



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION  
1600 HENDERSON AVENUE SUITE 238  
SAN DIEGO, CALIFORNIA 92140-5001

DepO 12630.4

1B

04 MAR 1999

DEPOT ORDER 12630.4

From: Commanding General  
To: Distribution List

Subj: EXCUSED ABSENCE FOR CAREER TRANSITION

Ref: (a) 5 CFR 330, subpart F

1. Purpose. To establish a program to provide excused absences for current Marine Corps Recruit Depot (MCRD), San Diego Civil Service employees seeking outside employment either in the Federal Government or private sector. This policy applies to permanent MCRD San Diego Civil Service employees who have received notice in writing from the Human Resources Office (HRO) that they have been identified for Reduction In Force (RIF).

2. Effective Date. The provisions of this policy are effective immediately.

3. Background. MCRD San Diego will begin implementing Cost Reduction Initiatives. As a result, some Civil Service employees may need to transition into new careers. Per the reference, it is the Command's responsibility to provide assistance to current permanent Civil Service employees in their career transition efforts in order to avoid involuntary separations.

4. Policy

a. Every permanent Civil Service employee on the rolls of MCRD San Diego who has been identified through RIF, will be eligible for up to 40 hours of excused absence which they may use during the period of time between the effective date of this Order and the time that they accept another position, resign, retire or are separated. This policy will not apply to employees who are separated by actions controlled by them (cause, voluntary retirement, voluntary resignation). Use of the career transition time must be in increments of 1/2 hour or more and must be approved in advance by the employee's immediate supervisor.

b. The purposes for which employees may use this excused absence includes, but are not limited to:

- (1) Preparing applications and resumes.
- (2) Attending and traveling to job interviews.

(3) Using departmental office equipment such as computers, copiers, telefax machines, telephones and typewriters to prepare resumes or letters seeking employment.

(4) Reviewing vacancy announcements and job listings.

(5) Attending training designed to assist them in preparing for other employment.

(6) Using the facilities and services of the Transition Assistance and Career Resource Center.

## 5. Responsibilities

a. Employees. Employees are responsible for using the excused absence transition time in the most productive manner. Once the total of 40 hours has been exhausted, no additional excused absence time will be allowed. Employees will follow these procedures to request the allowable time:

(1) Employees will request time off as far in advance as possible.

(2) Employees will limit each request to the amount of time necessary to accomplish the purpose for which the request is made.

(3) Employees will submit the SF-71 (Application for Leave) to their immediate supervisors.

(4) On the SF-71, block 5 (type of leave), employees will check "other" and write in "Transition Time".

(5) On the SF-71, employees will complete block 6 (remarks) by stating the purpose of the request. For example, they may write in "job interview", "preparation of SF-171", "visit Career Resource and Transition Center", etc.

(6) Employees will enter this excused absence time on their time cards.

## b. Supervisors

(1) Supervisors are responsible for ensuring that their employees have properly completed the SF-71, and that all excused absence time used under this program is completely and properly documented.

(2) Supervisors will make every effort to ensure that the amount of time requested is reasonable for the stated purpose.

04 MAR 1999

(3) Supervisors will ensure that all approved SF-71's are given to the appropriate timekeeper for documentation on the labor cards.

(4) Supervisors will keep a cumulative record of the amount of time used by each employee under this program and will ensure the maximum number of hours (40) is not exceeded.

(5) Supervisors will approve such requests for excused absence to the maximum extent possible.

c. Timekeepers. Department timekeepers, using the SF-71's submitted to them, will code the time used under this program using the Code "LV" for the total number of hours used by each employee during the pay period. Copies of the SF-71 should be retained by the timekeeper, who will send the originals to Payroll.

d. Monitoring. Each pay period HRO will provide an updated list of employees eligible for this program to the Payroll Office. The Payroll Office will use this as authority to code as "LV" any leave slips received under this program. Leave slips received from employees not identified as eligible will be forwarded to HRO for adjudication. At the end of each pay period the Payroll Office will return the list to HRO with the hours used/updated.

  
H. W. PETERSON III  
Chief of Staff

DISTRIBUTION: A