



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

MCIEASTO 12530.1
CHRO-E
18 JUN 2009

MARINE CORPS INSTALLATIONS EAST ORDER 12530.1

From: Commanding General
To: Distribution List

Subj: COMPENSATION REVIEW BOARD (CRB)

Ref: (a) DON Pay Administration under NSPS - Interim Guidance
Version 2.4 of Jan 09
(b) CMC LOI for Implementing Compensation Management
under the NSPS - Interim Guidance of 27 May 08
(c) MCIEAST Compensation LOI of 23 Sep 08

Encl: (1) Sample CRB Request

1. Situation. To establish a National Security Personnel System (NSPS) Compensation Review Board (CRB) in accordance with the policies and associated responsibilities contained in the references.

2. Mission. The CRB is to be used to review the application of the compensation policy to ensure the most efficient use of Marine Corps Installations East (MCIEAST) resources. The responsibility for the organization of work and management of civilian positions is explicitly assigned to management officials. Inherent in this responsibility is the firm commitment that civilian position descriptions will be properly classified, and that employees will be compensated according to performance measurements and achievement of organizational goals and objectives.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. A CRB will be established as the primary tool to administer, monitor and review the responsibilities set forth in the references.

(2) Concept of Operations. The cognizant management representative is responsible for presenting all requests before the CRB. All requests shall be accompanied by a completed CRB Request (enclosure (1)), and any advanced information that would facilitate review of the proposed action should be presented to the CRB.

(3) Coordinating Instructions

(a) Membership of the CRB. Membership of the CRB will consist of the MCIEAST Chief of Staff; Assistant Chief of Staff, G-1; Director, Civilian Human Resources Office-East; Comptroller and a non-voting member from the Equal Employment Opportunity (EEO) office.

(b) Frequency of Meetings. The CRB will meet quarterly and/or as required.

(c) Functions Specific to the CRB

1. Monitor overall compensation practices for effectiveness, equity, and affordability.

2. Follow compensation strategy as delineated in reference (c) of this guidance.

3. Review all pay setting processes that are authorized by department heads with Pay Setting Authority.

4. CRB will use the following criteria to identify and monitor all critical asset billets by Billet Identification Code (BIC) within MCIEAST Headquarters and are eligible for pay setting in the 3rd phase of a pay range. CRB will identify:

a. When responsibilities and skills constitute a true mission critical asset.

b. Where a scarcity of talent exists in the marketplace.

c. When increased salary may be needed to increase retention rates.

d. Where significantly higher non-Federal pay rates exist than those payable by the Federal Government within the geographic area, location, or occupational group involved.

e. Where the remoteness of the geographic area or location involved has a documented negative impact on recruitment or retention.

f. Where undesirability of the working conditions or nature of the work involved leads to high levels of declinations or separations.

5. Establish rules that recognize conflict of interest. CRB members shall not participate in any discussion that sets the value of their own position or the position of employees for whom they share a close personal or family relationship.

b. Subordinate Element Missions

(1) Assistant Chief of Staff, G-1 shall:

(a) Comply with applicable provisions under references (a) through (c), this Order, and applicable MCIEAST guidance.

(b) Advise the MCIEAST Headquarters on proper implementation of this Order.

(c) Publish guidance on payouts of salary and awards, for Non-NSPS employees.

(d) Serve on the CRB.

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(2) Director, Civilian Human Resources Office-East (CHRO-E) shall:

(a) Comply with applicable provisions under references (a) through (c), this Order, and applicable MCIEAST guidance.

(b) Determine the "position value" for all existing positions (i.e., by job function for all encumbered positions and vacant positions prior to recruitment).

(c) Provide compensation consultancy and training for management officials with Delegated Pay Setting Authority.

(d) Ensure that an EEO representative will serve as a non-voting member on the CRB.

(e) Serve on the CRB.

(3) Comptroller shall:

(a) Comply with applicable provisions under references (a) through (c), this Order, and applicable MCIEAST guidance.

(b) Advise Pay Pool Managers concerning resources allocated to the pay pools, funding floor requirements, salary, and bonus splits.

(c) Ensure resources are allocated for traditional payouts of salary and awards, for Non-NSPS employees.

(d) Serve on the CRB.

4. Administration and Logistics. The Assistant Chief of Staff, G-1 shall have overall staff cognizance of the CRB.

5. Command and Signal

a. Command

(1) Applicability. This Order is applicable to the MCIEAST Headquarters.

(2) MCIEAST installation commanders are encouraged to establish a CRB within their commands.

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


J. J. FITZGERALD
Chief of Staff

DISTRIBUTION: A

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Sample CRB Request

UNIT HEADING

12530
Office Code
Date

From:
To: Assistant Chief of Staff, G-1
Subj: REQUEST FOR COMPENSATION REVIEW BOARD (CRB)
Ref: (a) MCIEASTO 12530.1

1. Per the reference, the following information is provided:
 - a. Reason for Request:
 - b. Title/Occupation Code/Pay Schedule/Pay Band:
 - c. Type of Compensation:
(Reassignment, Promotion or Accelerated Compensation for
Developmental Positions (ACDP))
 - d. Percentage Requested:
 - d. Background/Justification for your request:
 - e. Impact if request is not approved:
2. Provide the following along with your request:
 - a. Cost to the command:
 - b. Name of the presenter:
 - c. Electronic copies of the current Position Description (PD) or IDP;
pay setting worksheet; documentation and additional points for consideration.

Signature