



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

IN REPLY REFER TO:  
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MARINE CORPS INSTALLATIONS COMMAND POLICY LETTER 8-14

From: Deputy Commander, Marine Corps Installations Command  
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS COMMAND PERSONNEL POLICY

Ref: (a) 5 U.S.C. Chapter 61  
(b) 5 C.F.R. Part 610  
(c) DODI 1400.25, Volume 610  
(d) SECNAVINST 5100.13E  
(e) MCO 12620.2  
(f) MCO 12630.2  
(g) Comptroller General Opinion B-190011, 30 Dec 77  
(h) MARADMIN 181/10  
(i) ADC, M&RA Policy Letter, 4 Sep 14  
(j) MCICOM Policy Letter 1-14

1. Purpose. Marine Corps Installations Command (MCICOM) establishes this policy on several topics applicable to all MCICOM military and civilian personnel. The majority of these topics are governed by the references and supervisors are reminded of their responsibility to ensure the requirements established in the references are properly adhered to and enforced.

2. Discussion. All personnel will ensure their workspace and common areas, whether inside or outside of the building, remain clean. Additionally, all employees must ensure the noise level within their work area remains at a courteous level to ensure minimal disruption to surrounding areas. This includes noise levels during phone conversations, staff meetings, and any meetings broadcasted via the internet.

3. Policy

a. Breaks. No specific break period, other than the authorized lunch period, is permissible. Personnel may be allowed, with supervisory approval, reasonable time during the workday to take care of personal needs such as visits to the restroom, purchasing food/beverages, making necessary personal calls, smoking, etc. This time must be beneficial or essential in maintaining overall work efficiency. Time granted to Civilian Marines may not occur either immediately before or after the lunch break, at the start of the workday, or at the end of the workday.

b. Tobacco Use. Time spent for tobacco use (to include smokeless tobacco), shall occur only at designated smoking areas. Time authorized for personnel to use tobacco may not exceed time allowed for non-tobacco users to take care of personal needs. Supervisors shall ensure employees who use tobacco during the workday are not away from their workstation for an unreasonable number of occasions or for more than five/ten minutes at a time.

c. Appropriate Attire. Military personnel will comply with uniform regulations. Civilian Marines are expected to comply with reasonable dress

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and grooming standards based on comfort, productivity, health, safety, and the type of position occupied. All attire will be in good repair, and should not be considered offensive, unprofessional, disruptive, or unsafe. Items such as flip flops, tank tops, and blue jeans are not authorized without MCICOM/supervisor approval.

d. Personal Internet Use. Personnel are authorized, contingent upon supervisory approval, limited personal use of internet based capabilities via the Marine Corps Enterprise Network. Internet use must be of reasonable duration and frequency, as determined by the first level supervisor, and shall not adversely affect performance of official duties, overburden systems, or reflect adversely upon the Marine Corps, Department of Navy, or Department of Defense.

e. Work Schedules. Civilian Marines, on any work schedule, who work more than six (6) hours in one day, must take one thirty (30) minute unpaid lunch break between 1100 and 1300. For Civilian Marines on a Flexible Work Schedule (FWS), first level supervisors may approve a longer lunch break, and the employee must extend their workday to compensate for the additional time. A FWS is any work schedule except the straight eight (8) hour work schedule and the compressed work schedules.

f. Physical Fitness. Directors are encouraged to approve requests for longer lunch breaks for Civilian Marines on a Flexible Work Schedule, provided the employee extend their workday to compensate for the additional time. The extended lunch break may be used for lunch, physical fitness, training, conditioning or personal matters.

g. Time and Attendance. Civilian Marines must account for their work hours and lunch break in the Standard Labor Data Collection and Distribution Application (SLDCADA) or PeopleSoft, as applicable, at the end of each work day. Supervisors are responsible and accountable for accurately certifying Civilian Marines' work hours and lunch breaks in SLDCADA or PeopleSoft.

4. Action. Managers and supervisors will ensure all personnel comply with this policy and take appropriate action when warranted.

5. This policy is applicable to military and civilians assigned to MCICOM Headquarters.

  
D. R. CLIFTON

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