



UNITED STATES MARINE CORPS

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BO 12300.4F
BCPD
11 JUN 1994

BASE ORDER 12300.4F

From: Commanding General
To: Distribution List

Subj: DEPARTMENT OF DEFENSE PROGRAM FOR STABILITY OF CIVILIAN
EMPLOYMENT

Ref: (a) DoD Manual 1400.20-1-M (NOTAL)
(b) 5 CFR pt 330 (NOTAL)
(c) Public Law 99-145 as Amended by Public Law 99-661
(NOTAL)

1. Purpose. To establish command policy regarding the Department of Defense DoD Program for Stability of Civilian Employment in compliance with the references.

2. Cancellation. BO 12300.4E.

3. Background.

a. As stated in references (a) and (b), it is DoD policy to promote stability of employment for civilian employees affected by changing manpower requirements and to provide maximum opportunity for placement assistance. Consistent with this policy, a strong placement assistance program shall be maintained to minimize the adverse effects on employees caused by actions required for the effective management of the DoD, such as, but not limited to reductions-in-force, base closures, consolidations, contracting out, position classification decisions, rotations from overseas, and transfers of functions.

b. Operation of the DoD Program for Stability of Civilian Employment is based on a computerized inventory of DoD employees scheduled for separation or demotion by reduction-in-force, DoD overseas employees scheduled for return rotation, DoD employees scheduled for separation due to declination of functional transfer outside the commuting area, and employees entitled to military spouse preference. Registrants will be assigned priorities for placement consideration based upon the severity of the scheduled action, e.g., demotion of one or two grades, or separation. The inventory of registrants is managed through the Automated Stopper and Referral System (ASARS) and positions which are subject to clearing per reference (a) will be entered into the automated system for daily matching. Upon receipt of a Request for Personnel Action (SF-52), a requisition will be submitted for positions subject to ASARS to initiate daily matching. The position will be continuously matched during the recruiting cycle until it is filled with a Priority Placement Program registrant, an in-service referral list is issued, or a commitment is made.

c. The DoD Priority Placement Program provides the primary means by which appointable spouses of active duty military members will be offered priority referral for certain appropriated fund vacancies in the excepted and competitive service at DoD activities within the commuting area of the military sponsor's new duty station per preference entitlements of reference (c). Eligible spouses will be registered for positions for which fully qualified and available, and up to any grade level previously held on a permanent basis. Per reference (a), spousal preference must be applied when using competitive employment sources such as registers from OPM area offices, when recruiting under Direct Hire authorities or under competitive merit promotion procedures. When filling a position at the full performance level

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under competitive procedures, the presence of a military spouse prohibits selection of another candidate from the certificate when the spouse is rated among the best qualified. The presence of a spouse prohibits competitive appointments including reinstatement. At the discretion of the DoD Component, noncompetitive selections such as VRA appointments, transfers, reassignments, changes to lower grade, placement to correct equal employment opportunity deficiencies, placement of the handicapped, or persons returning from tours of duty overseas, may be made without application of spouse preference. Spouse preference will terminate upon acceptance or declination of a full-time Federal position expected to last one year or longer.

4. Policy. It is command policy that managers and supervisors fully support subject program and comply with operational procedures thereof.

5. Action. Organizational commanders, heads of command staff sections, and department heads will ensure that supervisors are thoroughly familiar with this Order and that it is made available to employees upon request.

6. Concurrence. This Order has been coordinated with and concurred in by the Commanding Officer, Marine Corps Air Station, New River.


L. H. LIVINGSTON

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