UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
MARINE FORCES NORTH
2000 OPELOUSAS AVENUE
NEW ORLEANS, LOUISIANA 70114

ForO 12000.3E
G-1
OCT 18 2016

FORCE ORDER 12000.3E

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 (MARFORNORTH) to:

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

b. Withhold within-grade increases and serve as reconsideration officials regarding such withholdings, in accordance with reference (b). Salary increases are only granted to those employees who are performing at the acceptable level (i.e., appraised as satisfactory or better). Included is the requirement to deny salary increases to employees whose performance is determined to be of a minimally successful level.

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

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

2. Cancellation. Force Order 12000.3D.

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

5. Administration and Logistics. Not applicable.

6. Command and Signal. This Order is applicable to General Schedule and Non-appropriated Fund employees of MARFORRES and MARFORNORTH.

REX C. MCMILLIAN

DISTRIBUTION: A

Copy to: HRO, KCMO

Directives issued by this Headquarters are published and distributed electronically.

DELEGATION OF AUTHORITY CHART

Type of Action	Authorized to Propose Action	Authorized to Effect Action
Oral Admonishment Letter of Caution	No Proposal Required	Immediate Supervisor
Termination of temporary employee	No Proposal Required	Immediate Supervisor (with concurrence of the Executive Director)
Termination during trial or probationary period	No Proposal Required	Immediate Supervisor (with concurrence of the Executive Director)
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 Executive Director
Promotions, Reductions in Grade or Removals based solely on Unacceptable Performance	Department Head	The Executive Director
Denial of Within Grade Increase (WGI)	No Proposal Required	Immediate Supervisor (with concurrence of the Executive Director)
Formal Grievance Decisions	No Proposal Required	The Executive Director
All new employee hiring actions and internal promotion actions	Department Head to G-1/Civilian Personnel Office	The Executive Director
Submission of all hiring actions for MARFORRES and MARFORNORTH on behalf of the Executive Director to the Office of Civilian Human Resources Southwest	Department Heads with the Executive Director's Endorsement	The G-1/Civilian Personnel Officer