



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY TO
1000
MPR

21 JUN 2001

FORCE POLICY LETTER 7-05

From: Commander, Marine Forces Reserve
To: Distribution List

Subj: CIVIL SERVICE HIRING PROCEDURES

Ref: (a) Code of Federal Regulations, Title 5 Part 300.102
(b) Quick Reference Guide for Hiring Civilian Employees

1. Reference (a) establishes principles to govern the employment practices of the Federal Government and its individual agencies.

2. The policy directs, in part, that competitive employment practices:

a. Result in selection from among the best-qualified candidates.

b. Be developed and used without discrimination because of race, color, religion, sex, age, national origin, partisan political affiliation, disability or other non merit grounds.

c. Ensure each candidate's opportunity for appeal or administrative review, as appropriate.

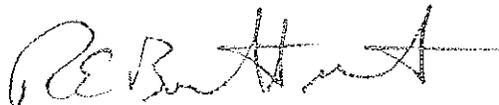
3. The Commander has reiterated his belief in those policies, and indicated that adherence to the policies will assure the future mission accomplishment of this Headquarters, particularly as we transition through the Military-Civilian conversion process.

4. The purpose of this letter is to provide a ready source of information regarding the Federal Government employment processes. Understanding those processes and how they work can make a significant difference on how quickly new employees can be hired and be able to report for duty.

5. Reference (b) is a tool designed to help managers "de-mystify" the civil service hiring process. All supervisors of civilian personnel are directed to familiarize themselves with reference (b). Copies of the Guide are available in the Civilian Liaison Office located in the Manpower Directorate, Room 4A127, and can also be accessed via the web at www.donhr.navy.mil/Employees/quick_index.asp.

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6. The Manpower Directorate has the staff responsibility for all civil service employment issues, and stands ready to assist with any issues or concerns. The Civilian Personnel Liaison can be contacted at commercial (504)678-8072/6002, DSN 678, for assistance.



R. E. BRAITHWAITE
Chief of Staff

Distribution: A

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