

DETAILED INSPECTION CHECKLIST

FA	SC	STMT	TEXT
054			LABOR - EMPLOYEE RELATIONS Functional Area Manager: MPC-40 Point of Contact: MICHELLE NERENG (DSN) 378-9427 (COML) (703)432-9427 Date Last Revised: 14 July 2011
054	01		LABOR MANAGEMENT RELATIONS (LMR)
054	01	001	Employee use of official time is properly kept/reported? Reference MCO 12711.1-5A
054	01	002	Are management negotiators given LMR training? Reference CHRM 711
054	01	003	Has an annual notice of employee representation rights been issued? Reference 5 USC 7114(A) (3)
054	01	004	Are grievances under negotiated agreements properly reported? Reference MCO 12711.1-5B
054	01	005	Are union dues deductions properly withheld/reported? Reference DOD 700.14-R, VOL 8; DOD 1400.25-M, SUBCHAP 711; MCO 12711.1-5C; 5 USC 7115
054	01	006	Are unfair labor practices properly investigated and reported? Reference MCO 12711.1, ENCL 2, PAR 2
054	01	007	Are case handling procedures for arbitration followed? Reference MCO 12711.1, ENCL 2, PAR 3
054	01	008	Are review and approval procedures (including reporting requirements) for negotiated labor agreements followed? Reference MCO 12711.1, ENCL 3, PAR 2; DOD 1400.25-M, SUBCHAP 711; 5 USC 71, SEC 7114-C

- 054 01 009 Is the command appropriately conducting assessments of the human resources office in all functional areas? Is the HRO conducting appropriate self-assessments?  
Reference  
SECNAVINST 12273.1
- 054 01 010 Are labor-management relations files adequate and complete?  
Reference  
MCO 12711.1-7
- 054 02 DISCIPLINE/APPEALS/ADMINISTRATIVE GRIEVANCES
- 054 02 001 Are letters of reprimand removed from the OPF within two years of issuance (or, as required by negotiated labor agreement)?  
Reference  
CHRM 752
- 054 02 002 Are adverse actions proposed in a timely manner?  
Reference  
CHRM 752
- 054 02 003 Are proper agency records on adverse actions kept?  
Reference  
CHRM 752
- 054 02 004 Are proper procedures followed on appeals and petitions-for-review before the Merit Systems Protection Board (MSPB)?  
Reference  
CHRM 752
- 054 02 005 Are reports of MSPB initial decisions, PFRs and RFRs properly submitted?  
Reference  
CHRM 752
- 054 02 006 Does the command exercise its responsibility to discipline when action is warranted?  
Reference  
5 CFR 752; CHRM 752
- 054 02 007 Are administrative grievance system procedures followed?  
Reference  
DOD 1400.25-M, SUBCHAP 771; SECNAVINST 12771.1
- 054 02 008 Has the command written base orders on disciplinary/adverse actions and the administrative grievance system?  
Reference  
CHRM 752; SECNAVINST 12771.1

054 03 PERFORMANCE MANAGEMENT/AWARDS

054 03 001 Has the command established a performance management program and published a written instruction?  
Reference  
DOD 1400.25-M, SUBPAR 430; MCO 12430.2; DON GUIDE NO. 430-2

054 03 002 Are requirements of the performance management program being met?  
Reference  
DOD 1400.25-M, SUBCHAP 430; MCO 12430.2;  
DON NO. GUIDE 430-02; 5 CFR PART 430

054 03 003 Are performance appraisal results used as the basis for training, rewarding, reassigning, promoting, reducing in grade, reducing in force, removing, and assisting in improving unacceptable performance of employees?  
Reference  
DON GUIDE NO. 430-02; 5 CFR, PART 430; MCO 12430.2;  
DOD 1400.25-M, SUBPAR 430

054 03 004 Are performance records properly kept?  
Reference  
DON GUIDE NO. 430-01 AND 430-02; OPM OPERATING MANUAL :THE GUIDE TO PERS REC KEEPING; MCO 12430.2

054 03 005 Are performance ratings properly documented?  
Reference  
DON GUIDE 430-02; MCO 12430.2; 5 CFR 430

054 03 006 Is the establishment of performance standards and mid-year/special reviews properly documented?  
Reference  
DON GUIDE 430-02; 5 CFR, PART 430; MCO 12430.2

054 03 007 Are regulations for proposing removal and reduction in-grade based on unacceptable performance being followed?  
Reference  
DON GUIDE 430-02; MCO 12430-.2; 5 CFR 752; CHRM, 752

054 03 008 Are requirements of supervisory probationary periods followed?  
Reference  
5 CFR 315, SUB-PART I; MCO 12430-.2

054 03 009 Is non-monetary recognition properly granted?  
Reference  
SECNAVINST 12451.3 W/GUIDE NO. 451-02;  
DOD 1400.25-M, SUBCHAP 451

054 03 010 Are cash awards properly processed?  
Reference  
SECNAVINST 12451.3 W/GUIDE NO. 451-02;  
DOD 1400.25.M, SUBCHAP 451

054 03 011 Does the command have a written instruction on the incentive awards program?  
Reference  
SECNAVINST 12451.3 W/GUIDE NO. 451-02

054 03 012 Are beneficial suggestions administered/evaluated promptly And properly?  
Reference  
MCO 1650.17F; SECNAVINST 12451.3 W/GUIDE NO. 451-02;  
MC MIL INCENTIVE AWARDS PROG

054 04 LEAVE/ABSENCE FROM DUTY/SCHEDULING OF WORK

054 04 001 Are the general provisions for leave being followed?  
Reference  
DOD 1400.25-M, VOL 630; 5 CFR PART 630; MCO 12630.1 AND 12630.2

054 04 002 Is leave without pay properly granted?  
Reference  
5 CFR, PART 630; MCO 12630.2

054 04 003 Are flexible/compressed work schedules operated correctly?  
Reference  
DOD 1400.25, VOL 610; 5 CFR, PART 610, SUBPART D;  
MCO 12630.2

054 04 004 Does the command comply with policy on the weekly/daily scheduling of work?  
Reference  
DOD 1400.25, VOL 610; MCO 12630.1; 5 CFR, PART 610, SUBPART A

054 04 005 Does the command comply with restoration to duty requirements after military duty or absences due to compensable job-related injury or disability?  
Reference  
20 CFR, PART 1002; 5 CFR, PART 353; CMP 2001-09;  
DOD 1400.25, VOL 610

054 04 006 Are administrative and group dismissals of employees properly handled?  
Reference  
DOD 1400.25, VOL 610; 20 CFR 1002; 5 CFR 610, SUBPART C

054 04 007 Are employees leaving for military service properly counseled?  
Reference  
5 CFR 353.104; 20 CFR 1002; MCO 12630.2

054 04 008 Is military leave properly administered and documented?  
Reference  
5 CFR 353; 20 CFR 1002; CPM 2001-09; MCO 12630.2

054 05 EMPLOYEE ASSISTANCE/DRUG FREE WORKPLACE PROGRAMS

054 05 001 Does the command comply with the requirements of the Civilian Employee Assistance Program (CEAP)?  
Reference  
CHRM 792.1

054 05 002 Are required reports on civilian employee alcohol and drug abuse submitted?  
Reference  
CHRM 792.1 AND 792.3; MCO 12792.1A

054 05 003 Are counseling/referral records of employees maintained in a confidential manner?  
Reference  
5 CFR PART 792, SUBPART A; CHRM 792.1

054 05 004 Is the Drug Free Workplace Program (DFWP) properly administered?  
Reference  
CHRM 792.3; MCO 12792.1A

054 06 INJURY COMPENSATION

054 06 001 Has the command designated an injury compensation program administrator?  
Reference  
OWCP PUB CA 810; DOD 1400.25, VOL 810; MCO 12810.1

054 06 002 Has the command implemented a program to reduce the cost of lost-time injuries?  
Reference  
DOD 1400.25, VOL 810; MCO 12810.1

054 06 003 Have employees submitted written notice of injury within Established timeframes?  
Reference  
DOD 1400.25, VOL 810; OWCP PUB CA 810; MCO 12810.1

054 06 004 Has the command controverted injury compensation claims when warranted?  
Reference  
DOD 1400.25, VOL 810; OWCP PUB CA 810; MCO 12810.1

054 06 005 Have requirements of the injury compensation program been met?  
Reference  
DOD 1400.25, VOL 810; OWCP PUB CA 810; MCO 12810.1

054 06 006 Are supervisors aware of and do they carry out their responsibilities when an employee sustains a job-related injury?  
Reference  
DOD 1400.25, VOL 810; OWCP PUB CA 810; MCO 12810.1

054 07 BENEFITS: RETIREMENT/INSURANCE/UNEMPLOYMENT PROGRAMS

054 07 001 Does the command properly administer the Federal Employees Group Life Insurance (FEGLI) Program?  
Reference  
5 CFR, PART 870

054 07 002 Does the command properly administer the Federal Employees Health Benefits (FEHB) Program?  
Reference  
5 CFR, PART 890

054 07 003 Does the command comply with unemployment compensation regulations?  
Reference  
DOD 1400.25, VOL 850

054 07 004 Are required forms/information relating to civil service retirement/annuity claims submitted on time?  
Reference  
5 CFR, PART 831; OPERATING MANUAL:  
THE CSRS AND FERS HANDBOOK

054 08 PAY

054 08 001 Is special pay properly regulated, authorized and documented?  
Reference  
CPI USC 5305; 5 CFR, PART 550; DOD 1400.25M,  
VOL 550 AND 1940

054 08 002 Are salary retention decisions correct?  
Reference  
5 CFR, PARTS 531/536; DOD 1400.15, VOL 531 AND 536

054 08 003 Are regulations/procedures for uniform allowances administered properly?  
Reference  
DOD 1400.25, VOL 591; 5 CFR, PART 591

054 08 004 Are positions properly exempted from FLSA?  
Reference  
5 CFR, PART 551

054 08 005 Do quality step increases comply with regulatory requirements?  
Reference  
5 CFR, PART 531, SUBPART E; DOD 1400.25, VOL 531

- 054 08 006 Are within-grade increase approvals/denials properly processed and documented?  
Reference  
DOD 1400.25, VOL 430; CHRM 430.1; MCO 12430.2
- 054 09 RECORDS MAINTENANCE
- 054 09 001 Are permanent and non-permanent records properly kept/disposed of?  
Reference  
OPERATING MANUAL: THE GUIDE TO PERS REC KEEPING;  
DOD 5400.11-R
- 054 09 002 Are employee medical records properly maintained/disposed of?  
Reference  
OPERATING MANUAL: THE GUIDE TO PERS REC KEEPING;  
5 CFR, PART 293, SUB-PART E; DOD 5400.11-R
- 054 09 003 Are unofficial files on employees being kept without prior OPM approval?  
Reference  
OPERATING MANUAL: THE GUIDE TO PER REC KEEPING;  
5 CFR PART 293; DOD 5400.11-R
- 054 09 004 Are official information and files on employees properly protected and disclosed?  
Reference  
5 CFR 297; SECNAVINST 5720.42F; DOD 5400.11-R; USDOJ FOIA AND PRIVACY ACT OVERVIEW
- 054 09 005 Are financial disclosure reports processed/maintained in accordance with regulations?  
Reference  
DOD 5500.7-R, CHAP 7