

MARINE CORPS COMMUNITY SERVICES EMPLOYEE MANUAL



THE **HEART** OF OUR MISSION



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This employee guidebook is provided to you as a reference and guide to Marine Corps Community Services and your employment with us. The contents of the handbook relating to benefits, policies, and procedures are summaries only and subject to change. Where interpretation between the contents of this guidebook and specific benefit plan documents, detailed policies, and procedures differ, the latter will rule. This handbook is not all-inclusive and does not constitute an expressed or implied contract between MCCS and its employees.

Revised 9/5/2017

Our Organization and Our Beliefs



Marine Corps Community Services South Carolina is a nonappropriated fund instrumentality of the United States Government. Our goal is to make MCCSSC the place of choice for recreational activities, shopping, dining, childcare, family services, and employment. We can accomplish this by giving exceptional customer service, maintaining affordable pricing, and offering innovative programs and services.

EMPLOYEE AFFIDAVIT

All new employees, as a condition of employment, are required to swear or affirm that they will support, protect and defend the Constitution of the United States against all enemies, foreign and domestic, bear true faith and allegiance to same, and that they will not participate in any strike against the Government of the United States or any agency thereof.

STANDARDS OF CONDUCT

As a government employee, under the Department of the Navy, you are in close scrutiny by the public. Both on and off the job, you must assure that your conduct helps to preserve a high degree of respect and confidence in public service. Do not place yourself in a position where a conflict of interest might arise, resulting in a financial profit to yourself or have an influence on business associates. Employees may not directly or indirectly, accept a gift from an employee receiving less pay than them. A "gift" is defined as any item having monetary value, including loans (5 CFR Section 2635.302).

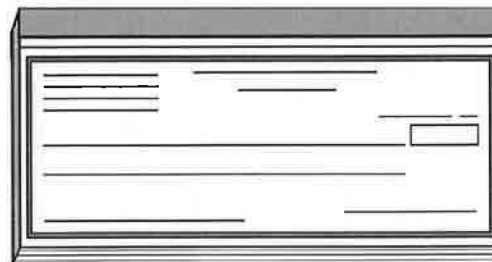
FINANCIAL OBLIGATIONS

It is recognized that employees have an obligation to honor their valid and just debts. Except as required by law or regulation we will not act as a collecting agent for debts allegedly due by an employee to any private individual or firm or become an arbiter when the validity of such a debt is questioned. In determining whether disciplinary action is required, all the facts and circumstances of the case, including the individual's employment history will be taken into consideration. Prior to us taking action, a meeting will be held with the employee, to discuss the debt and to hear the employee's reasons for the indebtedness.

RETURNED CHECK POLICY FOR MCCS EMPLOYEES

The collection and processing of returned checks issued by employees is an unnecessary administrative burden. You will be held accountable for returned checks due to insufficient funds or closed checking accounts. Cashing checks is a privilege and can be revoked and disciplinary action will be taken in those cases where employees issue worthless checks.

If you issue a bad check, arrangements will be made to redeem the check immediately and you will be counseled by your manager regarding the returned check. If you have another returned check, within one year, disciplinary action will be taken ranging from written reprimand to a one (1) day suspension without pay. A third and subsequent returned checks will result in progressive discipline ranging from a five (5) day suspension without pay to termination of employment.



Returned checks issued by employees under fraudulent circumstances, i.e. closed bank account, will be grounds for immediate disciplinary action depending upon the circumstances and may constitute the basis for immediate termination of employment.

SECURITY AND POLITICAL ACTIVITY

It is the policy of the Department of Defense that no civilian will be employed for, assigned to, or retained in any activity that is not clearly consistent with the interest of National Security.



REPORTING DISHONEST ACTS

Any employee or person connected with Marine Corps Community Services shall report to the appropriate branch head, or higher authority, if appropriate, any know or suspected misappropriation, embezzlement, larceny, or robbery of any property or funds, or any fraud or improper matters connected with Marine Corps Community Services. Failure to report a known or suspected violation is a violation itself and constitutes grounds for disciplinary action.

PRIVACY ACT STATEMENT

Under authority of 5 U.S. Code Section 301, and Executive Order 9397 of 22 November 1943, information regarding personal identification data is requested in connection with application for employment and/or personnel actions related to the Nonappropriated Fund.

Failure to answer all questions or omission of an item means that you may not receive consideration for a position in which information is needed. A false answer to a question on the employment application may be grounds for not employing an applicant or for dismissing an employee. All statements are subject to an investigation, including a check of former employers.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

It is the policy of Marine Corps Community Services to insure that recruitment, selection, placement, promotion, transfer, assignment, and other related personnel actions are in consonance with the Department of the Navy (DON) and Marine Corps (MC) commitment to fair employment practices and equal employment opportunity for both applicants and employees. The base EEO Office is located in building 286 at Parris Island.

OUTSIDE EMPLOYMENT

Employees may not engage in private outside employment, with or without compensation, which interferes with the performance of their official duties, which may reasonably be expected to bring discredit upon Marine Corps Community Services as their employer, or which is inconsistent with the ethical principles listed above. All civilians are prohibited from using their civilian titles or positions in connection with any private gain.

COMPUTER USAGE AND INTERNET ACCESS

Our computers are for communication, transmission, processing and storage of official Government or MCCS information. Any information you place in our computer systems is subject to monitoring and is not subject to any expectation of privacy. Employees who use the Internet access are reminded that system monitoring is in progress. MCCS Headquarters Network Administrator or private Internet Services, will perform periodic audits for unauthorized use, including visits to sites that are considered to be repositories of sexual or pornographic materials. These sites are to be considered off-limits at all times. If monitoring of our computer system reveals violations of security regulations or unauthorized use, employees are subject to appropriate disciplinary action. See Appendix B for details.



YOU SHOULD KNOW

LABOR ORGANIZATION

Marine Corps Community Services South Carolina has a negotiated agreement with the American Federation of Government Employees (AFGE) Local 429.

All regular employees are represented by AFGE except managers, supervisors, professionals and those who are in personnel work. The Union is responsible for representing the interests of all employees in the Unit without discrimination and without regard to labor organization membership. Flexible employees are not represented by the Union.

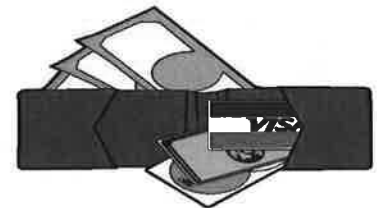
Employees are free to join or refrain from joining this labor organization. A list of the union stewards, with telephone numbers is located on each activity bulletin board.

CIVILIAN EMPLOYEE IDENTIFICATION

All Marine Corps Community Services employees are required to have an identification card, which they will be required to present when making purchases or upon entrance to the Depot. Employees not entitled to other official military identification will be issued a Common Access Card. Should it expire, become lost, or mutilated, notify personnel and a new CAC will be issued to you. It is your responsibility to ensure that the CAC is current. Upon termination of employment, your Marine Corps Community Services CAC must be surrendered to the NAF Human Resources Department prior to receiving your last paycheck.

SHOPPING PRIVILEGES

Marine Corps Community Services NAF and APF employees have the privilege of purchasing merchandise from the Exchange and other retail activities. However, they may not purchase articles of military clothing, alcoholic beverages, and state taxed items.



Shopping privileges are a fringe benefit - and should not be abused.

EMPLOYEE PURCHASES

To maintain ethical business conduct employees will not ring up their own purchases. If during your shift, you make a purchase in your employing activity, you must take the purchase directly to the designated storage areas where it will remain until claimed at the end of your shift. Employees who are leaving the activity after completing their purchase may take the purchase with them. All employee packages are subject to inspection, at anytime by the appropriate branch head, designee or security personnel.

Employees may not be permitted to do personal shopping before the facility is open or after the close of business. Purchases by employees will be restricted to authorized "Breaks". Shopping during off duty times will be accomplished in conformance with established rules and regulations. Employees may make purchases during special percentage-off promotional sales. These sales are limited to specific periods and will be processed through the cash registers as a terminal discount. You may not purchase permanent markdowns, or "as-is" merchandise until such merchandise has officially been on sale for 24 hours.

Merchandise may not be set aside for later purchase.

EMPLOYMENT STATUS

Employees will be placed in one of the following categories:

Regular Employees

Regular full time employees: Persons hired for continuous positions that have a regularly scheduled workweek of 35 to 40 hours.

Regular part time employees: Persons hired for continuous positions for a minimum of 20 hours per week, but for less than 35 hours per week, on a regularly scheduled basis.

Flexible Employees

Employees who serve in either continuing or temporary positions, on a scheduled or on-call basis, and work 0 to 40 hours per week. After one year of service flexible employees earn vacation leave at a rate of 5% of the hours worked.



PROBATIONARY STATUS

All regular employees are required to satisfactorily complete a probationary period in order to be retained in continued employment. A one-year probationary period is required for all regular employees. Flexible employees are always in a probationary status and their employment can be terminated at any time.

Employees who fail to meet satisfactory standards of performance, attitude, attendance, and cooperation are subject to termination at anytime during the probationary period, without advance notice.

PERFORMANCE EVALUATIONS

Since employee performance is the key to the success of any organization, the importance of performance appraisals cannot be overstated. Your supervisor will conduct a mid-year review within six months of the rating period. Performance reviews will be issued on an annual basis.



Your supervisor will discuss your performance review with you, describe the specific performance they observed, when it occurred, how well you performed, and what you can do to improve performance. Your signature does not constitute agreement with the appraisal; it merely signifies that you have received it. If you disagree with your ratings, you may grieve individual as well as the final rating.

Performance reviews are used as one of the determining factors in consideration for pay increases, promotions, transfers, or separations. The performance review becomes a part of your personnel file.

CLASSIFICATION

All nonappropriated fund employees with the Department of Defense must be classified in one of the following categories: Nonappropriated Fund (NF); Craft and Trades (NA) or Child Care (GSE). Each classification is further amplified below - you may wish to read all the explanations to further understand the whole organization.

1. Nonappropriated Fund (NF). This category is reserved for employees in a managerial, technical, professional, patron service, and administrative positions. Positions are placed in one of five classification levels, which contain a pay range.
2. Craft and Trades (NA) These positions are for those employees who are doing work in a

recognized craft or trade; skilled mechanical craft, or in a unskilled, semiskilled, or skilled manual labor. Mechanics, carpenters, drivers, janitors, warehousemen fall in this category. Pay for these positions are set to conform with prevailing rates for comparable work in local private commercial establishments engaged in similar operations.

3. Child Caregivers Pay System. The DoD Child Caregiver pay system, while it has somewhat different rules of application, is part of the NAF pay band system. The system is established by the DoD to meet the requirements of the Military Child Care Act of 1989. Five positions are specifically authorized under the program. They are as follows:

- GSE-1702-2 - Child Development Program Assistant (Entry Level)
- GSE-1702-3 - Child Development Program Assistant (Intermediate Level)
- GSE 1702-4 - Child Development Program Assistant (Full Performance Level)
- GSE 1702-5 - Child Development Program Leader or Technician

POSITION DESCRIPTION

Upon initial employment or at the time of a promotion, employees will receive a copy of their position description for their particular position. This position description contains a summary of your major duties and responsibilities, controls over your position, how your work is reviewed and the qualification requirements of the work to be performed.

Supervisors or managers will go over the duties of the position description with employees and will also use position descriptions as a guideline in evaluating performance.

PROMOTIONS

Our union contract list various options available to management in filling vacancies and as judgment and circumstances necessitate, we may utilize all these methods at different times. However, it is our belief that our people are the most valuable source of talent available and deserve the opportunity for advancement. Therefore, unless circumstances warrant otherwise, we will first advertise vacancies internally to include Military Spouses and Transition Assistance (T/A) employment preferences, thereby giving our people the opportunity for self-fulfillment. Preference applies to employment categories at grade levels NF-3 and below, and positions paid at hourly rates. Job Vacancy Announcements can be found on the MCCS Civilian Careers website at www.usmc-mccs.org/careers or <http://www.usmc-mccs.org/employ/index.cfm>



Promotions are based on, but not limited to, knowledge, ability, performance and training/awards.

YOU AND YOUR SUPERVISOR

Your supervisor is responsible for guiding and leading you in your work. If you have any questions about your job, procedures or relations with your co-workers or with us, your supervisor stands ready to listen and to help you. Communications is an important part of their job. They will help you in any way possible and you should feel free to talk to your supervisor about anything, which troubles you, or anything, which is unclear.

GRIEVANCES

Occasionally, disagreements and misunderstandings occur. Open, honest and prompt discussion is the best way to arrive at a solution to the problem. You have the right to present your complaints or grievances to management officials. When presenting a complaint or grievance, you should follow the proper chain of command. Employees covered by the Union Contract should follow the grievance procedures contained in the Negotiated Agreement. For your general information, the following is a brief synopsis of the **administrative** grievance procedure.



Step 1 - DIVISION HEAD

NAF employees will be given the opportunity to discuss grievances with their division head and will be free from restraint, coercion, discrimination or reprisal. Employee will present grievance, orally, within seven (7) calendar days following the condition or circumstances, which caused the employee to be aggrieved and specify the relief requested. The division head will provide an oral response to the grievant within seven calendar days after receipt of the informal oral grievance. If the grievance is against the division head or if the aggrieved employee feels that discussion of the problem with the division head would be prejudicial to his or her interest, the employee (after notifying the division head) will present the problem to the Head of the Local NAF (MCCSSC Director or Housing Manager).

Step 2 - HEAD OF THE LOCAL NAFI

If the informal oral grievance was not resolved to the satisfaction of the employee at Step 1, the employee has seven calendar days from receipt of the division head's oral response to present a written grievance to the head of the local NAF. The written grievance must state the specific

nature of the grievance and the corrective action desired. The division head will provide the head of the local NAFI with any information necessary to complete a review of the grievance. The head of the local NAFI will attempt to resolve the grievance and provide a final written response to the grievant within 20 calendar days after receipt of the written grievance. In the cases where the head of the local NAFI was personally involved in events leading to the grievance, the employee may continue to Step 3.

Note: "Personally involved:" means involved in determining, or deciding or recommending what the disciplinary action should be.

Step 3 - INSTALLATION COMMANDER

In cases where the head of the local NAFI was personally involved in the matter initially grieved and the grievance was not resolved to the satisfaction of the employee at Step 2, the employee has seven calendar days from receipt of the response from the head of the local NAFI to present a written grievance to the Installation Commander, through the head of the local NAFI. The written grievance must state the specific nature of the grievance and the corrective action desired. The head of the local NAFI will provide the Installation Commander or designee with any information necessary to complete a review of the grievance. The Installation Commander or designee will provide a final written response to the grievant within 20 calendar days.

A detailed description of the administrative grievance procedure is posted on the bulletin board of each activity. The negotiated grievance procedure can be found in the Union Agreement, and must be utilized by all Regular Full Time and Regular Part Time Employees.



BUSINESS BASED ACTIONS

Occasionally the present business climate required that we conduct business-based actions. This could involve reduction in employment category or pay rate, furlough or separation action.

Usually when Business Based Action is implemented, regular employees receive 7 days notice for a non-separation action and 30 calendar days for separation action. For flexible employees, with three years of continuous service with us, the advance notice period is 24 hours for non-separation action and 7 calendar days for separation action. At the time of notice you will receive information about determination of affected employees, reemployment priority lists and appeal rights.

PERSONNEL FILES

Official personnel files will be maintained on each employee with all information contained therein treated in a confidential manner. You may inspect your own official record upon oral request to a member of our Personnel Department.

In the event of any change in your personal status such as address, telephone number, marital status, beneficiary, etc., you must notify your Activity Manager and the Personnel Department of this fact immediately. Keeping your file up-to-date is important to you as well as the Marine Corps Community Services for purposes of payroll deductions, insurance, emergency notification, and occasions where we may need to contact you. Report any changes to the NAF Human Resources Office as soon as possible.

PERSONNEL COUNSELING

You may, upon occasion, have a personal problem or minor complaint, which you would like to discuss with someone not connected with your work section. The NAF Human Resources Officer is always ready and willing to assist you. If you should desire to meet with the Human Resources Officer, request the permission of your immediate supervisor to make an appointment.

NAME TAGS

All employees assigned to Marine Corps Community Services are issued a nametag. Every employee should wear his or her nametag when on duty. Marine Corps Community Services will provide the first name tag free of charge. If it is lost or damaged, the employee is responsible for replacing it.

DRESS CODE

Your appearance can make a lasting impression on those with whom you come in contact. Remember that you represent Marine Corps Community Services. You are expected to be well groomed and dress in appropriate apparel for the work assigned. Extremes should be avoided. Employees are able to express individual preferences for attire and still keep within the concept of appropriate dress.



USE OF GOVERNMENT PROPERTY

An employee shall not directly or indirectly use, or allow the use of MCCS or government property of any kind, for other than officially approved activities. You have a positive duty to protect and conserve our property, including equipment, supplies, and other property entrusted or issued to you.

CONSUMPTION OF ALCOHOLIC BEVERAGES

Any employee that management determines has been consuming alcoholic beverages prior to reporting to duty will not be allowed to work. Anyone consuming alcoholic beverages while on duty will be immediately dismissed from their shift. A report of the incident will be forwarded to the appropriate branch head for further action.



SOCIAL MEDIA GUIDANCE

MCCS understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. To assist you in making responsible decisions about your use of social media, we are establishing these guidelines for appropriate use of social media.

Know and follow the rules

Know our Ethical, Discrimination & Harassment Prevention Policies, and ensure your posting are consistent with these policies. Any harassment, bullying, discrimination, or retaliation that would not be permissible in the workplace is not permissible between co-workers online, even if it is done after hours, from home and on home computers. Harassment or bullying would include “offensive posts meant to intentionally harm someone’s reputation” or “posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or our policy”.



Be respectful

Always be fair and courteous to fellow associate, or people who work on behalf of MCCS. Keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our negotiated or administrative grievance procedure than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, associate or that might constitute harassment or bullying.

Guidelines

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow workers or otherwise adversely affects people who work for MCCS may result in disciplinary action up to and including termination.

If you have questions or need further guidance, please contact our Human Resource Office.

YOUR WAGES AND COMPENSATION



NF employees are under Pay Banding. A pay band includes a low end of the salary or wage scale, and a high end of the salary or wage scale for any assigned classification level. There are no steps within a pay band. Under pay banding management may increase the salary of an on-board employee to any rate or amount, on a non-competitive basis, within the assigned pay band as frequently as deemed appropriate. Factors such as equity, retention, job performance and outstanding qualifications are the basis for such actions.

Management may decrease an employee's salary or wage rate through disciplinary action based upon less than satisfactory performance or through a business based action. DoD determines the minimum and maximum pay band ranges.

Management may set a new NF employee's rate of pay anywhere within the assigned classification level. This decision is based on factors such as outside competitive salaries/wages, applicant's qualifications, skill shortage, etc.

Child Caregivers have two pay bands. Pay Band CCI, developmental band, consists of GSE-1702-2, Child Development Program Assistant (Entry) and GSE 1702-3, Child Development Program Assistant (Intermediate). This pay band has a minimum rate that is equal to the rate of GS-2, Step 1, and maximum rate equal to GS-3, step 10. Pay Band CCII, Full Performance Band, consists of GSE-1702-4 Child Development Program Assistant (Target Level) and GSE 1702-5 Child Development Program Leader or Technician. Pay band CCII has a minimum rate equal to GS-4, step 1, and a maximum rate equal to GS-5, Step 10.

All **Craft and Trade (NA)** employees of Marine Corps Community Services are paid under the Federal Wage System for Nonappropriated Fund Instrumentalities. The pay scales for these employees have five steps for each grade level. Every employee is placed in step one of the appropriate grade level for his/her assigned position when hired. There is a specific waiting period between each step before an employee is eligible for a pay increase.

Step Increases are due employees when they complete the following weeks of service advancement and have a work performance rating of "satisfactory" or better.

The waiting periods for advancement to the second, third, fourth, and fifth steps in all grades are:

Employee advances to step	when the employee has worked.....**
2	26 calendar weeks (6 months)
3	78 calendar weeks (18 months)
4	104 calendar weeks (2 years)
5	104 calendar weeks (2 years)

Employees are paid every other Friday. Direct Deposit is mandatory for all employees. Errors in your paycheck must be reported immediately so that required corrective action may be taken. The information portion of your check containing sick and vacation leave, tax deductions, etc. should be retained for your personal records.



OVERTIME

Non-exempt NA's are entitled to overtime pay at the rate of one and one-half times their basic rate of pay for work performed in excess of eight hours per day or forty hours per week. Leave and holiday pay count as hours worked in computing overtime hours. Non-exempt Craft and Trade employee may request compensatory time off instead of overtime pay for an equal amount of time spent in irregular or occasional overtime work. Mandatory compensatory time off is still prohibited.

Non-exempt NF's are entitled to overtime pay at the rate of one and one-half times their basic rate of pay for work performed in excess of forty hours per week. Paid leave is not counted toward hours worked. Non-exempt NF employee may request compensatory time off instead of overtime pay for an equal amount of time spent in irregular or occasional overtime work. Exempt employees shall not be paid overtime. Compensatory time is authorized for Exempt employees. Only under unusual instances will an exempt employee be paid overtime pay.

ALL OVERTIME AND COMPENSATORY TIME MUST BE APPROVED IN ADVANCE BY THE APPROPRIATE BRANCH HEAD. See MCCS Human Resource Instructions pertaining to Overtime and Compensatory Time.

PREMIUM PAY - SUNDAYS AND HOLIDAYS

Premium pay includes night shift differential, overtime, holiday and Sunday premium pay and may be paid whenever an employee performs work under the conditions prescribed.

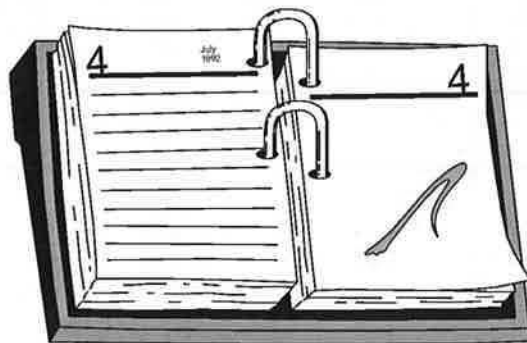
1. Night Shift Differential - All nonappropriated fund wage rate employees are eligible for night shift differentials. Craft and Trade employees receive an additional 7-1/2% of his/her scheduled rate of pay for the entire shift if the majority of whole hours worked is between 1500-2400. Employees receive an additional 10% of his/her scheduled rate of pay for the entire shift if the majority of whole hours worked is between 2300-0800. NF employees receive a 10% differential for hours worked between 1800-0600.

2. Sunday Premium Pay - An NF employee classified as full time and who worked 40 hours, which includes a Sunday, is entitled to the Sunday Premium Pay, of 25% of his/her scheduled rate of pay for that workday. A Craft and Trade employee will receive Sunday Premium Pay for regular hours work on Sunday.

LEGAL HOLIDAYS

The following are designated as Federal Holidays:

New Year's Day	Martin Luther King Day
Presidents' Day	Memorial Day
July 4	Labor Day
Columbus Day	Veterans' Day
Thanksgiving	Christmas



HOLIDAY PAY

All regular full time and regular part time employees, with the exception of those civilians in a leave-without-pay status, that are normally scheduled to work on the day the holiday is observed will be granted holiday pay for those hours normally worked, including any applicable night differential.

At present all employees who work on the day the holiday is observed shall be paid their regular rate, plus holiday premium for the hours they actually worked.

Full time and part time employees whose regularly scheduled day off falls on the day the holiday is observed will be rescheduled for another day off during the calendar week in which this holiday falls. To be eligible for holiday pay, an employee must be in a pay status or paid time off status on their scheduled workday either before or after a holiday in order to be entitled to their regular pay for that day. Employees who are in a non-pay status for the workday immediately before and after a holiday may not receive compensation pay for that holiday.

CASH TIPS

Under Internal Revenue Service regulations, any individual who receives more than \$20 per month in tips must report the amount of such tips to their employer since these tips are subject to payment of Federal Income Tax and FICA tax. You should maintain a daily record of the cash tips you receive and on the last day in every pay period; submit the report of tips to your manager. You are not required to report tips for any pay period you receive less than \$9.23 in tips. However, we will still need a negative report.



YOUR BENEFITS

INSURANCE

Marine Corps Community Services offers group insurance plans in recognition of the need to insure the safety, health and lives of its employees. Enrollment in these programs is voluntary.

Eligibility - All regular full time and regular part time employees are eligible to participate in the group insurance plan which includes: (1) Life and Accidental Death & Dismemberment, (2) Comprehensive Medical, (3) Standard Dental and (4) Long Term Care. Contact Personnel for enrollment information.

Life Insurance and AD&D provides benefits for the employee's family after his/her death. The benefits are based on the employee's annual salary plus \$2,000.

Optional Life Insurance - If you are a regular employee and are enrolled in Life and AD&D Plan you may sign up for optional life insurance on yourself or elect optional coverage for lawful spouse and dependent children.

Medical & Dental Insurance provides coverage for employees and members of their immediate family.

You may elect to enroll or waive enrollment by completing an Enrollment or Waiver form that will be furnished by the Personnel office. You must enroll yourself and your eligible dependents in the Insurance Plan within 30 days of the date of employment or eligibility.

Premiums are paid through automatic payroll deductions.

RETIREMENT PLAN AND THE 401 (K) SAVINGS PLAN

Marine Corps Community Services offers a Retirement Plan and a 401 (k) Plan to all regular full time and regular part time employees. You will automatically become enrolled in the NAF Retirement Plan, unless you sign a waiver card. Enrollment in the 401K Plan is voluntary. You must be at least 18 years of age to enroll in the 401(k) plan. The 401(k) plan has an employer match of up to 4-5% and loan provisions. Contact personnel for more information..

Contributions are paid through automatic payroll deductions.



ANNUAL LEAVE

Annual leave is granted to regular employees and flexible employees with one year of service when the workload permits and, if possible, at the time requested by the employee. Every effort is made to comply with the request.

The amount of leave an employee earns depends on his/her total length of creditable service. Prior NAFI service as a regular full time or a regular part time employee is creditable. Flexible service is creditable when the appointment has been changed to a regular appointment with no break in service. Only continuous flexible service in the position from which converted will be credited. All active uniformed service, except for certain retired members, is creditable for determining the annual leave accrual rate. For an employee who is a retired member of any of the uniformed services, credit is restricted to the actual active service in the Armed Forces during wartime or in any campaign or expedition for which a campaign badge has been authorized. Form DD214 must be submitted to substantiate the service.



Annual leave will accrue at the following rates:

Less than 3 years of service, the accrual rate is 5% of the total hours worked in the pay period

With 3 years but less than 15 years of service, the accrual rate would increase to 7-1/2% of hours worked per pay period

Employees with more than 15 years of service will accrue 10% of the total hours worked in the pay period

Overtime hours will not be credited for annual leave. If an employee is in a leave-without-pay status, annual leave will not accrue.

The maximum amount of accumulated annual leave they may be carried over from one leave year to the next is 240 hours. When a regular employee terminates they will be paid for all annual leave accumulated. This does not apply to an employee transferred under portability.

SICK LEAVE

Only regular full time and regular part time employees are eligible for sick leave benefits. Eligible employees earn sick leave at the rate of 5% of their basic workweek. Any unused sick leave from prior NAFI service is creditable. If you are eligible for sick leave benefits, you may be granted sick leave for the following reasons:

To receive medical, dental, or optical exams or treatments

Incapacitation due to sickness, injury, or pregnancy and confinement



Your presence would jeopardize the health of others because of exposure to a contagious disease

If we have reason to believe that you are abusing your sick leave privileges, you may be placed on sick leave control and required to furnish a doctor's certificate for each absence. If a doctor's note is not furnished, your absence will be charged to leave without pay and/or you may be subject to disciplinary action.

Whenever an employee is unable to work, it is their responsibility to notify the employer. You must always notify your supervisor, or Activity Manager of your illness no later than one hour after the beginning of the working hours on the first day of the absence. Thereafter, you must keep them informed of your progress and expected date of return.

If you are eligible for sick leave benefits, there is no limit to the amount of sick leave that you may accumulate and carry forward from one leave year to another.

Upon retirement, all unused sick leave will be credited to active service on a ratio of 173 hours of sick leave to one month creditable service.

LEAVE WITHOUT PAY

Leave without pay (LWOP) is a temporary non-pay status and absence from duty. It is for a determined, specified time and is authorized only by the Division Heads. Certain benefits will accrue during leave without pay.

ADMINISTRATIVE LEAVE

Only the Director of Marine Corps Community Services authorizes administrative leave. It does not result in a charge to any kind of leave or loss of basic salary. Some examples are:

Blood Donations
Voting Hours

Incentive Awards

Regular employees who are members of a Military Reserve Unit of the United States, including the National Guard are given time off with pay, not to exceed fifteen (15) days per leave year, when the annual tour of duty of training is required. This time will not be charged to annual leave.

Employees must make requests for administrative leave well in advance of the date requested.

One of the main things we as retailers have to offer our patrons is reliability-including reliability in terms of when our facilities are open. For this reason we try to avoid closing because of inclement weather or other reasons.

We expect our employees to report for work at their regular times even during bad weather unless notified by us. Top management decides whether to close our activities because of weather conditions. The decision to close will be based on the available information as to the anticipated course of action. If the base or we closes, the decision will be announced when possible on local radio stations for the benefit of both patrons and employees. The hurricane hot line number is 1-800-343-0639.

JURY DUTY\COURT LEAVE

Employees will be authorized absence from work for jury duty or for attending court in an official capacity as a witness. When employees receive a court notice to appear for services as a juror or witness, they should deliver the notice to their supervisor as soon as possible.



Regular full time and regular part time employees on court leave will receive their regular pay for this time. If the court releases any employee serving as juror or witness two or more hours before the employee's normally scheduled quitting time, the employee is expected to return to work.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

To be eligible you must be employed with us one year. If eligible, you may request up to 12 week of unpaid leave during a 12 month period to care for your child after birth, or placement for adoption or foster care; to care for your spouse, son or daughter, or parent, who has a serious health condition; or for a serious health condition that the you unable to perform your job.



FAMILY FRIENDLY LEAVE ACT (FFLA)

Regular employees can use up to 13 days of sick leave for care of a family member who is incapacitated as a result of a physical or mental illness, injury, pregnancy, or childbirth, or to accompany a family member to medical, dental, or optical examinations or treatments. Sick Leave may also be used to make arrangements necessitated by the death of a family member or to attend the funeral of a family member. You can use up to 480 hours (12 weeks) of sick leave to care for a family member with a serious health condition. "Serious health condition" includes such conditions as cancer, heart attacks, strokes, severe injuries, Alzheimer's disease, pregnancy, and child birth. Administratively acceptable evidence or medical certification may be required.

WHAT WE EXPECT

WORKDAY AND WORKWEEK

The administrative workweek for NAF employees starts on Sunday at midnight and ends the following Saturday at 2359 (11:59 PM). Workdays will normally be limited to 8 hours and should not exceed 10 hours except for unusual circumstances beyond the control of management.

MEAL PERIODS

Lunch/meal periods during which employees are entirely free of duty are not considered work time. Lunch periods will be no less than 30 minutes or more than 1 hour. No employee will be required to work more than 6 hours in any workday without a meal period. An employee may not shorten the workday by working through lunch nor lengthen a lunch by not taking rest periods.

REST PERIODS

You may be granted rest periods as determined for your supervisor for the purpose of refreshment and personal comfort; however, they will not be given during exceptionally busy times. Rest periods will be considered as time worked.

TIME REPORTING METHODS

People Soft provides three convenient and acceptable methods of recording your hours of work. The methods of reporting time are Time Collection Device (TCD), Computer (Intranet Self-Service or Web Clock), and Timesheets – (Submitted to the Time Reporter or Payroll). All employees are required to use one of the three methods to record the exact time of the beginning and end of their regular shifts and meal periods. If you have a problem in using any of the three methods, see your supervisor for assistance. Employees are required to check the accuracy of all hours entered into the system at the completion of each pay period.

ATTENDANCE

Employees are expected to be regular and prompt in attendance. Advance notice will be given of any necessary change in schedule. Lunch periods and rest breaks are scheduled in your activity by your supervisor.

ILLNESS

If by any chance you should feel sick at work, tell your supervisor immediately. If your sickness is a minor one, you will be given an opportunity to rest. If your sickness seems more serious, arrangements will be made to take you home or to the hospital.

If it is decided that you should leave the facility, you will be paid for any time which you have actually worked that day. The time for which you were scheduled that day but did not work will be charged to sick leave or leave without pay, whichever is appropriate.

If an unexpected matter or illness keeps an employee from reporting for work as scheduled, the supervisor must be advised no later than one hour before the beginning of the shift. Failure to report will lead to the absence being charged to annual leave or leave without pay. Repeated offenses can lead to disciplinary action by the branch head.

Employees absent due to illness for three or more consecutive workdays must supply a note defining the nature of the illness and capability/incapability to return to work.



DISCIPLINARY ACTION

An employee who fails to abide by the established rules and regulations or perform them in a satisfactory manner will be subject to corrective discipline or discharge. Corrective discipline which falls short of discharge may range from simple and timely verbal warnings for minor offenses up to, and including, disciplinary time off without pay for more serious or repeated infractions.

SEPARATIONS

If for any reason you find you must terminate your employment, you must give two weeks advance notice to allow the Personnel Office to plan for your replacement.

Upon termination, all employees must turn in any uniforms or tools belonging to Marine Corps Community Services and all civilian employees must turn in their ID cards. A checkout sheet will be completed to ensure that all Marine Corps Community Services property has been returned. The sheet must be completed and returned to the Personnel Office before you receive your last paycheck.



JOB ABANDONMENT

Job abandonment occurs when you have no intention of returning to work and have not notified your supervisor of your intent to quit. This will be considered as a voluntary termination. Three consecutive workdays of absence, without notification, will be considered job abandonment by us. During this three day period you will be in an Absence without Official Leave status. We will attempt to contact you to determine if there are any circumstances, such as a medical issue that could change the resignation action. If we do not hear from you, or are unable to contact you, we will consider you to have “resigned”.

DISCRIMINATION SEXUAL HARASSMENT AND INAPPROPRIATE CONDUCT

Discrimination, sexual harassment and inappropriate conduct/behavior will not be tolerated. We have zero tolerance for this. We will not have anyone creating a hostile or offensive work environment. So there is no misunderstanding, harassing behavior can involve any of the following:

Physical Acts - Unnecessary touching, kissing, hugging, grabbing, blocking a person’s path or coercing sexual intercourse.

Verbal Behavior - Foul or obscene language, sexual propositions, sexual innuendo, crude jokes about gender-specific traits, threats, discussing sexual activities, commenting on someone’s physical attributes or spreading false rumors about a person’s sex life.

Nonverbal Conduct - Displaying sexual explicit pin-ups or calendars depicting nude men or women, use of computer games that depict sexual situations, sexual graffiti, pornography, sexual cartoons, whistling, catcalls, crude pranks, giving gifts or letters of sexual nature.

All occurrences will be investigated and disciplinary action, including removal, will be taken if it is substantiated. This is every ones responsibility. You need to report occurrences to your supervisor, personnel officer or an EEO counselor.

EMPLOYMENT OF RELATIVES

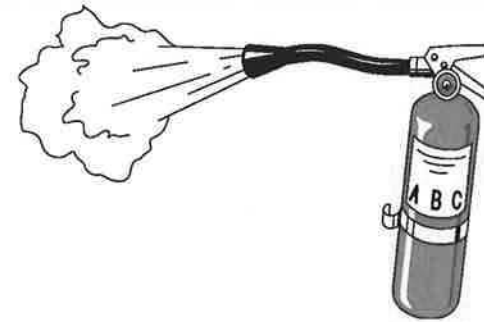
It is prohibited to be employed under the supervision of a relative. (A relative is defined as a person connected with another by blood or affinity.) In addition, you must inform the HR Office of any relative(s) who are employed or assigned to MCCS (or Unit Command for FRO positions), in any capacity, at the present time or any time in the future. In the event, a supervisory relationship should occur, employment reassignment, if possible, shall be considered by not guaranteed.

SAFETY AND EMERGENCY PROCEDURES

Safety is the responsibility of all employees. Report any unsafe conditions, no matter how slight, to your supervisor immediately. Your safety and that of our patrons is of the utmost importance at all times. The following are some basic safety regulations:

FIRE

Your supervisor will instruct you on the correct procedures to follow in the event of a fire to ensure that our facility is quickly and efficiently evacuated.



ACCIDENT

Avoid obstructions on the aisles. This includes spills, rubbish, and any violations of rules such as smoking anywhere but in designated areas. Deliberate violation of safety rules may result in discharge.

All accidents to patrons and employees must be reported at once to your supervisor so that they may report it to the proper authorities.

EMPLOYEE DEVELOPMENT AND TRAINING

The long-term success of our organization depends a great deal on its human resources. We've made a commitment to enhance our by taking a holistic approach to employee training. We will try to provide as many opportunities as possible for our people to learn skills they can use in their positions, develop new careers within the system and reach their individual goals.

To accomplish our goals we have established the following on going programs: Orientation\Indoctrination, On-The-Job-Training, Outside Seminars, In House Workshops, Job Rotation, Self Study Courses and our Feelings Program. Assignments to additional training are based on the position, qualifications, and supervisor's recommendations.

A vital part of employee development is on-the-job training given continually by the manager, supervisor and co-workers; however, the most valuable tool is self-motivation. We encourage you to take the responsibility for your own occupational growth.

LIBRARY

A library of business trade and training publications and tapes is available for use by all employees. See the Training Instructor to borrow any materials.

TRAVEL

Occasionally employees will be asked to travel on Marine Corps Community Services business for specialized training, buying trips, conferences, etc. In all instances, the expense of travel is primarily borne by Marine Corps Community Services.

BULLETIN BOARDS

There is an official bulletin board at each activity upon which valuable information such as job vacancies, new regulation notices and bulletins of interest are posted. You should read the bulletin board daily to insure that you are aware of any new items, which may have been posted.



GENERAL INFORMATION

DIRECT DEPOSIT

Direct Deposit of total NET pay is mandatory as a condition of employment for all appointments to positions within MCCS.

HUMAN RESOURCE STAFF- WE ARE HERE TO PROVIDE ASSISTANCE

Parris Island Human Resources Office is located on the Second Floor of the Navy Federal Credit Union Building 202.

Marine Corps Air Station Human Resources Office is located in the Building 564.

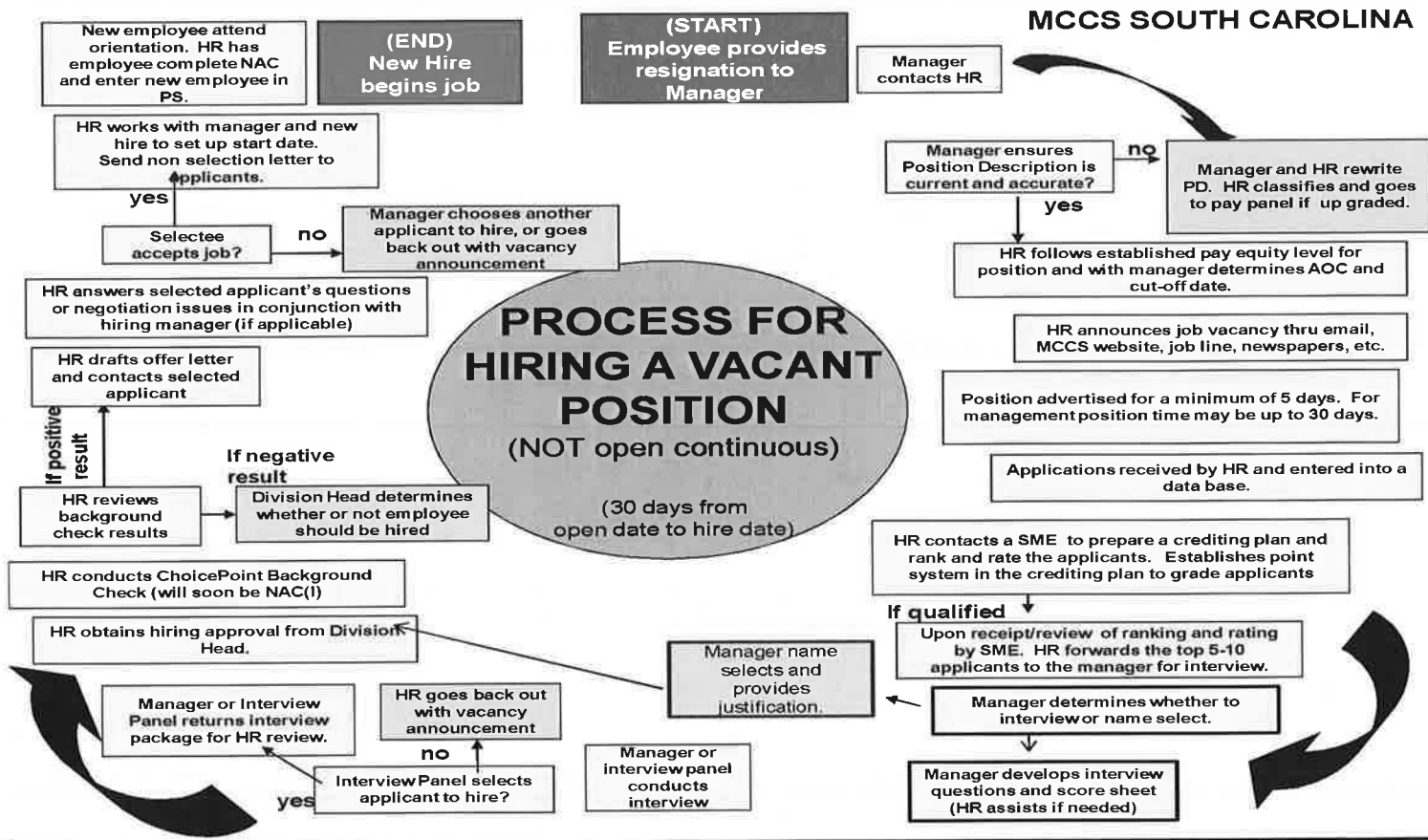
Tammi Dickerson	NAF HR Director	228-7414
Geree Jackson	NAF HR Deputy Director	228- 1549
Crisha Ledford	HR Specialist (Training)	228-1528
Marsha Mays	HR Specialist (LER)	228-1658
Clare Drago	HR Technician (Benefits)	228-1659
Ron Roman	HR Technician (Benefits)	228-1657
Lynn Daugherty	HR Technician (Benefits)	228-1656
Victouria Major	HR Technician (Benefits)	228-1527



Fax # 228-3856- Parris Island

MERIT PROMOTION PROCEDURES

Our goal is to find the most suitable and best qualified person available for the job. To accomplish this, governing regulations give us a wide range of options. We prefer to promote from within, unless outside recruitment is considered to be in our best interest. Employees are encouraged to seek advancement opportunities and to obtain career guidance from their supervisors, division heads and our Human Resource Department. To give you a better understanding of and to aid you in applying for a position we are summarizing the promotion or vacancy process below. To see a more detailed account of the process, consult the Marine Corps NAFI Personnel Policy Manual P12000.11A, which is available on line.

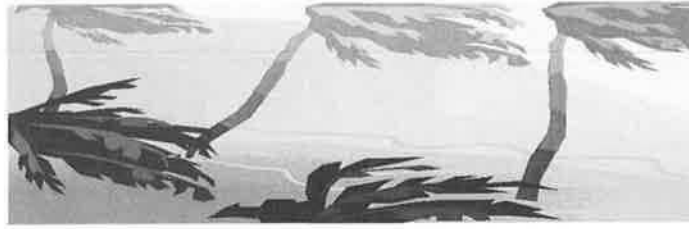


Coverage

These procedures apply to all vacant Regular Full and Part Time positions and temporary promotions that are expected to last at least six months. They do not apply to flexible positions.

Exceptions

The most common exception is that a former and otherwise eligible DOD NAFI employee may be reinstated to any NAFI position on a non-competitive basis as long as the employee's separation was not for cause. The vacant position is in a classification level no higher than any NAF position previously held by in a prior regular appointment. There are other less common exceptions which are covered in MCOP 12000.11A.



HURRICANE GUIDELINES FOR NAF EMPLOYEES

From 1 June to 30 November, is hurricane season for us. We have provided the following information to assist our employees in understanding the process if the base closes or an evacuation order is issued by the commanding officer. We have a unique situation in that our employees work on two bases; therefore, the instructions received may not be the same at both installations. So please follow the instructions from the commanding officer on the base where you work at.

To keep informed of the situation the following telephone numbers are provided:

Base information/status – 1 (800) 343-0639 Press 1 for MCAS and 3 for PI

Reporting information – 1 (877) 211-1518

Email address: mccsdisastercontact@usmc-mccs.org

MCCS has taken steps to ensure that pay continues throughout an emergency or crisis which might prevent regular record keeping of time and attendance reporting. Headquarters will pull all active employees paid last pay period and load their gross pay earning from the prior pay period. A total dollar amount (not hours) will be processed and shown as additional pay. Upon return we will update the system with the correct hours and adjust accordingly.

The key to the process is whether the commanding officer closes the base or they have ordered the base to be evacuated. The following will apply depending on the decision:

IMPORTANT: NOTE DIFFERENCE BETWEEN INSTALLATION CLOSING AND EVACUATION

BASE CLOSURE

Administrative Leave, up to three days, may be granted to NAF employees when an authorized official closes all or part of an installation due to circumstances surrounding an emergency, such as a natural disaster.

EVACUATION ORDERED BY THE COMMANDING OFFICER

If the emergency is life threatening, authorized management officials (commanding officer) may issue an order directing the evacuation of employees from the official duty station and surrounding area. If such an order is issued, eligible DoD civilian employees and their dependents may travel to an alternate destination known as a “safe haven”, at department expense. The evacuation order generally will define the alternate destination. The

evacuation must be ordered by the commanding officer. If the governor orders the evacuation this does not apply.

If an evacuation order comes from the commanding officer, you may be eligible for additional payments, which will help cover travel and subsistence expenses incurred as a result of your evacuation, and that of your dependents. Please keep all travel expense receipts for possible reimbursement at a later date. If eligible, approved travel expenses and per diem are payable from the departure date through the date you and your dependents arrive at the safe haven. Approved subsistence expenses are payable from the date following arrival at the safe haven, any may continue until terminated by cancellation of the evacuation order, return to the regular duty station, or other appropriate action. There is no reimbursement for lodging costs if staying with family or friends. Evacuation payments may not continue for more than 180 days after the effective date of the evacuation order. We may terminate evacuation payments under the conditions listed in 5 CFR 550.407, including reassignment to another location, furlough, separation or retirement, or when the agency determines that evacuation payments are no longer warranted. DoD 1015.15 authorized the use of APF to pay for NAF personnel expenses incurred in an evacuation. NAF's funds are authorized only when APFs are not available or sufficient.

We may require you to perform any work considered necessary during the period of the evacuation without regard to your pay band, grade level, or normal job responsibilities. If your activity requires you to report to a work site in a different geographic location, you are entitled to temporary duty travel allowances.

If we are ordered to evacuate the base, upon arrival at the safe haven, please call the reporting information number given above and provide the following information:

1. Who you are and where you work (base, facility, etc.)
2. Where you are calling or e-mailing from.
3. How you can be contacted.

The above email address will provide more specific guidance regarding procedures and authorized payments and updated information.

In the event of a prolonged shutdown due to severe or hazardous conditions, disruption of public services, or other emergency situation, we may find it necessary to furlough employees. Such an action places an employee in a non-duty, non-pay status for the duration of the furlough. Normally we provide 30 days notice to our regular employees. However, we are absolved from this notice requirement when an adverse action furlough is based on "unforeseeable circumstances," such as a sudden breakdown in equipment, acts of God, or sudden emergencies requiring the agency to curtail activities immediately.

During an emergency Aetna may take steps to remove barriers to accessing needed health care and to ease administrative burdens for members during an emergency situation. Questions about a DoD NAF Health Benefits Program medical or dental plan should be addressed to Aetna at 1 (800) 367-6276.

NOTICE TO EMPLOYEES
 Nonappropriated Fund Instrumentalities Act

U.S. Department of Labor
 Employment Standards Administration
 Office of Workers' Compensation Programs



Employer

MARINE CORPS COMMUNITY SERVICES SOUTH CAROLINA

In accordance with the provisions of the Nonappropriated Fund Instrumentalities Act and the Regulations of the U.S. Department of Labor, Employment Standards Administration, Office of Workers' Compensation Programs, this employer has become a self-insurer under the Act and has made appropriate deposit of securities for the payment of workers' compensation benefits to employees and their dependents with respect to injuries and deaths that arise out of and in the course of employment.

**WHAT
 TO DO
 WHEN
 INJURED
 AT WORK**

- NOTIFY YOUR EMPLOYER IMMEDIATELY. If possible, complete Form LS-201, Notice of Injury, available from your employer. You should give notice of injury to the following person(s):
HUMAN RESOURCES
- MEDICAL TREATMENT. Request authority (Form LS-1) from your employer for treatment by the physician you choose. You may not select a physician that is not authorized by the Office of Workers' Compensation Programs to provide medical care under the Act. Your employer has a list of physicians who are not authorized. In an emergency or if unable to contact your employer, go to the nearest hospital or physician, but be sure to let your employer know as soon as possible.
- DISABILITY. If you are disabled more than 3 days, contact your employer indicated below for payment of compensation, payable 14 days after your employer has knowledge of injury.
- IMPORTANT! The law requires you to give written notice of injury (Form LS-201) to your employer and to the Office of Workers' Compensation Programs within 30 days. Additional time may be allowed for certain hearing loss and occupational disease claims. The address of the Office of Workers' Compensation Programs District Office for this area is:

DEPARTMENT OF LABOR OFFICE OF WORKER'S COMP

400 WEST BAY ST, ROOM 63A, JACKSONVILLE, FL 32202

The Address of This Self-Insured Employer Is:

MARINE CORPS COMMUNITY SERVICES SOUTH CAROLINA

PO BOX 5100

PARRIS ISLAND, SC 29905

Telephone

(843) 228-1659 PI HRO (843) 846-4291 LB HRO

For Further Assistance and Information:

On request, the Office of Workers' Compensation Programs will explain benefits and proceedings under the above Act. In addition, the Office of Workers' Compensation Programs will inform employees receiving compensation about medical and vocational rehabilitation services, and will assist in obtaining such services.

GARY CASSEVAH, MCCA DIRECTOR

Authorized Signature for the Employer

Date Signed

Gary R. Cassevah

5/10/10

This Notice must be posted and maintained in a conspicuous place in and about the place of business.
 (33 U.S.C. 934)

Important Notice

Section 31(a)(1) of the Longshore Act, as extended to the Nonappropriated Fund Instrumentalities Act, 33 U.S.C. 931(a)(1), provides as follows: Any claimant or representative of a claimant who knowingly and willfully makes a false statement or representation for the purpose of obtaining a benefit or payment under this Act shall be guilty of a felony, and on conviction thereof shall be punished by a fine not to exceed \$10,000, by imprisonment not to exceed five years, or by both.

Memorandum of Understanding: Internet Access

- I understand that I am providing both implied and expressed consent to allow authorized authorities, to include law enforcement personnel, access to my files and e-mails which reside or were created on Government IT resources.
- I will not conduct any personal use that could intentionally cause congestion, delay, or disruption of service to any Marine Corps system or equipment.
- I will not install or use any Instant Messaging client or peer-to-peer file sharing application, except that which has been installed and configured to perform an authorized and official function.
- I will not use Marine Corps IT systems as a staging ground or platform to gain unauthorized access to other systems.
- I will not create, copy, transmit, or retransmit chain letters or other unauthorized mass mailings, regardless of the subject matter.
- I will not use Government IT Resources for activities that are illegal, inappropriate, or offensive to fellow employees or the public. Such activities include, but are not limited to: hate speech, or material that ridicules others on the basis of race, creed, religion, color, sex, disability, national origin, or sexual orientation.
- I will not use Government IT resources for personal or commercial gain without commander approval. These activities include solicitation of business services or sale of personal property.
- I will not create, download, view, store, copy, or transmit materials related to illegal gambling, illegal weapons, terrorist activities, and any other illegal activities or activities otherwise prohibited such as transmitting sexually explicit or sexually oriented materials.
- I will not use Marine Corps IT systems to engage in any outside fund-raising activity, endorse any product or service, participate in any lobbying activity, or engage in any prohibited partisan political activity.
- I will not post Marine Corps Information to external newsgroups, bulletin boards or other public forums without proper authorization. This includes any use that could create the perception that the communication was made in ones official capacity as a Marine Corps member, unless appropriate approval has been obtained or uses at odds with the Marine Corps mission or positions.
- I will not use Marine Corps IT resources for the unauthorized acquisition, use, reproduction, transmission, or distribution of any controlled information, including computer software and data, that includes privacy information, copyrighted, trademarked or material with other intellectual property rights (beyond fair use), proprietary data, or export controlled software or data.
- I will not modify or attempt to disable any anti-virus program running on a Marine Corps IT system without proper authority.
- I will not connect any personally owned computer or computing system to a DoD network without prior proper written approval.