



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS COMMAND
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G-1/kig
16 Sep 13

MARINE CORPS INSTALLATIONS COMMAND POLICY LETTER 5-13

From: Commanding General, Marine Corps Installations Command
(MCICOM)

To: Distribution List A

Subj: AUTHORITY TO HIRE MCICOM HEADQUARTERS OVERSTAFFS AND
AWARD STEP INCREASES FOR NEW HIRES

Ref: (a) CHRM, Subchapter 550, Pay Administration

1. Situation. In accordance with the reference, a greater degree of discipline will be exercised throughout the hiring process for new MCICOM Headquarters civilian employees. In order to posture the Command for success, each Directorate Head has been directed to conduct strategic workforce planning to reduce labor costs in their respective directorates by 10% over the Fiscal Year Defense Plan (2% per Fiscal Year). Directorate Heads must also ensure that they take every opportunity to reduce the costs associated with hiring new personnel. To aide in this effort, certain hiring authorities must be reserved by the Command's leadership for determination.

2. Mission. Effective immediately only the Deputy Commander will authorize the hiring of overstaffs and awarding of step increases for new hires in order to reduce MCICOM Headquarters labor costs.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Over the next few years, the Command will face significant fiscal challenges. We must ensure we are implementing measures across the Command's functional areas to cut costs. Since labor expenses comprise a large portion of the budget, it is essential that we limit the number of overstaffs on the payroll while also ensuring that we limit the number of employees hired at greater than the step one level.

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(2) Concept of Operations

(a) Hiring an Overstaff

1 Overstaff Defined. Any employee hired to fill an already encumbered position resulting in an overlap period of greater than 14 days (only one person can occupy a billet on the table of organization).

2 Responsibility. If an overstaff is required, the Directorate Head must provide detailed justification to the Deputy Commander regarding the plan for the incumbent's departure, the directorate's manning, why the overstaff is essential to mission accomplishment, and the potential impact to the Command if the overstaff is not hired. The Directorate Head must also provide a manage to payroll (MTP) summary including the directorate ceiling and execution rate for the fiscal year to date. The Assistant Chief of Staff, G-1, will provide additional information to the Deputy Commander as required in order to assist him/her in making a final hiring decision.

(b) Hiring Above Step Level One (or greater than their current step level if already a federal service employee). The Directorate Head must provide a detailed superior qualification letter to the Deputy Commander explaining why the new hire is eminently qualified for the position. He/she must provide a list of the qualifications of the top two other candidates considered for the position, as well as the notes from all interviews conducted to fill the position. The Directorate Head must also provide an MTP summary including their labor ceiling and execution rate for the fiscal year to date. The Assistant Chief of Staff, G-1, will provide additional information to the Deputy Commander as required in order to assist him/her in making a final hiring decision.

4. Administration and Logistics. The Assistant Chief of Staff, G-1, Civilian Manpower Section, will serve as the primary point of contact for all MCICOM Headquarters civilian labor related issues. Communications regarding civilian labor issues with Headquarters Marine Corps agencies is restricted to the Deputy Commander, the Chief of Staff, and the Assistant Chief of Staff, G-1.

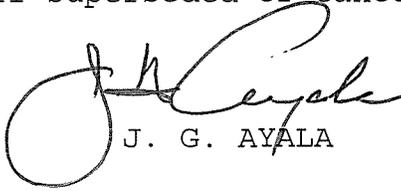
5. Command and Signal

a. Command. This policy is applicable to the Headquarters only. If they have not already done so, Regional Commanders are

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expected to establish similar policies related to the authority
to hire overstaffs and award step increases for new hires.

b. Signal. This policy is effective the date signed and
will remain in effect until superseded or cancelled.



J. G. AYALA

DISTRIBUTION A