



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

7000
G-1
1 JUL 2013

COMMANDING GENERAL'S POLICY LETTER 007-13

From: Commanding General
To: All Commanders, Marine Corps Installations East-Marine
Corps Base, Camp Lejeune and General, Special Staff
Department Heads

Subj: APPROPRIATED FUND CIVILIAN EMPLOYEE HIRING AUTHORITY

Ref: (a) MCICOMO 12515
(b) COMMCICOM ltr 7000 G-8 of 28 Jan13
(c) CG, MCIEAST-MCB CAMLEJ ltr 7400 G-1 of 29 Mar 13

Encl: (1) Request to Recruit/Fill Priority Position

1. Situation. Per the references, Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) installations were directed to Manage to Payroll (MTP) and hire to fiscal year (FY) 2014 fiscal controls vice full-time equivalencies, as outlined in the Programming and Budgeting Documentation Database. However, since then, the changing fiscal outlook now dictates that we take further action to reduce expenditures and conserve diminishing resources.

2. Mission. To establish and provide policy pertaining to hiring authority for appropriate fund civilian employees.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Until further notice, all request to hire, promote, establish new/additional full-time permanent and temporary hires, extensions of appointments, upgrades/accreted critical positions will be approved at this headquarters.

(2) Concept of Operations. MCIEAST-MCB CAMLEJ will evaluate current and emerging civilian requirements through a Position Management Review Board process in order to ensure

Subj: APPROPRIATED FUND CIVILIAN EMPLOYEE HIRING AUTHORITY

consistent and informed recommendations are provided to leadership regarding structure and hiring actions.

b. Subordinate Element Missions

(1) Installation Commanders shall:

(a) Forward request to hire, promote, establish new/additional full-time permanent and temporary hires, extensions of appointments, upgrades/accreted of critical positions to MCIEAST-MCB CAMLEJ Assistant Chief of Staff (AC/S), G-1 utilizing the enclosure.

(b) Develop and implement installation MTP policy in accordance with this Policy and the references.

(c) Prioritize your structure to align with your mission and tasks while identifying critical management considerations.

(d) Maintain situational awareness of your overall labor dollar execution status in comparison to vacancies and current staffing by grade.

(e) Comply with civilian labor ceilings authorized by the AC/S, G-8 and monitor labor execution to ensure expenditures are within adjusted labor ceilings.

(2) MCIEAST-MCB CAMLEJ Executive, Special, and General Staff shall: Forward requests to hire, promote, establish new/additional full-time permanent and temporary hires, extensions of appointments, upgrades/accreted of critical positions to the MCIEAST-MCB CAMLEJ AC/S, G-1, utilizing enclosure (1).

4. Administration and Logistics

a. Commanders are directed to carry out the mission and intent of this Policy, and to publish amplifying guidance and/or directives, as may be necessary to ensure efficient and effective use and oversight of our human capital.

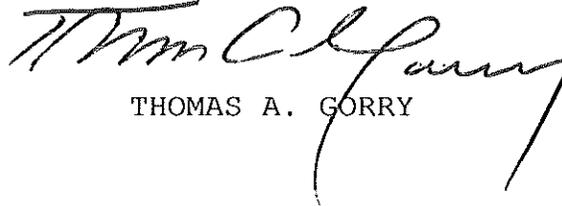
b. Directives issued by this headquarters are published and distributed electronically. Electronic versions of MCIEAST-MCB CAMLEJ directives can be found at:
<http://www.mcieast.marines.mil/StaffOffices/Adjutant.aspx>

Subj: APPROPRIATED FUND CIVILIAN EMPLOYEE HIRING AUTHORITY

5. Command and Signal

a. Command. This Policy Letter is applicable to all MCIEAST-MCB CAMLEJ subordinate commands and departments.

b. Signal. This Policy Letter is effective the date signed.



THOMAS A. GORRY

UNIT LETTER HEAD

12000
Office Code

From: Commanding Officer/Assistant Chief of Staff/Executive
Staff/Special Staff

To: Assistant Chief of Staff, G-1

Subj: REQUEST TO RECRUIT/FILL PRIORITY POSITION

Ref: (a) CG MCIEAST-MCB CAMLEJ Policy Letter 007-13

Encl: (1) Position Description

1. Per the reference, this is a request to recruit for the following position:

- a. Billet Description:
- b. Priority Placement/Series/Grade:
- c. Billet Identification Code:

2. Justification:

- a. What is the critical need to fill this position?
- b. How long has the position been vacant?
- c. What is not getting done while the position is vacant?
- d. What are the impacts to organizational readiness and/or mission effectiveness if this position remains vacant?
- e. What courses of action have you explored and/or employed to mitigate the impacts to organizational readiness and/or mission effectiveness?
- f. Does the attached position description accurately reflect the duties and responsibilities of the position?

3. Point of contact is XXXXXXXXXXXX at commercial (910) XXX-XXXX or email: XXXXXXXX.XXXXXXX@usmc.mil.

X. X. XXXXXXXXXXXX
By direction

Enclosure (1)