



# UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 12711.1C  
CSOL  
DEC 06 1996

## BASE ORDER 12711.1C

From: Commanding General  
To: Distribution List

Subj: OFFICIAL TIME FOR MASTER LABOR AGREEMENT (MLA) REPRESENTATIONAL  
FUNCTIONS

Ref: (a) MCO 12711.1

Encl: (1) Record of Official Time, Form MCBCL 12711

1. Purpose. To publish procedures for recording the time and costs involved in official time used for representational functions by Marine Corps Base union officials and stewards under the MLA.

2. Cancellation. BO 12711.1B.

3. Background. The reference established a requirement for each command to record and report any official time used by Marine Corps employees in union representational functions.

### 4. Definitions

a. Official Time. All time granted an employee by the employer without charged to leave or loss of pay to perform representational functions when the employee would otherwise be in a duty status.

b. Representational Functions. Those authorized activities undertaken by employees on behalf of other employees pursuant to such employees' right to representation under Chapter 71 of Title 5, USC, or the terms of the MLA.

### 5. Responsibilities

a. Supervisors of union officials and stewards shall record each instance of official time granted in accordance with the MLA on Form MCBCL 12711, the enclosure, and forward a copy to the Civilian Human Resources Office-East, Camp Lejeune Satellite Office, Labor Relations Officer, no later than the tenth of the month following the month in which the official time is granted. Additionally, the official time used must be recorded on the employee's timecard and appropriately designated with one of the following codes:

- (1) BA - Negotiations
- (2) BD - Labor/Management Relationship
- (3) BK - Grievance and Appeals

b. Organizational commander, heads of command staff sections and department heads will ensure proper accounting for official time used for representational functions under the Chapter 71 of Title 5, USC, or the terms of the MLA. There is no provision for allowing representational time under any other circumstances.

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6. Action. Organizational commanders, heads of command staff sections and department heads will ensure all supervisors are thoroughly familiar with the contents of this Order.

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

  
J. T. MURRAY  
Chief of Staff

DISTRIBUTION: C

**RECORD OF OFFICIAL TIME**

Print Form    Reset Form

**PRIVACY ACT STATEMENT**

Under the **AUTHORITY** 10 U.S.C. 5013 and E.O. 9397, this form is for official use only. The **PURPOSE** of this form is to properly track time and attendance and labor distribution data for civilian, military, and contractor labor against job order numbers for financial purposes. The **ROUTINE USE** may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies. **DISCLOSURE** is **MANDATORY** to efficiently maintain attendance records.

**SECTION A**

|   |  |              |
|---|--|--------------|
| COMMAND:  |  | DATE:        |
| NAME OF MANAGEMENT OFFICIAL APPROVING USE OF OFFICIAL TIME: |  | SIGNATURE:   |
| NAME OF OFFICE/SHOP:  |  | WORK CENTER: |

**SECTION B**

|  |                   |                       |             |
|--|-------------------|-----------------------|-------------|
| NAME OF EMPLOYEE FOR WHOM OFFICAL TIME WAS AUTHORIZED: |                   | UNION TITLE/POSITION: |             |
| DATE ON WHICH OFFICIAL TIME WAS USED:                  | AMOUNT AUTHORIZED | LEFT _____            | TOTAL USED: |
|  |                   | RETURNED _____        |             |

**SECTION C - PURPOSE OF OFFICIAL TIME (Check Appropriate Block (s))**

|               |  |
|---------------|--|
| CATEGORY IA   | <input type="checkbox"/> MASTER LABOR AGREEMENT NEGOTIATIONS                         |
| CATEGORY IB   | <input type="checkbox"/> MID-TERM OR LOCAL SUPPLEMENT BARGAINING                     |
| CATEGORY IIA  | <input type="checkbox"/> FORMAL DISCUSSION   |
|               | <input type="checkbox"/> REPRESENTATION DURING QUESTIONING (WEINGARTEN)              |
|               | <input type="checkbox"/> PREPARE/PRESENT REPLY TO A PROPOSED DISCIPLINARY ACTION     |
|               | <input type="checkbox"/> OTHER ( <i>Specify</i> )                                    |
| CATEGORY IIB  | <input type="checkbox"/> PARTICIPATE IN FLRA PROCEEDINGS (ULP HEARING/INVESTIGATION) |
| CATEGORY IIIA | <input type="checkbox"/> PREPARE AND PRESENT GRIEVANCE UNDER HGP                     |
|               | <input type="checkbox"/> PREPARE AND PRESENT ARBITRATION CASE                        |
| CATEGORY IIIB | <input type="checkbox"/> PREPARE AND PRESENT MSPB APPEAL                             |
|               | <input type="checkbox"/> OTHER APPEAL ( <i>Specify</i> )                             |

**SECTION D**

|                                   |
|-----------------------------------|
| DESTINATION OF EMPLOYEE (REMARKS) |
|-----------------------------------|

**INSTRUCTIONS**

1. FILL OUT FORM FOR EACH USE OF OFFICIAL TIME BY A UNION REPRESENTATIVE.
2. IF MORE THAN ONE PURPOSE IS CHECKED IN SECTION C, INDICATE IN SECTION D THE AMOUNT OF OFFICIAL TIME SPENT ON EACH PURPOSE.
3. TURN IN FORMS TO CPD AT END OF THE MONTH.
4. KEEP A COPY FOR YOUR OWN RECORDS