



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 12630.5
CHRO-E

APR 12 2018

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE
ORDER 12630.5

From: Commanding General
To: Distribution List

Subj: CREDIT FOR PRIOR CIVILIAN WORK EXPERIENCE AND ACTIVE DUTY
UNIFORMED SERVICE FOR MILITARY RETIREES NOT OTHERWISE
CREDITABLE IN DETERMINING ENHANCED RATES OF ANNUAL LEAVE
ACCRUAL

Ref: (a) Title 5, U.S.C., Section 6303
(b) Title 5, CFR, Part 630.205
(c) DoD Directive 1400.25-M, Volume 631 "DoD Civilian
Personnel Management System: Credit for Prior Non-
Federal Work Experience and Certain Military Service
or Determining Leave Accrual Rate," August 31, 2009

Encl: (1) Enhanced Rates of Annual Leave Accrual Procedures
(2) Credit for Non-Federal and Uniformed Service for
Annual Leave Accrual Rate-Hiring Flexibility
Justification Form
(3) Statement of Relevant Prior Civilian Work Experience
or Active Duty Uniformed Service for Military
Retirees Not Otherwise Creditable for Enhanced Rate
of Annual Leave Accrual

1. Situation. This Order sets policies and procedures within
Marine Corps Installations East (MCIEAST) Area of Responsibility
(AOR) for determining and approving enhanced annual leave
accrual rates as an incentive for recruiting highly qualified
candidates to fill positions per references (a) through (c).

2. Cancellation. MCIEASTO 12630.5.

3. Mission

a. To establish procedures for MCIEAST regarding the use of
prior civilian work experience for an individual receiving his
or her first appointment as a civilian employee of the Federal
government or an employee who is reappointed following a break
in service of at least 90 calendar days after his or her last

DISTRIBUTION STATEMENT A: Approved for public release
distribution is unlimited.

APR 12 2018

period of civilian Federal employment, or active duty uniformed service experience by military retirees that would not otherwise be creditable for determining enhanced annual leave accrual rates of candidates selected for employment who will be paid from appropriated funds.

b. Summary of Revision. This Order has been updated from a MCIEASTO to a MCIEAST-MCB CAMLEJO. It has been revised to update policies and procedures and should be reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure highly qualified candidates are afforded the opportunity to receive enhanced leave accrual rates based on qualifying prior civilian work experience or military service.

(2) Concept of Operations. This Order will ensure standardization of procedures for requesting enhanced leave accrual within MCIEAST AOR.

b. Tasks

(1) MCIEAST Commanders shall:

(a) Review requests for enhanced annual leave accrual based on creditable experience or service, and approve/disapprove per this Order.

(b) Enclosures (1) through (3) provide procedures that shall be followed when requesting enhanced annual leave accrual.

(c) Submit approval/disapproval to the local Civilian Human Resources Office (CHRO) for processing.

(2) Local CHRO. Advise management officials regarding the procedures of this Order. Additionally, advise and assist management officials and candidates selected for employment in accomplishing their responsibilities.

APR 12 2018

(3) Supervisors/Manager shall:

(a) Comply with merit systems principles and the provisions of this Order when determining which candidates selected for employment will receive enhanced annual leave accrual rates, and consider the need to maintain a balanced and diverse workforce.

(b) Document any request for enhanced annual leave accrual and forward it to the appropriate official for approval/disapproval, in accordance with this Order.

(c) Be advised, all requests must be approved prior to the effective date of hire of the candidate.

(4) Candidates Selected for Employment shall:

(a) Complete the appropriate request form per this Order.

(b) Describe the type of work performed, the name of the organization or organizations for which the work was performed, and the dates in which the identified work was performed.

(c) Include documentation for prior civilian work and/or active duty uniformed service experience in the resume, clearly document the length and nature of the directly related experience to be credited.

(d) Provide a DD214 Form (or Statement of Service, if still serving on active duty) for active duty uniformed service.

5. Administration and Logistics. All requests for enhanced leave accrual must be approved and forwarded to the Office of Civilian Human Resources (OCHR) via the CHRO Staffing Specialist a minimum of 10 working-days prior to the effective date of hire.

6. Command and Signal

a. Command

MCIEAST-MCB CAMLEJO 12630.5
APR 12 2018

(1) This Order is applicable to Marine Corps Base Camp Lejeune, its subordinate commands, and to Marine Corps Air Station New River (MCAS NR). Installation commanders/commanding officers may adapt guidance contained in this Order; however, such guidance and policy must be consistent with the provisions of this Order, and commands may adopt more detailed rules to meet specific needs.

(2) Tenant Commands. Tenant commands supported by CHRO-East may elect to comply with this Order in its entirety or may prescribe more detailed rules to meet specific needs as required.

b. Signal. This Order is effective the date signed.



M. D. SCALISE
Deputy Commander

DISTRIBUTION: A/C (plus H&S Bn, WTBn, and MCAS NR)

APR 12 2018

Enhanced Rates of Annual Leave Accrual Procedures

1. Coverage. A candidate selected for employment with this command is eligible for an enhanced accrual rate of annual leave provided:

a. He or she is an individual receiving his or her first appointment as a civilian employee of the Federal government or an employee who is reappointed following a break in service of at least 90 calendar days after his or her last period of civilian Federal employment, or is a retired member of a uniformed service, and

b. He or she acquired skills through performance in a prior civilian position and/or active duty uniformed service position, not otherwise creditable. These skills must be:

(1) Essential to the position and acquired through performance in a prior position having duties that directly relate to the duties of the position to which the candidate is being appointed, and

(2) Essential to accomplishing an important Marine Corps mission or performance goal.

2. Background. Reference (a), authorized the Office of Personnel Management (OPM) to issue regulations authorizing agencies to credit prior civilian work experience or active duty uniformed service not otherwise creditable, to enhance annual leave accrual rates as an incentive to recruit highly qualified candidates to fill positions. Reference (b), OPM Regulations, requires Federal agencies to develop policy, which must include criteria, documentation, and recordkeeping requirements for using this incentive.

Current rates of annual leave accrual:

Years of Federal Service	Annual Leave Earned Each Pay Period
Less than 3 years	4 hours
3 Years, but less than 15 Years	6 hour
15 years or more	8 hours

Enclosure (1)

3. Definitions

a. A break in service is the time when an employee is no longer on the payroll of a Federal agency. Periods of time in a non-pay status (e.g., leave without pay - LWOP) are not breaks in service.

b. Active duty uniformed service not otherwise creditable is service for which a military retiree would not receive credit for leave accrual purposes. It involves active duty service other than service during a war declared by Congress, or active duty service other than service participating in a campaign or expedition for which a campaign badge has been authorized.

c. Prior civilian work experience is work experience gained outside the Federal Government in the private sector, state, or local government, non-profit or volunteer organizations, or elsewhere, or work experience gained inside the Federal civil service that is not creditable for leave accrual purposes.

4. Required Approvals

a. Requests to enhance an annual leave accrual rate for qualifying prior civilian work experience or active duty uniformed service not otherwise creditable must be made in writing by the candidate's prospective supervisor/manager.

b. The request will be documented using enclosures (2) and (3) of this Order.

c. The candidate's resume must be attached.

d. Each approved request will be forwarded to the appropriate CHRO Staffing Specialist for review.

e. Final approval must be authorized and forwarded to OCHR via the CHRO Staffing Specialist a minimum of 10 working days before the effective date of the employee's appointment.

5. Criteria for Approving Service Credit

a. Supervisory officials have the discretion to request that credit be granted to a candidate for prior civilian work experience or active duty uniformed service not otherwise

APR 12 2018

creditable. The amount of credit granted must not exceed the actual length of time the candidate performed duties that were directly related to the position being filled. A candidate has no entitlement to this credit for enhancing his or her annual leave accrual rate. While the credit may be used in conjunction with other recruitment incentives and superior qualifications pay-setting, it cannot be used to recruit current Federal employees from other agencies or to retain current civilian employees. Written documentation sufficient to allow reconstruction of the decision to grant or deny the credit is required for each request. Such documentation must include:

- (1) An explanation for the determination that the position was difficult to fill;
- (2) Documentation of each period of prior employment (including periods of active duty uniformed service for military retirees) for which credit is provided, the specific work performed (to include supporting written documentation), and the relationship of that previous experience to the current work requirements; this must be documented using enclosure (2) of this Order.
- (3) An explanation of how the directly related experience will enable the command to accomplish an important mission or performance goal;
- (4) The specific time for each period of prior employment for which credit is being granted;
- (5) A clear record of the requesting, endorsing, reviewing, and approving officials, and
- (6) Written documentation from the employee of his or her prior work experience, or written documentation from the military of his or her uniformed service.

b. Determination that a position is difficult to fill must be based on a demonstration that, in the absence of providing an enhanced rate of annual leave accrual, the command would have difficulty filling the position with a highly qualified candidate. Evidence that a position is difficult to fill should be based on factors such as:

APR 12 2018

- (1) Inadequate numbers of qualified applicants in the local commuting area;
- (2) High turnover and low retention rates;
- (3) Minimal results from repeated advertisements (vacancy announcements);
- (4) High declination rates;
- (5) High turnover in similar positions, and
- (6) The total compensation package offered to the applicant. Enhanced rate of annual leave accrual may be granted in lieu of, or in addition to, a recruitment incentive and/or a Superior Qualifications Appointment.

c. All written documentation must be received and a determination made on granting an enhanced rate of annual leave accrual before the date the candidate enters on duty. Also, since the determination to credit prior non-Federal work experience for service credit for leave must be made before an employee enters on duty, this provision may not be applied retroactively. Late/incomplete submissions will be returned without action. Therefore, sufficient time must be allowed to approve creditable non-Federal work experience/active uniformed service and establish the reporting date.

6. Completion of Service Requirement. Credit granted to an employee for prior civilian work experience or active duty uniformed service not otherwise creditable remains with the employee, unless he or she fails to complete one full year of continuous service. The completion date of the one-year period must be extended by any time spent in an LWOP status, unless the employee separates or is placed in an LWOP status for the following reasons:

a. Due to service in any of the uniformed services, followed by a return to civilian employment through the exercise of any reemployment right; or

b. Due to an on-the-job injury with entitlement to compensation followed by sufficient recovery and a return to work. Once an employee completes one full year of continuous

APR 12 2018

service, the period of service for which he or she was granted credit is permanently creditable for the purpose of determining his or her annual leave for the duration of the employee's career. That credit, however, is relevant only for determining the employee's annual leave accrual rate.

7. Failure to Complete Service Requirement. If an employee separates from Federal service or transfers to another Federal agency prior to completing one full year of continuous service, the employee forfeits the credit that he or she was granted for prior civilian work experience or active duty uniformed service not otherwise creditable. The credit must be subtracted from the employee's total creditable service, and a new service computation date for leave accrual purposes must be established before the employee separates or transfers to a new Federal agency. Annual leave, accrued or accumulated by an employee as a result of the enhanced annual leave accrual rate authority, remains with the employee even if he or she has failed to complete one full year of continuous service. The annual leave balance will be transferred to the new Federal agency (if the employee is transferring into a position to which annual leave may be transferred) or a lump-sum payment for any unused annual leave will be made if the employee is separating from Federal service or is moving into a new position to which annual leave cannot be transferred.

8. Forms/Reports. Enclosures (2) and (3) are available as fillable forms at:
<https://intranet.mcieast.usmc.mil/C17/C7/MCIEAST%20FORMS%20MANAGEMENT%20PROGR/default.aspx>

CREDIT FOR NON-FEDERAL AND UNIFORMED SERVICE FOR ANNUAL LEAVE ACCRUAL RATE - HIRING FLEXIBILITY JUSTIFICATION FORM

Title 5 of the United States Code (5 U.S.C.) Part 6303, as amended by section 202 of the Workforce Flexibility Act of 2004 (Public Law 108-411) allow agencies to exercise discretionary authority on the approval of credit for non-federal and uniformed service for annual leave accrual rate as a hiring flexibility under certain conditions.

The Department of the Navy (DON) and/or the United States Marine Corps (USMC) has agreed to provide the following:

Employee Name	Position Title	Pay Plan	Series	Grade

Activity Name

Regulatory References:

- (a) Title 5 of the United States Code (5 U.S.C.), Parts 6303
- (b) Secretary of Defense Memorandum, of 4 May 06

Section A: General Incentive Considerations

As the supervisor and/or selecting official, I have read the incentive criteria contained in references (a) and (b). Furthermore, I have considered and fully documented my justifications as required to support the proposed incentive:

- The use of this hiring flexibility is discretionary, NOT an employee entitlement.
- This hiring flexibility may be used to attract highly qualified candidates into hard-to-fill or mission-critical positions at the GS-15 and below [For demonstration project positions: Equivalent pay band and level].
- Use of this authority must be approved by the installation commander or head of the activity, or their designee.
- This hiring flexibility is applicable to newly appointed employees or employees reappointed after a break in service of at least 90 calendar days.
- In requesting this approval, I have given careful consideration to the overall pay alignment within the organization and other salary management conditions. I have determined that payment of this incentive is in the best interest of the government.
- Credit is granted upon approval as of the date of initial appointment or reappointment and remains creditable for annual leave unless the employee fails to complete one full year of continuous service with DoD.
- Credit for uniformed service must be under honorable, active duty uniformed service conditions. The DD-214 is preferred, but if one is not available, the Report of Separation or other official document from the uniformed service component must be provided which contains these same conditions.

Section B: NON-FEDERAL OR UNIFORMED SERVICE CREDIT REQUESTED

Service Type	Below, justify how the duties of each claimed creditable service listed directly relates to the position being filled and how they are essential to the hard-to-fill or mission critical position.	Beginning Date	Ending Date

Section C: Supervisor and/or Selecting Official Certifications

As the supervisor and/or selecting official, I am recommending the use of this authority to achieve an important mission or performance goal and hereby approve use of this authority.

Through the approval of this hiring flexibility, this employee / appointee will enable the organization to accomplish:

Selecting Official or Immediate Supervisor (Name and Title)

Section D: Installation Commander, Head of Activity or Designee Approval

The activity signature below confirms that this incentive justification has been accepted and approved for processing.

As the installation commander or head of the activity, or their designee, I have determined that this authority is necessary to achieve an important mission or performance goal and hereby approve use of this authority.

Installation Commander, Head of Activity or signature designee (Name and Title)

--

--

Section E: Human Resources Office and OCHR SAN Approval

The activity signatures below confirm that this incentive justification has been accepted and approved for processing.

Human Resources Office, Personnel Officer or Designee (Name and Title)

--

--

OCHR Representative (Name and Title)

--

--

OCHR Notes:

--

APR 12 2018

To be Completed by Candidate

I certify that the prior work experience and/or active duty uniformed service for military retirees identified above is directly related to the position for which I have been selected. I have not previously received prior annual leave service credit for the time listed.

Date Signed _____

Enclosure (3)

MCIEAST-MCB CAMLEJO 12630.5
APR 12 2018

Written affidavit:

In the space below the candidate explains his/her experience. (This is NOT a valid affidavit without candidates signature)

Candidate Signature

Date Signed