

## DETAILED INSPECTION CHECKLIST

FA SC STMT TEXT

- 050 STAFFING/SECURITY  
Functional Area Manager: MPC-10  
Point of Contact: Latoya Bedgood  
(DSN) 378- 9227 (COML) 703-432-9227  
E-mail: [Latoya.Bedgood@usmc.mil](mailto:Latoya.Bedgood@usmc.mil)  
Date Last Revised: 28 November 2011
- 050 00 NO SUBCAT FOR THESE STATEMENTS
- 050 00 001 Are designation of position sensitivity and personnel assigned properly?  
Reference  
5 CFR 732.201; OPNAV 5510.1H
- 050 00 002 Does the command comply with security/suitability requirements?  
Reference  
5 CFR PART 731; OPNAV 5510.1H
- 050 00 003 Are determinations of veteran's preference properly documented?  
Reference  
5 CFR PART 211; OPERATING MANUAL - GUIDE TO PROCESSING  
PERSONNEL ACTIONS OPM'S VET GUIDE
- 050 00 004 Are the VRA/VEOA hiring programs ran IWA regulations?  
Reference  
ACT OF 1998 (VEOA); 5 CFR PART 307;  
DOD CPMS MEMO CONSIDERATION UNDER THE VETERANS  
EMPLOYMENT OPPORTUNITY
- 050 00 005 Are appointments, promotions and conversions administered properly?  
Reference  
5 CFR PARTS 212/213/300/301/302/304/307/310/315/316/317/319/335;  
OPERATING MANUAL - GUIDE TO PROCESSING PERSONNEL  
ACTIONS; DOD NSPS GUIDE TO PROCESSING PERSONNEL  
ACTIONS

- 050 00 006 Does the command comply with regulations on the employment of relatives (nepotism)?  
Reference  
5 CFR 310.102; MCO 12335.1
- 050 00 007 Is the federal employees part-time career employment act of 1978 correctly used?  
Reference  
5 CFR PART 340
- 050 00 008 Are special hiring programs documented or conducted properly?  
Reference  
5 CFR PART 307, 5 CFR PART 308, 5 CFR PART 340 AND  
5 CFR 213.3202; DOD NSPS GUIDE TO PROCESSING PERSONNEL  
ACTIONS; CHRM, SUBCHAP 310.1; MCO 12335.1
- 050 00 009 Is schedule B authority properly used/documented?  
Reference  
5 CFR 213.3202; MCO 12335.1
- 050 00 010 Are payments for pre-employment interview travel/transportation of any new employee to first post duty properly used/documented?  
Reference  
5 CFR PART 572; JTR, VOL 2, CHAP 6, PART D
- 050 00 011 Are advanced in-hiring rates based on superior qualifications properly used/determined?  
Reference  
5 USC 5333; 5 CFR 531.203
- 050 00 012 Are reemployment and return rights properly followed and documented?  
Reference  
5 CFR PART 330; DODI 1400.20 DTD SEPT 06;  
5 CFR PARTS 352/353; MCO 12335.1
- 050 00 013 Did the command obtain waivers for time-in-grade requirements?  
Reference  
5 CFR 300.601

- 050 00 014 Are regulations on the employment of retired employees or military followed?  
Reference  
5 USC.3326; 5 CFR 553; DOD MEMO EMPLOYMENT OF ANNUITANTS;  
DON POLICY FOR APPOINTMENT OF REEMPLOYED ANNUITANTS;  
MCO 12335.1
- 050 00 015 Are probationary periods properly established?  
Reference  
5 CFR 315, SUBPART H AND I
- 050 00 016 Are details properly administered?  
Reference  
5 CFR 300.301; OPERATING MANUAL - GUIDE TO PROCESSING  
PERSONNEL ACTIONS; DOD NSPS GUIDE TO PROCESSING  
PERSONNEL ACTIONS; MCO 12335.1
- 050 00 017 Are requirements of the OPM displaced employee program, DOD priority placement program, and/or the DON reemployment priority list followed?  
Reference  
5 CFR PART 330; DODI 1400.20, DTD SEPT 06; MCO 12335.1
- 050 00 018 Are reduction-in-force procedures correctly followed?  
Reference  
5 CFR PART 351; CHRM 351 (RETENTION SERVICE CREDIT FOR  
REDUCTION IN FORCE)
- 050 00 019 Are reduction-in-force procedures correctly followed?  
Reference  
5 CFR PARTS 330, 332, 335, 337, 338; OPERATING MANUAL FOR  
QUALIFICATION STANDARDS; OPERATING MANUAL FOR FEDERAL  
WAGE SYSTEM; MCO 12335.1
- 050 00 020 Are requirements for firefighter/law enforcement positions followed?  
Reference  
5 CFR PART 831 SUBPART I; 5 U.S.C 8335

- 050 00 021 Are physical requirements for occupations in arduous or hazardous duties met or waivers properly obtained?  
Reference  
5 CFR, PART 339
- 050 00 022 Do promotion records permit reconstruction of actions taken?  
Reference  
5 CFR, 335.103; MCO 12335.1
- 050 00 023 Does the merit promotion plan meet regulatory OPM/DON/DOD requirements?  
Reference  
5 CFR, PART 335; MCO 12335.1
- 050 00 024 Was pay properly determined or administered?  
Reference  
TITLE 5, CHAP 53; 5 CFR, PARTS 530/531/532/535/575; NEW DEPARTMENT OF THE NAVY PAY ADMINISTRATION UNDER NATION SECURITY PERSONNEL SYSTEM INTERIM GUIDANCE, DTD 11/7/07
- 050 00 025 Were disclosure of merit staffing information per FOIA/Privacy Act requirements followed?  
Reference  
CPI 335; 5 CFR, PART 335
- 050 00 026 Are prior consideration procedures being followed?  
Reference  
MCO 12335.1
- 050 00 027 Is the military spouse preference program in place/operated properly?  
Reference  
SECNAVINST 12310.7A; DODINST 1404.12; DOD PRIORITY PLACEMENT PROGRAM OPERATIONS MANUAL, CHAP 14; MCO 12335.1
- 050 00 028 Are recruitment and relocation bonuses and retention allowances properly used/determined?  
Reference  
5 CFR, PART 575

- 050 00 029 Does the activity merit promotion plan meet OPM merit promotion requirements?  
Reference  
5 CFR 335.103; MCO 12335.1
- 050 00 030 Are requests for VERA properly executed?  
Reference  
5 USC 8336; 5 USC 8414;  
OSD NSPS VOLUNTARY SEPARATION INCENTIVE PAY (VSIP AND VOLUNTARY EARLY RETIREMENT AUTHORITY (VERA)
- 050 00 031 Are separation incentive programs properly established and documented?  
Reference  
TITLE 5, CHAP 9902(I); OSD NSPS VOLUNTARY SEPARATION INCENTIVE PAY (VSIP AND VOLUNTARY EARLY RETIREMENT AUTHORITY (VERA)
- 050 00 032 Are SES and other senior executive hiring, pay, performance and other personnel actions processed correctly?  
Reference  
5 CFR, PART 317; OPM SES DESK GUIDE; CHRM 920.1 EXECUTIVE RESOURCES SYSTEM