



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
MARINE FORCES NORTH
2000 OPELOUSAS AVE
NEW ORLEANS, LA 70146-5400

ForO 12000.3D

G-1

MAR 29 2012

FORCE ORDER 12000.3D

From: Commander

To: Distribution List

Subj: DELEGATION OF AUTHORITY CONCERNING CIVILIAN EMPLOYEES

Ref: (a) CPI 752
(b) CPI 431
(c) CPI 432
(d) CPI 771
(e) 5 C.F.R. 752

Encl: (1) Delegation of authority chart

1. Situation. To establish the delegation of authority for specified civilian personnel actions within Marine Forces Reserve (MARFORRES) and Marine Forces North (MARFORNOR) to:

a. Effect adverse actions, non-appealable separations, and non-contestable actions and grievances involving civilian employees assigned to MARFORRES and MARFORNOR in accordance with reference (a).

b. Within hold within-grade increases and serve as reconsideration officials regarding such withholdings, in accordance with reference (b).

c. Effect removals and reduction-in-grade based solely on unacceptable performance, in accordance with reference (c); and

d. Decide formal grievances, in accordance with reference (d).

2. Cancellation. ForO 12000.3C.

3. Mission. The enclosure contains delegations of authority to propose and effect the actions shown, in accordance with references (a) through (e).

4. Execution. Delegation of authority will be accomplished per this Order.

DISTRIBUTION A: Approved for public release; distribution is unlimited.

5. Administration and Logistics. Not applicable.
6. Command and Signal. This Order is not applicable to the Marine Corps Reserve.



R. E. BRAITHWAITE
Executive Director

DISTRIBUTION: A

Copy to: HRO, KCMO

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<http://www.marines.mil/unit/marforres/MFRHQ/G1/Adjutant/G-1%20Adjutant%20Directives/default.aspx>

DELEGATION OF AUTHORITY CHART

<u>Type of Action</u>	<u>AUTHORIZED to Propose Action (1)</u>	<u>AUTHORIZED to Effect Action</u>
Oral Admonishment Letter of Caution	No Proposal Required	Immediate Supervisor
Termination of temporary employee	No Proposal Required	Immediate Supervisor (with concurrence of the Commander or his designate)
Termination during trial or probationary period (2)	No Proposal Required	Immediate Supervisor (with concurrence of the Commander or his designate)
Letter of Reprimand	No Proposal Required	Immediate Supervisor
Suspension for 14 Calendar days or less	Immediate Supervisor	Department Head
Removal, suspension for more than 14 calendar days, reduction in grade or pay, or furlough for 30 days or less	Department Head	The Commander or his designate
Removal or Reduction in Grade based solely on Unacceptable Performance	Department Head	The Commander or his designate
Denial of Within Grade Increase (WGI)	No Proposal Required	Immediate Supervisor (Next higher official will be Reconsideration official)
Formal Grievance Decisions	No Proposal Required	The Commander or his designate (3)

(1) If the Chief of Staff is the proposing official in any action, the deciding official will be the Commander, MARFORRES/MARFORNOR. When the official authorized to effect an action proposes an adverse or performance based action, the authority to effect the action is then vested in the next higher official in the chain of command. Authority to disallow an employee's choice or representative in appealable actions is vested in deciding official, subject to final review by the next higher level.

(2) Termination's of employees serving probationary periods for matters occurring prior to the effective date of their appointment will be processed under the same procedures as for appealable adverse actions.

(3) If the Commander's designate is involved in any aspect of the matter being grieved, the deciding official will be Commander, MARFORRES/MARFORNOR.

Authority to disallow an employee's choice of representative in informal grievance is vested in the lowest level empowered to deal with informal grievance, subject to final review by next higher level. Authority to disallow an employee's choice of representative in formal grievance is vested in the Commander's designate, subject to final review by the Commander, MARFORRES/MARFORNOR.