



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS WEST-MARINE CORPS BASE
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MCCSHRD
6 SFP 2019

COMMANDING GENERAL'S POLICY LETTER 6-19

From: Commanding General
To: Distribution List

Subj: NONAPPROPRIATED FUND DEPLOYMENT READINESS COORDINATOR
TIMEKEEPING REQUIREMENTS

Ref: (a) MCNAFAS Audit 7510 of 2 May 12, Independent Auditor's
Report - #00I02110160 Family Readiness Officer (FRO)
Program
(b) MCO 1754.9, Unit, Personal and Family Readiness Program
(UPFRP)
(c) MARADMIN 614/15, Family Readiness Officer Timekeeping
Amplified Guidance
(d) MCIWEST-MCB CAMPEN AC/S MCCS Form 5000/99 (Rev. 8/16)

1. Situation. Nonappropriated Fund (NAF) Deployment Readiness Coordinators (DRC) are employees who work directly for Unit Commanders. The NAF DRCs are administratively supported by Marine Corps Community Services (MCCS) Accounting, Payroll, and Human Resources.

2. Cancellation. Commanding General's Policy Letter 7-16.

3. Mission. To avoid any repeat audit deficiency as reported in reference (a), re-establish the requirements as set forth in reference (b), and emphasize the responsibility that Commanders have for proper managing and approving of time for their NAF DRCs as mandated in reference (c).

4. Execution

a. Commander's Intent and Concept of Operation

(1) Commander's Intent

(a) To reinforce the Unit Commander's responsibility of managing their DRCs' timekeeping; and as stated in reference (c), MCCS Payroll, Human Resources and other MCCS activities are not authorized to approve DRC time and attendance.

(b) Compensatory time is an unfunded expense and should only be used in emergency situations and only with prior written approval from the Commander. This approval must be authorized using

reference (d). After one year, compensatory time is automatically paid out as time and a half (overtime), quickly having an impact on limited funding.

(2) Concept of Operation

(a) The Commander, or the designated representatives within the unit to hold such authority on behalf of the Commander, is the only individual that can approve time for a DRC in PeopleSoft.

(b) All units have the ability to approve time in PeopleSoft, as it is a web-based program.

(c) MCCS will partner with the Commands to ensure that they have the necessary tools in order to comply with the responsibilities of Commanders in the timekeeping arena.

5. Administration and Logistics

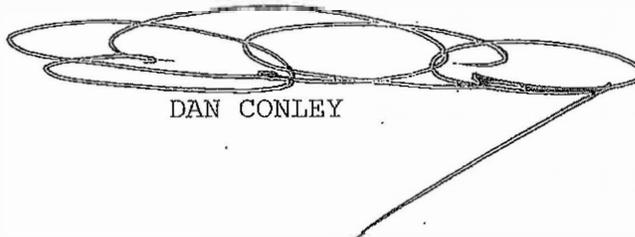
a. Commanders are to put in place the necessary procedures to protect the Command from violations of references (b) and (c) and to fully execute their duties as the manager of their DRC.

b. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) directives can be found at:
https://eis.usmc.mil/sites/mciw_mpwr/MCIWMCBADJ/default.aspx.

6. Command and Signal

a. Command. This Policy Letter is applicable to all commands, organizations, units and activities under the command of MCIWEST-MCB CAMPEN.

b. Signal. This Policy Letter is effective the date signed.


DAN CONLEY

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