



UNITED STATES MARINE CORPS

MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

MCBO 12510.1  
c 017/plp  
21 Apr 88

MARINE CORPS BASE ORDER 12510.1

From: Commanding General  
To: Distribution List

Subj: Position Classification and Job Grading Appeal Procedures

Ref: (a) FPM, Chapter 511 (NOTAL)  
(b) FPM, Chapter 512 (NOTAL)  
(c) Master Labor Agreement between U. S. Marine Corps and  
American Federation of Government Employees

1. Purpose. To publish procedures for Civil Service employees who wish to file classification or job grading appeals.

2. Cancellation. MCDECO 12510.2A.

3. Information

a. Per references (a) and (b), a Civil Service employee may appeal the classification or grading of the position to which currently assigned at any time when the employee believes the position has been misclassified. Consistent with the procedures set forth herein, the employee may seek a change in title, series, and/or grade of the position. The position classification appeal process applies to incumbents of General Schedule positions. The job grading appeal process applies to incumbents of Federal Wage System positions.

b. Employees who contemplate filing appeals under this Order are encouraged to make an appointment with the Head, Wage and Classification Branch to review applicable classification or job grading standards. The standards used by this Command to classify or grade positions/jobs are the same standards which will be used by the appellate authorities in their review and evaluation. Final appeal determinations are binding upon this command and may result in sustaining the initial classification or in reclassifying the position to another series and/or to a lower or higher grade.

4. Procedure

a. An appeal must be writing. It should include the employee's name, mailing address, and office telephone number; identification of the activity where the employee is assigned;

**21 Apr 88**

the present title, series, and grade of the employee's position: and the change in classification which the employee is seeking. The appeal should also contain reasons why the employee believes the position is not properly classified, referencing those sections of the position classification or job grading standards which support the employee's point of view, specific areas of disagreement with the classifier's evaluation statement, and any other facts which are believed to be relevant to the appeal decision.

b. The appellant is authorized to designate a representative to assist in the prosecution of a position classification or job grading appeal. In such cases a statement designating the representative, signed by both the appellant and the representative, must also be submitted. The statement must include the name, address, and business telephone number of the representative. The appellant's representative cannot be a supervisor with line staff authority over the position, or any official who has classification authority over the position.

c. The incumbent of a General Schedule position may appeal either to the Office of Civilian Personnel Management, Capital Region, (OCPM (CAPR)) via the Commanding General, Marine Corps Combat Development Command and Commandant of the Marine Corps (MPC-30); or to the Office of Personnel management (OPM) directly. Adjudication of appeals by OPM is binding upon the Command, precluding subsequent utilization of Department of the Navy appeal channels. Appeals initiated through Navy appeal channels may subsequently be referred to OPM, however, if agency determination is unfavorable to the employee. Appeals made directly to OPM should be mailed by the employee to the Office of Personnel Management, Classification Appeals Office, 1900 E Street, N.W., Washington, D.C. 20415.

d. The incumbent of a Federal Wage System job must first appeal to OCPM (CAPR) via the Commanding General, Marine Corps Combat Development Command and Commandant of the Marine Corps (MCP-30). If dissatisfied with the OCPM appeal decision, the employee may then appeal to the Office of Personnel Management, Classification Appeals Office, 1900 E Street, N.W., Washington, D.C. 20415.

e. An employee whose position has been reclassified resulting in a loss of grade or pay and who chooses to appeal subject classification action, must submit an appeal to OCPM (CAPR) via the prescribed channels within 15 calendar days of the effective date of the personnel action in order to preserve any right to retroactive benefits. If subject appeal is not favorably adjudicated the employee may file a subsequent appeal with OPM no later than 15 calendar days following receipt of the OCPM (CAPR) appellate decision. This deadline may be extended by OPM if the appellant can show that submission of an appeal

21 Apr 88

within the required timeframe was prevented by circumstances beyond the appellant's control.

f. An employee who is a member of the bargaining unit may choose to grieve the classification of the position to which assigned when the personnel action effecting the classification results in a reduction in grade or pay. Under such circumstances the negotiated grievance procedure set forth in reference (c) must be utilized in lieu of the appeal procedure prescribed in this Order. Grievances must be filed within 15 calendar days of the effective date of the personnel action in order to preserve any right to retroactive benefits.

5. Action. The Director, Civilian Personnel Division will ensure that all appeals filed under this Order are processed expeditiously and in strict accordance with references (a), (b), and (c).

  
C. M. LACROIX  
Chief of Staff

DISTRIBUTION: H

copy to: 5, 7, 8, 21, 22, 23, 24, 36, 39