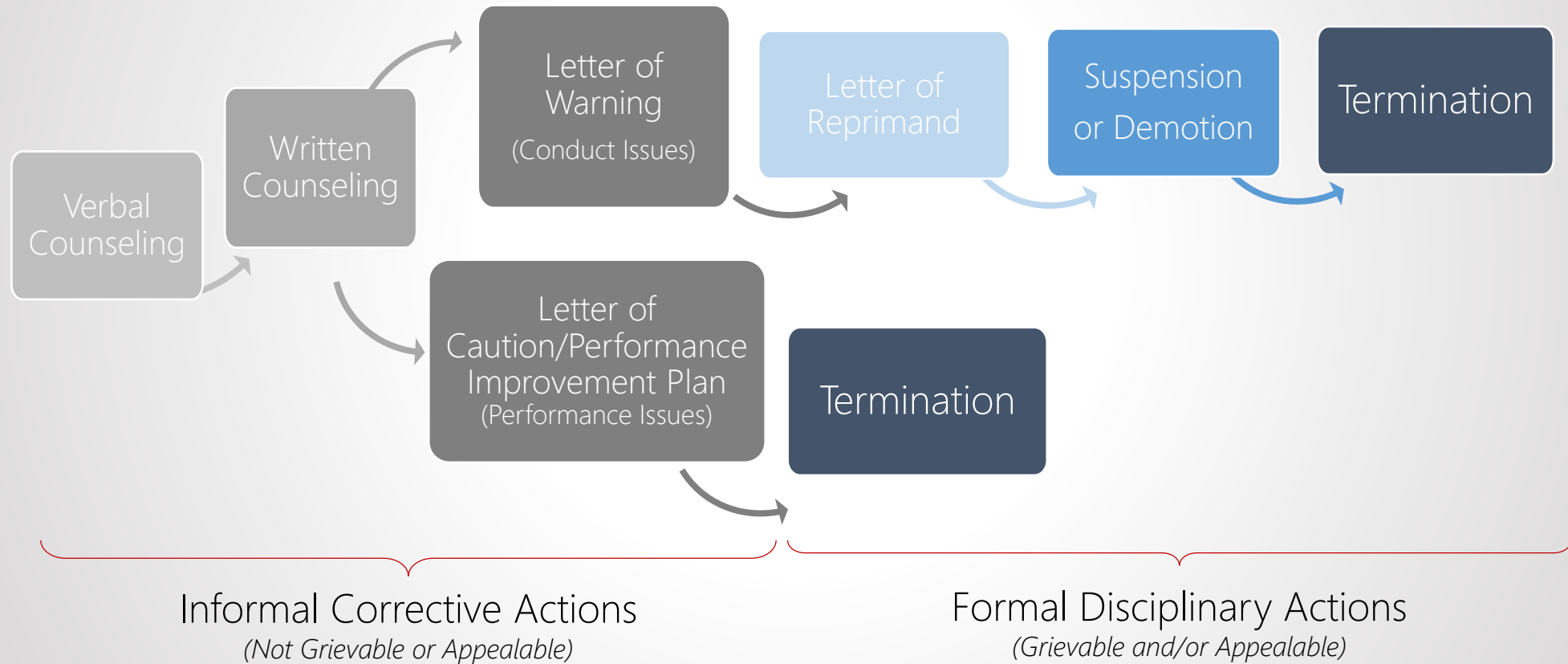
SF – 71 : Leave Request Form

Employees are encouraged to submit a SF-71 leave request form for annual leave as soon as possible, but no later than 2 weeks in advance.

Employees are encouraged to submit their sick leave requests 3 days before a scheduled sick leave and no later than 2 hours for an unscheduled sick leave.

- They are to complete and submit a sick leave request form upon return to their work location.

NAF Employee Progressive Discipline Model



The steps in this model may vary based on the employee's probationary status.

MCO P12000.11A W/CH 5

Guidelines to Disciplinary Action

- A guide for disciplinary action for use in selecting appropriate disciplinary penalties for various infractions is attached.
- This guide includes recommendations. Therefore, Employee Relations will provide Minimum, Mid-Range, and Maximum recommendations at the conclusion of the inquiry/investigation.
- Disciplinary Actions can vary by offense, severity of the offense, and prior offenses.

<u>NATURE OF OFFENSE</u>	<u>FIRST OFFENSE</u>	<u>SECOND OFFENSE</u>	<u>THIRD OFFENSE</u>
Violation of Standard and Rules of Conduct	Reprimand to removal	1 day suspension	5 day suspension to removal
Violation of security regulations	Reprimand to removal	1 day suspension to removal	1 days suspension to removal
Violation of Safety Practices and Regulations (including but not limited to endangering the safety of, or causing injury to, persons through carelessness).	Reprimand to removal	2 days suspension to removal	15 days suspension to removal
Discrimination	Reprimand to removal	Removal	

NAF Employee Progressive Discipline Responses

Action	Grievable	Appealable
Letter of Warning	Not Applicable	Not Applicable
Letter of Requirement/Performance Improvement Plan	Not Applicable	Not Applicable
Letter of Reprimand	Yes	No
Letter of Suspension / Emergency Suspension	If less than 30 days	If 30 days or more
Reduction in Pay or Demotion	No	Yes
Letter of Termination	No	Yes

Probationary terminations are not grievable nor appealable.

Employee Expectations

Employee Expectations

Administrative

- Office hours are from *(Enter Office Hours)*, *(Day)* through *(Day)*. Exceptions to these hours may be granted from your direct supervisor, in advance, on a case-by-case basis.
- You will utilize your Outlook calendar for all work related meetings. The calendar entry should include appropriate subject and location information. Any person with access to your calendar should be able to understand where you are and who you are meeting with at a glance.
- You will utilize your Outlook calendar to reflect your *(Enter Lunch Duration)* lunch. Your authorized lunch hour options are from *(Enter Lunch Hour Options)*. Exceptions to this may be granted from your direct supervisor, in advance, on a case-by-case basis.
- You will utilize your Outlook calendar to indicate if you are utilizing Administrative Time (AO) for Exercise/Health Wellness Activities purposes.
- You are expected to keep your work area clean and organized at all times.
- Privacy Act protected data must be covered with the Privacy Act Data Sheet.

Annual/Sick Leave

- Annual leave should be planned in advance to the greatest extent possible. However, 48 hours' notice is required at minimum.
- For sick leave, please ensure you contact your direct supervisor at least two hours prior to your shift. If you cannot reach your direct supervisor, contact the next supervisor in your chain of command.
- If you report for duty and must leave due to illness, verbally notify your direct supervisor prior to departing the facility.

Professionalism and Chain of Command

- Your chain of command is as follows: *(Enter the Chain of Command)*. Any issues or concerns should be dealt with at the lowest level of the chain before escalating the concern.
- You will only refer to your chain of command as Mr. or Ms. and their last name. First name use is only authorized if the individual states that it is acceptable. This also applies to all forms of communication within your chain of command. Although personal texts and messages are not forbidden altogether, if they are sent regularly, they are not appropriate in professional interactions between supervisors and subordinates.
- Insubordination, discrimination, retaliation, bullying, and workplace gossip are not tolerated.

Meetings

- You are to be on time, prepared for, and actively participate in all meetings that you are expected to attend.
- If you are asked to sit in a meeting in someone's absence, you are to represent the section and back brief everyone involved on what was discussed.

I understand and will comply with these expectations. Furthermore, I understand that if I do not comply, administrative/disciplinary action may apply.]

Employee Name (Printed)

Employee Signature

Date

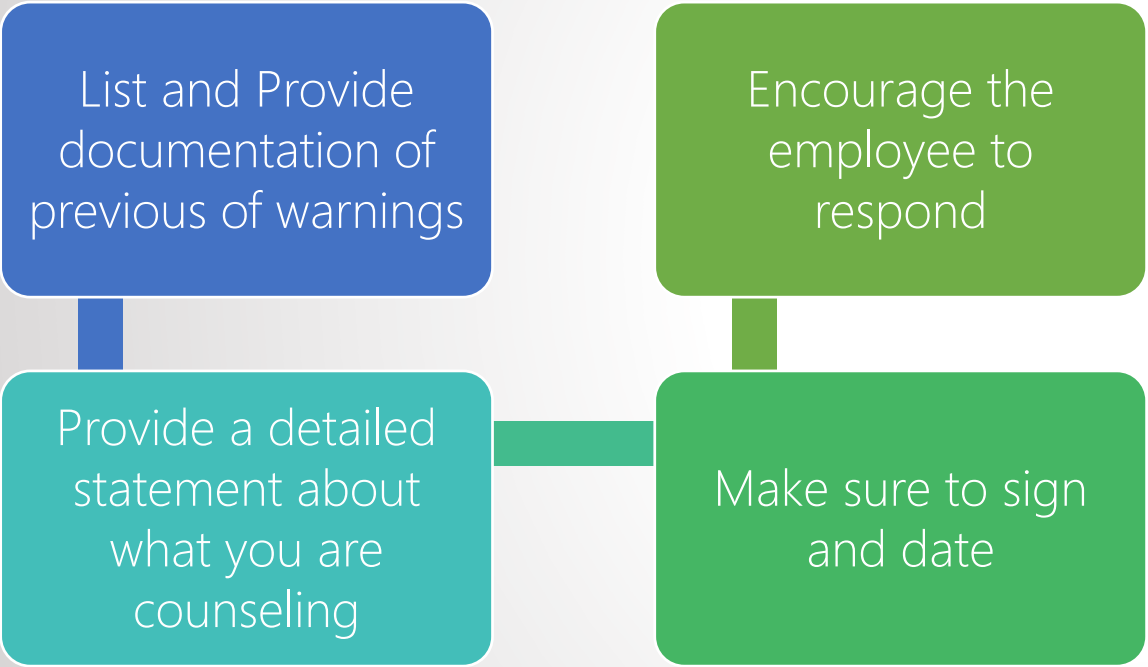
Manager-driven

Increases cohesion and employee productivity

Clearly defines an employee's responsibilities and their manager's expectations

Reduces confusion

Record of Employee Counseling



RECORD OF EMPLOYEE COUNSELING			
Employee Name:	Employee ID:	Program:	Date:
Type of Violation: <input type="checkbox"/> Misconduct <input type="checkbox"/> Unsatisfactory Performance <input type="checkbox"/> Informational			
PREVIOUS DOCUMENTATION ON FILE (Do not include this document.)			
1 st Warning	Date:	Type of Violation:	Choose an item.
2 nd Warning	Date:	Type of Violation:	Choose an item.
3 rd Warning	Date:	Type of Violation:	Choose an item.
SUPERVISOR'S STATEMENT			
This Record of Employee Counseling is being issued to impress upon you the seriousness of your actions, and to advise you that any future misconduct/unsatisfactory performance violations of this nature will not be tolerated and may result in further disciplinary action up to and including termination of employment.			
Supervisor's Signature: _____		Date: _____	
EMPLOYEE'S STATEMENT (If more space is needed, you may attach a separate document.)			
<input type="checkbox"/> I agree with the Supervisor's statement.		<input type="checkbox"/> I disagree with the Supervisor's statement.	
Employee's Signature: _____		Date: _____	
Optional Routing: <input type="checkbox"/> Next Level Program Manager <input type="checkbox"/> Branch Chief <input type="checkbox"/> NAF Employee Relations			
MCCSF 12710/2 (Apr 2019)			

Employee Expectations & Records of Employee Counseling

You can request these documents from
EmployeeRelationsSupport@Okinawa.usmc-mccs.org

Employee Expectations		
Administrative		
<ul style="list-style-type: none">Office hours are from <i>(Enter Office Hours)</i>, (<i>Day</i>) through (<i>Day</i>). Exceptions to these hours may be granted from your direct supervisor, in advance, on a case-by-case basis.You will utilize your Outlook calendar for all work related meetings. The calendar entry should include appropriate subject and location information. Any person with access to your calendar should be able to understand where you are and who you are meeting with at a glance.You will utilize your Outlook calendar to reflect your <i>(Enter Lunch Duration)</i> lunch. Your authorized lunch hour options are from <i>(Enter Lunch Hour Options)</i>. Exceptions to this may be granted from your direct supervisor, in advance, on a case-by-case basis.You will utilize your Outlook calendar to indicate if you are utilizing Administrative Time (AO) for Exercise/Health Wellness Activities purposes.You are expected to keep your work area clean and organized at all times.Privacy Act protected data must be covered with the Privacy Act Data Sheet.		
Annual/Sick Leave		
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Professionalism and Chain of Command		
<ul style="list-style-type: none">Your chain of command is as follows: <i>(Enter the Chain of Command)</i>. Any issues or concerns should be dealt with at the lowest level of the chain before escalating the concern.You will only refer to your chain of command as Mr. or Ms. and their last name. First name use is only authorized if the individual states that it is acceptable. This also applies to all forms of communication within your chain of command. Although personal texts and messages are not forbidden altogether, if they are sent regularly, they are not appropriate in professional interactions between supervisors and subordinates.Insubordination, discrimination, retaliation, bullying, and workplace gossip are not tolerated.		
Meetings		
<ul style="list-style-type: none">You are to be on time, prepared for, and actively participate in all meetings that you are expected to attend.If you are asked to sit in a meeting in someone's absence, you are to represent the section and back brief everyone involved on what was discussed.		
I understand and will comply with these expectations. Furthermore, I understand that if I do not comply, administrative/disciplinary action may apply.		
Employee Name (Printed)	Employee Signature	Date

RECORD OF EMPLOYEE COUNSELING			
Employee Name:	Employee ID:	Program:	Date:
Type of Violation: <input type="checkbox"/> Misconduct <input type="checkbox"/> Unsatisfactory Performance <input type="checkbox"/> Informational			
PREVIOUS DOCUMENTATION ON FILE (Do not include this document.)			
1 st Warning	Date:	Type of Violation:	Choose an item.
2 nd Warning	Date:	Type of Violation:	Choose an item.
3 rd Warning	Date:	Type of Violation:	Choose an item.
SUPERVISOR'S STATEMENT			
<div style="border: 1px solid black; height: 40px;"></div>			
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Supervisor's Signature: _____		Date: _____	
EMPLOYEE'S STATEMENT (If more space is needed, you may attach a separate document.)			
<input type="checkbox"/> I agree with the Supervisor's statement. <input type="checkbox"/> I disagree with the Supervisor's statement.			
<div style="border: 1px solid black; height: 40px;"></div>			
Employee's Signature: _____		Date: _____	
Optional Routing: <input type="checkbox"/> Next Level Program Manager <input type="checkbox"/> Branch Chief <input type="checkbox"/> NAF Employee Relations			
MCCSF 12710/2 (Apr 2019)			

Progressive Discipline is not to punish, but to...



Correct, coach, rehabilitate,
and set employees up for SUCCESS!



Recruiting and Resignations

EPBHC

- Marilee Muirhead has oversight on recruiting and resignations.
 - All EPBHC announcements are 30 day Worldwide recruitment efforts, which can begin once the incumbent resignation is received.
- Command should contact Ms. Muirhead once notified of an employee resignation to initiate the process.
- Command (or Ms. Muirhead) requests a written resignation from the employee (email is sufficient) and forwards it to NAF HRO at EmployeeBenefits@Okinawa.usmc-mccs.org

Marilee Muirhead, MEF Prevention Program Director
Email: Marilee.Murihead@usmc.mil // DSN: [645-2915](tel:645-2915)

Recruiting and Resignations

SAPR

- Shirley Stephens has oversight on recruiting and resignations.
 - All SAPR announcements are 30 day Worldwide recruitment efforts, which can begin once the incumbent resignation is received.
- Command should contact Ms. Stephens once notified of an employee resignation to initiate the process.
- Command (or Ms. Stephens) requests a written resignation from the employee (email is sufficient) and forwards it to NAF HRO at EmployeeBenefits@Okinawa.usmc-mccs.org

Recruiting and Resignations

DRC

• Recruitment/Backfill

- Once written resignation is received & forwarded to NAF HRO, contact David Bourgeoise, to initiate the recruitment/backfill process.
 - Note – typical announcement to backfill will occur NMT 60 days prior to incumbent resignation date.
 - Commands may not reassign or make internal movements of embedded DRC personnel without III MEF COS approval (prior to engaging NAF HRO).
 - All employee moves must be coordinated through NAF Human Resources Office.
 - DRCs may only submit resignation 6 to 8 weeks prior, or CO must submit request to III MEF G-1 to double encumber the billet.

David Bourgeoise, Talent Acquisition Supervisor

David.Bourgeoise@okinawa.usmc-mccs.org // DSN [645-8072](tel:645-8072)

Recruiting and Resignations

DRC

- Resignation
 - Command requests a written resignation from employee (email is sufficient) & forwards to NAF HRO at EmployeeBenefits@Okinawa.usmc-mccs.org.
 - Commanders must forward written resignations to NAF HRO:
 - Mr. Bourgeoise: will process the resignation if there are no disciplinary issues with the employee.
 - Delana Jemison: if there are misconduct or performance issues with the employee (Terminations).

David Bourgeoise, Talent Acquisition Supervisor
David.Bourgeoise@okinawa.usmc-mccs.org) // DSN [645-8072](tel:645-8072)

Delana Jemison, Employee Relations Supervisor
Delana.Jemison@okinawa.usmc-mccs.org) // DSN [645-8259](tel:645-8259)

MCCS Personnel Security

- Selecting candidates with a current investigation is the fastest way to get them through the security process.
- Highly encouraged to request an investigation status screen of candidates from MCCS Personal Security before finalizing a decision.
 - MCCS Personnel Security screens the candidate to see if they are eligible for a security clearance;
 - If there are issues with the candidate during screening, and if the command chooses to proceed with the candidate contrary to PSEC recommendation, the hiring process will be extended as mitigating documentation must be submitted prior to release of the investigation.
 - Submitting mitigating circumstances doesn't mean that a clearance will be approved by the DOD CAF. It could still be further delayed or denied.
 - In the case of Worldwide Hires, proceeding with a subject who is not a good candidate for a clearance can result in a very costly situation (having to return the WWH to their home of record before fulfillment of their contract is at the expense of MCCS, not the subject); candidates who are not good candidates for clearances will not be granted Interim access and may be unable to perform some duties while waiting for the final adjudication of their investigation.

MCCS Personnel Security

- DRC clearances are required at the discretion of the commander. If the commander determines that there is a good justification for a DRC to be cleared, then the investigation will be run by MCCS Personnel Security.
 - If there is any information which implies a candidate is not eligible for a clearance, MCCS Personnel Security will notify NAF HRO who will communicate with the commander to confirm whether a Tier 3 is absolutely necessary (at the risk of making the current candidate ineligible).
- SAPR Personnel have additional investigation requirements which are more exclusionary than a standard Tier 3 (similar to a Tier 3 with childcare vetting).
 - This makes it harder to fully clear SAPR personnel with adverse information in their backgrounds. It is strongly recommended that investigation status screens are done for SAPR candidates and those with existing clearances be strongly considered for the position.

For any concerns during the hiring security process or after the fact for continuous vetting and mandatory reporting requirements, please contact:

Rebecca Haynes, Personnel Security Supervisor, MCCS

DSN: [645-2525](tel:645-2525) // SMO: [674005M](tel:674005M)

haynesr@usmc-mccs.org

Rebecca.Haynes@USMC.mil (.mil email only checked weekly)

You may request any documents
presented today via email

EmployeeRelationsSupport@Okinawa.usmc-mccs.org

You may also access these documents on
mccsokinawa.com/cc/

The screenshot displays the MCCS Okinawa Japan website. The header features the MCCS logo, a search bar, and navigation links for LOGIN, OKINAWA INFO, MARINE & FAMILY, RECREATION, DINING & LODGING, SHOPPING & SERVICES, and EMPLOYMENT INFORMATION. A left sidebar contains a menu with items: HR Hours and Numbers, Benefits, Career Training, Commanders Corner (highlighted), Foreign Travel Scheduler, HR Downloads, and Jobs. The main content area prominently displays the text "COMMANDERS CORNER".

Contact Information

If you have questions, concerns, or need resource information please do not hesitate to contact Employee Relations.

EmployeeRelationsSupport@Okinawa.usmc-mccs.org

DSN: 645 – 8198