



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

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MARINE CORPS BASE ORDER 12450.1

From: Commander

To: Distribution List

Subj: USE OF ADVANCE LEAVE ACCRUAL RATE AS AN INCENTIVE TO  
FILL VACANT POSITIONS

Ref: (a) CDCO 12272.1

(b) DoDInst 1400.25, Vol 631 dtd 31 Aug 2009

1. Purpose. To provide policy and procedures for crediting certain prior work experience and uniformed service for determining annual leave accrual rates when necessary to hire employees into hard to fill vacant positions.

2. Applicability. In accordance with reference (a), this Order applies to appropriated fund civilian employees working for Marine Corps Combat Development Command (MCCDC) and all MCCDC subordinate commands aboard Marine Corps Base, Quantico (MCBQ).

3. Background

a. In accordance with reference (b), the granting of service credit for certain work experience in determining the annual leave accrual rate of newly appointed employees is authorized. This hiring flexibility augments the existing package of recruiting incentives that may be utilized in attracting highly qualified candidates into hard-to-fill or mission critical positions.

b. As the Congressional intent was to "reform the annual leave accrual policy for new mid-career federal employees" so that agencies have an "enhanced capability to recruit" certain individuals, current Federal civilian service employees may not receive credit for prior work experience and uniformed service under this policy. This is not retroactive for retired military who are currently employed.

4. Policy

a. Creditable Service Eligibility

(1) This policy is applicable to new-hire positions at grades GS-15 or Wage Grade equivalent and below and for:

(a) An individual receiving his or her first appointment (regardless of tenure) as a civilian employee of the Federal government or an employee who is reappointed following a

break in service of at least 90 calendar days after his or her last period of civilian Federal employment; including:

(b) Retired members of a uniformed service as defined by 38 U.S.C. § 4303. This policy does not apply to non-retiree uniformed service member service credit calculations under 5 U.S.C. § 6303(a).

(2) This policy does not apply to Non-appropriated Fund employees.

b. Creditable Service Criteria

(1) Chiefs of Staff are delegated the authority prescribed by references (a) and (b) to authorize service credit for prior work experience or experience in a uniformed service that otherwise would not be creditable for the purpose of determining the employee's annual leave accrual rate for positions subject to the limitations of this Order. An employee may not receive dual credit for service; (i.e., credit for the same period of service more than once).

(2) The amount of service credited may not exceed the actual amount of service during which the individual performed duties directly related to the position to which the individual is being appointed. For service to be creditable, the skills and experience the selectee possesses must be:

(a) Essential to the new position;

(b) Acquired through performance in a prior position, or a position in the uniformed services, having duties that directly relate to the duties of the position to which he or she is being appointed; and

(c) Necessary to achieve an important mission or performance goal, i.e., to fill a hard-to-fill or mission critical position.

c. Creditable Service Documentation. Requests for creditable service must contain the following supporting documentation:

(1) A copy of the position description for the position being filled and the vacancy announcement, if applicable.

(2) The selectee's resume and written self-certification that he or she was not fired from the position upon which the creditable service is based.

(3) Resumes must clearly document the length and nature of the service to be credited or be supplemented by supporting documentation.

(4) The documentation must clearly distinguish the claimed creditable service; provide specific beginning and ending dates (month, day and year); and provide evidence that the duties performed directly relate to those of the position being filled.

(5) For each period of service for which credit is requested, provide an explanation of how the duties relate to the position being filled (i.e., directly relate to the duties of the current position and are essential to that position).

(6) Creditable prior work experiences and experiences in uniformed service must be documented on the Prior Federal Government Service Form (SF-144) which is accessible via the following web address:  
[http://contacts.gsa.gov/webforms.nsf/0/2D655216680C9EDB85256B7D00748432/\\$file/sf144.pdf](http://contacts.gsa.gov/webforms.nsf/0/2D655216680C9EDB85256B7D00748432/$file/sf144.pdf). A remark must be included indicating that the service computation date for leave (SCD-LEAVE) includes creditable prior work experience or uniformed service.

(7) The Hiring Official must indicate the recommended number of years, months and days to be credited when computing the SCD-LEAVE on the request. The only service that is creditable under this policy is prior work experience that is directly related to the work and level of responsibility of the position to which the selectee is being hired. Service credit under this policy must be computed on a one-for-one (month-for-month) basis. The minimum amount of service that may be credited is one year.

d. The determination of the request under this authority must be made prior to an individual's appointment or reappointment.

e. Creditable service granted under this authority is not creditable for retirement or reduction-in-force purposes.

f. Creditable service under this authority is to be granted on the date of initial appointment or reappointment and remains creditable for annual leave purposes unless the employee fails to complete one full year of continuous service within the Department of Defense (DoD).

g. Creditable service contemplated under this authority is not an employee entitlement. An employee who separates from Federal service or transfers to another Federal agency, outside of the DoD, before completing one full year of continuous service with DoD, is not entitled to retain service credit approved under this policy.

## 5. Responsibilities

a. Hiring Officials. Hiring Officials in MCCDC organizations are to submit requests for service credit for prior work experience or experience in a uniformed service for determining annual leave accrual rates to their Chief of Staff, via their respective chain of command, and the G-1.

b. Assistant Chief of Staff (AC/S), G-1, MCCDC/MCBQ. The AC/S G-1 MCCDC/MCBQ has overall program responsibility for administration of this policy within MCCDC, Unit Identification Code (UIC) 00264. The MCCDC/MCBQ G-1 Civilian Manpower Branch processes approved requests from the respective Chiefs of Staff and forwards them to the appropriate Human Resource Service Center via the local Human Resource Office for action.

c. Chiefs of Staff. Chiefs of Staff within MCCDC are to use the criteria set forth in paragraph 4 above when considering the amount of service credit to be granted and must certify in forwarding approved requests to the AC/S, G-1 the period(s) of service considered to satisfy the criteria, and that the hiring official has provided the requisite supporting documentation.

## 6. Action

### a. Hiring Officials and Chiefs of Staff

(1) Ensure widest dissemination and compliance with this policy.

(2) Attempt to fill vacancies with the highest quality employees required to accomplish the mission while respecting the need to manage labor resources efficiently.

(3) To the greatest extent possible, incentives with short term costs should be used rather than higher salaries with long term implications to fill vacancies.

b. Commanding General, Training and Education Command. Establish internal guidance to ensure compliance with this policy and approve requests received from personnel being offered appointments under UIC 67856, providing the MCCDC G-1 with monthly reports of creditable service determinations made.

/s/

D. J. CHOIKE

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