



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BOX 99100  
YUMA, ARIZONA 85369-9100

StaO 12630.2  
3BF  
31 MAY 2001

STATION ORDER 12630.2

From: Commanding Officer  
To: Distribution List

Subj: EXCUSED ABSENCE FOR CAREER TRANSITION

Ref: (a) 5 CFR 330

1. Situation. The Air Station has begun implementing Business Reform Initiatives, which will result in significant improvements to our business processes and the support we provide to operating forces here at MCAS Yuma. Consequently, changes within the workforce structure will materialize and Civil Service employees may need to transition into new careers.

2. Mission. To establish a program that provides excused absences for current Civil Service employees seeking outside employment either in the Federal Government or private sector. Per the reference, this policy applies to permanent 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).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Recognizing the importance of our dedicated workers, and in order to minimize the impact of change on the workforce, it is the Command's responsibility to provide assistance to current permanent Civil Service employees in their career transition efforts to avoid involuntary separations.

(2) Concept of Operations

(a) Every permanent Civil Service employee on the rolls of this activity who has been identified through RIF will be eligible for up to 40 hours of excused absence. Employees in receipt of a RIF notice will be eligible up until 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.

31 MAY 2001

(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, fax 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.

b. Subordinate Element Missions

(1) 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:

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

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

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

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

(e) On the SF-71, employees will complete block 6, (remarks) by indicating the RIF letter date and stating the purpose of the request. For example, they may write in RIF ltr 2-14-01 with the remarks of "job interview", "preparation of SF-171", "visit Career Resource and Transition Center", etc.

(2) Supervisors

(a) 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 properly documented.

StaO 12630.2  
3BF  
31 MAY 2001

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

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

(d) 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.

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

4. Administration and Logistics. 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. Timekeepers will also retain copies of the SF-71, and send the originals to Payroll.

5. Command and Signal

a. Signal. This Order is effective on the date signed.

b. Command. This Order is applicable to all Civilian Employees aboard MCAS Yuma.

  
MARK E. CONDRA

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