



UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BBul 12275
CPD/eks
7 Nov 1986

BASE BULLETIN 12275

From: Commanding General
To: Distribution List

Subj: SELF-EVALUATION OF CIVILIAN PERSONNEL MANAGEMENT

Ref: (a) Chrm, Self-Evaluation Committee ltr 12275 of 4 Sep 86 (NOTAL)
(b) BO 12275.1B
(c) BO 12430.1M
(d) BO 12511.1C

1. Purpose. To implement approved recommendations of reference (a).

2. Background

a. Reference (b) established a plan for conducting a self-evaluation of Civilian Personnel Management at Marine Corps Base.

b. The Commanding General established a committee to conduct the self-evaluation and report findings and recommendations.

c. Two recommendations pertaining specifically to improving and standardizing position/job description statements and critical elements and standards concerning Civilian Personnel Management and Equal Employment Opportunity were approved by the Commanding General.

3. Action. Department Heads, Organizational Commanders and Special Staff Officers will ensure that position descriptions and performance standards of civilian managers and supervisors are revised as follows:

a. Position/Job Descriptions must include applicable excerpts from the following statement:

SUPERVISORY RESPONSIBILITIES: Plans and organizes work and manages positions to ensure maximum productivity for monies spent; promotes all special programs such as the elimination of fraud, waste, and abuse in government; selects, assigns, appraises, trains and develops employees fairly and equitably, adhering to the principles and concepts of the EEO Program, always considering actions necessary to achieve Affirmative Action Program and other special program objectives; maintains employee-management communications and recognizes, addresses, and makes every effort to reconcile employee grievances, discrimination complaints; encourages and recognizes employee achievements; administers constructive discipline; keeps employees informed on all matters which affect their employment and is knowledgeable of all local directives and negotiated agreement(s) which apply to the supervision of civilian workforce; encourages attendance at training sessions and the use of correspondence training courses; provides each employee copies of position/job description (PD/JD) and performance standards and discusses such with employees; prepares appraisals as required in a timely manner; ensures PD/JD of record accurately describes duties of both self and employees.

(1) For those official descriptions which are currently on file, one of the two following actions will be required:

(a) If the description of record has no amendments or only one amendment, the addition may be made by amendment. Type paragraph on a single sheet, attach completed Position Description coversheet (OF-8) and forward to Classification Branch.

(b) If there are already two amendments to the description, the description must be rewritten with paragraph inserted and forwarded as a new description.

(2) Revisions must be made and submitted to the Civilian Personnel Division not later than 31 January 1987.

b. Performance Standards must include the following critical element and standards and certify the inclusion of such by memorandum to the Civilian Personnel Division not later than 31 January 1987.

SUPERVISION

Highly Satisfactory:

(1) Plans and organizes work, effectively delegates authority and defines assignments accurately and clearly so that assigned responsibilities are fulfilled.

(2) Ensures staff is properly trained/developed in their functional areas so that work assignments can be accomplished effectively and efficiently.

(3) Leave administered and subordinates selected, promoted, appraised, assigned and awarded as appropriate to maintain a motivated and effective workforce. Takes quick appropriate action to remove poor performers or resolve performance/conduct problems. Makes special efforts to maintain and improve management-employee communications and promotes employee awareness and support of the Waste, Fraud and Abuse Elimination Program. Actively promotes safety in work areas and follows up on any instances of unsafe work practices, injuries, or accidents.

(4) Is knowledgeable of the EEO Program and ensures subordinates are familiar with Command and supervisor's personal commitment to Affirmative Action and Special Emphasis Program with emphasis on resolving discrimination complaints at lowest possible level. Ensures that involvement in personnel matters is developed and administered fairly and equitably to all employees, adhering to the principles and concepts of EEO, Affirmative Action and Special Emphasis Programs and acceptable personnel practices. Develops and discusses alternative solutions to EEO related issues with supervisor and initiates appropriate acceptable alternatives to resolve charges of discrimination.

Marginal:

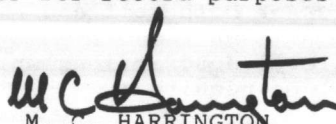
(1) Planning and organization of work and delegation of authority occasionally inappropriate; assignment of work to subordinates frequently inaccurate or not clearly defined resulting in assigned responsibilities being occasionally unfulfilled.

(2) Makes ineffectual use of training resources thereby hindering subordinates' ability to perform at acceptable level of efficiency and effectiveness.

(3) Workforce unmotivated. Appraisals frequently inaccurate and/or untimely. Performance/conduct problems unresolved thereby hindering accomplishment of mission. Makes little effort to maintain supervisory-employee communications. Unsafe working conditions or practices permitted to continue.

(4) Is not knowledgeable of the EEO, Affirmative Action and Special Emphasis Programs and does not ensure subordinate familiarization with same. Fails to actively participate in complaint resolution process.

4. Self-Cancellation. 31 January 1987 or for record purposes when incorporated into references (c) and (d).


M. C. HARRINGTON
Chief of Staff

DISTRIBUTION: C less Category III plus
BCPD (50)
BLOG (CPD-30)