



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

MCBO 12720.1

c 017/p

13 Jul 90

MARINE CORPS BASE ORDER 12720.1

From: Commanding General
To: Distribution List

Subj: ACCOUNTING FOR OFFICIAL TIME BY UNION REPRESENTATIVES

Encl: (1) Record of Official Time

1. Purpose. To establish procedures to account for official time by civilian employees for union representational activities.

2. Cancellation. MCCDCO 12720.2A.

3. Information

a. Per regulations and negotiated agreements, supervisors are required to receive and act upon requests for official time to perform union representational activities. The most common actions for which official time is required are grievances, appeals, disciplinary actions, and formal complaints.

b. Designated union representatives must seek and obtain the approval of their immediate supervisor before engaging in any representational activity on official time. Supervisors are authorized to approve requests if operational considerations permit, and if the requests are reasonable and appropriate. When supervisors must deny a request for official time because of operational considerations, an alternative time and/or date should be established. Temporary unavailability of official time for the union representative will not affect the employee's right to representation.

c. To meet reporting requirements imposed by higher authority, and to maintain effective management accountability and control, uniform record keeping procedures for the use of official time by union representatives are necessary. The enclosure is the mandatory record and must be prepared by all supervisors who approve official time for union representatives.

4. Action

a. The Deputy Commanders for Warfighting, Training and Education, and Support; Division Directors under the Deputy Commander for Support; Directors of Intelligence Center; Marine

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Corps Operational Testing and Evaluation Activity; Marine Corps Central Design and Programming Activity; Health Care Advisor; Dental Care Advisor; Officer in Charge, Marine Corps Air Ground Museum; Manager, East Coast Commissary Store; and Commanding Officers of Headquarters and Service Battalion, Marine Corps Base, Marine Corps Combat Development Command (MCB, MCCDC), Security Battalion, MCB, MCCDC, and Marine Corps Air Facility, MCCDC will:

(1) Ensure that the reporting procedures of this Order are carried out by all supervisors who have authority to grant official time to employees for union activities.

(2) Distribute to all supervisors a list of all employees who have been designated as union representatives.

(3) Distribute to all supervisors the negotiated agreements which they must apply in approving or disapproving all requests for official time.

b. Supervisors who Approve Employees' Requests for Official Time to Perform Union Representational Activities

(1) Prepare a Record of Official Time, MCCDC Form 12711/1 for each approved request for official time to perform union representational activities. The enclosure is a sample of this required record. Copies may be obtained at the Civilian Personnel Branch.

(2) On the Monday following each pay period, submit the originals of all Records of Official Time forms to the Head, Labor/Employee Relations Section, Civilian Personnel Branch.

(3) Annotate labor distribution cards to properly charge official time for union business to the appropriate overhead job order number (JON).

c. Director, Comptroller Division

(1) Ensure official time for union business is accounted for by establishing an appropriate JON for use by supervisors in accounting for official time.

(2) Ensure use of official time is posted to correct JON from labor distribution cards.

d. Director, Civilian Personnel Branch

(1) Distribute to all activity heads a list of all employees who have been designated as union representatives.

(2) Distribute to all activity heads the negotiated agreements which they must apply in approving or disapproving all requests for official time.

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(3) Give advice and assistance to supervisors and management officials in the interpretation and application of those negotiated agreements.

(4) Consolidate the information in all monthly reports, maintain necessary records and files, and accomplish reporting requirements imposed by higher authority.



C. N. PASTINO
Deputy Commander for Support

DISTRIBUTION: A

SECTION A

Command	Date
Name of Management Official Approving Use of Official Time	Signature
Name of Office/Shop	

SECTION B

Name of Employee for Whom Official Time Authorized	Union	Title/Position
Date on Which Official Time Was Used	Amount Authorized	Left: _____ Returned: _____
		Total Used

SECTION C

Purpose of Official Time (check appropriate block(s))

Category IA	<input type="checkbox"/>	Contract Negotiations
Category IB	<input type="checkbox"/>	Mid-Term or Local Supplement Bargaining
	<input type="checkbox"/>	Formal Discussion
	<input type="checkbox"/>	Representation During Questioning (Weingarten)
Category IIA	<input type="checkbox"/>	Discuss/Investigate Employee Complaint
	<input type="checkbox"/>	Prepare/Present Reply to a Proposed Disciplinary Action
	<input type="checkbox"/>	Other-Authorized Committee Meetings, Etc., (Specify in Remarks)
Category IIB	<input type="checkbox"/>	Participate in FLRA Processing (ULP Hearing/Investigations)
	<input type="checkbox"/>	Prepare and Present Grievance Under NGP
Category IIIA	<input type="checkbox"/>	Prepare and Present Arbitration Case
	<input type="checkbox"/>	Prepare and Present MSPB Appeal
Category IIIB	<input type="checkbox"/>	Other Appeal (specify)

SECTION D

Destination of Employee, Remarks

INSTRUCTIONS

1. Fill out form for each use of official time by a union representative.
2. If more than one purpose is checked in Section C, indicate in Section D the amount of official time spent on each purpose.
3. Turn in forms to CPB. **FORMS MUST BE RECEIVED BY CLOSE OF BUSINESS THE MONDAY FOLLOWING THE END OF EACH PAY PERIOD.**
4. Keep a copy for your own records.