



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

MCIEAST-MCB CAMLEJO 12330.1
CHRO

15 AUG 2012

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 12330.1

From: Commanding General
To: Distribution List

Subj: RECRUITMENT AND SELECTION PROCESS FOR GENERAL SCHEDULE (GS) GS-14 AND GS-15 POSITIONS

1. Situation. Policies, procedures, and responsibilities for the recruitment and selection of GS-14 and GS-15 positions shall be established within Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ).
2. Mission. To establish policy and procedures, and outline responsibilities for MCIEAST-MCB CAMLEJ regarding recruitment and selection of GS-14 and GS-15 positions.
3. Cancellation. MCIEASTO 12330.1.
4. Execution
 - a. Commander's Intent and Concept of Operations
 - (1) Commander's Intent. To standardize the recruitment and selection process of GS-14 and GS-15 positions within MCIEAST-MCB CAMLEJ.
 - (2) Concept of Operations. This Order will ensure standardization of recruitment and selection procedures within MCIEAST-MCB CAMLEJ.
 - b. Subordinate Element Missions
 - (1) Local Civilian Human Resource Offices (CHRO) shall:
 - (a) Advise management officials regarding the policy and procedures of this Order.
 - (b) Advise and assist management officials in accomplishing their responsibilities.
 - (2) Subordinate MCIEAST-MCB CAMLEJ Commanders shall:
 - (a) Submit written notification to the Assistant Chief of Staff (AC/S) G-1 requesting approval to fill a GS-14 or GS-15 position within MCIEAST-MCB CAMLEJ.
 - (b) Upon receipt of a selection certificate, designate a panel of subject matter experts and a chairperson for the selection panel.
 - (c) Review the selection panel's recommendation and forward the approved selection package to the Chief of Staff (COS), Deputy Commander, and

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Commanding General (CG) MCIEAST-MCB CAMLEJ for consideration, to include a copy of the AC/S G-1 written approval to fill the position.

(d) Return the selection package to the local CHRO for appropriate action.

(e) Establish internal procedures that will ensure compliance with this Order.

(3) AC/S G-1 shall:

(a) Upon receipt of notification from a subordinate Commander on a request to fill a GS-14 or GS-15 level position within MCIEAST-MCB CAMLEJ, brief the COS, Deputy Commander, and CG.

(b) Return an official, written notification of approval or disapproval to fill a GS-14 or GS-15 position within MCIEAST-MCB CAMLEJ to the requesting command.

(4) Managers/Supervisors shall: Upon receipt of written approval from AC/S G-1, to fill a GS-14 or GS-15 level position, submit the recruitment Request for Personnel Action (RPA).

(5) Selection Panel Chair shall:

(a) Convene an interview panel.

(b) At the conclusion of the panel's deliberations, the chair will provide the selection certificate, all supporting documentation, and the names of the top three nominees (in order of preference) to the Installation Commander for review.

(6) MCIEAST-MCB CAMLEJ CG, Deputy Commander, and COS shall:

(a) Serve as the selecting official for all GS-14 and GS-15 positions within MCIEAST-MCB CAMLEJ;

(b) When a selection is approved, return the entire package to the requesting command for action.

5. Administration and Logistics. Recommendations concerning the contents of this Order shall be forwarded to the AC/S G-1 (Attn: CHRO).

6. Command and Signal

a. Command. This Order is applicable to MCIEAST-MCB CAMLEJ.

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



D. L. THACKER, JR.
Deputy Commander

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