



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

MCIEASTO 12630.5
CHRO
9 Feb 11

MARINE CORPS INSTALLATIONS EAST 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

Encl: (1) (Sample) Enhanced Rates of Annual Leave Accrual
Procedures
(2) (Sample) Request for Crediting Civilian Work
Experience or Active Duty Uniformed Service for
Military Retirees Not Otherwise Creditable for
Enhanced Rate of Annual Leave Accrual
(3) (Sample) 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. Currently within Marine Corps Installations East (MCIEAST) Area of Responsibility (AOR) there are no standardized policies and procedures for determining and approving enhanced annual leave accrual rates as an incentive for recruiting highly qualified candidates to fill positions per references (a) and (b).

2. Mission. To establish procedures for MCIEAST regarding the use of prior civilian work experience for reappointment following a break in service of at least 90 days, and 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.

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

3. Execution

a. Commander's Intent and Concept of Operations

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

(2) Concept of Operations. This Order will be utilized when Installation Commanders set local policy for requesting enhanced leave accrual within MCIEAST AOR.

b. Subordinate Element Missions

(1) MCIEAST Commanders

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

(b) Enclosures (1) through (3) are provided as a sample of recommended procedures when creating local policy.

(c) Submit approval/disapproval to the local CHRO for processing.

(2) Local Civilian Human Resource Offices (CHRO). Advise management officials regarding the procedures of local installation Orders. Additionally, advise and assist management officials and candidates selected for employment in accomplishing their responsibilities.

(3) Supervisors

(a) Comply with merit system principles and the provisions in local installation policy 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 to appropriate official for approval/disapproval, in accordance with this Order.

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

(4) Candidates Selected for Employment

(a) Responsible for completing appropriate request form, per local installation policy.

(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 application or resume, clearly documenting the length and nature of the directly related experience to be credited.

(d) Provide a DD214 Form for active duty uniformed service.

4. Administration and Logistics. All requests for enhanced leave accrual must be approved prior to the effective date of hire.

5. Command and Signal

a. Command. This Order is applicable to MCIEAST. Headquarters MCIEAST personnel will abide by Marine Corps Base Camp Lejeune policy.

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



D. P. THOMAS
Chief of Staff

DISTRIBUTION: A

SAMPLE 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 a retired member of the uniformed service and is receiving his or her first Federal civil service appointment (regardless of tenure), or is being re-appointed to the Federal civil service after a break in service of at least 90 calendar days, 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 hours
15 years or more	8 hours

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. Recommended Required Approvals

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

b. Requests may be approved by the department head if three years or less of creditable experience or service is being authorized.

c. Requests for more than three years of creditable experience or service must be forwarded to the AC/S G-1 or S-1 for approval.

d. The request will be documented using enclosures (2) and (3) of the Installation Order.

e. The candidate's job application or resume must be attached.

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

g. Final approval must be authorized 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 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 included in 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:

(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 the granting of 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:

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

(b) because of 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 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>

Written Justification.

Requesting official must justify the request against the criteria specified in Base Order 12630.5, CREDIT FOR PRIOR CIVILIAN WORK EXPERIENCE AND ACTIVE DUTY UNIFORMED SERVICE FOR RETIREES NOT OTHERWISE CREDITABLE IN DETERMINING ENHANCED RATES OF ANNUAL LEAVE ACCRUAL, and describe the reasons the position for which the candidate was hired was difficult to fill. The justification should also describe why the specific experience acquired by the employee in the prior civilian or active uniformed service position(s) above will enable the Command to accomplish an important mission or performance goal. If more than one period of service is requested, please provide justification for each period of service. Please provide information in the same format listed in, enclosure (1), par 5 (a) and (b) of MCIEASTO 12630.5.

1. Provide explanation for the determination that the position was difficult to fill:

2. Describe specific work performed and the relationship to current work requirements:

3. How the experience will assist the commands mission and performance goal:

4. List all supporting documentation employee is providing to support this request:

Completed by Supervisor, Department Head or Civilian Human Resources Specialist (check all that apply)

- Inadequate number of qualified applicants in the local commuting area
- High turnover and low retention rates
- Minimal results from repeated advertisements (vacancy announcements)
- High declination rates
- High turnover in similar positions
- Total compensation package offered to the applicant

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

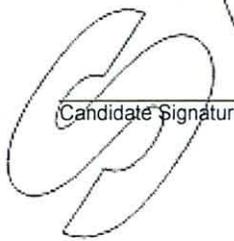
To be Completed by Candidate

CANDIDATE NAME	POSITION
DEPARTMENT	

List below your prior civilian work experience or active duty uniformed service for military retirees not otherwise creditable, to be credited toward your annual leave service computation date. Please attach supporting documentation (e.g., resume, DD-214, officer or enlisted evaluation reports, duty certification from prior supervisors, or other acceptable documentation).

Name of Organization	From Month-Day-Year	To Month-Day-Year	Type of Work Schedule (Full-Time, Part-Time, Seasonal, Intermittent, ect.)

I certify that the prior civilian 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.

 _____
Candidate Signature

Date Signed

Written affidavit:

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

SAMPLE

Candidate's Signature

Date Signed