



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:

12000
B 377

To: All New Employees

Subj: EMPLOYMENT POLICY

As a new employee of Marine Corps Community Services, MCB Quantico, it is highly important that you are made aware of: our mission, employment policies, procedures and benefits.

1. MISSION & VISION STATEMENT

Our mission is to provide quality goods and services to Active Duty Military and other authorized patrons. Our vision is to be an organization focused and dedicated to improving the quality of life for all who live, work, and visit MCB Quantico.

2. CUSTOMER SERVICE

The statement below is a duty included in all Marine Corps Community Services Division position descriptions:

"Provides World Class Customer Service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Acknowledges customers, smiles and makes eye contact. Asks questions to determine, verify and solve problems. Checks for satisfaction on the quality of goods and services. Takes action to solve problems quickly. Alerts the higher level supervisor, or proper point of contact for help when problems arise."

The four basic behaviors of MCCS Service Excellence are to: look at, smile at, talk to, and thank all external and internal customers.

Read each of the summaries below and sign this form acknowledging your understanding and agreement with each.

3. Policies & Procedures

a. NAF PERSONNEL MANUAL

Our Marine Corps NAF Personnel Policy Manual, MCO P12000.11A, provides detailed personnel administrative procedures consistent

and in conformance with the principles and authorities contained in applicable laws, executive orders, DoD and SECNAV instructions; and to provide the primary reference for the overall administration and utilization of employees of USMC NAFIs. This information is currently published on the following website:

<http://www.marines.mil/news/publications/Pages/MCO%20P12000.11A.aspx>.

b. BARGINING UNIT AGREEMENT

Nonsupervisory and Nonprofessional NAF employees including fulltime, part-time, flexible and off duty military personnel of Marine Corps Community Services and Billeting Fund (Bachelor Housing Office) are automatically covered under the American Federation of Government Employees Local 1786 union contract. The Union President is Ron Burnett, Phone# 703-784-3019.

c. PROBATION

I understand regular full-time and regular part-time employees' first year of employment is in a probationary status.

I understand that Flex employees remain on probation throughout their employment. If an employee status changes from Flex to Regular, while they remain in the same position, the time spent in the flexible position which immediately precedes the assignment to a regular position involving the same duties shall be credited toward completion of the probationary period described above.

I realize that failure on my part to satisfy an acceptable standard of performance or conduct could result in termination of my employment, with no less than one hour's notice during the initial year probationary period.

d. EMPLOYMENT OF RELATIVES

I understand that it is prohibited to be employed under the supervision of a relative. (A relative is defined as a person connected with another by blood or affinity.) I understand that I am to inform the HR Office of any relative(s) who is employed in any capacity, at the present time or at any time in the future. In the event that a supervisory relationship should occur, employment reassignment, if possible, shall be considered but not guaranteed.

Relative Name:

e. INDEBTEDNESS TO MCCS

In consideration of my employment, I voluntarily consent to the deduction of my pay if I become indebted to MCCS. I understand that this voluntary deduction of pay will not exceed the limits of 15% of disposable pay, established by 5 U.S.C. 5514.

f. CHILD SUPPORT REPORTING REQUIREMENT

As a newly-hired employee, I must disclose any child support orders, as ordered by the State of Virginia payroll guide. I understand that this information will be kept confidential, except as necessary to administer child support enforcement.

g. TERMINATION/CHECK OUT PROCEDURES

I will notify my supervisor of the reason why I am leaving and provide at least a 2 week notice and sign a Notice of Termination form. I will return all government property that was issued to me such as CAC ID Card, base decals, keys, purchase/travel cards, name tag, uniforms etc. I further understand that loss or damage of the above items, which is due to my negligence, will result in replacement at my expense. Employees who do not return their CAC ID Card will be reported to Base Security.

Upon separation as an MCCS employee, I am required to check out with the Human Resources and Finance departments, either on my last day, or the day before. Out-processing will be coordinated with my Supervisor.

h. PAY PERIOD/PAID FEDERAL HOLIDAYS

Bi-weekly payroll; 26 pay periods per year, Sunday-Saturday.
10 Paid Holidays per year (Follow Federal Holiday Schedule)

Employees must be in a pay status which includes annual or sick leave, on the day before OR the day after a holiday will receive holiday pay.

i. DUAL EMPLOYMENT

I understand that I am not entitled to receive basic compensation from more than one government agency (including temporary, part time or flexible positions with the Government of the US, including NAFIs under the jurisdiction of the Armed Forces) for more than 40 hours of work in any 1 calendar week (per MCO P12000.11A, Chapter 3 - Dual Compensation).

_____ I am currently employed by the below listed Government Agency

Name: _____

Address: _____

_____ I am not currently employed by any Government Agency at this time.

(Appropriated or Non-Appropriated Funds)

j. PERFORMANCE REVIEW AND EVALUATIONS

Non-exempt employees are reviewed annually during the month of their anniversary.

Exempt employees are reviewed annually during the month of February.

Managers or supervisors may do a special evaluation at any time.

k. BULLETIN BOARDS

All departments maintain an employee bulletin board. Employee will be shown where the bulletin board is located. It is the employees' responsibility to become aware of what is posted on the bulletin boards.

l. WORKERS COMPENSATION

Workers' compensation is provided for work-related injuries. Report all injuries no matter how small to your supervisor so it may be documented. Employees are encouraged to get proper medical attention when needed to diminish the risk of the injury becoming one that is long lasting.

m. EMPLOYEE PRIVILEGES

MCCS employees have access to use the Marine Corps Exchange (excluding the purchase of alcohol, tobacco & uniform clothing), Theater, Barber gym, Bowling Center, Marina, Lunga Park, Pool, Library, and Education Center. Access to commissary is not included.

MCCS Employee's must show their ID card when using MCCS facilities.

BOQ and Marathon employees do not have these privileges.
COMMON ACCESS Cards (CAC Cards)

All NAF Employees must acquire a NAF Employee ID card (CAC card) though the DEERS ID Card Center located at Little Hall 2034 Barnett Avenue, across the hallway from the Human Resources Office.

To obtain your CAC card you must schedule an appointment at the DEERS ID Center by calling 703-784-2758 or 703-784-2759. The ID Center does take a limited number of walk-in appointments, however it is recommended that you arrive at the ID Center by 0700 to sign in.

A NAF Employee Privilege Form will be provided to you during NEO. You must take this form with you to your appointment. Upon termination of employment all employee ID cards must be returned to the Human Resources Office. Employees who do not return their CAC ID card will be reported to Base Security.

n. BASE ACCESS

You must have your Common Access Card with you at all times and when asked present it as required along with Valid Drivers License, Vehicle Registration, Proof of Insurance.

o. PROTECTING PERSONAL IDENTIFIABLE INFORMATION (PII)

I have read and understand the Standard Operating Procedures for Protecting Personal Identifiable Information (PII) and that I need to be aware of the importance of safeguarding and proper disposal of PII.

p. PRIVACY ACT/CONFIDENTIALITY

I have read and understand the policy statement on the Privacy Act and how it applies to me and how it must be followed in my daily duties as an employee.

q. DRUG-FREE WORKPLACE PROGRAM

I acknowledge receipt of the Drug-Free Workplace Program (DFWP) General Notice, and have read its contents. I understand that I may be tested when there is a reasonable suspicion to believe that I may be using illegal drugs, or as the result of a safety mishap, or as part of or follow-up to rehabilitation. I also understand that refusal to submit to testing will result in initiation of disciplinary action up to, and including, removal.

r. NOTIFICATION AND FEDERAL EMPLOYEE ANTI-DISCRIMINATION AND RETALIATION ACT OF 2002/DON NO FEAR ACT NOTICE

I have read and understand the No Fear Act Notice, and I am aware of the rights and protection available under the Federal anti-discrimination, whistleblower protection, and retaliation laws.

s. POLICY STATEMENT ACKNOWLEDGEMENTS

I have read and understand the following policy statements and understand how they apply to me.

VIDEO SURVEILLANCE
HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT OF 1966
(HIPAA)
INTERNET ACCESS AND ELECTRONIC MESSAGING
EMPLOYEE SAFETY
DRESS CODE
CONSTITUTION HANDOUT
STANDARDS OF CONDUCT
SEXUAL HARASSMENT/EEO

I have read the attached resources materials pertaining to the above stated policies and I hereby certify that the above information is acknowledged and understood.

Employee's Signature

Date

Copy to:
Official Personnel Folder