



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

MCIEAST-MCB CAMLEJO 12330.1A
G-1
MAR 12 2021

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

From: Commanding General
To: Distribution List

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

Ref: (a) Consolidated Master Labor Agreement USMC/American
Federation of Government Employees
(b) DoD Priority Placement Program (PPP) Handbook
(c) DoD Instruction 1400.25, "DoD Civilian Personnel
Management System," December 1, 1996
(d) DoD Instruction 1402.01, "Employment of Retired
Members of the Armed Forces," September 9, 2007
(e) MCIEAST-MCB CAMLEJO 12335.1A

1. Situation. This Order revises the policy, establishes procedures, and assigns responsibilities for the recruitment and selection of General Schedule (GS) GS-14 and GS-15 civil service positions, per references (a) through (e).

2. Cancellation. MCIEAST-MCB CAMLEJO 12330.1.

3. Mission

a. To establish procedures for the recruitment and selection of GS-14 and GS-15 civil service positions for commands serviced by Civilian Human Resources Office-East (CHRO-E) and Civilian Human Resources Office-Southeast (CHRO-SE) within Marine Corps Installations East (MCIEAST) Area of Responsibility (AOR).

b. Summary of Revision. This Order has been revised to update policies, procedures, and assign responsibilities and should be reviewed in its entirety.

4. Execution

a. Servicing CHRO shall:

(1) Advise management officials regarding the policy and procedures of this Order.

(2) Advise and assist management officials in accomplishing their responsibilities.

(3) Upon receipt of the Request for Personnel Action (RPA) for recruitment, review to ensure all required documentation and endorsements are attached and submit to Department of the Navy of Civilian Human Resources, San Diego (OCHR-SAN) not more than five (5) calendar days after the RPA was created.

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b. MCIEAST Commanders and Managers/Supervisors shall:

(1) Submit written notification to the Assistant Chief of Staff (AC/S) G-1/Manpower Officer requesting approval to fill a GS-14 or GS-15 position.

(2) Upon receipt of written approval to fill the position, submit a RPA with all required documentation attached for recruitment, via appropriate hierarchy to your servicing CHRO. RPA must be submitted on the date created or it will be returned without action.

(3) Upon receipt of a Job Analysis, review, complete and return to OCHR-SAN within 5 calendar days. Upon receipt of a Job Announcement, review, approve and return to OCHR-SAN within 5 calendar days.

(4) Upon receipt of a selection certificate, designate a panel of subject matter experts and designate a chairperson for the selection panel.

(5) Upon receipt, review the selection panel's recommendation and forward the selection recommendation, with all applicable documentation, to include a copy of the written approval to fill the position, to the (AC/S) G-1/Manpower Officer for staffing to the Chief of Staff (COS), Deputy Commander (Dep Comdr), or Commanding General, Marine Corps Installations East-Marine Corps Base, Camp Lejeune (CG MCIEAST-MCB CAMLEJ) for consideration, within 20 calendar days from receipt of the selection certificate.

(6) Upon receipt of the approved selection from COS, Dep Comdr, or CG, process the selection to OCHR-SAN, via USA Staffing within 25 calendar days from receipt of the selection certificate. The AC/S G-1/Manpower officer will administer applicable selections within Employing Activity Code 67001 through USA Staffing on behalf of the COS, Dep Comdr or CG.

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

c. AC/S, G-1 shall:

(1) Upon receipt of notification of a request to fill a GS-14 or GS-15 level position will brief the CG, Dep Comdr, and COS.

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

d. Selection Panel Chair shall:

(1) Convene the selection/interview panel. Establish selection/interview ranking criteria in advance of receipt of selection certificate.

(2) 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 supervisor/manager for review.

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e. CG MCIEAST-MCB CAMLEJ, Dep Comdr, and/or COS:

(1) Serve as the selecting official for all GS-14 and GS-15 positions within MCIEAST AOR.

(2) Upon receipt of the selection certificate package, approve selection and return the entire package to the requesting supervisor/manager with the appropriate endorsement for action.

f. OCHR-SAN:

(1) Maintain records to allow for reconstruction of the recruitment action, create job analysis, announce jobs, receive applications, determine qualifications; issue certificates; and manage Priority Placement Program requisitions and mandatory placements.

(2) Ensure that any candidate selected for a position meets all regulatory, procedural and program requirements prior to effecting the personnel action.

5. Administration and Logistics. Not applicable.

6. Command and Signal

a. Command

(1) This Order is applicable to MCIEAST-MCB CAMLEJ and its subordinate commands.

(2) Tenant Commanders may adapt guidance contained in this Order. Such guidance and policy must be consistent with the provisions of this Order, but commands may adopt more detailed rules to meet specific needs. Tenant commands supported by CHRO-E may elect to comply with this Order in its entirety or may describe more detailed rules to meet specific needs as required.

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



N. E. DAVIS
Chief of Staff

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