



**MCIWEST-MCB CAMPEN, Labor Management-Forum
April 10, 2012**

MEETING MINUTES

Member Attendees

Charles Molden/CHRO	Terry Hoeft/CHRO	Jay Smith/ CHRO
Michael Kelley/ Logistics	David John/Facilities	Michael Jacobson/AFGE1881
Anthony Reyes/NFFE919		

Opening Remarks

Mr. Charles Molden welcomed the LM-Forum members. He started the meeting and welcomed everyone back. He announced the Mr. John Magnus would not be present, due to his requirement to be at the Commanding General's meeting. As a consequence, Mr. Molden explained that Mr. Magnus's brief about the Communication Working Group would be postponed till the next LM-Forum meeting. The agenda was distributed and presented to the members. The following topics were presented:

- Update on LMF Charter Amendment
- Update eOPF/eLES Implementation
- Implementation of the New PARS Form
- New Business
- Agenda Items for Next Meeting

Update on LMF Charter Amendment

Mr. Molden reintroduced the issue to the LM-Forum members. The members discussed the topic and highlighted the following:

- Mr. Molden told the LM-Forum members that he explained the LM-Forum to the Chief of Staff and what role the Chairperson plays within the LM-Forum. Mr. Molden also briefed the Chief of Staff on some of the proposed changes to the LM-Forum's Charter. Mr. Molden noted that the Chief of Staff would like to keep the CHRO Director as the permanent Chairperson of the LM-Forum. Mr. Molden explained that the Chief of Staff feels that the CHRO Director is the most appropriate person for this position. Mr. Molden said, that he recommended that the LM-Forum hold meetings on a quarterly basis and as

needed. Mr. Molden stated that the Commanding General and the Chief of Staff would always be invited to the LM-Forum as ex-officio members.

- The LM-Forum members discussed the subject of member attendance within the Charter. It was recommended that alternatives would be allowed for members and would be able to vote on matters before the LM-Forum. Mr. Terry Hoeft explained that the use of alternatives should only be used when necessary, since the meetings would be moving to a quarterly basis. The LM-Forum members agreed that having alternatives would help insure a quorum was present at the LM-Forum meetings.
- The LM-Forum members discussed the subject of observers within the Charter. The members decided that observers should be allowed to attend the meetings. The members discussed if a limit on observers would be addressed within the Charter, but no agreement was made.
- The LM-Forum members also discussed the subject of ad-hoc meetings. The LM-Forum members expressed concern with circumstances that would arise and would require the members to meet. The LM-Forum members decided that language should be included in the Charter to address such meetings. Mr. Molden asked Mr. Hoeft to draft language that could be used for the Charter.
- The LM-Forum members discussed the subject of buy-in from the members on decisions made. The union members agreed that they would demonstrate total commitment, but retain their rights under 5 USC Chapter 71. It was agreed that language would be drafted showing this intent within the Charter.

At this point Mr. Molden stated that he would make the agreed upon changes to the Charter and would have it ready for review before the next LM-Forum meeting. Mr. Molden said the Charter would be finalized and ready for signature at the next LM-Forum meeting.

Update on eOPF and eLES Implementation

Mr. Molden reintroduced the issue to the LM-Forum members. The members discussed the topic and highlighted the following:

- Mr. Molden explained that implementation of eOPF was going to start by 1 May 2012. He said that it was important that all employees verify their information before the deadline and correct errors if necessary. Mr. Michael Jacobson asked if it would be possible to get some direction to management about union representatives speaking to bargaining unit members about the upcoming changes. The members agreed that instructions would be given to management about their cooperation with the unions on this matter. Mr. Jay Smith agreed and said that management depends on the unions to help facilitate the flow of information to employees. It was agreed that an email would be sent to management to help reinforce the need for cooperation with union representatives.
- Some members raised concern with those employees that didn't have access to email and eLES. Mr. Hoeft explained that there was a provision that would allow for hardcopies to still be sent, but the employee would need access to a computer with an internet connection. Mr. Hoeft said he would be willing to help facilitate the matter, if a list of bargaining unit members could be given to him.

Implementation of the New PARS Form

Mr. Smith reintroduced the issue to the LM-Forum members. The members discussed the topic and highlighted the following:

- Mr. Smith gave an update on the training he has provided to supervisors of certain organizations. He explained that there are no real big changes from the old form. He said that employees no longer have to do self assessments and that the form was pretty simple. He explained that the new PARS form was a DoD example of OPM's efforts to try and standardize the appraisal process for all federal employees. Mr. Smith explained that one major change was with the employees' PDs and verification. He said, the employee must verify on the form their PD is current and accurate for the form to be considered complete.

New Business- USMC Civilian Workforce Strategic Plan

The LM-Forum members held a discussion on new business. The members discussed the USMC Civilian Workforce Strategic Plan. The following was discussed:

- Mr. Molden introduced the USMC Civilian Workforce Strategic Plan. He said that a review will begin on the numbers and types of positions. Mr. Molden expressed that this could trickle down to the bargaining unit employees, if this happened the unions would have to be notified. He said that the National Council has already been notified as a courtesy notification.
- Mr. Jacobson said that at Air Station Miramar some employees have been notified and told to write job justifications. Mr. Molden expressed concern over the lack of information forthcoming, as to what the information collected would be used for. He explained that they have been instructed to look at the BICs on their TOs. He also said that supervisors are required to complete worksheets that show a percentage of work an employee does. Mr. Molden again expressed concern over supervisors telling bargaining unit employees to complete the worksheets without properly being notified first. He told the union members of the LM-Forum, if this occurs on the Base he is to be informed.
- Mr. Molden said that we are in the data capturing period for the review. He explained that this period will last until the end of May and once collected would be sent to Manpower for review. The members were told that some errors were noticed on the worksheet by some organization's members and were sent back for change. He said that only a limited time was given to organizations to make corrections and that time had passed already.
- Mr. Smith wanted it noted that a discussion was held with the unions about the USMC Civilian Workforce Strategic Plan and that no bypass claims should be raised. Mr. Smith explained that appropriate measures would be taken if the topic was discussed with bargaining unit members. Mr. Molden made it clear that there was no union involvement at this time and that the topic was to remain with management only. He again said if any bargaining unit member was informed of the topic to let him know immediately.

New Business- List of Barging Unit Members from MCIWEST to CPEN

The LM-Forum members held a discussion on new business. The members discussed the list of bargaining unit members from MCIWEST to CPEN. The following was discussed:

- Mr. Hoeft introduced the topic and explained that BU under 0850 never left the bus code. He said the union must request to the FLRA to pick them up. He explained that IAFF would not qualify for this. Mr. Hoeft said that the effective date for this was 22 April 2012. Mr. Molden said that they were redesignated in terms of organizational code only and they are without a bargaining unit.

Agenda Items for Next Meeting

The Forum members held a discussion on the agenda items for the next LM-Forum meeting. The following was discussed:

- Mr. Molden said that the updates to the Communications Working Group would be held over to the next LM-Forum meeting.
- Mr. Molden also said that the LM-Forum Charter would be reviewed and ready for signature at the next LM-Forum meeting.
- The members agreed to address the PPE issue as old business at the next LM-Forum meeting.

Mr. Molden concluded the Forum meeting.

Future Meeting Date

The next meeting for Forum members will be at 0900 to 1100 on 5/9/12 at the CHRO.