UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS COMMAND
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:
12400
G-1
JAN 24 2014

MARINE CORPS INSTALLATIONS COMMAND POLICY LETTER 1-14

From: Commander, Marine Corps Installations Command (MCICOM)
To: Distribution List

Subj: CIVILIAN TIME AND ATTENDANCE

Ref: (a) Title 5, Code of Federal Regulations, Parts 1 to 699
(b) DoD Directive 7000.14-R, Volume 8
(c) DoD 1400.25-5M
(d) DoD 7000.14-R
(e) SECNAV M-5210.1
(f) NAVCOMPT Manual, Volume III, Chapter 3
(g) MCO 12620.2
(h) MCO 12630.1
(i) MCO 12630.2
(j) MCO 12630.3
(k) OPM Handbook on Alternative Work Schedules

Encl: (1) Time and Attendance Guide

1. Situation. To issue policy and guidance for civilian time and attendance for Marine Corps Installations Command (MCICOM), per references (a) through (k).

2. Mission. To provide policy and procedures in order to ensure appropriate administration and processing of time and attendance for MCICOM civilians.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. It is essential that attendance time of employees is accurately recorded, properly certified, and expeditiously processed to ensure only legal expenditures are made.

(2) Concept of Operations. The day-to-day administration of time and attendance is performed by designated personnel within the command. Internal timekeeping procedures

must include effective controls to ensure accuracy of data recorded on time and attendance records.

4. Administration and Logistics. The time and attendance policy will be reviewed annually by the Civilian Manpower Supervisor to determine program effectiveness and adherence to current rules and regulations.

5. Command and Signal

a. Command. This policy is applicable to MCICOM civilians.

b. Signal. This policy is effective the date signed.

DR Clifton

DAVID R. CLIFTON

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