



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS WEST-MARINE CORPS BASE
BOX 555200
CAMP PENDLETON, CALIFORNIA 92055-5200

IN REPLY REFER TO:

CHARTER

**MARINE CORPS INSTALLATION WEST - MARINE CORPS BASE, CAMP
PENDLETON**

LABOR-MANAGEMENT FORUM

1. **PURPOSE.** Pursuant to Executive Order 13522, dated 9 December 2009, this charter establishes the mission and responsibilities of the Marine Corps Installation West - Marine Corps Base Camp Pendleton (MCIWEST - MCB CAMPEN), Labor-Management (LM) forum. The LM forum will complement the existing collective bargaining process and will allow managers, employees, and employees' union representatives to collaborate on issues of common concern in order to continue to deliver the highest quality of services to our Marines, Sailors, and their family members.

2. **MISSION.** The Labor-Management forum's purpose is to address MCIWEST - MCB CAMPEN issues of common concern in order to foster LM relations that seek commonality towards improving the productivity and effectiveness of the base in a non-adversarial forum.

3. **RESPONSIBILITIES.** The LM forum will meet quarterly (or as needed) to:

a. Support the creation of a LM forum and promote LM partnership efforts at all organizational levels of MCIWEST - MCB CAMPEN.

b. Proactively identify problems and jointly develop recommended solutions to better service our Marines, Sailors, and Families, along with other customers of MCIWEST - MCB CAMPEN as required, while accomplishing the mission of the Base.

c. Engage in pre-decisional involvement about workplace matters to the fullest extent practicable, without regard to whether those matters are negotiable subjects of bargaining under 5 U.S.C. 7106 to include engaging in good faith to resolve issues concerning proposed base-wide changes to conditions of employment.

d. Conduct a baseline assessment for MCIWEST - MCB CAMPEN employee concerns pertaining to conditions of employment and to establish metrics to evaluate and document progress and improvements in employee and management satisfaction and organizational performance resulting from the LM forums.

e. Utilize the expertise of individuals, both within and outside MCIWEST - MCB CAMPEN, to foster successful Labor-Management relations, including the use of facilitators and training of department personnel and union representatives in methods of dispute resolution and cooperative methods of LM relations.

f. Identify mission related problems or process improvements relating to conditions of employment and to develop recommendations for innovative ways to improve the delivery of services and products to our Marines and customers, while reducing costs and advancing employee interests

4. GENERAL PROVISIONS. The LM forum members agree to adhere to the following guidelines:

a. As delegated by the Commanding General, MCIWEST - MCB CAMPEN, the Director, Civilian Human Resources Office will serve as Chair and facilitator of the LM forums.

b. Nothing in this Charter shall abrogate any collective bargaining agreements.

c. This Charter shall be implemented consistent with applicable laws and is subject to the availability of appropriations.

d. Before proposing to union representatives a management-developed solution to a workplace challenge or problem, management will utilize the forum to discuss labor workplace challenges and pre-decisional matters in an effort to develop solutions jointly on issues that fall outside the scope of bargaining. Employees, through their exclusive representatives, are afforded the opportunity to provide input to assist in shaping decisions on workplace matters as early in the communication phase as issue formulation.

e. Forum participants will use a "strive for consensus" decision-making model in all of its activities; that is the parties will work extraordinarily hard to reach a decision all participants can live with. Each participant has a responsibility to participate in the decision-making process and to support the Forum's decision if consensus is reached. If no consensus is reached, the options for the Forum include seeking the services of a facilitator, forwarding the issue to a delegated working group, or determining that consensus is not going to occur. In the absence of agreement, the parties retain their rights under 5 USC Chapter 71.

f. Management will expeditiously provide adequate information on LM forum matters to union representatives, where not prohibited by law, in order for the forum to collectively arrive at a solution. The members agree that discussion items will be held in abeyance and not placed on any agenda until all members have had at least ten (10) workdays to review the requested information.

g. LM forum members will, as needed, receive joint training on Labor Management relations and will jointly select the trainer or facilitator. Such training will include effective communication and meeting skills, problem solving, alternative dispute resolution (ADR) methods, work analysis and improvement tools, strategic planning, budget issues, policy matters, and any other subjects that will enable them to effectively do their work.

h. The LM forum will initially hold regularly scheduled face to face meetings once a month, normally on the third Tuesday of the month and normally scheduled for two hours. Meeting length will be determined based on the agenda and will not last longer than three hours unless extended by consensus of the members. Forum members may change the frequency, location, and length of the meetings through consensus. The LM forum agrees at least ten (10) days prior to the scheduled date of the meeting, the parties will exchange anticipated agenda items. Normally, an agenda item is appropriate if it concerns a matter impacting the labor management relationship at MCIWEST - MCB CAMPEN.

i. Only the LM forum membership will attend the LM forum. The LM forum will not hold meetings in the absence of a quorum. A quorum consists of at least four (4) chair members. The union quorum consists of at least two (2) of the three (3) union presidents. Alternates will not be permitted unless exigent circumstances arise which will prevent the Chair member from attending the forum meetings for an extended period of time. If there is no quorum, the meeting will be postponed/rescheduled.

j. In an effort to conduct LM forums as efficiently and productively as possible, attendance at LM forums will be kept at a manageable level. To help facilitate this effort, ad hoc members may be required on an intermittent basis to provide subject matter and/or technical expertise. In the event an ad hoc management member is required at the forum an additional ad hoc member, from the union representing the largest number of employees affected by the issue(s) under discussion will be permitted to attend.

k. Notification of ad hoc members' attendance will be provided within ten (10) workdays prior to the forum requiring their attendance. Ad hoc members are non-voting members and will not be counted towards achieving consensus.

l. The Commanding General, Deputy Commanding General, and the Chief of Staff shall be invited to attend each LM forum meeting.

m. The Civilian Human Resources Office (CHRO) will furnish a scribe to capture and provide a written summary (i.e. minutes) of the meeting. A copy of the meeting minutes will be provided to the forum members and alternates for their review, including proposed agenda items for the next meeting within ten (10) workdays prior to the next scheduled meeting.

n. This charter is a living document and will be reviewed periodically to evaluate the effectiveness of the forum, but no later than once a year, unless the parties agree otherwise.

o. This charter is intended to carry out Executive Order 13522 and to improve the effectiveness in performance of MCIWEST - MCB CAMPEN. The charter does not create any right or benefit to administrative or judicial review, or any other right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, USMC, its employees, or any other person.